

AIRPORT BOARD AGENDA

Regular Meeting

January 5, 2026 at 4:00 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.
 - A. December Meeting Minutes
- 5) **FINANCIAL APPROVAL**
 - A. October 2025 Expense and Revenue Report
 - B. November 2025 Expense and Revenue Report
 - C. December 2025 Expense and Revenue Report
- 6) **AIRPORT MANAGER'S REPORT**
 - A. December 2025 Manager's 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 Sign
- 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**

Brooks Field Airport Board Meeting Minutes

- I. Chairperson Michael Walraven called the Marshall Airport Board to order in a scheduled session on Monday, December 1, 2025, at 4:15 p.m. in the Terminal building located at the Brooks Field Airport, 1263 South Kalamazoo Ave, Marshall, MI.
- II. **Roll Call:** Members Present: Chairperson Michael Walraven, Members, Desmond Kirkland and Glenn Shaw
 - a. Members Absent: Scott Southwell
 - b. Other Attendees: Craig Griswold – Airport Manager
Theresa Chaney Huggett – City Council Liaison
Shawn Bowdidge – SkyVenture Aviation
Jeff Bowdidge – SkyVenture Aviation
Katie Griswold – Griswold Aviation
- III. **Approval of Agenda:** Member Kirkland made a Motion to approve the agenda and it was seconded by member Shaw and carried on a voice vote.
- IV. **Approval of Minutes:** Member Shaw made a Motion to approve the November 3, 2025 meeting minutes and it was seconded by member Kirkland and carried on a voice vote.
- V. **Financial Report**
 - A. Since the Board only received a portion of the November 30, 2025, Revenue and Expenditures Report, a Motion was made by member Kirkland to table the review of the report until the next meeting. The Motion was seconded by member Shaw and carried on a voice vote.
- VI. **Airport Manager’s Report**
 - A. Craig provided an update on the Manager’s Report regarding the past month’s activities, including the status of fuel. As indicated in the information provided by Craig, the Airport sold fuel totaling 921 gallons of 100LL last month with a current price of \$5.15 per gallon. Although an increase in sales from the previous month, Craig indicated the low volume of fuel sales can be attributed to the weather and the impaired fuel pump that required repairs. According to Craig, although the Airport pricing is competitive to other Airports, he has since learned that the price of purchasing fuel has lowered to around \$3.79 per gallon since our previous purchase in August. Therefore, he will recommend reducing the price in the future to hopefully increase sales. In addition, Craig reiterated the Board will need to review the pricing policy guidelines at the next meeting. Further, Craig indicated the Airport sold 245 gallons of 94 Swift fuel in November with a price of \$5.73 and he indicated this price will remain without changes. After a discussion of fuel, he went on to present a general summary of the various activities and issues completed during the previous month (refer to Airport Manager’s December 2025 report). There being no further discussion, member Kirkland moved that the Board accept and receive the Managers Report which was seconded by member Shaw and carried on a voice vote.
- VII. **Public Comment on Agenda Items**
 - A. Chair Walraven asked if there was any Public Comment on the Agenda Items at this time. There was none at this time.
- VIII. **Public Hearings & Subsequent Board Action**
 - A. Chair Walraven asked if there were any Public Hearing or Comment. Jeff Bowdidge from SkyVenture Aviation asked Craig when will snow removal happen on the runway since their business is tied to access in flying from the Airport.

Craig indicated he is contacting the City Public Works Administrator to get a schedule for snow removal as soon as possible.

IX. Old Business

- A. In a follow discussion over this years "Airport Activities," Chair Walraven indicated he is waiting to receive a couple of receipts to finalize the revenue and expenses received for this year's activities. He hopes to have the figures at the next meeting.

X. Reports and Recommendations/New Business

- A. Since the Board is short one member, there is a call for a volunteer to sit on the Board.
- B. Craig brought up the subject of the roof replacement stating "there was some miscommunication with Tower Pinkster" and they will no longer allowed to do the Independent Fee Estimate (IFE) for the Hangar Roof replacement. Apparently Marcia is working Zach Bormet from MDOT Aero to find another contractor to provide the IFE.
- C. Craig mentioned one the T-hangers tenants is vacating and he was contracted with a replacement tenant to rent only during the winter months. He will follow up and notify the Board if an agreement can be reached with the new tenant.
- D. Craig stated he will provide a presentation to the Rotary Club at the Frank Center on January 6, 2026 at noon. He will discuss the operations of the Airport and its benefit to the community. He asked if anyone is available to attend.

