

AIRPORT BOARD AGENDA

Regular Meeting

April 6, 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. **MARCH 2, 2026 MEETING MINUTES**
- 5) **FINANCIAL APPROVAL**
 - A. **REVENUE AND EXPENDITURE REPORT - MARCH 2026**
- 6) **AIRPORT MANAGER'S REPORT**
 - A. **APRIL 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, March 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, Glenn Shaw and Scot Southwell, A quorum was established.
 - a. Members Absent: None
 - 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 Southwell made a Motion to approve the agenda and it was seconded by member Kirkland and carried on a voice vote.
- IV. **Approval of Minutes:** Member Southwell made a Motion to approve the February 2, 2026 meeting minutes and it was seconded by member Shaw and carried on a voice vote.
- V. **Financial Report**
 - A. As a follow up to a previous discussion over the Revenue and Expenditure Reports, member Kirkland made a motion to rescind the previous action to table the review of the reports until satisfactory receipt of the comprised information. It was seconded by member Southwell and carried on a voice vote. As such, the Board then proceeded to review the reports for December, January and February. In reviewing the reports, Chair Walraven commented the reports reflect the appropriate charges for this time of year. However, Craig indicated the Revenue section of the report does not reflect fuel revue received from the past month. Marcia commented that the revenue is received towards the end of the month and should show in next month’s report. Member Southwell questioned the charges for line item - 595-941 – Motor Vehicle Pool Rental, of which Craig replied they are city charges for vehicles used in plowing the runway after a snow storm. He went to comment that it takes the city about an hour and half to plow the runway with Eddie plowing the apron. Member Shaw asked Craig for an explanation of line item 595 -941-00 - Technology Internal Service Charge. Craig stated it is his understanding this is an internal charge by the city to cover IT (information Technology) services provided by the city. Each department is charged a monthly amount, theoretically reflecting services provided by the city. After further review of the reports, member Southwell made a motion to receive the updated December, January and February 2026, Revenue and Expenditure Reports. The Motion was seconded by member Kirkland 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 356 gallons of 100LL last month with the price remaining at \$5.15 per gallon. Craig mentioned that sales are still down but should increase with the improvement in the upcoming weather. According to Craig, the Airport pricing is still competitive to other Airports and he reported, the price of purchasing fuel at this time is around \$4.02 per gallon. He is monitoring the price and indicated it has been fluctuating in price. He may still recommend reducing the price in the future to hopefully increase sales. Further, Craig indicated the Airport sold 158 gallons of 94 Swift fuel in February 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 February 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. The Board had a follow up discussion over this years "Airport Activities" with a conversation of the scheduling dates of the events. After some discussion, it was agreed that each of the events will occur on the third Saturday on each month for May, June, July, August and September and a chili luncheon in October. A motion was proposed by Shaw to table any discussion of finalization of an April chili luncheon until the next meeting. It was seconded by member Kirkland carried on a voice vote. Also, member Southwell will again grace the activities with his culinary skills. Furthermore, the Board had a discussion about having movie nights at the Airport. Craig stated he was reminded at the Michigan Association of Airport Executives (MAAE) conference that only events that have an Airport theme are allowed. The Board will follow up with other discussions on the matter.

X. Reports and Recommendations/New Business

- A. Craig stated he did attend the Michigan Association of Airport Executives (MAAE) conference held in Lansing. He indicated he attended some of the sessions from the FAA and AERO as well as the Airport Managers roundtable. He stated he receives information from online discussions with other Airport managers indicating their issues and problems in operating their Airports.
- B. Craig mentioned that the city is having the carpets cleaned in the Terminal building starting tomorrow.

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 April 6, 2026, at 4:15 p. m. in the Terminal building.

XIII. Adjournment

- A. Member Shaw made a Motion to adjourn the meeting at 5:30 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 03/31/2026
 % Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026	ACTIVITY FOR MONTH 03/31/2026	% BDGT USED	AVAILABLE BALANCE
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-640.00	Charges for Service - Fuel	88,000.00	45,907.93	0.00	52.17	42,092.07
295-000-667.00	Rents	30,000.00	22,272.20	1,375.00	74.24	7,727.80
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	68,180.13	1,375.00	38.30	109,819.87
TOTAL REVENUES		178,000.00	68,180.13	1,375.00	38.30	109,819.87
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,764.00	7,917.08	767.39	101.97	(153.08)
295-595-703.00	Part-time Salaries	30,109.00	22,607.50	2,349.89	75.09	7,501.50
295-595-712.00	WORKERS COMPENSATION	15.00	0.00	0.00	0.00	15.00
295-595-715.00	Social Security	574.00	2,308.39	235.58	402.16	(1,734.39)
295-595-716.00	Hospitalization	2,174.00	1,550.70	143.86	71.33	623.30
295-595-717.00	Life Insurance	13.00	8.16	1.02	62.77	4.84
295-595-718.10	RETIREMENT - D/C	751.00	400.82	0.00	53.37	350.18
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	54,477.81	56.19	71.68	21,522.19
295-595-805.00	Administrative Costs	3,500.00	2,080.08	0.00	59.43	1,419.92
295-595-812.00	License	50.00	50.00	0.00	100.00	0.00
295-595-820.00	Contracted Services	16,000.00	16,930.21	0.00	105.81	(930.21)
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	1,228.19	0.00	49.13	1,271.81
295-595-860.00	Transportation & Travel	150.00	20.00	0.00	13.33	130.00
295-595-921.00	Utilities - Gas	2,000.00	631.22	129.60	31.56	1,368.78
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	5,084.23	0.00	79.44	1,315.77
295-595-930.00	Equipment Maintenance	5,928.00	5,059.58	0.00	85.35	868.42
295-595-931.00	Maintenance of Building	5,000.00	2,150.24	0.00	43.00	2,849.76
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	3,523.90	45.39	100.00	(3,523.90)
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,465.00	2,386.64	0.00	68.88	1,078.36
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	135,540.99	3,728.92	76.17	42,397.01
TOTAL EXPENDITURES		177,938.00	135,540.99	3,728.92	76.17	42,397.01
Fund 295 - Airport:						
TOTAL REVENUES		178,000.00	68,180.13	1,375.00	38.30	109,819.87
TOTAL EXPENDITURES		177,938.00	135,540.99	3,728.92	76.17	42,397.01
NET OF REVENUES & EXPENDITURES		62.00	(67,360.86)	(2,353.92)	18,646.55	67,422.86



Brooks Field Airport

April 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	1397	6694	703	\$5.15	\$4.74	\$31,729.56
94 Swift	1830	1583	247	\$5.73	\$4.73	\$7,487.59
						\$39,217.15
Current 100LL comparison prices:						
KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:	
\$4.99	\$5.30	\$6.91	\$5.58	\$5.14	\$5.58	

Received 6,000 gallons of 100LL for \$4.74/gal on March 19th. (Last load was \$4.14)

Other items:

- Jake had our carpets cleaned on March 3rd. We will work out a schedule for having them cleaned on a regular basis.
- Eddie has been doing a lot of clean-up and rolling around the grounds.
- On April 7th there is a preconstruction meeting for the taxi way project.
- The VOIP line Matt Parks installed for the credit card reader has been working flawlessly.
- WACO Aircraft out of Battle Creek did a photo shoot at our airport, both static and flying. There were several people commenting online about how cool it was to see these beautiful bi-planes here. I will be following up with them to see what they do with their videos and photos that had our hangar as the background.

Trivia:

What is the official name of the oldest airline still operating under its original name?