



## LOWELL AIRPORT BOARD

Wednesday February 13, 2019 AT 7:00 P.M.

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF ABSENCE(S)
3. APPROVAL OF THE AGENDA
4. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
  - a. Minutes from January 9, 2018
5. FINANCIAL REPORT(S)
  - a. Financial Statement
  - b. Check Disbursement
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
  - a. MDOT grant
  - b. Taxiway paving
  - c. Tree trimming
  - d. Christmas float 2019
8. NEW BUSINESS
9. BOARDMEMBERS COMMENTS
10. WINDCRAFT AVIATION UPDATE
11. AIRPORT MANAGER'S REPORT
  - a. Update on Windcraft lease
  - b. Update on new tenants
  - c. Spring Capital Improvement projects
    - Paving
    - Runway cone replacement
    - Spring cleanup (tree clearing on R/W 30)
    - Love Week
    - Another evening burger event?
  - d. Winter conditions and concerns
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, JANUARY 9, 2019 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 7:00 p.m. by Tom Grimm. Lori Gerard called roll.

Present: Jeff Altoft, Tom Grimm, Eric Nelson, Paul Nicholls, Jeff Ostrander, David Pasquale and Lori Gerard

Absent: Jim Myaard

Also Present: Bob Bourgette, Greg VanStrien, Greg Forbes, Peter Draaisma and Casey Brown

2. APPROVAL OF ABSENCES

Grimm moved and Altoft seconded to approve the absence of Myaard. Motion carried.

3. APPROVAL OF THE AGENDA

Pasqual moved and Nelson seconded to approve the agenda as written. Motion carried.

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Grimm moved and Pasquale seconded to approve the minutes of December 12, 2018 as written. Motion carried.

5. FINANCIAL REPORTS

Grimm moved and Nelson seconded to approve the financial reports. Motion carried.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

No comments.

7. OLD BUSINESS

a. Grant update – Brown noted has had no word yet on the grant application.

- b. Taxiway paving – we have quotes from 2018 and Brown will touch base again to get an updated price. There was discussion on the feasibility of doing this in phases or all at one.
- c. Tree trimming – this is scheduled for spring clean-up day and will also rent wood chipper to attach the grown on 30. Pasquale noted that we should check with Dick Wendt if trees can be considered a safety issue.
- d. Survey – this item was added to our list. Brown would like to get a recertified survey with permanent stakes.
- e. Christmas float 2019 – item to be discussed next fall.

## 8. NEW BUSINESS

Meeting dates for 2019 were submitted. Grimm moved and Nelson seconded to approve the 2019 Airport Board meeting dates. Motion carried.

## 9. BOARDMEMBERS COMMENTS.

No comments.

## 10. WINDCRAFT AVIATION - ALEX TAYLOR

Brown gave a brief update as Taylor had been travelling and presenting the Windcraft project.

## 11. AIRPORT MANAGER'S REPORT

- a. Update on Building3 – Brown noted the Kennedy Construction has repaired the walls, doors and windows. Brown thanked Paul, Scott, Eric, Bob and Jeff for all the work and hours they have put into this project. They have patched wall, did electric work, replaced ceiling tiles, toilet, trim and painted the floor. This was way more than he expected. Altoft noted that the pressure tank needed to be addressed as the bladder is popped and needs replacing.
- b. Snow removal – Brown stated that so far we have had one push at the airport.

Brown commented that he received a call from Michigan Aviation Education Association based out of Jackson. They are coming to the area on Saturday September 21, 2019 and would like to make a stop in Lowell to visit Heidi's Corn Maze.

Brown stated he spoke with City Manager Mike Burns regarding sponsorship of a Little League team. It was decided that since this was a gray area and the city doesn't use public funds of things like this they would not be sponsoring a team.

Grimm moved Altoft seconded to adjourn at 7:35 pm. Motion carried.

Respectfully submitted

Lori Gerard

**AIRPORT FUND  
FINANCIAL STATEMENT  
February 12, 2019**

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<b>BEGINNING CASH JULY 1, 2018</b>	<b>\$</b>	<b>49,598.73</b>
Tie Down fees	\$	216.00
Hangar Rent	\$	29,618.00
Misc Income - Fly-In	\$	-
Fuel Sales	\$	9,520.60
Transfer from General Fund	\$	-
Interest	\$	40.13
<b>TOTAL REVENUES TO DATE</b>	<b>\$</b>	<b>88,993.46</b>
Operating supplies	\$	13,008.28
Professional services/Audit fees	\$	-
Contractual	\$	550.00
Insurance		
Public Utilities	\$	3,076.97
Repair and Maintenance	\$	4,309.67
Misc Expenses - Vergennes Twp taxes	\$	8,237.21
Rentals	\$	-
Prepaid Insurance	\$	-
Capital Outlay	\$	3,200.00
General Fund loan payment	\$	-
* Expenses to last fiscal year	\$	6,596.76
**Prepaid expenses for insurance	\$	-
<b>TOTAL EXPENDITURES TO DATE</b>	<b>\$</b>	<b>38,978.89</b>
<b>ENDING CASH:</b>	<b>\$</b>	<b>50,014.57</b>

