



## LOWELL AIRPORT BOARD

Wednesday November 13, 2019 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 October 9, 2019
5. FINANCIAL REPORT(S)
  - a. Financial Statement
  - b. Check Disbursement
6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA
7. OLD BUSINESS
  - a. Christmas parade float (December 7)
8. NEW BUSINESS
9. BOARDMEMBERS COMMENTS
10. WINDCRAFT AVIATION UPDATE
11. AIRPORT MANAGER'S REPORT
  - a. Hangar alley grading update
  - b. Snow removal discussion
  - c. Winter is here (operations discussion)
  - d. MDOT Fly-In calendar
  - e. Airport directory update
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, OCTOBER 9, 2019 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

The meeting was called to order at 7:00 p.m. by David Pasquale. Lori Gerard called roll.

Present: Jeff Altoft, Paul Nicholls, Eric Nelson, Jeff Ostrander and David Pasquale

Absent: Tom Grimm and Jim Myaard

Also Present: Terry Williams, Bob Bourgette, Alex Taylor, Bruce Whitman, Greg Forbes, Casey Brown and Lori Gerard

Altoft moved and Nelson seconded to approve Dave Pasquale as acting chairman in the absence of Tom Grimm.

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Nelson moved and Altoft seconded to approve the minutes of September 11, 2019 with corrections. Motion carried.

5. FINANCIAL REPORTS

Altoft moved and Nelson seconded to approve the financial reports. Motion carried.

Nelson questioned what the \$25 fee to the State of Michigan was for. Brown noted it was for the Airport license fee.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

None.

#### 7. OLD BUSINESS

Brown brought up the subject of the Christmas Float for the parade. He stated he saw this as a good marketing ploy for the Airport to get a little exposure. No plan was made.

Nelson commented that the lights for the runway are in and they are all LED's. He also noted that he bought enough to do all the light plus spares.

#### 8. NEW BUSINESS

Brown stated that he and Taylor have been spit-balling ideas to get youth interested in being around the airport. Brown noted that when he was in junior high he came to an event out here. He asked the board to consider some ideas to engage the community.

Taylor believes getting a simulator set up would be a great chance to give kids resources to be here and develop skills. He stated that this is about development, training and fun.

#### 9. BOARDMEMBERS COMMENTS.

Brown stated that Ostrander walks the runways in the morning and has been noticing some degradation on the east side of 24C. This will need to be addressed soon. Crack sealing was done 2 years ago but we need a long term plan to do proper milling and laying asphalt. Ostrander questioned if we can fill the gaps with rubber to buy time. Brown stated that our budget doesn't allow us to handle crack sealing at this time.

Forbes asked if we were still pursuing General Utility status. Brown stated that we don't have the funds to fight the trees and MDOT will not help with money for lawsuits.

#### 10. WIND CRAFT AVIATION - ALEX TAYLOR

Taylor reported that they received a \$100,000 State of Michigan grant. They are very busy from an administrative standpoint and he gave a brief synopsis of what has been going on. He noted funding is secure to build.

#### 11. AIRPORT MANAGER'S REPORT

- a. Fly-In feedback – Brown thanked all those who had a part in making the Fly-In successful. He noted that the weather was fantastic with no fog. There were 15 planes here – 10 that are hangar tenants. He noted they served a lot of people thanks to Altoft for all the food and planning. Forbes noted that next year we need to advertise on the MDOT website. He also suggested we spend the money and update our sign to give more information. Brown stated

he is looking to put together a year in review video highlighting the events. Williams mention that he should look at Park Township as they have done the same thing.

- b. Snow removal – Brown presented a quote from Scenic Expression which is the same price as last year. Quote is for \$550 per push or \$8500 for the season. Brown commented that in the past years we have done well with the per push. Brown noted that he is still in conversation with Scenic Expression with getting a high horse power skid steer with a blower. If that happens he noted they will want a longer contract commitment with the Airport.

Pasquale moved and Altoft seconded to approve the snow removal contact with Scenic Expressions for \$550 per push for the 2019-2020 season. Motion carried.

- c. Alley grading – Brown stated he wants to coordinate a work day soon to provide drainage between Building 3 and Hangar B. Taylor stated that they found a drain that was not working when they were cleaning up around his building. Canfield stated that if Brown gave him notice ahead of time before work day he would bring out his backhoe. It was also noted that Miss Dig would need to be contacted.
- d. Brown stated that he met with the Power Gliders group that meets here to talk about safety. He noted that we really like the group that is here. Williams stated that they like being here in Lowell also. Brown would like to do some training in the spring so that the power gliders and fixed wing pilots each are aware of what the intentions are of each group and be able to predict what each will do. Ostrander thanked Williams for being the liaison between the two groups.

Altoft moved and Nelson seconded to adjourn at 8:03 pm. Motion carried.

Respectfully submitted  
Lori Gerard

11/11/2019

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
CHECK DATE FROM 10/08/2019 - 11/11/2019

Check Date	Check #	Payee	Description	Account	Amount
10/14/2019	73473	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000 \$	26.48
10/14/2019	73501	VISA	OPERATING SUPPLIES	740.000 \$	625.40
10/18/2019	73530	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000 \$	49.99
11/01/2019	73546	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000 \$	33.78
11/01/2019	73546	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000 \$	24.56
11/01/2019	73546	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000 \$	136.13
11/01/2019	73546	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000 \$	50.22
			CHECK GEN 73546 TOTAL FOR FUND 581:	\$	244.69
11/01/2019	73582	VAN STRIEN HEATING AND PLUMBING	REPAIR & MAINTENANCE	930.000 \$	436.72
			<b>Total for fund 581 AIRPORT FUND</b>	<b>\$</b>	<b>1,383.28</b>

**AIRPORT FUND  
FINANCIAL STATEMENT  
November 13, 2019**

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<b>BEGINNING CASH JULY 1, 2019</b>	<b>\$</b>	<b>11,763.21</b>
Tie Down fees	\$	-
Hangar Rent	\$	15,565.98
Misc Income - Fly-In	\$	-
Fuel Sales	\$	8,667.33
Transfer from General Fund	\$	-
Interest	\$	43.89
<b>TOTAL REVENUES TO DATE</b>	<b>\$</b>	<b>36,040.41</b>
Operating supplies	\$	8,190.29
Professional services/Audit fees	\$	-
Contractual	\$	-
Insurance		
Public Utilities	\$	880.12
Repair and Maintenance	\$	2,161.70
Misc Expenses & Vergennes Twp taxes	\$	5,013.04
Rentals	\$	-
Prepaid Insurance	\$	-
Capital Outlay	\$	-
General Fund loan payment	\$	-
* Expenses to last fiscal year	\$	1,376.55
**Prepaid expenses for insurance	\$	-
<b>TOTAL EXPENDITURES TO DATE</b>	<b>\$</b>	<b>17,621.70</b>
<b>ENDING CASH:</b>	<b>\$</b>	<b>18,418.71</b>