XI. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment: Member Shaw brought up the subject on the state of affairs of the Beech 18. He wanted to follow-up and see if the Airport can modify the plane and place it on stands for better visibility to market the plane to the Airport. The Board discussed various settings to improve its location and enhancement around the Airport. Mention was made that a year ago, the Board heard from Mr. Tyler Shepard from the Warbirds of Glory Museum about refurbishing the plane and working with their organization. Unfortunately we have not had a return exchange of communication form the organization. However, the Board agreed to research and develop a plan to modify the plane and possibly move it from its present position.

XII. Next Meeting Date

- A. Chair Walraven mentioned that the next Board meeting is scheduled for Monday January 5, 2026, at 4:15 p. m. in the Terminal building.

XIII. Adjournment

- A. Member Shaw made a Motion to adjourn the meeting at 5:10 p. m. and it was seconded by member Kirkland and carried on a voice vote.

Respectfully submitted, Brooks Field Airport Board

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL
 PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 10/31/2025	ACTIVITY FOR MONTH 10/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-640.00	Charges for Service - Fuel	88,000.00	34,434.25	4,101.97	53,565.75	39.13
295-000-667.00	Rents	30,000.00	10,264.20	3,088.00	19,735.80	34.21
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	44,698.45	7,189.97	133,301.55	25.11
TOTAL REVENUES		178,000.00	44,698.45	7,189.97	133,301.55	25.11
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,764.00	2,359.99	597.24	5,404.01	30.40
295-595-703.00	Part-time Salaries	30,109.00	9,560.95	2,457.50	20,548.05	31.75
295-595-712.00	WORKERS COMPENSATION	15.00	0.00	0.00	15.00	0.00
295-595-715.00	Social Security	574.00	903.61	231.25	(329.61)	157.42
295-595-716.00	Hospitalization	2,174.00	718.90	256.36	1,455.10	33.07
295-595-717.00	Life Insurance	13.00	3.06	1.02	9.94	23.54
295-595-718.10	RETIREMENT - D/C	751.00	151.67	0.00	599.33	20.20
295-595-740.00	Operating Supplies	2,000.00	11.99	0.00	1,988.01	0.60
295-595-757.00	Fuels & Lubricants	76,000.00	54,164.33	0.00	21,835.67	71.27
295-595-805.00	Administrative Costs	3,500.00	1,348.48	340.04	2,151.52	38.53
295-595-812.00	License	50.00	50.00	0.00	0.00	100.00
295-595-820.00	Contracted Services	16,000.00	11,310.23	3,750.00	4,689.77	70.69
295-595-825.00	Insurance	10,000.00	3,869.00	3,869.00	6,131.00	38.69
295-595-850.00	Communications	2,500.00	832.19	535.19	1,667.81	33.29
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	72.36	18.00	1,927.64	3.62
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	2,603.20	640.35	3,796.80	40.68
295-595-930.00	Equipment Maintenance	5,928.00	2,426.28	2,426.28	3,501.72	40.93
295-595-931.00	Maintenance of Building	5,000.00	609.81	0.00	4,390.19	12.20
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,465.00	1,193.32	298.33	2,271.68	34.44
295-595-955.00	COST ALLOCATION	3,545.00	2,163.50	1,081.75	1,381.50	61.03
Total Dept 595 - Airport		177,938.00	94,352.87	16,502.31	83,585.13	53.03
TOTAL EXPENDITURES		177,938.00	94,352.87	16,502.31	83,585.13	53.03
Fund 295 - Airport:						
TOTAL REVENUES		178,000.00	44,698.45	7,189.97	133,301.55	25.11
TOTAL EXPENDITURES		177,938.00	94,352.87	16,502.31	83,585.13	53.03
NET OF REVENUES & EXPENDITURES		62.00	(49,654.42)	(9,312.34)	49,716.42	10,087.77

