



LOWELL AIRPORT BOARD

WEDNESDAY DECEMBER 14, 2022 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 9, 2022
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. ORB AEROSPACE UPDATE
11. AIRPORT MANAGER'S REPORT
 - a. Merry Christmas!
 - b. Snow removal update
 - c. Tree removal update
 - d. Runway resurfacing update
 - e. Elementary school classroom visit last week (Open discussion around hosting a school aviation day in the spring)
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, NOVEMBER 9, 2022 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

Tom Grimm called the meeting to order at 7:00 pm. Jenell Veltkamp called roll.

Present: Jim Myaard, Eric Nelson, Paul Nicholls, David Pasquale, Jeff Ostrander and Tom Grimm

Absent: Jeff Altoft

Also Present: Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

Nelson moved and Grimm seconded to approve the agenda with corrections. Motion carried.

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Pasquale seconded to approve the minutes of October 12, 2022 as written. Motion carried.

5. FINANCIAL REPORTS

Brown commented that new delivery of gas this week pending invoice.

Grimm moved and Myaard 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.

Brown and Nelson to deliver lawn equipment to Riverside motorsports

10. ORB AEROSPACE - ALEX TAYLOR

None.

11. AIRPORT MANAGER'S REPORT

- a. Snow removal update and contract 2022/23 – Brown stated that 2022/23 Scenic Expressions contract price is \$7,130 for 10 pushes, roughly \$850 per push. In the past 10 pushes have been the max needed. Tom the owner of Scenic Expressions is retiring. Brown has met the new owner. Tom will be an employee and continue to plow the airport. Brown may snow blow around the hangars, clean the edges and possibly the hangar line if they leave the snow blower. Reviewed last year's quote of \$6,200. Made two payments last year; 1st of Dec. and 1st of Feb. Brown stated the 3% savings is not much if paid in full. Grimm stated they do a good job. Nelson moved and Myaard seconded to approve the 22/23 quote with corrections. Motion carried.
- b. Fuel price update – new delivery of Avgas this week. Adjusted Gas \$4.98 to \$4.88 per gallon discount on fuel, unsure of Avgas price. Brown will know 2-3 days before they adjusted the price. Fuel oil prices are on the rise. Brown suggested replacing the fuel hose. 50 ft. Orange hose. Do we know where to find a replacement? It sprays and it not working properly.
- c. Winter weather prep; shovels and salt for walkways, blow out water lines. Brown stated he will blow out the water line and disconnect the ball valve inside the building and blow out using a compressor. Grimm may have a tool to blow it back. Browns purchased shovels, and salt to prep for winter. Brown will put out d-con for mice.
- d. Any other pre-winter discussions – Brown stated picnic tables are very heavy and were kept outside last year. Picnic tables need painted. Picnic tables are approx. 5 years old. Brown will mow near Lincoln Lake and clean leaves before the snow falls.

Grimm moved and Myaard seconded to adjourn at 7:34 pm.

Respectfully submitted
Jenell Veltkamp

12/12/2022

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 11/08/2022 - 12/12/2022
Banks: GEN

Check Date	Check #	Payee	Description	Account	Amount
11/11/2022	77871	STATE OF MICHIGAN - MDOT	MISCELLANEOUS EXPENSE	955.000	25.00
11/17/2022	77876	ARROW ENERGY, INC.	OPERATING SUPPLIES	740.000	7,312.69
11/17/2022	77879	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	59.48
11/17/2022	77884	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	24.53
11/17/2022	77886	CRYSTAL FLASH	OPERATING SUPPLIES	740.000	1,177.48
11/17/2022	77898	GFL ENVIRONMENTAL	CONTRACTUAL	802.000	109.74
11/17/2022	77917	KERKSTRA PORTABLE, INC.	OPERATING SUPPLIES	740.000	175.00
11/17/2022	77928	POINT BROADBAND	MISCELLANEOUS EXPENSE	955.000	51.60
12/02/2022	77963	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	37.59
12/02/2022	77963	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	30.12
12/02/2022	77963	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	264.79
12/02/2022	77963	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	278.82
			CHECK GEN 77963 TOTAL FOR FUND 581:		611.32
			Total for fund 581 AIRPORT FUND		9,546.84

**AIRPORT FUND
FINANCIAL STATEMENT
December 14, 2022**

BEGINNING CASH JULY 1, 2022		\$ 33,949.07
Prepaid expenses	581.000.123.000	\$ -
Tie Down fees	581.000.607.001	\$ -
Hangar Rent	581.000.667.000	\$ 13,212.00
Rent building #3	581.000.668.000	\$ -
Misc Income - Fly-In		\$ -
Fuel Sales	581.000.607.002	\$ 14,125.22
Transfer from General Fund		\$ -
Interest	581.000.665.000	\$ -
Miscellaneous	581.000.677.000	\$ -
TOTAL REVENUES TO DATE		\$ 61,286.29
Operating supplies	581.000.740.000	\$ 20,073.20
Professional services/Audit fees	581.000.801.000	\$ -
Contractual	581.000.802.000	\$ 109.74
Insurance	581.000.910.000	\$ 3,775.00
Public Utilities	581.000.920.000	\$ 1,897.61
Repair and Maintenance	581.000.930.000	\$ -
Misc Expenses	581.000.955.000	\$ 270.42
Vergennes Twp Taxes	581.000.955.000	\$ 5,460.06
Prepaid Insurance	581.000.123.000	\$ -
Capital Outlay	581.000.970.000	\$ -
General Fund loan payment		\$ -
* Expenses to last fiscal year		\$ 590.98
**Prepaid expenses for insurance		\$ -
TOTAL EXPENDITURES TO DATE		\$ 32,177.01
ENDING CASH:		\$ 29,109.28