



LOWELL AIRPORT BOARD

Wednesday January 8, 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 December 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
 - a. Airport Meeting dates 2020
9. BOARDMEMBERS COMMENTS
10. WINDCRAFT AVIATION UPDATE
11. AIRPORT MANAGER'S REPORT
 - a. Snow removal
 - b. Capital Improvement 2020
12. ADJOURNMENT

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

Absent: Jeff Altoft

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

2. APPROVAL OF ABSENCES

Nelson moved and Pasquale seconded to approve the absence of Altoft. 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 Nelson seconded to approve the minutes of November 13, 2019 as written. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Williams questioned if the airport has considered getting rec fuel? Nicholls noted the cheapest place to get that is Murphy's in Greenville. Brown stated that we could add that adjacent to the AV gas as some pilots can burn this as well. Brown also commented that his father has a trailer and converter that he might be willing to donate. Nicholls mentioned that Crystal Flash has alcohol free fuel. Williams stated that you need to be careful with that as you can get a vapor off of it. Brown remarked that he would check on this. Schuitema question if we would have summer and winter blends.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

None.

10. WIND CRAFT AVIATION - ALEX TAYLOR

Taylor reported that everything is moving right along. He noted that they received their first money from the State. He stated that most of his conversations these day are relating to finance.

Taylor also stated that he is in flight training.

11. AIRPORT MANAGER'S REPORT

- a. Merry Christmas – Brown stated he wished everyone a Merry Christmas and hoped everyone will enjoy the treats he brought today. He commented that the board has been phenomenal and that he could not do his job without them. Grimm remarked that we would be where we are without you.
- b. Snow removal – Brown noted 1 invoice has been paid and another is coming. We now just need to ramp up for January!
- c. New hangar door on Building 2 – Brown noted that he has acquired a 40 ft. bi-fold Wilson aluminum door. He stated that he spoke with City Manager Mike Burn and the value for the tax write off from the city would be \$5000. The door is smaller than what is currently there so some work will need to be done to fit this. Draaisma questioned if they could construct a removable panel. Brown stated that Building 2 is very sound and they will turn it into a white box and then go from there. The lease for the current tenant will not be renewed.

Grimm moved and Myaard seconded to adjourn at 7:53 pm. Motion carried.

Respectfully submitted
Lori Gerard

Airport

01/06/2020

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 12/10/2019 - 01/06/2020

Check Date	Check #	Payee	Description	Account	Amount
12/11/2019	73729	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 25.99
12/11/2019	73764	NICHOLLS, PAUL	OPERATING SUPPLIES	740.000	\$ 500.00
12/11/2019	73767	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	\$ 550.00
12/11/2019	73778	VERGENNES TOWNSHIP TREASURER	MISCELLANEOUS EXPENSE	955.000	\$ 2,486.30
12/20/2019	73822	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	\$ 49.99
12/27/2019	73827	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 228.63
12/27/2019	73827	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 245.17
12/27/2019	73827	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 37.31
12/27/2019	73827	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	\$ 28.37
			CHECK GEN 73827 TOTAL FOR FUND 581:		\$ 539.48
			Total for fund 581 AIRPORT FUND		\$ 4,151.76

**AIRPORT FUND
FINANCIAL STATEMENT
January 8, 2020**

BEGINNING CASH JULY 1, 2019	\$	11,763.21
Tie Down fees	\$	20.00
Hangar Rent	\$	21,620.00
Misc Income - Fly-In	\$	-
Fuel Sales	\$	11,876.84
Transfer from General Fund	\$	-
Interest	\$	43.89
TOTAL REVENUES TO DATE	\$	45,323.94
Operating supplies	\$	12,526.04
Professional services/Audit fees	\$	-
Contractual	\$	550.00
Insurance		
Public Utilities	\$	1,885.98
Repair and Maintenance	\$	3,763.34
Misc Expenses & Vergennes Twp taxes	\$	7,906.43
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	\$	28,008.34
ENDING CASH:	\$	17,315.60



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Lowell Airport Board Meetings

2020 Schedule

**Meetings will be held on the 2nd Wednesday of each month at 7:00 pm
Lowell City Airport
730 Lincoln Lake**

Regular Meeting Dates

January	8
February	12
March	11
April	8
May	13
June	10
July	8
August	12
September	9
October	14
November	11
December	9