PERIOD ENDING 11/30/2025

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025	ACTIVITY FOR MONTH 11/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-640.00	Charges for Service - Fuel	88,000.00	39,985.77	5,551.52	48,014.23	45.44
295-000-667.00	Rents	30,000.00	12,809.20	2,545.00	17,190.80	42.70
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	52,794.97	8,096.52	125,205.03	29.66
TOTAL REVENUES		178,000.00	52,794.97	8,096.52	125,205.03	29.66
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,764.00	2,957.16	597.17	4,806.84	38.09
295-595-703.00	Part-time Salaries	30,109.00	11,853.65	2,292.70	18,255.35	39.37
295-595-712.00	WORKERS COMPENSATION	15.00	0.00	0.00	15.00	0.00
295-595-715.00	Social Security	574.00	1,122.22	218.61	(548.22)	195.51
295-595-716.00	Hospitalization	2,174.00	862.76	143.86	1,311.24	39.69
295-595-717.00	Life Insurance	13.00	4.08	1.02	8.92	31.38
295-595-718.10	RETIREMENT - D/C	751.00	211.14	59.47	539.86	28.11
295-595-740.00	Operating Supplies	2,000.00	11.99	0.00	1,988.01	0.60
295-595-757.00	Fuels & Lubricants	76,000.00	54,164.33	0.00	21,835.67	71.27
295-595-805.00	Administrative Costs	3,500.00	1,546.63	198.15	1,953.37	44.19
295-595-812.00	License	50.00	50.00	0.00	0.00	100.00
295-595-820.00	Contracted Services	16,000.00	14,582.23	3,272.00	1,417.77	91.14
295-595-825.00	Insurance	10,000.00	3,869.00	0.00	6,131.00	38.69
295-595-850.00	Communications	2,500.00	832.19	0.00	1,667.81	33.29
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	127.93	55.57	1,872.07	6.40
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	2,603.20	0.00	3,796.80	40.68
295-595-930.00	Equipment Maintenance	5,928.00	3,007.78	581.50	2,920.22	50.74
295-595-931.00	Maintenance of Building	5,000.00	720.31	110.50	4,279.69	14.41
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,465.00	1,491.65	298.33	1,973.35	43.05
295-595-955.00	COST ALLOCATION	3,545.00	2,163.50	0.00	1,381.50	61.03
Total Dept 595 - Airport		177,938.00	102,181.75	7,828.88	75,756.25	57.43
TOTAL EXPENDITURES		177,938.00	102,181.75	7,828.88	75,756.25	57.43
Fund 295 - Airport:						
TOTAL REVENUES		178,000.00	52,794.97	8,096.52	125,205.03	29.66
TOTAL EXPENDITURES		177,938.00	102,181.75	7,828.88	75,756.25	57.43
NET OF REVENUES & EXPENDITURES		62.00	(49,386.78)	267.64	49,448.78	9,656.10

PERIOD ENDING 12/31/2025

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

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025	ACTIVITY FOR MONTH 12/31/2025	AVAILABLE BALANCE	% BGD USED
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-640.00	Charges for Service - Fuel	88,000.00	39,985.77	0.00	48,014.23	45.44
295-000-667.00	Rents	30,000.00	14,784.20	1,975.00	15,215.80	49.28
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	54,769.97	1,975.00	123,230.03	30.77
TOTAL REVENUES		178,000.00	54,769.97	1,975.00	123,230.03	30.77
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,764.00	3,762.61	805.45	4,001.39	48.46
295-595-703.00	Part-time Salaries	30,109.00	14,259.90	2,406.25	15,849.10	47.36
295-595-712.00	WORKERS COMPENSATION	15.00	0.00	0.00	15.00	0.00
295-595-715.00	Social Security	574.00	1,365.24	243.02	(791.24)	237.85
295-595-716.00	Hospitalization	2,174.00	1,006.62	143.86	1,167.38	46.30
295-595-717.00	Life Insurance	13.00	5.10	1.02	7.90	39.23
295-595-718.10	RETIREMENT - D/C	751.00	211.14	0.00	539.86	28.11
295-595-740.00	Operating Supplies	2,000.00	11.99	0.00	1,988.01	0.60
295-595-757.00	Fuels & Lubricants	76,000.00	54,195.19	30.86	21,804.81	71.31
295-595-805.00	Administrative Costs	3,500.00	1,546.63	0.00	1,953.37	44.19
295-595-812.00	License	50.00	50.00	0.00	0.00	100.00
295-595-820.00	Contracted Services	16,000.00	14,582.23	0.00	1,417.77	91.14
295-595-825.00	Insurance	10,000.00	3,869.00	0.00	6,131.00	38.69
295-595-850.00	Communications	2,500.00	931.19	99.00	1,568.81	37.25
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	276.13	148.20	1,723.87	13.81
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	2,603.20	0.00	3,796.80	40.68
295-595-930.00	Equipment Maintenance	5,928.00	3,007.78	0.00	2,920.22	50.74
295-595-931.00	Maintenance of Building	5,000.00	720.31	0.00	4,279.69	14.41
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	640.07	640.07	(640.07)	100.00
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,465.00	1,491.65	0.00	1,973.35	43.05
295-595-955.00	COST ALLOCATION	3,545.00	2,163.50	0.00	1,381.50	61.03
Total Dept 595 - Airport		177,938.00	106,699.48	4,517.73	71,238.52	59.96
TOTAL EXPENDITURES		177,938.00	106,699.48	4,517.73	71,238.52	59.96
Fund 295 - Airport:						
TOTAL REVENUES		178,000.00	54,769.97	1,975.00	123,230.03	30.77
TOTAL EXPENDITURES		177,938.00	106,699.48	4,517.73	71,238.52	59.96
NET OF REVENUES & EXPENDITURES		62.00	(51,929.51)	(2,542.73)	51,991.51	13,757.27



