



## LOWELL AIRPORT BOARD

Wednesday February 12, 2020 AT 7:00 P.M.

**Meeting to be held at Wind Craft Aviation – building #3**

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 8, 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. Snow removal
  - b. "Think Spring" cleanup task and date (April 18 or 25)
    1. Runway lights
    2. Annex cleaning & hangar cleaning (dumpster provided)
    3. Any items that can utilize Randy's skid steer
    4. Other ideas
  - c. Rec-fuel option
    1. Terry Williamson is starting to work on the donated fuel trailer to allow rec fuel to be sold here
    2. Disassemble, clean repair, re-paint and re-assemble
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, JANUARY 8, 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: Tom Grimm, Jim Myaard, Paul Nicholls, Eric Nelson, Jeff Ostrander and David Pasquale

Absent: Jeff Altoft

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

2. APPROVAL OF ABSENCES

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

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 December 11, 2019 with corrections. Motion carried.

5. FINANCIAL REPORTS

Pasquale moved and Myaard seconded to approve the financial statements as written. Motion carried.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

7. OLD BUSINESS

Ostrander questioned if we calibrate the meter for the AV gas. Brown stated we haven't but we should.

8. NEW BUSINESS

The Airport board meeting dates for 2020 were presented.

Pasquale moved and Grimm seconded to approve the 2020 dates as presented. Motion carried.

9. BOARDMEMBERS COMMENTS.

None.

10. WIND CRAFT AVIATION - ALEX TAYLOR

Brown stated that Taylor was at a World War II party therefore unable to attend tonight.

11. AIRPORT MANAGER'S REPORT

- a. Snow removal – Brown stated that so far this season we have spent \$1650 on snow removal. He also commented that we will look at them for a quote for the mowing this summer. Brown said he would like to free up Eric and Bob more since they do the majority of the mowing. Myaard volunteered to help with a share of mowing this summer if needed.
- b. Capital Improvements - Brown talked about improvements that need to be tackled this summer and asked all to throw out some ideas. He stated biggest item was the new door on Building 2. Pasquale noted that we need to be careful with our money. Brown stated that the door had been donated and is valued at \$20,000 plus. Grimm questioned what was needed to install the door. Brown stated that two additional panels need to be added to fit the opening. Framing is estimated to be a couple thousand dollars. Whitman questioned if we receive rent on this building. Brown noted yes but it is currently empty so that renovations can be made.

Forbes questioned if the taxiway project could be completed. Williamson asked if the trailer could be moved. Ostrander noted that we should make a pass on the runway to fill potholes. Williamson also wanted to add brining to the driveway.

Brown asked if there were any challenges with hangars at this time. It was suggested that letters be sent again to the hangar tenants. Bourgette added that we need to check the guide rollers on doors this year. Forbes stated that he is remodeling at home and has cabinets if the airport would like them.

Pasquale moved and Myaard seconded to adjourn at 7:32 pm. Motion carried.

Respectfully submitted  
Lori Gerard

Airport

02/10/2020                      CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 01/07/2020 - 02/10/2020

Check Date	Check #	Payee	Description	Account	Amount
01/17/2020	73853	ARROW ENERGY, INC.	OPERATING SUPPLIES	740.000	6,640.42
01/17/2020	73861	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	8.97
01/17/2020	73892	NICHOLLS, PAUL	OPERATING SUPPLIES	740.000	450.65
01/17/2020	73902	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	1,100.00
01/17/2020	73910	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
01/31/2020	73926	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	32.10
01/31/2020	73926	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	26.46
01/31/2020	73926	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	267.70
01/31/2020	73926	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	289.96
			CHECK GEN 73926 TOTAL FOR FUND 581:		616.22
			Total for fund 581 AIRPORT FUND		\$ 8,866.25

**AIRPORT FUND  
FINANCIAL STATEMENT  
February 12, 2020**

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<b>BEGINNING CASH JULY 1, 2019</b>	<b>\$ 11,763.21</b>
Tie Down fees	\$ 216.00
Hangar Rent	\$ 38,594.00
Misc Income - Fly-In	\$ -
Fuel Sales	\$ 14,514.54
Transfer from General Fund	\$ -
Interest	\$ 115.02
Miscellaneous	\$ 75.00
<b>TOTAL REVENUES TO DATE</b>	<b>\$ 65,277.77</b>
Operating supplies	\$ 19,617.11
Professional services/Audit fees	\$ -
Contractual	\$ 1,650.00
Insurance	\$ 1,280.00
Public Utilities	\$ 2,511.17
Repair and Maintenance	\$ 3,763.34
Misc Expenses & Vergennes Twp taxes	\$ 8,059.71
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>\$ 38,257.88</b>
<b>ENDING CASH:</b>	<b>\$ 27,019.89</b>