

AIRPORT BOARD AGENDA

Regular Meeting

February 2, 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. Meeting Minutes - January 2026
- 5) **FINANCIAL APPROVAL**
 - A. Revenue and Expense Report - January 2026
- 6) **AIRPORT MANAGER'S REPORT**
 - A. February Managers 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**
- 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, January 5, 2026, at 4:17 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: Marcia Strange - Director of Community Development
Craig Griswold – Airport Manager
Shawn 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 Kirkland made a Motion to approve the December 1, 2025 meeting minutes and it was seconded by member Shaw and carried on a voice vote.
- V. **Financial Report**
 - A. At this point in the meeting and in response to the previously tabled topic in review of Revenue and Expenditures Report, the Board was able to review the reports encompassing October, November and December reports. In a review of the reports, the Board again considered line item 595-715-00 – Social Security, which is 237% over budget in the account. As indicated, the cost is reflective of charges associated with City personnel assignments at the Airport. In addition, Craig and Marcia indicated that there is a fuel charge that was not posted in last month's report but will be included in next months report. There being no further discussion, member Kirkland moved that the Board receive the Revenue and Expenditures Reports which 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 319 gallons of 100LL last month with a current price of \$5.15 per gallon. Craig mentioned that sales are down this time of year which is attributed to winter conditions such as snow accumulation. According to Craig, the Airport pricing is still competitive to other Airports and he reported, the price of purchasing fuel has lowered again. Therefore, he will recommend reducing the price in the future to hopefully increase sales. Further, Craig indicated the Airport sold 129 gallons of 94 Swift fuel in December with a price of \$5.73 and he indicated this price will remain without changes. Member Kirkland brought up a discussion of the recent \$ 0.25 fuel tax implemented by the Michigan legislature. Craig mentioned it is his understanding the tax is not included in AVGAS but is otherwise automatically included in the purchase price of the bulk fuel and therefore not included at the pump price. He went on to state he is still researching its impact on fuel distribution in the matter. 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. There was none at this time.

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.
- B. Craig brought up the subject of the roof replacement stating there were several firms interested in submitting for the Independent Fee Estimate (IFE) for the Hangar Roof replacement. Marcia is working with Zach Bormet from MDOT Aero to move forward on the project.
- C. Craig also mentioned the City has a signed contract for the taxiway/ramp apron rehabilitation project. Craig stated, according to Ben Hoover at Mead and Hunt, the selected contractor will proceed on the project when the weather improves. When asked by Shawn Bowdidge of SkyVenture Aviation of the time line to complete the project, Craig indicated it should take approximately two week to complete and the runway will be closed during that time. He will notify all tenants and other stakeholders when he receives a refined schedule. He mentioned that the grass runway will not be affected by the project.

X. Reports and Recommendations/New Business

- A. Since the Board is short one member, Craig mentioned someone is interested in joining the Board but was unable to make this meeting to introduce themselves. Craig will follow up to have them meet and greet the Board.
- B. As follow up on a previous discussion, Chair Walraven mentioned the issue of installing cameras at the Airport for security purposes. Marcia stated the City is still researching the issue including the cost, scope and locations to select a consultant to install cameras throughout City properties, including the Airport. She is working with the City IT Department to configure the requirements for suitable installation of cameras.
- C. The Board next had a discussion regarding the information provided by Marcia for the design and installation of an Airport sign. As discussed, the City has requested the installation of a similar sign to those throughout the City. Each of these signs are comparable in design and color. The Board reviewed each of the examples provided and made a recommendation requesting one of the loftier signs. It is felt the increased signage size would assist in visibility to the Airport since the Airport is located outside the city limits. Marcia indicated that right now the City will look at the cost and hopefully provide a schedule for its design and installation. She indicated she will follow up on the matter. In addition, it was agreed to fabricate and install the previous sign purchased by the Board and install it inside the Airport interior for pilot recognition. Because of the weather and time of year, the new signs should be installed in the spring.
- 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.

XI. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment: Member Kirkland followed up on the question of snow removal at the Airport. Craig mentioned Eddie has diligently been plowing the apron area with the truck. And after some discussion with the City Public Works Department, city trucks have been plowing the runway. Craig stated they are doing a great job in removing the snow. In addition, when asked, Craig stated he is scheduled to attend the Michigan Association of Airport Executives conference in February.

XII. Next Meeting Date

- A. Chair Walraven mentioned that the next Board meeting is scheduled for Monday February 2, 2026, at 4:15 p. m. in the Terminal building.

XIII. Adjournment

- A. Member Kirkland made a Motion to adjourn the meeting at 5:15 p. m. and it was seconded by member Shaw and carried on a voice vote.