Brooks Field Airport

January 2026 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	2322	2003	319	\$5.15	\$4.14	\$8,292.42
94 Swift	2168	2039	129	\$5.73	\$4.73	\$9,644.47
						\$17,936.89

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.66	\$5.50	\$5.71	\$5.23	\$5.14	\$5.45

Other items:

- We have a signed contract with MDOT for our taxiway / ramp rehab project!
 - Ben Hoover tells me that the contractor will be ready to start as soon as the weather allows this spring. We will keep in contact with them to post an estimated start date.
- RW Mercer performed our annual fuel pump testing in December.
 - They are scheduled to return this spring to replace our filter elements.
- We have several IFE's for the hangar roof project. Marcia is working with Zach at MDOT Aero to keep moving forward.
- I am going to be talking to the Marshall Rotary Club on Tuesday, January 6th.
 - Talking points: Airport usage, flight school, Medivac, agriculture, events.
 - Any other suggestions?
- Eric Myers informed me that he is no longer doing hay. He is going to introduce me to a trusted friend who can take over for us.
- I would like to write a letter to a certain individual addressing concerns of misuse of our airport terminal. I plan to bring the letter to the February meeting for Board review and approval.

Trivia: (I got a tickle out of this, so it is just a fun fact rather than a question this month)

In the 1920s–early 1930s, on commercial flights passengers were encouraged to smoke during the flight because it helped mask engine fumes and calm nerves.

Airlines routinely handed out cotton for ears, heavy blankets, and smelling salts.

ITEM: 10.A

ADMINISTRATIVE REPORT



TO: HONORABLE BOARD MEMBERS
FROM: Marcia Strange, Director of Community Development
DATE: January 5, 2026
SUBJECT: Airport Sign

SIGN A = (1) SINGLE FACED 39"x 88", 1" THICK ACRYLIC SIGN FACE w/ BLUE PAINTED FINISH & WHITE VINYL GRAPHICS.

(2) 4" ALUMINUM POSTS PAINTED BLACK w/ BLACK FINIALS CAPS.

29.33 SQ. FT.

COLOR SPECS

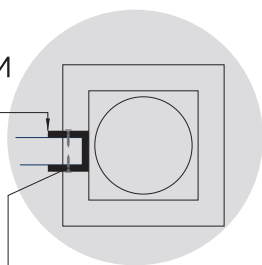
- BLUE PANTONE 534C
- WHITE
- BLACK

SIGN B = (1) SINGLE FACED 39"x 64", 1" THICK ACRYLIC SIGN FACE w/ BLUE PAINTED FINISH & WHITE VINYL GRAPHICS.

