



## **LOWELL AIRPORT BOARD**

Wednesday March 10, 2021 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 November 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
  - a. Approval of 2021 meeting dates
9. BOARDMEMBERS COMMENTS
10. WINDCRAFT AVIATION UPDATE
11. AIRPORT MANAGER'S REPORT
  - a. MDOT Airport Survey
    1. Discussion regarding a single tree on the approach for Runway 30
    2. Discussion regarding trees on approach for Runway 15
    3. Discussion regarding the re-designation of Runways 06/24 to 07/25
  - b. Spring Cleanup Day (pick a date mid-April)
    1. Discuss items to address
    2. Runway lights
    3. Clean and organize Annex
    4. Update lights in Annex
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, NOVEMBER 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, Eric Nelson, Paul Nicholls, Jeff Ostrander and David Pasquale

Absent: Jim Myaard

Also Present: Bob Bourgette, Greg Van Strien, Luke Schuitema, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

Nelson moved and Altoft seconded to approve the absence of Myaard. 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

Nelson moved and Pasquale seconded to approve the minutes of October 14, 2020 as presented. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Nelson noted that he knew a place that had fill dirt for free that the Airport might need for future building. Brown stated that we could get a quote from Bieri to haul the dirt. Bourgette commented that Bieri has 10-yard trucks, but not sure how economical that would be. Brown stated that we definitely have a need for additional hangars.

10. WIND CRAFT AVIATION - ALEX TAYLOR

None.

11. AIRPORT MANAGER'S REPORT

- a. Risk Control – Brown noted that after the City's risk control inspection it was noted that the Airport needed to have "No Smoking" signage on the gas pumps. This can be a sign or painted on stencil.
- b. Winter Prep – Brown commented that Tom Postema of Scenic Expression is searching for a tractor with a snow blower for our plowing contract this year. Postema is offering same price as last year for plowing and blowing between the hangars.
- c. Building 2 project – Brown stated that he is getting a quote from a contractor Larry Hubbard for the trusses and hangar door installation.
- d. Runways – Brown stated he is working with John from Great Lakes Paving to come up with a progressive plan for service, repairs and maintenance of the runways. Some repairs are starting to fail. Brown stated that we need to have discussion about setting a block of funds each year designated toward runway maintenance.

Grimm motioned to adjourn at 7:29 pm. Motion carried.

Respectfully submitted  
Lori Gerard

03/09/2021

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 11/10/2020 - 03/09/2021

Check Date	Check #	Payee	Description	Account	Amount
11/13/2020	74972	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	74.99
11/13/2020	74976	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	26.64
11/13/2020	75015	SELF SERVE LUMBER	OPERATING SUPPLIES	740.000	115.68
11/13/2020	75017	STANDARD SUPPLY AND LUMBER	REPAIR & MAINTENANCE	930.000	1,385.11
11/24/2020	75045	HUBBERT'S HOME IMPROVEMENTS	CAPITAL OUTLAY	970.000	8,000.00
11/24/2020	75063	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
12/04/2020	75069	ARROW ENERGY, INC.	OPERATING SUPPLIES	740.000	4,771.04
12/04/2020	75070	BROWN, CASEY	OPERATING SUPPLIES	740.000	295.00
12/04/2020	75074	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	98.18
12/04/2020	75074	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	200.50
12/04/2020	75074	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	29.78
12/04/2020	75074	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	33.73
			CHECK GEN 75074 TOTAL FOR FUND 581:		362.19
12/04/2020	75119	VERGENNES TOWNSHIP TREASURER	MISCELLANEOUS EXPENSE	955.000	2,501.58
12/18/2020	75125	BOURGETTE, BOB	REPAIR & MAINTENANCE	930.000	767.03
12/18/2020	75127	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	25.87
12/18/2020	75133	FIRE PROS INC.	REPAIR & MAINTENANCE	930.000	75.50
12/18/2020	75138	HUBBERT'S HOME IMPROVEMENTS LLC	REPAIR & MAINTENANCE	930.000	775.00
12/18/2020	75167	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
12/30/2020	75190	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	56.15
12/30/2020	75190	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	29.89
12/30/2020	75190	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	308.29
12/30/2020	75190	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	239.34
			CHECK GEN 75190 TOTAL FOR FUND 581:		633.67
01/15/2021	75214	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	25.53
01/15/2021	75262	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	585.00

