



## LOWELL AIRPORT BOARD

WEDNESDAY JANUARY 11, 2023 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 14, 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
  - a. 2023 meeting schedule
9. BOARDMEMBERS COMMENTS
10. ORB AEROSPACE UPDATE
11. AIRPORT MANAGER'S REPORT
  - a. Update on tree removal for runway 12/30
  - b. Snow removal update
  - c. Update on runway resurfacing
  - d. Think Spring!!! Thoughts and ideas for spring projects
  - e. Love Week - June 2023. Thoughts and ideas for projects
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, DECEMBER 14, 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, Jeff Altoft and Tom Grimm

Absent: None.

Also Present: Casey Brown, Lori Gerard and Greg VanStrien

2. APPROVAL OF ABSENCES

None.

3. APPROVAL OF THE AGENDA

Grimm moved and Myaard seconded to approve the agenda. Motion carried.

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Ostrander seconded to approve the minutes of November 9, 2022 as written. Motion carried.

5. FINANCIAL REPORTS

Gerard mentioned the 1<sup>st</sup> payment of the snowplowing invoice went through. Grimm moved and Myaard seconded to approve the financial reports as presented. Motion carried.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Lori thanked the board and will miss everyone.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Thank you Lori

10. ORB AEROSPACE - ALEX TAYLOR

None.

11. AIRPORT MANAGER'S REPORT

- a. Merry Christmas to everyone!
- b. Snow removal update – Brown stated Scenic Expressions LLC updated insurance. Ostrander asked a question if Scenic Expressions could make more space to have the Airport turn on the runway. They make one swipe in front of the building and on the runway. Brown will reach out and follow up.
- c. Tree removal – Brown is working to have a tree removed off the end of the runway. Brown has put forth options towards removal; top the tree, stump grinding, buy air space. Dave Inbody could do the work. Brown to make a proposal for updating zoning with Vergennes Township and working with MDOT.
- d. Runway resurfacing - \$40,000 for resurfacing the runway. Brown will talk with City Manager and Council in June - end of September to see if he can get early funding for it.
- e. Elementary school classroom visit – Brown stated he hosted a classroom last week at the airport. Brown's son coordinated the trip with the school. It was an enjoyable event. Brown talked about possibly expanding a similar event and host a spring aviation day with colleges present, having airports on display. He would need assistance during the event. It would be for elementary / middle school students. Brown mentioned he would need additional insurance for the event.

Grimm moved and Myaard seconded to adjourn at 7:21 pm.

Respectfully submitted  
Jenell Veltkamp

**AIRPORT FUND  
FINANCIAL STATEMENT  
January 11, 2023**

---

<b>BEGINNING CASH JULY 1, 2022</b>		<b>\$</b>	<b>33,949.07</b>
Prepaid expenses	581.000.123.000	\$	-
Tie Down fees	581.000.607.001	\$	-
Hangar Rent	581.000.667.000	\$	23,534.00
Rent building #3	581.000.668.000	\$	-
Misc Income - Fly-In		\$	-
Fuel Sales	581.000.607.002	\$	14,881.26
Transfer from General Fund		\$	-
Interest	581.000.665.000	\$	-
Miscellaneous	581.000.677.000	\$	-
<b>TOTAL REVENUES TO DATE</b>		<b>\$</b>	<b>72,364.33</b>
Operating supplies	581.000.740.000	\$	20,165.12
Professional services/Audit fees	581.000.801.000	\$	-
Contractual	581.000.802.000	\$	3,836.28
Insurance	581.000.910.000	\$	3,775.00
Public Utilities	581.000.920.000	\$	1,922.67
Repair and Maintenance	581.000.930.000	\$	270.42
Misc Expenses	581.000.955.000	\$	1,003.03
Vergennes Twp Taxes	581.000.955.000	\$	7,233.97
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		\$	-
<b>TOTAL EXPENDITURES TO DATE</b>		<b>\$</b>	<b>38,797.47</b>
 <b>ENDING CASH:</b>		 <b>\$</b>	 <b>33,566.86</b>

01/09/2023

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 12/13/2022 - 01/09/2023  
Banks: GEN

Check Date	Check #	Payee	Description	Account	Amount
12/16/2022	78004	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	91.92
12/16/2022	78008	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	25.06
12/16/2022	78016	GFL ENVIRONMENTAL	CONTRACTUAL	802.000	67.04
12/16/2022	78040	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	3,565.00
12/21/2022	78063	POINT BROADBAND	MISCELLANEOUS EXPENSE	955.000	51.60
12/21/2022	78067	VERGENNES TOWNSHIP TREASURER	MISCELLANEOUS EXPENSE	955.000	2,646.58
01/04/2023	78074	FIRE PROS INC.	CONTRACTUAL	802.000	94.50
			Total for fund 581 AIRPORT FUND		6,541.70



301 East Main Street  
Lowell, Michigan 49331  
Phone (616) 897-8457  
Fax (616) 897-4085

## Lowell Airport Board Meetings

### 2023 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*

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