



## **LOWELL AIRPORT BOARD**

Wednesday November 14, 2018 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 10, 2018
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. ALEX TAYLOR (WINDCRAFT AVIATION) UPDATE
11. AIRPORT MANAGER'S REPORT
  - a. Update on snow removal
  - b. Update on Building 3
  - c. Discussion on interior upgrades to main building
  - d. Christmas parade float
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD  
WEDNESDAY, OCTOBER 10, 2018 AT 7:00 PM

1. CALL TO ORDER; ROLL CALL

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

Present: Tom Grimm, Eric Nelson, Paul Nicholls, Jeff Ostrander, David Pasquale and Lori Gerard

Absent: Jeff Altoft and Jim Myaard

Also Present: Bruce Whitman, Bob Bourgette, Greg VanStrien, Alex Taylor and Casey Brown

2. APPROVAL OF ABSENCES

Grimm moved and Pasquale seconded to approve the absences of Altoft and Myaard. Motion carried.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Grimm moved and Nicholls seconded to approve the minutes of September 12, 2018 as written. Motion carried.

5. FINANCIAL REPORTS

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

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Whitman commented that his hangar has been pretty banged up from IEQ. There are some holes in the wall from hi-lo forks. Brown is requesting money for repairs from them. Brown remarked that IEQ is about finished moving all its stuff to a storage unit in Grandville.

Bourgette stated he has completed the repairs on Whitman's door rollers.

7. OLD BUSINESS

No comments.

8. NEW BUSINESS

No comments.

9. BOARDMEMBERS COMMENTS.

Nelson stated that Mitch Kahn notified him that he has a problem with the bracket on his hangar door. Nelson said he will fix it.

10. ALEX TAYLOR UPDATE

Taylor stated they are still in the developing stages but have a financial partner. They are working with the investor to look at emerging markets overseas. The plan is to continue R & D stateside.

11. AIRPORT MANAGER'S REPORT

- a. 2018 Fly-In - Brown stated that the Fly-In went well with switching from a Sunday to a Saturday. There was a decrease in airplanes due to the fog that came in that morning. Total estimated fed was about 250. Brown noted that things went smoothly thanks to all the people who helped to move tables, chairs, cooking, cleaning, mowing. He stated that he still needs to settle up the food bill with Jeff before wrapping things up.
- b. Snow Removal – Brown stated that Ted from Lake Effect Snow Removal is no longer in business as he has moved to California. Brown is currently working with Woods Landscaping to give a quote for airport plowing this winter.
- c. IEQ to Windcraft – Brown commented that once IEQ is out he will do a walk through to see what all repairs are needed to the walls and doorways. He doesn't believe there are any substantial repairs to the ceiling. Brown stated that we will need to bring in someone to repair those. He is considering the idea of hanging ½" plywood in place of the drywall. Ostrander noted that drywall at Lowes is currently \$8-\$11 a sheet and plywood is \$15.
- d. Grant Writing – Brown stated that the FAA grant has been submitted with a request for \$500,000. He believed the grants will be paid in spring 2019.

Nelson moved to adjourn at 7:45 pm. Motion carried.

Respectfully submitted  
Lori Gerard

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL  
 CHECK DATE FROM 10/09/2018 - 11/09/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 581 AIRPORT FUND							
10/11/2018	GEN	71898	BERNARDS ACE HARDWARE	OPERATING SUPPLIES	740.000	000	118.42
10/11/2018	GEN	71899	BOURGETTE, BOB	REPAIR & MAINTENANCE	930.000	000	30.53
10/11/2018	GEN	71906	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	135.09
				PUBLIC UTILITIES	920.000	000	33.69
				PUBLIC UTILITIES	920.000	000	25.01
				PUBLIC UTILITIES	920.000	000	21.18
				PUBLIC UTILITIES	920.000	000	24.15
				CHECK GEN 71906 TOTAL FOR FUND 581:			<u>239.12</u>
10/11/2018	GEN	71939	NICHOLLS, PAUL	REPAIR & MAINTENANCE	930.000	000	297.67
10/11/2018	GEN	71943	SELF SERVE LUMBER	REPAIR & MAINTENANCE	930.000	000	34.93
10/11/2018	GEN	71944	SHOWBOAT AUTOMOTIVE SUPPLY	REPAIR & MAINTENANCE	930.000	000	49.92
10/11/2018	GEN	71947	STATE OF MICHIGAN	MISCELLANEOUS EXPENSE	955.000	000	25.00
10/11/2018	GEN	71954	TRACTOR SUPPLY CREDIT PLAN	REPAIR & MAINTENANCE	930.000	000	184.96
10/11/2018	GEN	71958	VISA	MISCELLANEOUS EXPENSE	955.000	000	590.00
10/25/2018	GEN	72007	VERGENNES BROADBAND	MISCELLANEOUS EXPENSE	955.000	000	49.99
10/25/2018	GEN	72010	WINDTEK INC	REPAIR & MAINTENANCE	930.000	000	121.15
11/02/2018	GEN	72021	CONSUMERS ENERGY	PUBLIC UTILITIES	920.000	000	140.77
				PUBLIC UTILITIES	920.000	000	32.50
				PUBLIC UTILITIES	920.000	000	24.99
				PUBLIC UTILITIES	920.000	000	71.31
				CHECK GEN 72021 TOTAL FOR FUND 581:			<u>269.57</u>
Total for fund 581 AIRPORT FUND							2,011.26

**AIRPORT FUND  
FINANCIAL STATEMENT  
November 9, 2018**

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<b>BEGINNING CASH JULY 1, 2018</b>	<b>\$</b>	<b>49,598.73</b>
Tie Down fees	\$	-
Hangar Rent	\$	10,380.00
Misc Income - Fly-In	\$	-
Fuel Sales	\$	6,858.96
Transfer from General Fund	\$	-
Interest	\$	-
<b>TOTAL REVENUES TO DATE</b>	<b>\$</b>	<b>66,837.69</b>
Operating supplies	\$	6,429.04
Professional services/Audit fees	\$	-
Contractual	\$	-
Insurance		
Public Utilities	\$	938.94
Repair and Maintenance	\$	1,325.56
Misc Expenses - Vergennes Twp taxes	\$	5,596.14
Rentals	\$	-
Prepaid Insurance	\$	-
Capital Outlay	\$	-
General Fund loan payment	\$	-
* Expenses to last fiscal year	\$	6,596.76
**Prepaid expenses for insurance	\$	-
<b>TOTAL EXPENDITURES TO DATE</b>	<b>\$</b>	<b>20,886.44</b>
<b>ENDING CASH:</b>	<b>\$</b>	<b>45,951.25</b>