01/15/2021	75266	TIMBER RIDGE BUILDERS	OPERATING SUPPLIES	740.000	948.13
01/29/2021	75284	BOURGETTE, BOB	OPERATING SUPPLIES	740.000	34.96
01/29/2021	75287	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	276.50
01/29/2021	75287	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	317.41
01/29/2021	75287	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	29.84
01/29/2021	75287	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	150.48
			CHECK GEN 75287 TOTAL FOR FUND 581:		774.23
01/29/2021	75294	HUBBERT'S HOME IMPROVEMENTS LLC	CAPITAL OUTLAY	970.000	8,808.82
01/29/2021	75317	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
02/12/2021	75325	ALTOFT, JEFF	OPERATING SUPPLIES	740.000	202.64
02/12/2021	75325	ALTOFT, JEFF	OPERATING SUPPLIES	740.000	177.92
			CHECK GEN 75325 TOTAL FOR FUND 581:		380.56
02/12/2021	75330	BROWN, CASEY	REPAIR & MAINTENANCE	930.000	350.00
02/12/2021	75334	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	31.82
02/12/2021	75376	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	1,755.00
02/12/2021	75380	TRACTOR SUPPLY CREDIT PLAN	OPERATING SUPPLIES	740.000	55.97
02/26/2021	75398	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	425.76
02/26/2021	75398	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	332.06
02/26/2021	75398	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	29.70
02/26/2021	75398	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	158.28
			CHECK GEN 75398 TOTAL FOR FUND 581:		945.80
02/26/2021	75418	POINT BROADBAND	MISCELLANEOUS EXPENSE	955.000	49.99
03/05/2021	75430	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	31.70
			<b>Total for fund 581 AIRPORT FUND</b>		<b>34,736.78</b>

**AIRPORT FUND  
FINANCIAL STATEMENT  
March 9, 2021**

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<b>BEGINNING CASH JULY 1, 2020</b>		<b>\$ 30,336.49</b>
Prepaid expenses	581.000.123.000	\$ 3,775.00
Tie Down fees	581.000.607.001	\$ 376.00
Hangar Rent	581.000.667.000	\$ 39,865.00
Rent building #3	581.000.668.000	\$ -
Misc Income - Fly-In		\$ -
Fuel Sales	581.000.607.002	\$ 18,172.31
Transfer from General Fund		\$ -
Interest	581.000.665.000	\$ -
Miscellaneous	581.000.677.000	\$ 25.00
<b>TOTAL REVENUES TO DATE</b>		<b>\$ 92,549.80</b>
Operating supplies	581.000.740.000	\$ 20,658.73
Professional services/Audit fees	581.000.801.000	\$ -
Contractual	581.000.802.000	\$ 2,340.00
Insurance	581.000.910.000	\$ 5,037.00
Public Utilities	581.000.920.000	\$ 3,778.40
Repair and Maintenance	581.000.930.000	\$ 4,282.94
Misc Expenses & Vergennes Twp taxes	581.000.955.000	\$ 8,125.97
Rentals		\$ -
Prepaid Insurance	581.000.123.000	\$ -
Capital Outlay	581.000.970.000	\$ 16,808.82
General Fund loan payment		\$ -
* Expenses to last fiscal year		\$ 186.88
**Prepaid expenses for insurance		\$ -
<b>TOTAL EXPENDITURES TO DATE</b>		<b>\$ 61,218.74</b>
<b>ENDING CASH:</b>		<b>\$ 31,331.06</b>



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## **Lowell Airport Board Meetings**

### **2021 Schedule**

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

#### ***Regular Meeting Dates***

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