

AIRPORT BOARD AGENDA

Regular Meeting

March 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. **FEBRUARY 2, 2026 MEETING MINUTES**
- 5) **FINANCIAL APPROVAL**
 - A. **REVENUE AND EXPENSE REPORTS**
- 6) **AIRPORT MANAGER'S REPORT**
 - A. **MARCH AIRPORT MANAGER 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, February 2, 2026, 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: Marcia Strange - Director of Community Development
Craig Griswold – Airport Manager
Theresa Chaney Huggett – City Council Liaison
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 January 5, 2026 meeting minutes and it was seconded by member Shaw and carried on a voice vote.
- V. **Financial Report**
 - A. Since the Board only received a portion of the January 31, 2026, 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 250 gallons of 100LL last month with the price remaining at \$5.15 per gallon. Craig mentioned that sales are down this time of year which is attributed to winter conditions and 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 51 gallons of 94 Swift fuel in January with a price of \$5.73 and he indicated this price will remain without any 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 January 2026 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 up 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.

- B. Craig followed up on an update of the roof replacement project stating that he and Marcia had an online meeting with the Michigan Department of Transportation Office of Aeronautics (AERO) and the consultant Mead and Hunt and were informed the hangar roof project and the Airport Land Program (ALP) project were switched in schedule. As such, the ALP will proceed before the hangar roof project. Mead and Hunt will be responsible for the developing the ALP for the Airport.
- C. Craig mentioned he provided a presentation to the Rotary Club at the Frank Center in January. He commented that it went “really well” and he received a lot of positive feedback. He is planning an “airport tour” sometime this spring and he will discuss the operations of the Airport and its benefit to the community.

X. Reports and Recommendations/New Business

- A. Craig stated he is scheduled to attend the Michigan Association of Airport Executives conference this month. He indicated he will attend the Airport Managers roundtable in which attendees discuss various issues and problems affecting other Airports. He stated he will provide an update on discussion material to the Board at the next meeting.
- B. In discussing the matter of the ALP project, Craig mentioned that the Airport will be receiving from AERO two years of service from 1200.aero with flight tracking software that will give the Airport detailed information about the flights in and out of the Airport. He went onto to state the Airport will need to install an antenna and receiver unit that connects to the internet. Apparently the first two years are free and he will find what the cost will be after the introductory installation. The Board indicated their approval since it allows tracking of flights into and out of the Airport.

XI. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment: There was none at this time.

XII. Next Meeting Date

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

XIII. Adjournment

- A. Member Shaw made a Motion to adjourn the meeting at 5:00 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 01/31/2026
 % Fiscal Year Completed: 58.90

*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						
Revenues						
Dept 000						
295-000-640.00	Charges for Service - Fuel	88,000.00	43,433.31	1,056.88	49.36	44,566.69
295-000-667.00	Rents	30,000.00	17,659.20	2,725.00	58.86	12,340.80
295-000-699.01	Contributions - General Fund	60,000.00	0.00	0.00	0.00	60,000.00
Total Dept 000		178,000.00	61,092.51	3,781.88	34.32	116,907.49
TOTAL REVENUES		178,000.00	61,092.51	3,781.88	34.32	116,907.49
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,764.00	4,992.30	1,229.69	64.30	2,771.70
295-595-703.00	Part-time Salaries	30,109.00	17,915.92	3,656.02	59.50	12,193.08
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
295-595-718.10	RETIREMENT - D/C	751.00	316.20	61.23	42.10	434.80
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
295-595-805.00	Administrative Costs	3,500.00	1,954.90	155.26	55.85	1,545.10
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	1,129.19	99.00	45.17	1,370.81
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	4,187.04	0.00	65.42	2,212.96
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	870.64	119.97	17.41	4,129.36
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	2,088.31	298.33	60.27	1,376.69
295-595-955.00	COST ALLOCATION	3,545.00	3,245.25	1,081.75	91.54	299.75
Total Dept 595 - Airport		177,938.00	119,723.36	8,553.51	67.28	58,214.64
TOTAL EXPENDITURES		177,938.00	119,723.36	8,553.51	67.28	58,214.64
Fund 295 - Airport:						
TOTAL REVENUES		178,000.00	61,092.51	3,781.88	34.32	116,907.49
TOTAL EXPENDITURES		177,938.00	119,723.36	8,553.51	67.28	58,214.64
NET OF REVENUES & EXPENDITURES		62.00	(58,630.85)	(4,771.63)	14,565.89	58,692.85

