

AIRPORT BOARD AGENDA

Regular Meeting

October 6, 2025 at 4:15 PM



- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF AGENDA** - Items can be added or deleted from the Agenda by board action.
- 4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
- 5) **FINANCIAL APPROVAL**
 - A. Financials for period ending September 30.
- 6) **AIRPORT MANAGER'S REPORT**
 - A. October 2025 Report
- 7) **PUBLIC COMMENT ON AGENDA ITEMS** Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of three (3) minutes. Comments should address AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion of the meeting agenda. Non-Agenda items should be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS portion of the meeting agenda.
- 8) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**
- 9) **OLD BUSINESS**
- 10) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
 - A. Airport Hangar Roof Replacement - Consultant fee verification
- 11) **PUBLIC COMMENT ON NON-AGENDA ITEMS** Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of three (3) minutes. Comments should address NON-AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion of the meeting agenda. Agenda items should be addressed during the PUBLIC COMMENT-AGENDA ITEMS portion of the meeting agenda.
- 12) **BOARD REPORTS**
- 13) **ADJOURNMENT**

User: bcary

DB: Marshall

PERIOD ENDING 09/30/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2025	MONTH 09/30/2025	BALANCE	USED
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-506.00	Federal Grant-Reimbursement	0.00	0.00	0.00	0.00	0.00
295-000-529.00	Federal Grants	0.00	0.00	0.00	0.00	0.00
295-000-540.00	State Grants	0.00	0.00	0.00	0.00	0.00
295-000-640.00	Charges for Service - Fuel	88,000.00	18,872.82	0.00	69,127.18	21.45
295-000-665.00	Interest	0.00	0.00	0.00	0.00	0.00
295-000-667.00	Rents	30,000.00	7,176.20	2,425.00	22,823.80	23.92
295-000-675.00	Contrib. from Other Sources	0.00	0.00	0.00	0.00	0.00
295-000-675.99	Contributions - Miscellaneous	0.00	0.00	0.00	0.00	0.00
295-000-678.00	PENALTIES INCOME-RENT	0.00	0.00	0.00	0.00	0.00
295-000-679.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
295-000-696.00	Proceeds from Bonds/Notes	0.00	0.00	0.00	0.00	0.00
295-000-699.00	Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00
295-000-699.01	Contributions - General Fund	60,000.00	0.00	0.00	60,000.00	0.00
Total Dept 000		178,000.00	26,049.02	2,425.00	151,950.98	14.63
TOTAL REVENUES		178,000.00	26,049.02	2,425.00	151,950.98	14.63
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,764.00	1,762.75	594.84	6,001.25	22.70
295-595-702.01	Other Fringe Benefits-taxable	0.00	0.00	0.00	0.00	0.00
295-595-702.05	PAYROLL MARIJUANA	0.00	0.00	0.00	0.00	0.00
295-595-703.00	Part-time Salaries	30,109.00	7,103.45	2,432.78	23,005.55	23.59
295-595-704.00	Overtime Salaries	0.00	0.00	0.00	0.00	0.00
295-595-712.00	WORKERS COMPENSATION	15.00	0.00	0.00	15.00	0.00
295-595-715.00	Social Security	574.00	672.36	229.22	(98.36)	117.14
295-595-716.00	Hospitalization	2,174.00	462.54	143.86	1,711.46	21.28
295-595-717.00	Life Insurance	13.00	2.04	1.02	10.96	15.69
295-595-718.00	RETIREMENT - D/B	0.00	0.00	0.00	0.00	0.00
295-595-718.10	RETIREMENT - D/C	751.00	60.02	0.00	690.98	7.99
295-595-740.00	Operating Supplies	2,000.00	11.99	(90.91)	1,988.01	0.60
295-595-757.00	Fuels & Lubricants	76,000.00	54,164.33	0.00	21,835.67	71.27
295-595-801.00	Professional Services	0.00	0.00	0.00	0.00	0.00
295-595-805.00	Administrative Costs	3,500.00	684.19	0.00	2,815.81	19.55
295-595-812.00	License	50.00	0.00	0.00	50.00	0.00
295-595-820.00	Contracted Services	16,000.00	6,950.00	3,000.00	9,050.00	43.44
295-595-825.00	Insurance	10,000.00	0.00	0.00	10,000.00	0.00
295-595-850.00	Communications	2,500.00	297.00	99.00	2,203.00	11.88
295-595-860.00	Transportation & Travel	150.00	0.00	0.00	150.00	0.00
295-595-921.00	Utilities - Gas	2,000.00	54.36	18.00	1,945.64	2.72
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	1,333.70	668.02	5,066.30	20.84
295-595-930.00	Equipment Maintenance	5,928.00	0.00	0.00	5,928.00	0.00
295-595-931.00	Maintenance of Building	5,000.00	409.81	184.50	4,590.19	8.20
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,465.00	0.00	0.00	3,465.00	0.00
295-595-955.00	COST ALLOCATION	3,545.00	0.00	0.00	3,545.00	0.00
295-595-956.00	Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
295-595-958.00	Education & Training	0.00	0.00	0.00	0.00	0.00
295-595-968.00	Depreciation	0.00	0.00	0.00	0.00	0.00
295-595-990.00	Debt Service	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL

PERIOD ENDING 09/30/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport						
Expenditures						
295-595-994.00	Bond Interest Paid	0.00	0.00	0.00	0.00	0.00
295-595-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00
Total Dept 595 - Airport		177,938.00	73,968.54	7,280.33	103,969.46	41.57
Dept 900 - Capital Outlay Control						
295-900-970.00	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 900 - Capital Outlay Control		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		177,938.00	73,968.54	7,280.33	103,969.46	41.57
Fund 295 - Airport:						
TOTAL REVENUES		178,000.00	26,049.02	2,425.00	151,950.98	14.63
TOTAL EXPENDITURES		177,938.00	73,968.54	7,280.33	103,969.46	41.57
NET OF REVENUES & EXPENDITURES		62.00	(47,919.52)	(4,855.33)	47,981.52	7,289.55



Brooks Field Airport

October 2025 Airport manager's report:

Fuel:

Fuel Type	Tank Volume Last Month	Tank Volume This Month	Sales volume Last 30 Days	Current Price	Our Cost	Value In Ground
100LL	5116	3708	1408	\$5.15	\$4.14	\$15,351.12
94 Swift	3245	2730	515	\$5.73	\$4.73	\$12,912.90
						\$28,264.02

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.66	\$5.50	\$5.29	\$5.44	\$5.24	\$5.43

- Received 3,000 gallons of 94 Swift on 7/16/2025.
- Received 6,000 gallons of 100LL Avgas on 8/8/2025.

Other items:

- I have been contacting people and getting prices for brush hogging on the east side of the airport (approach end of runway 28).
- Eric Myers has been cutting / bailing the grass as usual in past years.
- We have had some minor issues with the airport terminal not being cleaned properly. I have been working with Jacob Andrews to keep an eye on it and make sure that we are receiving the service that we are paying for.
- I serviced our City airport truck...changed the oil, replaced the air filter, checked all of the other fluids. I also added some fuel system cleaner to help smooth out the rough idle.
- I have an update on our airport sign, let's chat about that.
- We had our yearly MAP meeting with MDOT Aeronautics.
- Airport pavement project is still in limbo pending a funds transfer from MDOT Aero.
- Hangar roof project is scheduled for 2026, we are currently working on independent fee estimates to compare with Mead & Hunt so that MDOT Aero can approve the contract.
- We had some bees nesting in the overhang outside the terminal entry door. Eddie tried to seal things up but the bees kept finding new ways in. We had Bowers Pest Control come out and take care of them for us.
- Scodeller Construction said they can perform our airport crack sealing project (they did it last time), no set schedule yet.
- I talked to a TSA agent in Grand Rapids about some basic airport information.
 - Standard phone call from him to connect with non-secure airports in his territory. He visits AZO & BTL often so may swing by at some point. No issues here, he was very nice to talk to and simply wanted to provide guidance and a point of contact if we needed anything.
 - He emailed me "Security Guidelines for General Aviation Airport Operators and Users", a 59 page booklet that was updated in July, 2025.
- 100LL fuel pump quit working on 9/30.
 - I believe the issue is the switch on the side of the pump. I took pump covers off to inspect, the shaft from that lever goes into a large unit that is also connected to the pump dials...so it is not a switch that I can service / replace.
 - As of the writing of this report RW Mercer has been called but no schedule yet.

Trivia:

What is the origin of the word aviation?



ITEM 10.A

TO: [AGENDA_OFFICIAL_BODY]
FROM: Marcia Strange, Director of Community Development
DATE: October 6, 2025
SUBJECT: Airport Hangar Roof Replacement - Consultant fee verification

Craig and Marcia will be meeting with TowerPinkster representative on Wednesday, October 8th, to review the scope of the roof replacement project (new roof and gutters...) to get a quote for design work for the project. Mead and Hunt has an Architectural firm they can partner with if needed, but getting this quote will help us confirm if we can save some money by going elsewhere for this primarily Architectural project. This was recommended by Mead and Hunt.

RECOMMENDATION: