



## LOWELL AIRPORT BOARD

Wednesday June 10, 2020 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 March 11, 2020
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. Welcome Back!!!
  - b. Turn maintenance season in underway
    1. Bob, Eric and Casey have been mowing
    2. Eric has sprayed runways, taxiways and infield for weeds (Buckhorn)
    3. Eric has spread seed and fertilizer on turf runways
    4. Casey has a few more volunteers that would like help with mowing – he will train
    5. Casey is repairing the pump on one of the sprayers to spray weeds on runways, taxiway cracks, cones, fences and building edges
  - c. Hangar door repair
    1. Bob and Paul have replaced the roller and track beam on hangar D-4

- d. Powered Paraglider (PPG) Area
  - 1. The information board is being installed
  - 2. We are looking into some additional layout space north of runway 06/24 by the windsock
  - 3. We will present the content to go on the information board once we have it put together
- e. Summer activities
  - 1. Love week
    - (1) Confirmed the week of July 13 – 17
    - (2) They are looking for smaller group projects
  - 2. Burger Nights
    - (1) Let's pick a few dates

## 12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD

WEDNESDAY, MARCH 11, 2020 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 and David Pasquale

Absent: None.

Also Present: Greg Forbes, Bruce Whitman, Terry Williamson, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

None.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Grimm moved and Myaard seconded to approve the minutes of February 12, 2020 as presented. Motion carried.

5. FINANCIAL REPORTS

Brown noted that we have a cash balance of \$30,244. Nelson moved and Myaard seconded to approve the financial reports as presented. Motion carried.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Williamson reported that Holland Park Township Airport would be closing by October 2020. It was questioned if the hangars would be sold. Williamson noted they were brick.

Whitman stated that his hangar doors could use some lubrication. Bourgette commented that it was on the list and they were planning to fix the rollers also. It was noted that Building #2 needs door work as the track is coming down from the top. Nicholls suggested that they use the lift that Alex has in his building. Brown stated that scaffolding was donated by Scott.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Ostrander commented that he walks the runways often and they look no worse than they did in the fall.

10. WIND CRAFT AVIATION - ALEX TAYLOR

None.

11. AIRPORT MANAGER'S REPORT

- a. Snow removal – Brown stated that this season we have had only 8 pushes for \$4400 with no complaints. It has been a light winter.
- b. Spring Clean-up - Brown noted that the date planned for clean-up is April 25 which should be warmer. He will have mulch for plant beds and submit an order for lights with Manairco. He stated he will send out emails to the tenants that a dumpster is available for cleaning out hangars. Williamson is also hoping to get some PPG guys out for clean-up day. He noted that a few trees by the swamp needed cutting.
- c. Spring prep for turf runways – Brown stated that Bourgette will rent a roller again. Nelson and Brown will get the seed and fertilizer.
- d. Large Projects – Brown will investigate to see what effort is needed for the new door in Building #2. He commented that the new door is much lighter and is looking at designing a piece for the center section. VanStrien suggested that we contact a scrapper to take down the existing door.
- e. Small projects – Brown stated that we need to get someone out to evaluate the hard surface for crack sealing. Brown also mentioned that Williamson has some designs for the PPG station. Nicholls stated that Sparta is no long selling rec fuel. Bourgette added that the blades on the Exmark need sharpening.

Grimm moved and Myaard seconded to adjourn at 7:30 pm. Motion carried.

Respectfully submitted  
Lori Gerard

06/04/2020

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 03/10/2020 - 06/04/2020

Check Date	Check #	Payee	Description	Account	Amount
03/12/2020	74080	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	26.44
03/12/2020	74103	NELSON, ERIC	OPERATING SUPPLIES	740.000	74.70
03/12/2020	74112	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	2,750.00
03/20/2020	74160	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
04/02/2020	74168	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	31.99
04/02/2020	74168	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	235.72
04/02/2020	74168	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	278.80
04/02/2020	74168	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	26.31
			CHECK GEN 74168 TOTAL FOR FUND 581:		572.82
04/16/2020	74195	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	38.97
04/16/2020	74199	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	26.41
04/16/2020	74227	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
04/30/2020	74242	BOURGETTE, BOB	OPERATING SUPPLIES	740.000	44.56
04/30/2020	74242	BOURGETTE, BOB	REPAIR & MAINTENANCE	930.000	741.00
			CHECK GEN 74242 TOTAL FOR FUND 581:		785.56
04/30/2020	74243	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	33.97
04/30/2020	74243	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	26.16
04/30/2020	74243	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	192.91
04/30/2020	74243	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	213.46
			CHECK GEN 74243 TOTAL FOR FUND 581:		466.50
05/14/2020	74272	BROWN, CASEY	OPERATING SUPPLIES	740.000	295.00
05/14/2020	74276	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	26.42
05/14/2020	74294	NELSON, ERIC	OPERATING SUPPLIES	740.000	79.80
05/28/2020	74320	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	34.90
05/28/2020	74320	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	26.30
05/28/2020	74320	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	203.84
05/28/2020	74320	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	160.00
			CHECK GEN 74320 TOTAL FOR FUND 581:		425.04
05/28/2020	74341	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
			Total for fund 581 AIRPORT FUND		\$ 5,717.63

**AIRPORT FUND**  
**FINANCIAL STATEMENT**  
**June 10, 2020**

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<b>BEGINNING CASH JULY 1, 2019</b>	<b>\$ 11,763.21</b>
Tie Down fees	\$ 216.00
Hangar Rent	\$ 51,066.00
Misc Income - Fly-In	\$ -
Fuel Sales	\$ 19,866.76
Transfer from General Fund	\$ -
Interest	\$ 115.02
Miscellaneous	\$ 75.00
<b>TOTAL REVENUES TO DATE</b>	<b>\$ 83,101.99</b>
Operating supplies	\$ 20,150.14
Professional services/Audit fees	\$ -
Contractual	\$ 5,500.00
Insurance	\$ 1,280.00
Public Utilities	\$ 4,676.47
Repair and Maintenance	\$ 4,656.32
Misc Expenses & Vergennes Twp taxes	\$ 8,427.75
Rentals	\$ -
Prepaid Insurance	\$ -
Capital Outlay	\$ -
General Fund loan payment	\$ -
* Expenses to last fiscal year	\$ 1,376.55
**Prepaid expenses for insurance	\$ -
<b>TOTAL EXPENDITURES TO DATE</b>	<b>\$ 46,067.23</b>
<b>ENDING CASH:</b>	<b>\$ 37,034.76</b>
6/4/2020	