



## LOWELL AIRPORT BOARD

WEDNESDAY March 8, 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 January 11, 2023
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. April spring clean-up day
    - Select a date
    - produce a list of items to work on
    - Runway lights
    - Runway cone cleaning
    - Wind sock replacement
    - General clean-up
  - b. Update regarding trees on 30 and 15 approaches
  - c. Runway 12/30 paving update
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, JANUARY 11, 2023 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, and Tom Grimm

Absent: Jeff Altoft and Jeff Ostrander

Also Present: Casey Brown, Greg VanStrien and Bruce Whitman

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Grimm moved and Nicholls seconded to approve the minutes of December 14, 2022 with a correction. 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

None.

7. OLD BUSINESS

None.

8. NEW BUSINESS

2023 Airport Meeting Schedule

Grimm moved and Myaard seconded to approve 2023 meeting schedule with correction. Motion carried.

9. BOARDMEMBERS COMMENTS.

None.

10. ORB AEROSPACE - ALEX TAYLOR

None.

11. AIRPORT MANAGER'S REPORT

- a. Update on tree removal for runway 12/30 – Brown went to 660 Forstrom Drive twice but no answer.
- b. Snow removal update – Brown stated Scenic Expressions did four pushes during the last storm.
- c. Update on runway resurfacing – Brown will work on getting a quote. MDOT does stripping and resurfacing loans.
- d. Think Spring!!! Thoughts and ideas for spring projects – Gravel for the main drive. Finish removal of the insulation and blow it out to start fresh in the spring. Replace bulbs / lights and windssocks that are missing on the runway. Brown mentioned irrigation. Seeds and fertilizer would need to be picked up. Nelson can get some in Caledonia. VanStrien optioned Starbard Farms and Feed on Riverside Dr. Brown mentioned renting a bobcat forestry mulcher to clear surrounding area.
- e. Love Week - June 2023. Thoughts and ideas for projects – Brown mentioned some of the blue paint is fading on the doors. Repaint the compass rose. Painting and replacing damaged cones near the runway. Discussion about sending a hangar survey this year. This helped to limit the complaints throughout the year and allowed them to address each survey. Veltkamp will bring a sample of last year's survey to the next meeting.

Grimm moved and Myaard seconded to adjourn at 8:10 pm.

Respectfully submitted  
Jenell Veltkamp

**AIRPORT FUND  
FINANCIAL STATEMENT  
March 8, 2023**

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<b>BEGINNING CASH JULY 1, 2022</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	\$ 42,448.00
Rent building #3	581.000.668.000	\$ -
Misc Income - Fly-In		\$ -
Fuel Sales	581.000.607.002	\$ 16,349.05
Transfer from General Fund		\$ -
Interest	581.000.665.000	\$ -
Miscellaneous	581.000.677.000	\$ -
<b>TOTAL REVENUES TO DATE</b>		<b>\$ 92,746.12</b>
Operating supplies	581.000.740.000	\$ 20,165.12
Professional services/Audit fees	581.000.801.000	\$ -
Contractual	581.000.802.000	\$ 7,602.40
Insurance	581.000.910.000	\$ 5,575.00
Public Utilities	581.000.920.000	\$ 5,326.40
Repair and Maintenance	581.000.930.000	\$ 270.42
Misc Expenses	581.000.955.000	\$ 1,055.94
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>\$ 47,820.23</b>

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**ENDING CASH:** **\$ 44,925.89**

03/07/2023

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 01/10/2023 - 03/07/2023  
Banks: GEN

Check Date	Check #	Payee	Description	Account	Amount
01/13/2023	78104	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	966.02
01/13/2023	78120	GFL ENVIRONMENTAL	CONTRACTUAL	802.000	67.04
01/26/2023	78168	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	1,245.92
01/26/2023	78195	POINT BROADBAND	MISCELLANEOUS EXPENSE	955.000	51.60
02/03/2023	78226	GFL ENVIRONMENTAL	CONTRACTUAL	802.000	67.04
02/17/2023	78254	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	28.83
02/17/2023	78283	POINT BROADBAND	MISCELLANEOUS EXPENSE	955.000	51.60
02/17/2023	78287	SCENIC EXPRESSIONS LLC	CONTRACTUAL	802.000	3,565.00
03/03/2023	78305	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	1,162.96
03/03/2023	78311	GFL ENVIRONMENTAL	CONTRACTUAL	802.000	67.04
			Total for fund 581 AIRPORT FUND		7,273.03