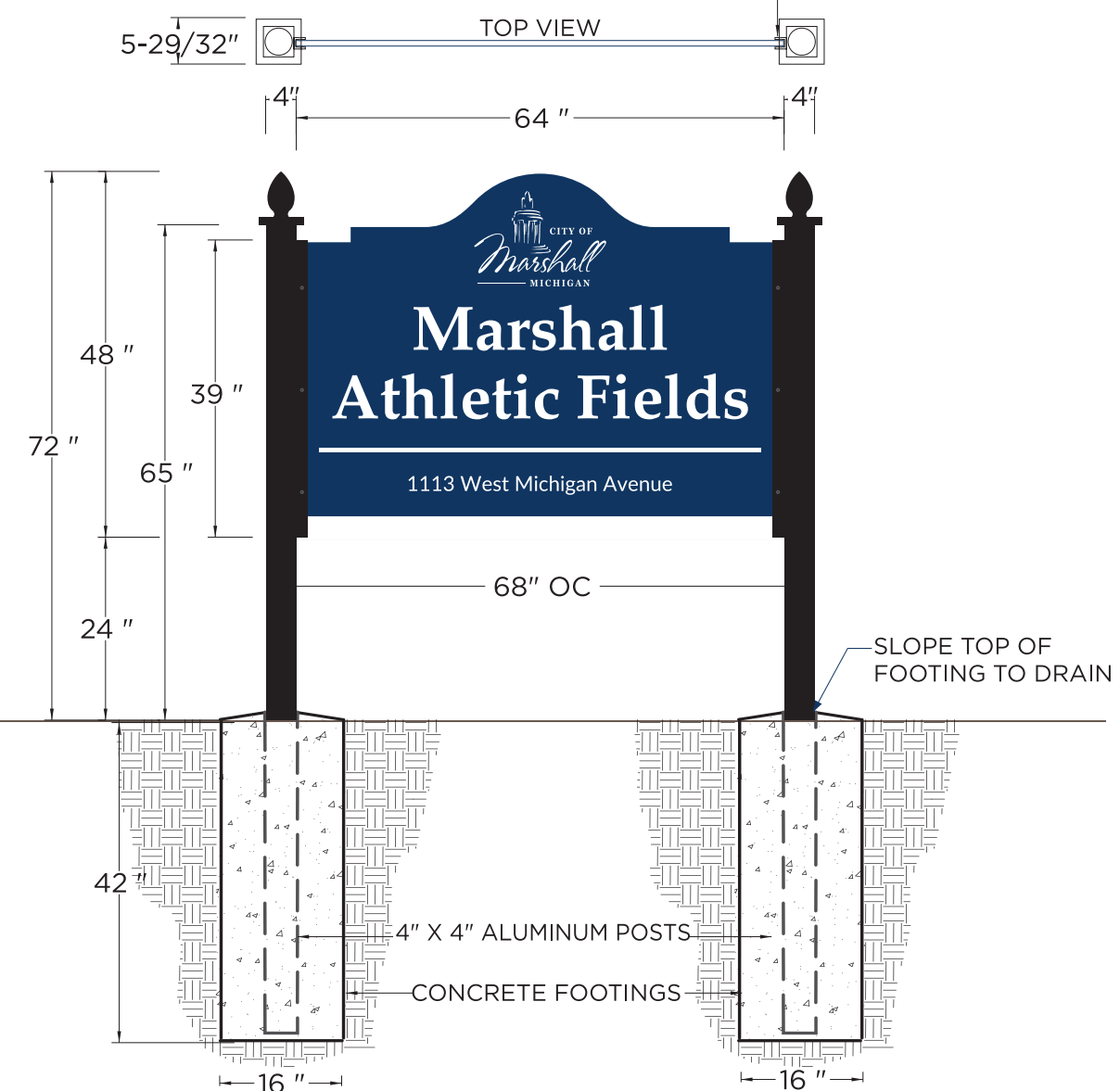
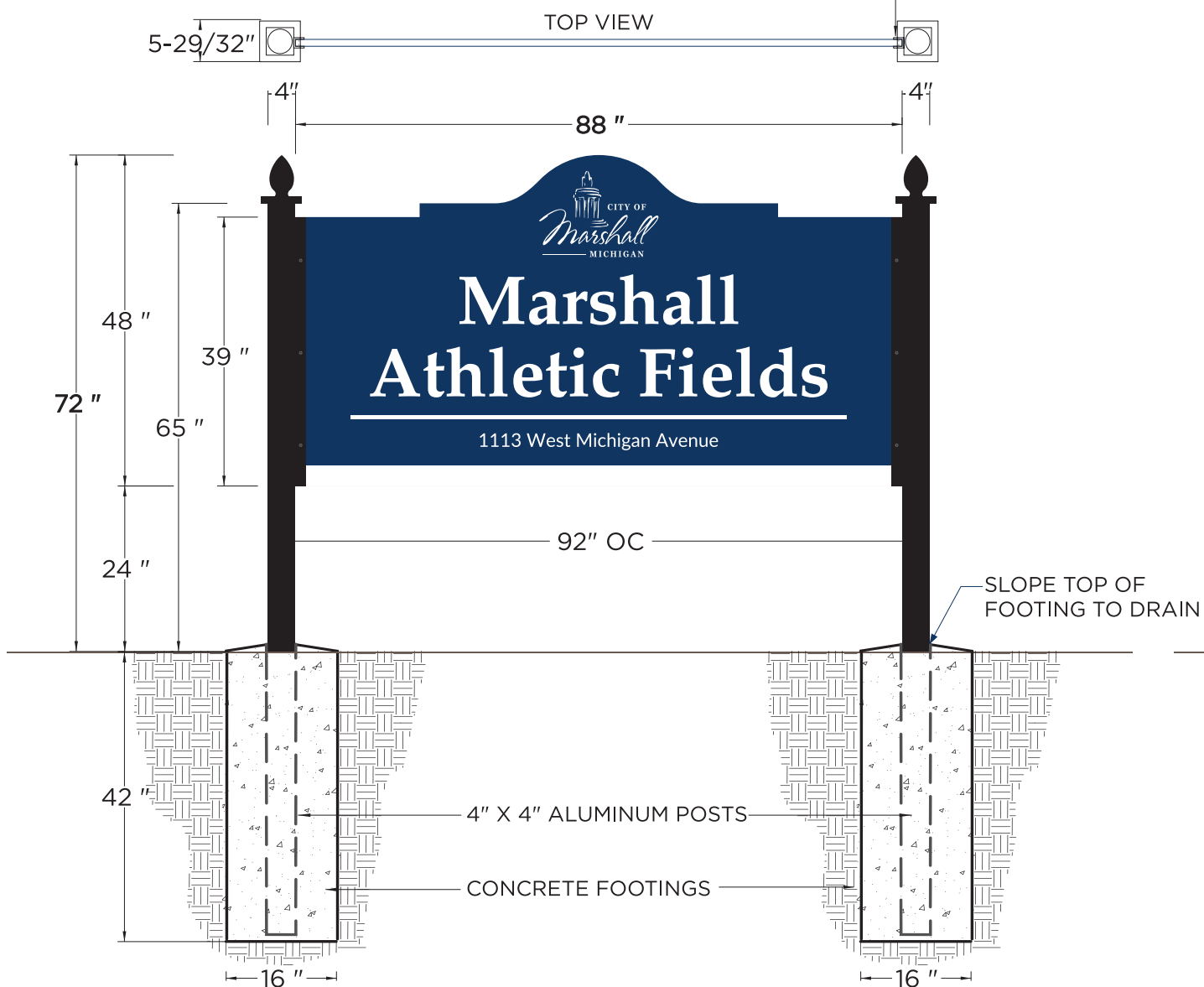
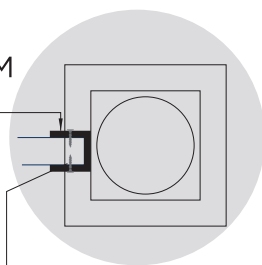
(2) 4" ALUMINUM POSTS PAINTED BLACK w/ BLACK FINIALS CAPS.