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

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 02/28/2026	ACTIVITY FOR MONTH 02/28/2026	% BDGT USED	AVAILABLE BALANCE
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-640.00	Charges for Service - Fuel	88,000.00	43,433.31	0.00	49.36	44,566.69
295-000-667.00	Rents	30,000.00	20,897.20	3,238.00	69.66	9,102.80
295-000-699.01	Contributions - General Fund	60,000.00	0.00	0.00	0.00	60,000.00
Total Dept 000		178,000.00	64,330.51	3,238.00	36.14	113,669.49
TOTAL REVENUES		178,000.00	64,330.51	3,238.00	36.14	113,669.49
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,764.00	7,149.69	2,157.39	92.09	614.31
295-595-703.00	Part-time Salaries	30,109.00	20,257.61	2,341.69	67.28	9,851.39
295-595-712.00	WORKERS COMPENSATION	15.00	0.00	0.00	0.00	15.00
295-595-715.00	Social Security	574.00	2,072.81	336.70	361.12	(1,498.81)
295-595-716.00	Hospitalization	2,174.00	1,406.84	143.86	64.71	767.16
295-595-717.00	Life Insurance	13.00	7.14	1.02	54.92	5.86
295-595-718.10	RETIREMENT - D/C	751.00	316.20	0.00	42.10	434.80
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	54,421.62	174.45	71.61	21,578.38
295-595-805.00	Administrative Costs	3,500.00	1,954.90	0.00	55.85	1,545.10
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	1,129.19	0.00	45.17	1,370.81
295-595-860.00	Transportation & Travel	150.00	20.00	20.00	13.33	130.00
295-595-921.00	Utilities - Gas	2,000.00	501.62	1.03	25.08	1,498.38
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	4,187.04	0.00	65.42	2,212.96
295-595-930.00	Equipment Maintenance	5,928.00	3,766.58	0.00	63.54	2,161.42
295-595-931.00	Maintenance of Building	5,000.00	870.64	0.00	17.41	4,129.36
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	3,478.51	1,987.67	100.00	(3,478.51)
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,465.00	2,088.31	0.00	60.27	1,376.69
295-595-955.00	COST ALLOCATION	3,545.00	3,245.25	0.00	91.54	299.75
Total Dept 595 - Airport		177,938.00	126,887.17	7,163.81	71.31	51,050.83
TOTAL EXPENDITURES		177,938.00	126,887.17	7,163.81	71.31	51,050.83
Fund 295 - Airport:						
TOTAL REVENUES		178,000.00	64,330.51	3,238.00	36.14	113,669.49
TOTAL EXPENDITURES		177,938.00	126,887.17	7,163.81	71.31	51,050.83
NET OF REVENUES & EXPENDITURES		62.00	(62,556.66)	(3,925.81)	10,897.84	62,618.66



Brooks Field Airport

March 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	1753	1397	356	\$5.15	\$4.14	\$5,783.58
94 Swift	1988	1830	158	\$5.73	\$4.73	\$8,655.90
						\$14,439.48
Current 100LL comparison prices:						
KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:	
\$4.99	\$5.30	\$5.54	\$5.35	\$5.14	\$5.26	

Other items:

- MAAE conference went well, good information and connecting with other managers / MDOT Aeronautics / FAA.
- RW Mercer replaced our fuel pump filters.
- I received an email from Syntech Systems (Fuel Master) on January 29th that said we needed a software / firmware update for our fuel system credit card reader. This update must be completed by March 1st or we will not be able to accept payments.
 - I called their tech support on February 3rd, 6th, 10th, 13th, 16th, & 19th to leave a message for our sales rep. I also left messages with her directly and sent her emails. (can you sense my frustration 😊)
 - I finally received a call back on February 19th. I was told that we need to purchase a new credit card reader in order to comply with new security requirements. New readers ship in 3-4 weeks to the tune of \$14,009.79.
 - BUT...a work around for now is to get rid of our SBG box (unit that connects to the internet for credit card processing) and go back to an analog phone line.
 - In working with Marcia, Derek, & Marshall Fibernet I was connected to Matt Parks with Parks Communications. Matt understood the issue and said he could provide a VOIP line that would fit our needs. That installation is currently scheduled for 2/27.
 - I have talked to several sales people to get quotes for different credit card readers so we can plan for the future.
- Our terminal sewer drain line clogged on the evening of 2/11.
 - I called a plumber (Quality Plumbing & Drain) to inspect, they arrived the morning of 2/12. They confirmed the blockage and ran their auger tool from the cleanout connection in the building out towards the sewer line. They hit a hard blockage under the parking lot, ran a camera robot in the pipe to confirm the blockage & specific location.
 - They said they suspected a broken pipe in that location so we needed to cut the parking lot and dig out to access the pipe. Their quote was \$7,500.
 - DPW came on 2/13 to cut a hole in the parking lot, they returned on 2/17 to excavate & access the pipe. No issues found with the pipe. In the next few days they checked the pipe connection @ the sewer line and found it was plugged...so they cleaned it out & ran an auger as far as possible back up the pipe from the sewer side. They hit a hard blockage under the airport entrance driveway.
 - Phil Smith hooked me up with another plumbing service, Jack Frost. They arrived on 2/20 and used hot water blast to clear the line.
 - DPW returned on 2/23 to fill in the parking lot hole.

Trivia:

Who was the first Air Traffic Controller?

- A. Bill Kindersley B. Jeffrey Myers C. Archie League

Bonus question: What year and where?