



LOWELL AIRPORT BOARD

WEDNESDAY APRIL 10, 2024 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 13, 2024
5. FINANCIAL REPORT(S)
 - a. Financial Statement
 - b. Check Disbursement
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
 - a. Lowell Airport 5 year plan
 - b. Windsock / Weather Station
8. NEW BUSINESS
9. BOARDMEMBERS COMMENTS
10. AIRPORT MANAGER'S REPORT
 - a) Spring cleanup April 27
 - Dumpster order
 - materials for repairs
 - project listing
 - Doughnuts to kick off the day
 - b) Turf runway seasonal prep
 - Aerating
 - Rolling
 - Seed and Fertilizer
 - Weed Spraying
 - Mower prep
 - c) Runway light info to kick off discussion regarding potential upgrade
11. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD

WEDNESDAY, MARCH 13, 2024 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

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

Present: Jim Myaard, Eric Nelson, John Gerard, Andrew Quada, Jeff Ostrander, and Tom Grimm

Absent: Paul Nicholls

Also Present: Casey Brown, Greg Forbes, Bruce Whitman, Peter Draaisma, Jacob Bruner, Terry Williamson, Thad, and Jenell Veltkamp

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

Nelson moved and Myaard seconded to approve agenda as written. Motion carried.

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Grimm moved and Myaard seconded to approve the minutes of February 14, 2024 as presented. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

ORB AEROSPACE; Thad and Jacob are working on a UAS, smaller prototype used for surveillance.

7. OLD BUSINESS

Lowell Airport 5 Year Plan

- Airport board members will meet March 28th at 7 pm and Wednesday April 3rd 7 pm.
- Andrew shared a framework to kick off the planning meetings which includes scope, mission, value, action items, etc.
- Board will also review prior capital improvement plans

8. NEW BUSINESS

None.

9. BOARDMEMBERS COMMENTS

- Myaard is developing a search tool to allow the board members to search all scanned meeting minutes and airport documents.
- Andrew will create a google drive for the board members to view and share documents.

10. AIRPORT MANAGER'S REPORT

- a. Update from the MDOT airport conference
 - MDOT presentation was informative. Casey and Andrew met Steve, a local Lowell resident that works for MDOT. Steve will be a good resource to the board to share MDOT zoning requirements to the Lowell Township. Andrew will coordinate a date to walk Steve around the airport and also have him attend an airport meeting.
 - Funding discussion: Casey shared his findings that only 93 airports out of 300 airports in Michigan are eligible for Federal funding because of their remote nature. The remaining airports only have access to State funding.
- b. Runway light update
 - Replaced runway bulbs, one of the lights was struck by lightning.
 - Few repairs are needed on clean-up day, April 27th
 - Taxiway light has been relocated; front west side of runway.
 - Gather pricing for a new controller that uses standard bulbs.
- c. Windssock/ Weather station options
 - \$600-\$900 Davis Weather Station
 - Mounted by windssock
 - Display in the building and can be viewed on mobile phone or website
 - Monthly fee?
- d. Brush cutting and rolling
 - Big brush cutter / roller – gathering rental pricing from Equipment Solutions
- e. Clean-up Day (April 27th)
 - Coordinate dumpster
 - Stop roof leak in utility hangar
 - Replace broken lights
 - Brush hog rental, \$2,500 to rent per day
- f. Burger Night Fly-in: June and August
- g. Pancake Breakfast Fly-in, same week as the Fallsburg Festival: September 21-22

Grimm and Myaard moved to adjourn at 8:08 pm.

Respectfully submitted,
Jenell Veltkamp

**AIRPORT FUND
FINANCIAL STATEMENT
April 9, 2024**

BEGINNING CASH JULY 1, 2023		\$ 40,817.71
Prepaid expenses	581.000.123.000	\$ -
Tie Down fees	581.000.607.001	\$ -
Hangar Rent	581.000.667.000	\$ 47,753.67
Misc Income - Fly-In		\$ -
Fuel Sales	581.000.607.002	\$ 21,820.56
Transfer from General Fund		\$ -
Interest	581.000.665.000	\$ 389.99
Miscellaneous	581.000.677.000	\$ 175.00
TOTAL REVENUES TO DATE		\$ 110,956.93
Operating supplies	581.000.740.000	\$ 33,588.56
Professional services/Audit fees	581.000.801.000	\$ -
Contractual	581.000.802.000	\$ 10,797.51
Insurance	581.000.910.000	\$ 6,148.00
Public Utilities	581.000.920.000	\$ 5,829.87
Repair and Maintenance	581.000.930.000	\$ 2,196.90
Misc Expenses	581.000.955.000	\$ 1,692.22
Vergennes Twp Taxes	581.000.955.000	\$ 6,872.45
Prepaid Insurance	581.000.123.000	\$ -
Capital Outlay	581.000.970.000	\$ -
General Fund loan payment		\$ -
* Expenses to last fiscal year		\$ 600.31
**Prepaid expenses for insurance		\$ -
TOTAL EXPENDITURES TO DATE		\$ 67,725.82
ENDING CASH:		\$ 43,231.11

04/09/2024

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL
CHECK DATE FROM 03/07/2024 - 04/09/2024
Banks: GEN

Check Date	Check #	Payee	Description	Account	Amount
03/14/2024	79821	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	28.63
03/14/2024	79825	DOLSON WELL SERVICE LLC	REPAIR & MAINTENANCE	930.000	156.06
03/14/2024	79828	EQUIPMENT SOLUTIONS	CONTRACTUAL	802.000	5,000.00
03/14/2024	79861	TOTAL FIRE PROTECTION	CONTRACTUAL	802.000	18.00
03/14/2024	79861	TOTAL FIRE PROTECTION	CONTRACTUAL	802.000	237.25
			CHECK GEN 79861 TOTAL FOR FUND 581:		255.25
03/27/2024	79878	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	501.05
03/27/2024	79878	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	206.97
03/27/2024	79878	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	28.92
03/27/2024	79878	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	32.22
			CHECK GEN 79878 TOTAL FOR FUND 581:		769.16
03/27/2024	79881	GFL ENVIRONMENTAL	CONTRACTUAL	802.000	70.01
03/27/2024	79891	JOSHUA CONRAN	REPAIR & MAINTENANCE HANGAR REPAIR	930.000	166.13
03/27/2024	79894	POINT BROADBAND	MISCELLANEOUS EXPENSE	955.000	54.99
04/02/2024	1(E)	MI AIRPORT SALES TAX	MISCELLANEOUS EXPENSE Total for fund 581 AIRPORT FUND	955.000	84.05 6,584.28