21.33 SQ. FT.

1-1/2" X .25" THICK ALUMINUM BRAKE FORM RECEIVING CHANNEL WELDED TO POST TO FIT AND SCREWED TO 1" PVC PANEL



1-1/2" X .25" THICK ALUMINUM BRAKE FORM RECEIVING CHANNEL WELDED TO POST TO FIT AND SCREWED TO 1" PVC PANEL



2240 Lansing Ave., Jackson, MI 49202
 2900 Alpha Access St., Lansing, MI 48910
 663 S Mansfield St., Ypsilanti, MI 48197
 1965 Pine Creek Rd, Manistee, MI 49660
 3750 Fortune Blvd, Saginaw, MI 48603
 517-784-3720 | www.johnsonsign.com

JOB NAME: CITY OF MARSHALL

LOCATION: Parks & Rec TBD
Marshall, MI 49068

ACCOUNT REP: JS
 DESIGNER: LE
 REVISION: JS

NOTES:
FURNISH THE
FOLLOWING

FILE NAME: 252394-02- AB

SCALE: 1/2"=1'

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THIS SIGN IS INTENDED TO BE MANUFACTURED IN ACCORDANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING & BONDING OF THE SIGN. SIGN WILL BEAR UL LABEL(S).

JOHNSON SIGN CO DOES NOT PROVIDE PRIMARY ELECTRIC TO SIGN LOCATION RESPONSIBILITY OF OTHERS

CUSTOMER APPROVAL: _____

DATE: _____



SIGN C= (1) SINGLE FACED SIGN 24"x 30" W/
 (2) .125" THICK ALUMINUM PANELS /BLUE PAINTED FINISH
 FACE PANEL W/WHITE VINYL GRAPHICS
 WELDED & SCREWED BACK TO BACK ON
 2" ALUMINUM SQ TUBE FRAME & POSTS

5 SQ. FT.

COLOR SPECS

- BLUE PANTONE 534C
- WHITE
- BLACK

SIGN D= (1) SINGLE FACED SIGN 24"x 30" W/
 (2) .125" THICK ALUMINUM PANELS /BLUE PAINTED FINISH
 FACE PANEL W/WHITE VINYL GRAPHICS
 WELDED & SCREWED BACK TO BACK ON
 2" ALUMINUM SQ TUBE FRAME & POSTS

5 SQ. FT.



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 517-784-3720 | www.johnsonsign.com

