



LOWELL AIRPORT BOARD

Wednesday March 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 February 13, 2018
5. FINANCIAL REPORT(S)
 - a. Financial Statement
 - b. Check Disbursement
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
 - a. Airport grant
 - b. Capital Improvement projects
 - c. Taxiway paving
 - d. Tree trimming
 - e. Christmas Float to be discussed in Fall 2019
8. NEW BUSINESS
9. BOARDMEMBERS COMMENTS
10. WINDCRAFT AVIATION UPDATE
11. AIRPORT MANAGER'S REPORT
 - a. Snow removal cost update
 - b. Spring thaw and flooding
 - Addressing some drainage issues between B & C hangars
 - Please don't drive on the turf
 - c. Spring cleanup date options
 - My first choice would be April 13
 - d. Member to produce a list of items for spring cleanup
 - Jeff Ostrander has picked up new runway cones from MDOT
 - Tree trimming on runway 30
 - General cleaning

- Equipment required
 - Food
 - ETC...
 - e. Summer Events
 - Burger night
 - Other ideas
 - f. After meeting – Annual Aero Acres Fly-in video
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, FEBRUARY 13, 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 (arrived at 7:02)

Also Present: Greg VanStrien, Alex Taylor and Casey Brown

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Nicholls seconded to approve the minutes of January 9, 2019 with corrections. Motion carried.

5. FINANCIAL REPORTS

Grimm moved and Pasquale 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 – Brown stated he is working on getting updated quotes.

- c. Tree trimming – This will be part of the spring clean-up. It was determined that the city attorney would need to be contacted in regard to process for identifying encroaching trees and contacting property owners.
- d. Survey –Brown would like to get a recertified survey with permanent stakes.
- e. Christmas float 2019 – item to be removed until next fall.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Nelson commented that the fence is broken two sections down from the gas pump. Grimm stated that he may have the needed piece in his garage.

10. WINDCRAFT AVIATION - ALEX TAYLOR

Taylor commented that he has had a busy and very productive, couple weeks. His group is looking toward Oshkosh 2019. They are currently refurbishing office furniture so if anyone has some to get rid of they would be willing to take a look at it. The lease has also been signed.

11. AIRPORT MANAGER'S REPORT

- a. Windcraft lease – Brown noted that Windcraft would be leasing out building 3.
- b. Update on new tenants - Brown stated that there are two new tenants moving into hangar spaces.
- c. Capital Improvement Projects – Brown commented that new quotes for paving the isle ways and far side of hangar A will need to be updated. It was noted that 10 plus cones need replacement on the runways. Cost from MDOT is \$50 each and online are around \$30. There was concern that the quality of the online product might not be acceptable.

Grimm moved and Myaard seconded to approve \$500 toward purchase of runway cones. Motion carried.

Brown stated he is looking for a date for the spring clean-up that does not interfere with baseball season. Dates for Love Week will be coming soon also. It was by consensus that another burger night/fly-in should be set for this summer.

- d. Winter conditions and concerns – Brown stated he has had no problems with the plowing this year so far. Scenic Expressions is plowing for \$550 per push.

Grimm moved Nelson seconded to adjourn at 7:42 pm. Motion carried.

Respectfully submitted
Lori Gerard

Airport

03/12/2019 CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
 CHECK DATE FROM 02/12/2019 - 03/12/2019

Check Date	Check #	Payee	Description	Account	Amount
02/14/2019	72420	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	5.99
02/14/2019	72420	BERNARDS ACE HARDWARE	REPAIR & MAINTENANCE	930.000	36.95
			CHECK GEN 72420 TOTAL FOR FUND 581:		42.94
02/14/2019	72425	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	1.39
02/14/2019	72425	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	1,049.15
			CHECK GEN 72425 TOTAL FOR FUND 581:		1,050.54
02/14/2019	72451	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	2,200.00
02/14/2019	72452	SELF SERVE LUMBER	REPAIR & MAINTENANCE	930.000	6.50
02/14/2019	72459	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
03/01/2019	72504	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	2,750.00
03/01/2019	72506	STATE OF MICHIGAN	OPERATING SUPPLIES	740.000	600.00
			Total for fund 581 AIRPORT FUND		6,699.97

**AIRPORT FUND
FINANCIAL STATEMENT
March 13, 2019**

BEGINNING CASH JULY 1, 2018 **\$ 49,598.73**

Tie Down fees \$ 216.00

Hangar Rent \$ 35,114.49

Misc Income - Fly-In \$ -

Fuel Sales \$ 9,520.60

Transfer from General Fund \$ -

Interest \$ 170.34

TOTAL REVENUES TO DATE **\$ 94,620.16**

Operating supplies \$ 13,614.27

Professional services/Audit fees \$ -

Contractual \$ 5,500.00

Insurance

Public Utilities \$ 4,127.51

Repair and Maintenance \$ 4,353.12

Misc Expenses - Vergennes Twp taxes \$ 8,337.51

Rentals \$ -

Prepaid Insurance \$ -

Capital Outlay \$ 3,200.00

General Fund loan payment \$ -

* Expenses to last fiscal year \$ 6,596.76

**Prepaid expenses for insurance \$ -

TOTAL EXPENDITURES TO DATE **\$ 45,729.17**

ENDING CASH: **\$ 48,890.99**