



LOWELL AIRPORT BOARD

Wednesday September 9, 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 August 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. Fly-In Plans (September 19, 8:00-12:00)
 1. I have numerous postings sent out
 2. Schedule a date to get tables and chairs
 3. Order a portable restroom
 4. Line up volunteers
 5. Discussion for any other items
 - b. 2020/2021 Snow Removal
 1. I have had initial conversations to get snow removal line up
 2. Will provide the per push rate later
 - c. Building 2 hangar door
 1. We have a date of September 26 to remove the old hangar doors

2. We will create a materials list needed to frame in for the new bi-fold door
3. A secondary work day will be scheduled to from in and hang new door

12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD

WEDNESDAY, AUGUST 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, Eric Nelson, Jeff Ostrander Jim Myaard and David Pasquale

Absent: Paul Nicholls

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

2. APPROVAL OF ABSENCES

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

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

Grimm moved and Pasquale seconded to approve the minutes of July 7, 2020 as presented. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Whitman commented that he is really doors that move on his hangar. Forbes questioned the status of the information board as he believed we have been working on this for a year. He noted that the danger hasn't been reduced as the PPG pilots are cutting the pattern. Williamson stated that the FAA wants them to fly a counter pattern. He also stated that due to his injured arm the rec fuel will be put on hold but he would like input on what needs to be on the board. Brown stated that we all need to be mindful and watchful of each other. He added that we need to understand that everything is done by volunteers and that he would like to have a conversation

about this outside the regular meeting. Forbes stated that he wants PPG and fixed wing pilots each to know what they are doing. Grimm praised Williamson with getting his people to adapt. Bourgette added that he has seen a great improvement on what the PPG pilots do and has not seen cuts or need to go around. Grimm stated he would like to add the information board as Old Business to the next meeting agenda. Brown and Williamson will meet prior to the next meeting.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Ostrander stated that we are now and “official” airport and wondered who is responsible for the popcorn.

10. WIND CRAFT AVIATION - ALEX TAYLOR

Taylor was unavailable to attend the meeting but sent a short note to Brown sharing the link to Wind Craft Aviation <https://invest.microventures.com/upcoming/wind-craft-aviation> . He noted they have been picked up by MicroVentures which aids start up companies.

11. AIRPORT MANAGER’S REPORT

- a. Fuel prices – Brown noted he has dropped the AV gas fuel price down from \$4.60 to \$4.20. He will be updating the website. Brown stated he is looking for a lighted fuel sign to add to the fuel station.
- b. Hard surface maintenance – Brown stated he reached out to John Allen at Great Lakes Paving to walk the runway. He noted we need some maintenance so it doesn’t fall out of serviced. He noted they did some crack sealing a few years ago.
- c. Burger Night – Brown stated the July Burger Night went really well. There were about 30 airplanes and they served 105 burgers. Many brought a dish to share for the event. He stated that another night is planned for August 26, 2020 from 6-9pm.
- d. Fly-In – Even though the Fallasburg Festival has been cancelled for 2020 the airport is going ahead with their Pancake Breakfast. Brown noted that we will need more volunteers for sanitizing throughout. Brown stated that they will be getting a sign to put out at the drive and he will coordinate that with Eric. The sign is free rental but the letters are \$50.

Pasquale motioned and Altoft seconded to adjourn at 7:38 pm. Motion carried.

Respectfully submitted
Lori Gerard

AIRPORT FUND
FINANCIAL STATEMENT
September 9, 2020

BEGINNING CASH JULY 1, 2020		\$ 30,336.49
Prepaid expenses	581.000.123.000	\$ 3,775.00
Tie Down fees	581.000.607.001	\$ -
Hangar Rent	581.000.667.000	\$ 2,775.00
Rent building #3	581.000.668.000	\$ -
Misc Income - Fly-In		\$ -
Fuel Sales	581.000.607.002	\$ 3,783.17
Transfer from General Fund		\$ -
Interest	581.000.665.000	\$ -
Miscellaneous	581.000.677.000	\$ 25.00
TOTAL REVENUES TO DATE		\$ 40,694.66
Operating supplies	581.000.740.000	\$ 3,501.84
Professional services/Audit fees	581.000.801.000	\$ -
Contractual	581.000.802.000	\$ -
Insurance	581.000.910.000	\$ 3,775.00
Public Utilities	581.000.920.000	\$ 413.60
Repair and Maintenance	581.000.930.000	\$ 930.30
Misc Expenses & Vergennes Twp taxes	581.000.955.000	\$ 4,734.24
Rentals		\$ -
Prepaid Insurance	581.000.123.000	\$ -
Capital Outlay	581.000.970.000	\$ -
General Fund loan payment		\$ -
* Expenses to last fiscal year		\$ 186.88
**Prepaid expenses for insurance		\$ -
TOTAL EXPENDITURES TO DATE		\$ 13,541.86

ENDING CASH: **\$ 27,152.80**
8/10/2020

09/08/2020

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 08/11/2020 - 09/08/2020

Check Date	Check #	Payee	Description	Account	Amount
08/14/2020	74602	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	250.81
08/14/2020	74604	BOURGETTE, BOB	OPERATING SUPPLIES	740.000	30.02
08/14/2020	74604	BOURGETTE, BOB	REPAIR & MAINTENANCE	930.000	120.30
			CHECK GEN 74604 TOTAL FOR FUND 581:		150.32
08/14/2020	74607	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	26.47
08/28/2020	74702	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
09/01/2020	74715	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	36.72
09/01/2020	74715	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	29.66
09/01/2020	74715	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	109.15
09/01/2020	74715	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	19.38
			CHECK GEN 74715 TOTAL FOR FUND 581:		194.91
			Total for fund 581 AIRPORT FUND	\$	672.50