02/11/2019

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 01/09/2019 - 02/11/2019

Check Date	Check #	Payee	Description	Account	Amount
01/18/2019	72311	ARROW ENERGY, INC.	OPERATING SUPPLIES	740.000	6,353.31
01/18/2019	72312	BERNARDS ACE HARDWARE	REPAIR & MAINTENANCE	930.000	657.81
01/18/2019	72314	BOURGETTE, BOB	REPAIR & MAINTENANCE	930.000	21.62
01/18/2019	72353	NELSON, ERIC	OPERATING SUPPLIES	740.000	6.98
01/18/2019	72353	NELSON, ERIC	REPAIR & MAINTENANCE	930.000	271.77
			CHECK GEN 72353 TOTAL FOR FUND 581:		278.75
01/18/2019	72354	NICHOLLS, PAUL	REPAIR & MAINTENANCE	930.000	648.13
01/18/2019	72360	SELF SERVE LUMBER	REPAIR & MAINTENANCE	930.000	298.25
01/18/2019	72368	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
02/01/2019	72383	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	303.84
02/01/2019	72383	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	390.56
02/01/2019	72383	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	26.45
02/01/2019	72383	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	155.64
			CHECK GEN 72383 TOTAL FOR FUND 581:		876.49
			Total for fund 581 AIRPORT FUND		9,184.35



## City of Lowell Airport

Dear Hangar Tenants:

In an effort to continually be improving our grounds and hangars at the Airport we ask that you complete the following survey and return with your 2019 signed lease. You may also remit by email to: [lgerard@ci.lowell.mi.us](mailto:lgerard@ci.lowell.mi.us)

Name:

Bob Bourgette

Hangar #

A-4

Repairs needed to your hangar:

NONE

Repairs to Airport grounds that need attention:

NONE

Updates you feel would enhance our Airport:

PAVE TAXI WAY FOR A+B HANGARS.

### Courtesy reminders:

- Please close the hangar doors when you leave to fly
- Please do not start your plane so that the prop wash blast the hangar
- Please do your run up on the taxi way, not the end of the runway
- Please limit your activities to your space in the hangar
- Please have fun and fly often!!

If you have any questions or concerns, please contact:

Airport Manager – Casey Brown 616-987-0821 or 616-819-9629



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Name:

JOHN D. WIER

Hangar #

C-4

Repairs needed to your hangar:

NONE

Repairs to Airport grounds that need attention:

NONE

Updates you feel would enhance our Airport:

NONE

### Courtesy reminders:

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Name: BRUCE WHITMAN

Hangar # 6B

Repairs needed to your hangar:

*NONE*

Repairs to Airport grounds that need attention:

*PAVE TAXIWAY BETWEEN HANGARS A & B*

Updates you feel would enhance our Airport:

*GET AN FBO/ MAINTENANCE  
OPERATION ( FULL TIME ) IN PLACE*

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Name:

PETER DEANISMA

Hangar #

6-A

Repairs needed to your hangar:

Repairs to Airport grounds that need attention:

Updates you feel would enhance our Airport:

PAVED TAXIWAYS

### Courtesy reminders:

- Please close the hangar doors when you leave to fly
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Name:

Roger Brown ROGER BROWN

Hangar #

DON'T KNOW THE #

Repairs needed to your hangar: THE WELL IS MORE AND MORE SUSPECT EACH YEAR. SOMEDAY IT WILL JUST NOT FUNCTION. IT IS A SHALLOW WELL AND OUT DATED SCREEN IS FAILING. NOT WORTH REPAIR. A NEW WELL IS \$5K PLUS. WELL IS AVAILABLE TO ALL RENTORS ON EAST SIDE.

Repairs to Airport grounds that need attention:

Updates you feel would enhance our Airport: LOOK FOR A SOURCE OF CHEAP OR FREE FILL FOR N/W END OF 12/30. THE EVENTUAL GOAL BEING TO EXTEND THE RUNWAY THAT LAST 300' OR SO TO THE PROPERTY LINE. WOULD LOVE TO SEE A PUSH TO IRRIGATE 6/24

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