



## **LOWELL AIRPORT BOARD**

WEDNESDAY April 12, 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 March 8, 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. Update on fuel
  - b. Discussion around cleanup day on the 22<sup>nd</sup> of April
  - c. Update on runway resurfacing
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, MARCH 8, 2023 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

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

Present: Jim Myaard, Paul Nicholls, David Pasquale, Jeff Ostrander and Jeff Altoft

Absent: Eric Nelson and Tom Grimm

Also Present: Casey Brown, Greg VanStrien, Terry Williamson, Andrew Quada and Bruce Whitman

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nicholls moved and Myaard seconded to approve the minutes of January 11, 2023. Motion carried.

5. FINANCIAL REPORTS

Altoft moved and Pasquale seconded to approve the financial reports as presented. Motion carried.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Terry Williamson mentioned having more paramotors coming to the airport this summer. Casey will host the training meeting. The training could even be mandatory for new people flying at the airport.

7. OLD BUSINESS

None.

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS.

Pasquale mentioned he will moving out of Lowell. Board members talked about a ride schedule so he can join future meetings.

## 10. ORB AEROSPACE - ALEX TAYLOR

Casey mentioned Alex shared in an email that a new portion of ORB AEROSPACE employee handbook has been updated. All new employee training is now completed prior to their first day.

## 11. AIRPORT MANAGER'S REPORT

- a. April spring clean-up day
  - April 22, 2023 – Earth Day!
  - Runway lights
  - Runway cone cleaning
  - Wind sock replacement – order correct size
  - General clean-up – remove insulation in the Annex
  - Demo. Chimney or fix it
  - Rent Bobcat on a different day
  - Rent Dumpster
- b. Update regarding trees on 30 and 15 approaches Casey mentioned he has made several calls to Rick and will try emailing him.
- c. Runway 12/30 paving update – Brown mentioned bids at due 21<sup>st</sup>. Financing through MDOT. Chip sealing, 2 layers of fogging cost \$50k. Brown will bring the cost back to the board.
- d. Snow removal– Brown stated contract is for 10 pushes he thinks we are sitting okay.

Altoft and Brown mentioned airport driveway may need to be graded, new stone added to bring back the crown to the road.

Pasquale moved and Myaard seconded to adjourn at 7:35 pm.

Respectfully submitted  
Jenell Veltkamp

**AIRPORT FUND  
FINANCIAL STATEMENT  
April 12, 2023**

---

<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	\$ 44,488.00
Rent building #3	581.000.668.000	\$ -
Misc Income - Fly-In		\$ -
Fuel Sales	581.000.607.002	\$ 18,501.52
Transfer from General Fund		\$ -
Interest	581.000.665.000	\$ -
Miscellaneous	581.000.677.000	\$ -
<b>TOTAL REVENUES TO DATE</b>		<b>\$ 96,938.59</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	\$ 6,222.45
Repair and Maintenance	581.000.930.000	\$ 270.42
Misc Expenses	581.000.955.000	\$ 1,228.80
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>\$ 48,889.14</b>
<b>ENDING CASH:</b>		<b>\$ 48,049.45</b>

04/11/2023

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 03/08/2023 - 04/11/2023  
Banks: GEN

Check Date	Check #	Payee	Description	Account	Amount
03/14/2023	78344	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	29.88
03/17/2023	78388	POINT BROADBAND	MISCELLANEOUS EXPENSE	955.000	51.60
03/27/2023	78411	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	48.08
03/27/2023	78411	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	29.08
03/27/2023	78411	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	353.65
03/27/2023	78411	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	435.36
			Total for fund 581 AIRPORT FUND		947.65