



## LOWELL AIRPORT BOARD

Wednesday May 8, 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 April 10, 2019
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. Spring cleanup day is complete (Huge Thank You)
  - b. Paving project status
  - c. Mowing plan discussion
  - d. Airport safety discussion with summer flying season starting
  - e. Hamburger date – Wednesday June 12???
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD

WEDNESDAY, APRIL 10, 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, Jim Myaard, Eric Nelson, Paul Nicholls, Jeff Ostrander, David Pasquale

Absent: None.

Also Present: Bob Bourgette, Bruce Whitman, Peter Draaisma, Greg Forbes, Mitch Kahn, Terry Baumgartner, Isaac Wolfbauer, Terry Williamson, Greg Canfield, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

None.

3. APPROVAL OF THE AGENDA

Grimm 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 March 13, 2019 as written. Motion carried.

5. FINANCIAL REPORTS

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

It was questioned why there were so many Consumers Energy bills and were they higher than previous years. Gerard will get copies of these statements to Brown.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Kahn commented that the breaker in his hangar keeps tripping. John Bolyut thinks it might be a heater in the next hangar.

Williamson stated he is flying paragliders out of here and really appreciated the Airport. Kahn mentioned he has had issues with paragliders popping up over the trees. Williamson noted that they typically enter and exit to the West.

7. OLD BUSINESS

- a. Grant update – Brown noted he still has not heard anything on the grant application.
- b. Capital Improvement projects –
- c. Tree trimming – This will be part of the spring clean-up.
- d. Christmas float 2019 – item to be tabled until next fall.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Ostrander mentioned that there were a few strong odor days when they were fertilizing the airport. Brown stated he spoke with Dean and Jack and next year they will spread on snow so that it will melt into the ground. Ostrander commented that the Airport wants to be a good neighbor. It was noted that a complaint call was received at city hall and Brown spoke with Janine at Vergennes Township about the issue.

10. WINDCRAFT AVIATION - ALEX TAYLOR

None.

11. AIRPORT MANAGER'S REPORT

- a. Final snow removal cost – Brown stated we came in at \$6050. Tom at Scenic Expressions is looking to purchase a big blower for next year but would need a multi-year contract if he proceeded with that.
- b. Taxiway Paving – John at Great Lakes Paving will honor last year's quote for Phase 1 & 2.  
  
Pasquale moved and Ostrander seconded to approve the expense of \$28,320 to Great Lakes Paving for paving the taxiway and west side of Hangars A & B pending City Council approval. Motion carried.
- c. Spring Clean-up – April 13 and there is a long list of items needing cleaning and repairs.

d. Summer events – All agreed a burger night should be set for June or July.

Brown questioned if an increase of hangar rent is reasonable as it has been several years since we have done this. Pasquale noted that the Airport is an Enterprise Fund.

Pasquale moved and Myaard seconded to approve an increase in City of Lowell Airport hangar rent by \$10 per month effective January 1, 2020. Motion carried.

Pasquale moved Grimm seconded to adjourn at 8:04 pm. Motion carried.

Respectfully submitted  
Lori Gerard

AIRPORT

05/07/2019

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 04/06/2019 - 05/07/2019

Check Date	Check #	Payee	Description	Account	Amount
04/12/2019	72653	BROWN, CASEY	OPERATING SUPPLIES	740.000	\$ 295.00
04/12/2019	72654	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 25.92
04/12/2019	72673	SHADOW ENTERPRISES	REPAIR & MAINTENANCE	930.000	\$ 1,049.16
04/12/2019	72677	TRACTOR SUPPLY CREDIT PLAN	OPERATING SUPPLIES	740.000	\$ 601.93
04/22/2019	72713	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	\$ 49.99
05/03/2019	72758	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 51.77
05/03/2019	72758	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 26.20
05/03/2019	72758	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 35.64
			CHECK GEN 72758 TOTAL FOR FUND 581:		\$ 113.61
			Total for fund 581 AIRPORT FUND		\$ 2,135.61

**AIRPORT FUND  
FINANCIAL STATEMENT  
May 8, 2019**

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<b>BEGINNING CASH JULY 1, 2018</b>	<b>\$ 49,598.73</b>
Tie Down fees	\$ 216.00
Hangar Rent	\$ 40,658.00
Misc Income - Fly-In	\$ -
Fuel Sales	\$ 10,779.97
Transfer from General Fund	\$ -
Interest	\$ 310.45
<b>TOTAL REVENUES TO DATE</b>	<b>\$ 101,563.15</b>
Operating supplies	\$ 14,511.20
Professional services/Audit fees	\$ -
Contractual	\$ 6,050.00
Insurance	\$ 1,231.00
Public Utilities	\$ 7,141.69
Repair and Maintenance	\$ 5,533.67
Misc Expenses - Vergennes Twp taxes	\$ 8,452.61
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>\$ 52,716.93</b>
<b>ENDING CASH:</b>	<b>\$ 48,846.22</b>

**LOWELL CITY ADMINISTRATION**  
INTER OFFICE MEMORANDUM



**DATE:** April 12, 2019  
**TO:** Michael Burns  
City Manager  
**FROM:** Casey Brown, Airport Manager  
**RE:** Lowell City Airport West Taxiway  
Paving Project

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Please find this memo as a description of the capital taxiway paving project for the Lowell City Airport. The airport board has recommended to spend \$28,320 with Great Lakes Paving to pave the taxiways between the westernmost T-hangars on the west side of the airport. The paving project will take approximately 2 weeks to complete. The project start date is planned for early June 2019. The project scope will be to excavate out approximately 6 inches of turf and soil and fill with compacted gravel. The gravel will then receive 1.5 inches of compacted asphalt base and an additional 1.5 inches of compacted asphalt surface.

This improvement will remove long term turf taxiway maintenance issues due to the use of snow removal equipment on the turf taxiway. Seeding and mowing costs will also be reduced as result of the paving. Snow removal cost will also be reduced as the pavement will assist with the delineation of the area to be plowed resulting in less time spent to perform snow removal. This improvement will also make the operation of aircraft much easier in all weather. Soft field conditions and mud will no longer be an issue, improving the value of the current hangar spaces at Lowell Airport. As a result, the board has also recommended to increase the annual rent of all hangars at Lowell airport by \$10 per month. This increase will be budgeted for the 2019-2020 fiscal year, and will take effect starting the renewal of all leases January 1, 2020.

Payment for this project will be provided by the Lowell Airport fund. This fund is created and maintained by the revenue of aircraft tenants at Lowell Airport. Taxpayer contributed funds from the city general fund shall not be used to finance this project.

**I am recommending the Lowell City Council accept the recommendation of the Airport Board to approve an agreement with Great Lakes Paving to pave the taxiways as listed at a cost not to exceed \$28,320. I also recommend the Lowell City Council in their fiscal year 2019-2020 budget approve an increase of hangar rents by \$10 per month.**

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