



## LOWELL AIRPORT BOARD

Wednesday March 11, 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 February 12, 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 - currently at 8 pushes for \$4400
  - b. Spring Cleanup Day – April 25 at 9:00 am – dumpster will be lined up:
    1. Materials: mulch, cleaning supplies, runway lights, blowers for cleaning annex & hangars.
    2. Please bring general hand tools.
    3. Please provide ideas for pet projects or others
  - c. Spring prep for turf runways:
    1. Renting roller
    2. Seed and fertilizer
    3. Spraying for buckhorn
  - d. Large Projects:

1. Building 2 hangar door
  2. Create a project timeline
  3. Door removal
  4. Evaluate current structure
  5. Design mounting for new door
  6. Order materials
  7. Organize dates to complete the work
  8. Line up equipment as needed
- e. Small Projects:
1. Evaluate hard surface and crack sealing
  2. PPG Information station
  3. MO-Gas Fuel trailer

## 12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, FEBRUARY 12, 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, Paul Nicholls, Jeff Ostrander and David Pasquale

Absent: Eric Nelson

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

2. APPROVAL OF ABSENCES

Grimm moved and Myaard seconded to approve the absence of Nelson. 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 January 8, 2020 with corrections. Motion carried.

5. FINANCIAL REPORTS

Brown noted that we are now offering typical weight quarts of oil with a slight mark up above cost at the airport.

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Ostrander commented that the runway plowing is a bit skinny on the east side.

10. WIND CRAFT AVIATION - ALEX TAYLOR

Grimm thanked Taylor for hosting the meeting in his space. Taylor stated he wanted to show the board what was happening at Wind Craft. He noted that 30 seconds ago he just completed his submittal to the Department of Defense. He stated that they will be expanding to 12 employees by summer.

11. AIRPORT MANAGER'S REPORT

- a. Snow removal – Brown stated that this season we have spent \$2200 on snow removal thanks to a light winter so far. He noted that he has had light discussion with Tom from Scenic Expressions about using him for mowing also.
- b. Spring Clean-up - Brown stated he would like to set Saturday April 25 as clean-up day. He noted this date works best around his baseball schedule. Forges questioned if we would be clearing an area for the PPG's? Williamson stated that hopefully he can get some volunteers to help. Ostrander commented that the storage room door in building 1 needs paint touch ups. Forbes noted that we need some signs updated. Brown commented that the city may have some.
- c. Rec-fuel options – Brown stated his dad donated a fuel trailer that Williamson will dismantle, repair, clean and repaint for the Rec-fuel. It will be parked west of the fuel structure. Forbes noted that a lot of people fly into Sparta for this so we may be surprised at how much use it will have.

Grimm moved and Myaard seconded to adjourn at 7:37 pm. Motion carried.

Respectfully submitted  
Lori Gerard

03/09/2020

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 01/07/2020 - 03/09/2020

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
02/14/2020	73972	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 26.59
02/14/2020	74015	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	\$ 1,100.00
02/14/2020	74024	TRACTOR SUPPLY CREDIT PLAN	REPAIR & MAINTENANCE	930.000	\$ 151.98
02/27/2020	74041	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 26.70
02/27/2020	74041	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 228.03
02/27/2020	74041	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 266.41
02/27/2020	74041	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 73.94
			CHECK GEN 74041 TOTAL FOR FUND 581:		\$ 595.08
02/27/2020	74067	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	\$ 49.99
			<b>Total for fund 581 AIRPORT FUND</b>		<b>\$ 10,789.89</b>

**AIRPORT FUND  
FINANCIAL STATEMENT  
March 11, 2020**

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<b>BEGINNING CASH JULY 1, 2019</b>	<b>\$ 11,763.21</b>
Tie Down fees	\$ 216.00
Hangar Rent	\$ 42,696.00
Misc Income - Fly-In	\$ -
Fuel Sales	\$ 15,560.58
Transfer from General Fund	\$ -
Interest	\$ 115.02
Miscellaneous	\$ 75.00
<b>TOTAL REVENUES TO DATE</b>	<b>\$ 70,425.81</b>
Operating supplies	\$ 19,617.11
Professional services/Audit fees	\$ -
Contractual	\$ 2,750.00
Insurance	\$ 1,280.00
Public Utilities	\$ 3,132.84
Repair and Maintenance	\$ 3,915.32
Misc Expenses & Vergennes Twp taxes	\$ 8,109.70
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>\$ 40,181.52</b>

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**ENDING CASH:** **\$ 30,244.29**  
3/9/2020