



LOWELL AIRPORT BOARD

Wednesday, May 9, 2018 AT 7:00 P.M.

LOWELL CITY AIRPORT

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 April 11, 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 UPDATE
11. AIRPORT MANAGER'S REPORT
 - a. Love Week
 - b. Mowing plans
 - c. Fertilizing & weed spray plans
 - d. Open discussion around monthly evening fly-in potluck (invite neighboring airports)
 - e. Making calls to get asphalt quotes for taxiways
12. ADJOURNMENT

MINUTES OF THE LOWELL AIRPORT BOARD
WEDNESDAY, APRIL 11, 2018 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, Jeff Ostrander, David Pasquale and Jim Myaard

Absent: Eric Nelson and Tom Grimm

Also Present: Bob Bourgette, Walter Pagle, Greg VanStrien, Casey Brown and Lori Gerard

2. APPROVAL OF ABSENCES

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

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

Myaard moved and Altoft seconded to approve the minutes of March 14, 2018 as written. Motion carried.

5. FINANCIAL REPORTS

Myaard moved and Nicholls seconded to approve the financial reports. Motion carried.

Gerard reported that snow plowing as of March 31, 2018 is \$4775 and last year was \$4100.

6. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Bourgette stated that the roller has been rented for April 19. He is also working with Nelson to replace a door.

7. OLD BUSINESS

No comments.

8. NEW BUSINESS

No comments.

9. BOARDMEMBERS COMMENTS.

Myaard noted that the VASI came up at the last meeting and wondered why it has been dropped. Brown stated that when he contacted the company only one was left and it would no longer be supported. Many airports are going to using PAPI instead.

Ostrander said he was concerned about the safety of the guys with the powered parachutes that are out on the runway laying out their chutes. Brown agreed to speak with them about departing the pattern quickly.

10. ALEX TAYLOR UPDATE

No comments.

11. AIRPORT MANAGER'S REPORT

- a. Reviews of electrical quotes - Two quotes were presented for updating the lighting in hangar 1 which is occupied by Midwest Aviation.

Myaard moved and Nicholls seconded to approve quote for \$2760 form West Michigan Electric Systems Inc.

- b. April 21 spring clean-up - Brown noted that the clean-up day is set to start at 9:00 am and hotdogs, chips and treats will be provided. Some areas to be worked on will be: Fuel tank area adding ridge cap and eaves, runway lights, painting sign and weed planter at Lincoln Lake, cut and chip small oak tree at end of Runway 30, put out tables and chairs, install suspended ceiling in conference room if time allows.

Brown stated he ordered lenses and yellow hats for runway lights. Bourgette stated we also need yellow safety paint.

Ostrander noted that the windsock visibility is not the greatest. Brown stated that we also need to trench the line deeper for the windsock as it is only about 6".

Pagle commented that they are getting business.

Pasquale moved and Myaard seconded to adjourn at 7:28 pm. Motion carried.

Respectfully submitted
Lori Gerard

**AIRPORT FUND
FINANCIAL STATEMENT
May 7, 2018**

| | |
|-------------------------------------|----------------------|
| BEGINNING CASH JULY 1, 2017 | \$ 47,461.00 |
| Tie Down fees | \$ 216.00 |
| Hangar Rent | \$ 44,674.00 |
| Misc Income - Fly-In | \$ 1,025.00 |
| Fuel Sales | \$ 8,560.86 |
| Transfer from General Fund | \$ - |
| Interest | \$ 49.30 |
| TOTAL REVENUE TO DATE | \$ 101,986.16 |
| Operating supplies | \$ 9,506.30 |
| Professional services/Audit fees | \$ 1,295.00 |
| Contractual | \$ 4,775.00 |
| Insurance | \$ 4,392.00 |
| Public Utilities | \$ 5,257.42 |
| Repair and Maintenance | \$ 4,655.15 |
| Misc Expenses - Vergennes Twp taxes | \$ 9,205.11 |
| Rentals | \$ - |
| Prepaid Insurance | \$ - |
| Capital Outlay | \$ 4,800.00 |
| General Fund loan payment | \$ - |
| * Expenses to last fiscal year | \$ 795.27 |
| **Prepaid expenses for insurance | |
| TOTAL EXPENDITURES TO DATE | \$ 44,681.25 |
| ENDING CASH: | \$ 57,304.91 |

| Check Date | Bank | Check # | Payee | Description | Account | Dept | Amount |
|---------------------------------|------|---------|---------------------|-------------------------------------|---------|------|---------------|
| Fund: 581 AIRPORT FUND | | | | | | | |
| 04/13/2018 | GEN | 71027 | CONSUMERS ENERGY | PUBLIC UTILITIES | 920.000 | 000 | 45.10 |
| | | | | PUBLIC UTILITIES | 920.000 | 000 | 24.22 |
| | | | | PUBLIC UTILITIES | 920.000 | 000 | 351.62 |
| | | | | PUBLIC UTILITIES | 920.000 | 000 | 255.41 |
| | | | | PUBLIC UTILITIES | 920.000 | 000 | 38.29 |
| | | | | CHECK GEN 71027 TOTAL FOR FUND 581: | | | <u>714.64</u> |
| 04/13/2018 | GEN | 71072 | VISA | OPERATING SUPPLIES | 740.000 | 000 | 227.96 |
| | | | | OPERATING SUPPLIES | 740.000 | 000 | 91.98 |
| | | | | CHECK GEN 71072 TOTAL FOR FUND 581: | | | <u>319.94</u> |
| 04/20/2018 | GEN | 71083 | NELSON, ERIC | OPERATING SUPPLIES | 740.000 | 000 | 23.48 |
| 04/20/2018 | GEN | 71085 | VERGENNES BROADBAND | MISCELLANEOUS EXPENSE | 955.000 | 000 | 49.99 |
| 04/27/2018 | GEN | 71089 | BOURGETTE, BOB | REPAIR & MAINTENANCE | 930.000 | 000 | 651.00 |
| 04/27/2018 | GEN | 71091 | BROWN, CASEY | OPERATING SUPPLIES | 740.000 | 000 | 280.00 |
| 04/27/2018 | GEN | 71112 | NELSON, ERIC | OPERATING SUPPLIES | 740.000 | 000 | 60.25 |
| 05/03/2018 | GEN | 71137 | CONSUMERS ENERGY | PUBLIC UTILITIES | 920.000 | 000 | 24.22 |
| | | | | PUBLIC UTILITIES | 920.000 | 000 | 41.10 |
| | | | | PUBLIC UTILITIES | 920.000 | 000 | 205.11 |
| | | | | PUBLIC UTILITIES | 920.000 | 000 | 416.53 |
| | | | | CHECK GEN 71137 TOTAL FOR FUND 581: | | | <u>686.96</u> |
| Total for fund 581 AIRPORT FUND | | | | | | | 2,786.26 |