JOB NAME:
 CITY OF MARSHALL

LOCATION:
 Parks & Rec TBD
 Marshall, MI 49068

ACCOUNT REP: JS

DESIGNER: LE

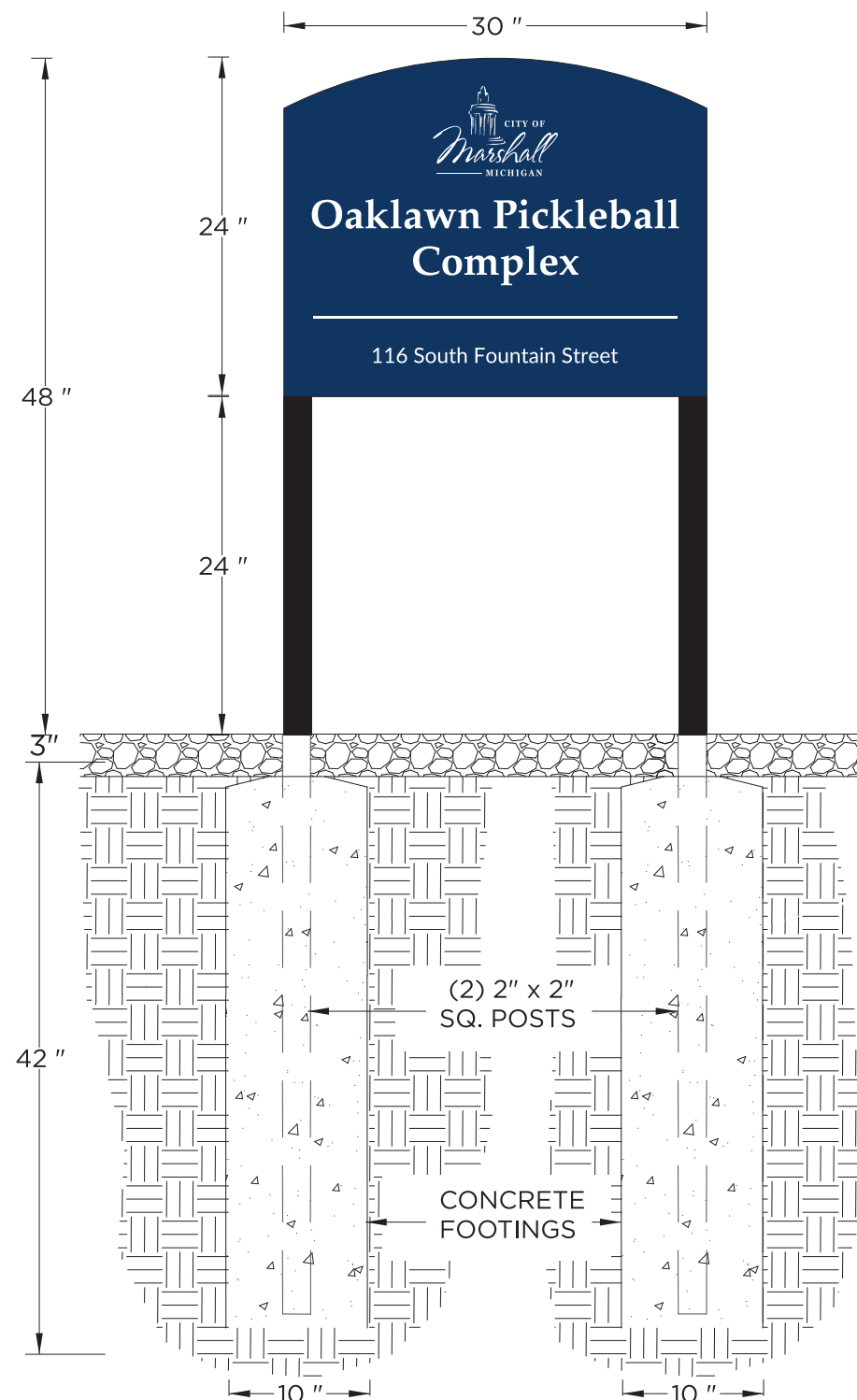
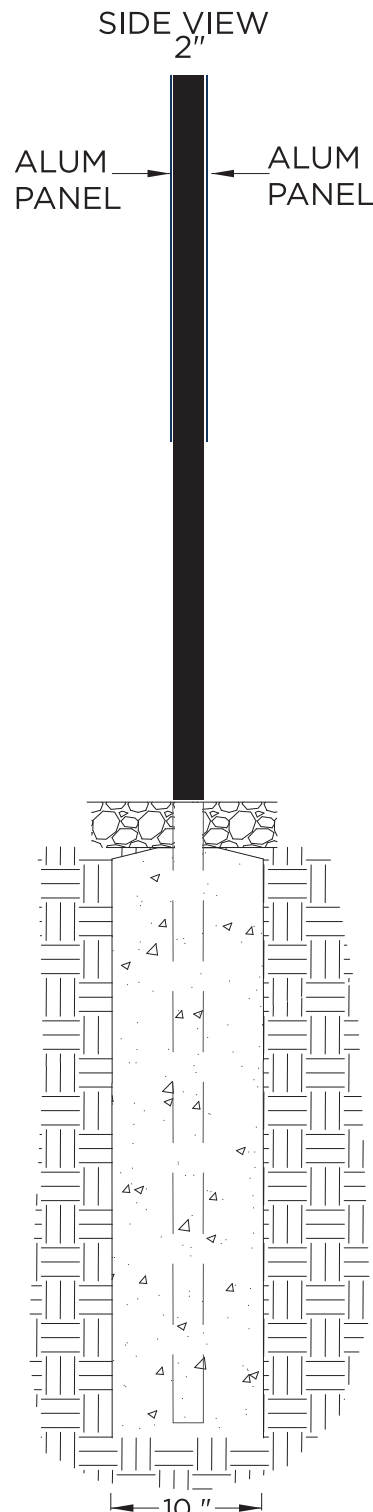
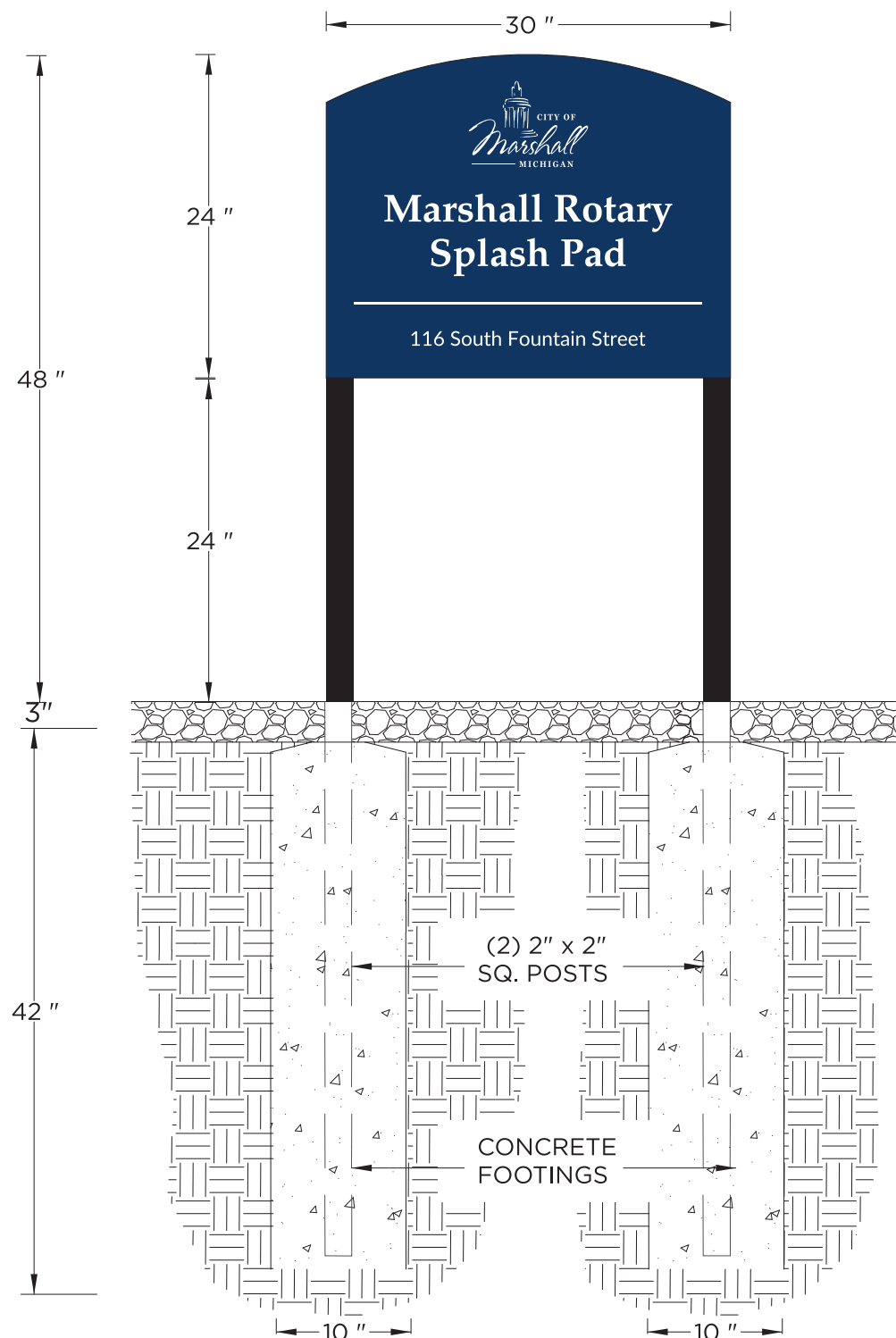
REVISION: _____

NOTES:
 FURNISH THE
 FOLLOWING

FILE NAME:
 252394-01- CD

SCALE:
 1"=1'

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THIS SIGN IS INTENDED TO BE MANUFACTURED IN ACCORDANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING & BONDING OF THE SIGN. SIGN WILL BEAR UL LABEL(S).

JOHNSON SIGN CO DOES NOT PROVIDE PRIMARY ELECTRIC TO SIGN LOCATION RESPONSIBILITY OF OTHERS

CUSTOMER APPROVAL: _____

DATE: _____



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