



LOWELL AIRPORT BOARD

Wednesday October 9, 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 September 11, 2019
5. FINANCIAL REPORT(S)
 - a. Financial Statement
 - b. Check Disbursement
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
8. NEW BUSINESS
9. BOARDMEMBERS COMMENTS
10. WINDCRAFT AVIATION UPDATE
11. AIRPORT MANAGER'S REPORT
 - a. Fly-In feedback
 - b. Snow removal quote review
 - c. Alley grading for drainage between building 3 & hangar B
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, SEPTEMBER 11, 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, Paul Nicholls, Eric Nelson, Jim Myaard, Jeff Ostrander and David Pasquale

Absent: None

Also Present: Terry Baumgartner, Bob Bourgette, Peter Draaisma, Alex Taylor, Greg VanStrien, Bruce Whitman, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

None.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Myaard seconded to approve the minutes of August 14, 2019 with corrections. Motion carried.

5. FINANCIAL REPORTS

It was noted that a lot of money has been spent this past month with AV gas, Love Week and taxes. Ostrander questioned if the airport could be exempt from taxes? Brown stated only if the airport was annexed into city that would happen.

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Bourgette commented that Kent County Road Commission did not do a very good job spraying our road as compared to what they do at the Fairgrounds. Altoft noted that it rained hard right

after the spraying took place so that didn't help. Nelson said that he has looked into getting this done more often but found out the cost is about \$500 for each application.

Nelson stated he is still trying to get the best lights for the airport.

Baumgartner commented that Park Township has a big vote at the end of the month on whether or not to close their airport.

7. OLD BUSINESS

Brown stated that we need to add the Christmas float back on agenda so we can talk about this next month.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Nicholls stated that he was relaying a message for Luke Schuitema in B5 and his concern about flooding in front of his hangar again next spring. Brown assured that they would take steps to mitigate that.

10. WIND CRAFT AVIATION - ALEX TAYLOR

Taylor gave a brief slide show presentation of building 3 that Wind Craft occupies and the much needed updates. He noted that the heating system, flooring and putting in a couple doors were top priorities. Brown asked VanStrien to take a look at the system and give his assessment. Once that is complete more discussion will be presented.

11. AIRPORT MANAGER'S REPORT

Brown decided to reverse the order of discussion.

- a. Airport courtesy car – Brown stated that there is a current option to purchase a courtesy car but needed more information on how to manage this with the insurance and liability issues before moving forward. He will reach out to other airports to see how they handle this. Gerard will check the insurance aspect with the city's agent.
- b. Snow removal – Brown commented that he has contacted Tom at Scenic Expression regarding our snow removal. Last year he was willing to make an investment in a large blower for use at airport but wants a longer contract to do that. Brown is having him walk the property also to get a quote for our mowing. Brown noted that we need an end game for our current mowing. Brown, Bourgette & Nelson have done the lion's share of mowing and as much as it is

appreciated it was only meant to be done to help the bottom line. Brown will report back next month since snow season is right around the corner.

- c. Fly-In prep – Brown stated that things are lined up for the Fly-In this Saturday. He and some other volunteer will be picking up tables and chairs tonight after the meeting from the fairgrounds. Friday he plans to push out his plane and blow out the hanger. Altoft stated he will drop off supplies tomorrow morning. Brown mentioned other items on his checklist that have been taken care of are: portable restroom, volunteers lined up, water and propane. He will also send out another post tonight through mail chimp. Brown stated setup will start at 5:00 am. Nelson noted that the Kent County Health Department will be here for inspection at 7:45 am for the temporary food license.

Bourgette state that he has had a request from two hangar tenants to shorten their doors to aid with ice buildup in the winter. After much discussion it was decided to look at other options.

Pasquale moved and Myaard seconded to adjourn at 7:50 pm. Motion carried.

Respectfully submitted
Lori Gerard

10/07/2019

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 09/10/2019 - 10/07/2019

Check Date	Check #	Payee	Description	Account	Amount
09/13/2019	73315	BOURGETTE, BOB	OPERATING SUPPLIES	740.000	\$ 31.00
09/13/2019	73318	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 26.64
09/13/2019	73331	NELSON, ERIC	OPERATING SUPPLIES	740.000	\$ 201.00
09/13/2019	73331	NELSON, ERIC	MISCELLANEOUS EXPENSE	955.000	\$ 159.00
			CHECK GEN 73331 TOTAL FOR FUND 581:		\$ 360.00
09/13/2019	73338	SCHWEITZER, KEN	OPERATING SUPPLIES	740.000	\$ 264.94
09/13/2019	73351	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	\$ 92.25
09/23/2019	73383	STATE OF MICHIGAN	MISCELLANEOUS EXPENSE	955.000	\$ 25.00
09/23/2019	73387	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	\$ 49.99
09/26/2019	73400	KERKSTRA PORTABLE, INC.	OPERATING SUPPLIES	740.000	\$ 100.00
10/03/2019	73426	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 107.78
10/03/2019	73426	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 19.51
10/03/2019	73426	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 9.87
			CHECK GEN 73426 TOTAL FOR FUND 581:		\$ 137.16
10/03/2019	73438	HERSMAN, SCOTT	REPAIR & MAINTENANCE	930.000	\$ 100.11
10/03/2019	73445	LITES PLUS	OPERATING SUPPLIES	740.000	\$ 282.50
			Total for fund 581 AIRPORT FUND		\$ 1,469.59

**AIRPORT FUND
FINANCIAL STATEMENT
October 9, 2019**

BEGINNING CASH JULY 1, 2019	\$ 11,763.21
Tie Down fees	\$ -
Hangar Rent	\$ 10,630.00
Misc Income - Fly-In	\$ -
Fuel Sales	\$ 6,386.76
Transfer from General Fund	\$ -
Interest	\$ -
TOTAL REVENUES TO DATE	\$ 28,779.97
Operating supplies	\$ 7,564.89
Professional services/Audit fees	\$ -
Contractual	\$ -
Insurance	
Public Utilities	\$ 608.95
Repair and Maintenance	\$ 1,724.98
Misc Expenses - Vergennes Twp taxes	\$ 4,963.05
Rentals	\$ -
Prepaid Insurance	\$ -
Capital Outlay	\$ -
General Fund loan payment	\$ -
* Expenses to last fiscal year	\$ 1,376.55
**Prepaid expenses for insurance	\$ -
TOTAL EXPENDITURES TO DATE	\$ 16,238.42
ENDING CASH:	\$ 12,541.55