Respectfully submitted, Brooks Field Airport Board

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

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 01/31/2026	ACTIVITY FOR MONTH 01/31/2026	% BDGT USED	AVAILABLE BALANCE
Fund 295 - Airport						
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,764.00	4,992.30	1,229.69	64.30	2,771.70
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	17,915.92	3,656.02	59.50	12,193.08
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	0.00	15.00
295-595-715.00	Social Security	574.00	1,736.11	370.87	302.46	(1,162.11)
295-595-716.00	Hospitalization	2,174.00	1,262.98	256.36	58.09	911.02
295-595-717.00	Life Insurance	13.00	6.12	1.02	47.08	6.88
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	254.97	0.00	33.95	496.03
295-595-740.00	Operating Supplies	2,000.00	11.99	0.00	0.60	1,988.01
295-595-757.00	Fuels & Lubricants	76,000.00	54,247.17	51.98	71.38	21,752.83
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	1,799.64	0.00	51.42	1,700.36
295-595-812.00	License	50.00	50.00	0.00	100.00	0.00
295-595-820.00	Contracted Services	16,000.00	16,082.23	0.00	100.51	(82.23)
295-595-825.00	Insurance	10,000.00	3,869.00	0.00	38.69	6,131.00
295-595-850.00	Communications	2,500.00	1,030.19	0.00	41.21	1,469.81
295-595-860.00	Transportation & Travel	150.00	0.00	0.00	0.00	150.00
295-595-921.00	Utilities - Gas	2,000.00	500.59	224.46	25.03	1,499.41
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	3,284.02	0.00	51.31	3,115.98
295-595-930.00	Equipment Maintenance	5,928.00	3,766.58	96.80	63.54	2,161.42
295-595-931.00	Maintenance of Building	5,000.00	790.65	39.98	15.81	4,209.35
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	1,490.84	850.77	100.00	(1,490.84)
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,465.00	1,789.98	0.00	51.66	1,675.02
295-595-955.00	COST ALLOCATION	3,545.00	3,245.25	1,081.75	91.54	299.75
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
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	118,126.53	7,859.70	66.39	59,811.47
TOTAL EXPENDITURES		177,938.00	118,126.53	7,859.70	66.39	59,811.47
Fund 295 - Airport:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		177,938.00	118,126.53	7,859.70	66.39	59,811.47
NET OF REVENUES & EXPENDITURES		(177,938.00)	(118,126.53)	(7,859.70)	66.39	(59,811.47)
TOTAL REVENUES - ALL FUNDS		0.00	0.00	0.00	100.00	0.00
TOTAL EXPENDITURES - ALL FUNDS		177,938.00	118,126.53	7,859.70	66.39	59,811.47

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

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 01/31/2026	ACTIVITY FOR MONTH 01/31/2026	% BDGT USED	AVAILABLE BALANCE
NET OF REVENUES & EXPENDITURES		(177,938.00)	(118,126.53)	(7,859.70)	66.39	(59,811.47)



Brooks Field Airport

February 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	2003	1753	250	\$5.15	\$4.14	\$7,257.42
94 Swift	2039	1988	51	\$5.73	\$4.73	\$9,403.24
						\$16,660.66
Current 100LL comparison prices:						
KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:	
\$4.99	\$5.50	\$5.67	\$5.19	\$5.14	\$5.30	

Other items:

- Eddie has been doing a lot of snow plowing!
 - We really appreciate Eddie, he is ALWAYS here right after a snow storm (weekends, early mornings, evenings) to get us plowed out, then he cleans up after the big trucks come through.
- The plow truck was running rough, would die at idle sometimes.
 - Eddie and I diagnosed the issue with a scan tool & replaced the MAP sensor.
- I talked to the Marshall Rotary Club on Tuesday, January 6th.
 - It went really well, and we have received a lot of positive feedback!
 - We are planning an "airport tour" sometime this spring.
- Our 100LL fuel pump nozzle was leaking out of the shaft going to the pump handle.
 - I found a parts diagram & was able to identify the part numbers of the o-rings.
 - I disassembled the nozzle & replaced the necessary o-rings with new Viton aircraft o-rings that we had in stock for my shop.
- We received a letter from the FAA that requires the airport manager to call the controlling facility any time a surface NOTAM is issued or cancelled.
 - I am calling the Kalamazoo control tower (Great Lakes Approach) every time I issue a NOTAM.
- MAAE conference is this month, 18th – 19th. I will report on that next month.
- I talked to Jacob Andrews about scheduling a carpet cleaning in the terminal, he said he is on it. I'll follow up to see when it is on the schedule.
- Marcia and I had an online meeting with MDOT Aero & Mead & Hunt.
 - We can review details...basically our hangar roof project & ALP update project got switched on the schedule, so we are now doing the ALP before the hangar roof.
- Marcia and I had an online meeting with Ben Hoover and Stephanie Ward from Mead & Hunt.
 - Stephanie is leading our ALP update project so she laid out the process and timeframe.
- As a part of our ALP project we are receiving 2 years of service from 1200.aero.
 - 1200.aero is a flight tracking software that will give us detailed information about the flights in and out of KRMV.
 - I will need to install an antenna and receiver unit that connects to the internet (see printed installation instructions).

Trivia:

In 1783, the first free flight of a hot air balloon carrying a human occurred in what city?