

# AIRPORT BOARD AGENDA

## Regular Meeting

May 4, 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. April 6, 2026 Meeting Minutes
- 5) **FINANCIAL APPROVAL**
  - A. April Revenue and Expense Report
- 6) **AIRPORT MANAGER'S REPORT**
  - A. May 2026 Airport 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. Motorfest Movies
- 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 Brooks Field Airport Board to order in a scheduled session on Monday, April 6, 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. As such, a quorum was established.
  - a. Members Absent: Scott Southwell
  - b. Other Attendees: Marcia Strange - Director of Community Development  
Craig Griswold – Airport Manager  
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 Kirkland made a Motion to approve the March 2, 2026 meeting minutes and it was seconded by member Shaw and carried on a voice vote.
  
- V. **Financial Report**
  - A. The Board began the meeting with a review of the March 31, 2026 Revenue and Expenditures Report, which was distributed to each member prior to the meeting. In reviewing the reports, the Board questioned some of the overages on line items in the report with Chair Walraven commenting we have little control on some of these charges. Craig mentioned he is monitoring the Maintenance Line Item balance to ensure he has funds for repairs and upkeep at the end of the budget year. He also commented that there was a recent fuel purchases for 100 LL which is not reflected in this report but will be included in the next report. After further review of the report, member Kirkland made a motion to receive the March 31, 2026 Revenue and Expenditure Report. 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 increased fuel sales totaling 703 gallons of 100LL last month with the price remaining at \$5.15 per gallon. Craig mentioned that sales probably increased with the better weather. He went to state the Airport purchased 6,000 gallons of 100 LL last month at a price of \$4.74. This is an increase over the previous purchase of \$4.14 per gallon. Even so, according to Craig, the Airport pricing at this time is competitive with other Airports. He is monitoring area fuel prices and may recommend adjustments to the fuel price. Further, Craig indicated the Airport sold 247 gallons of 94 Swift fuel in Marc 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 discuss the maintenance report included in the packet and presented a general summary of the various activities and issues completed during the previous month (refer to Airport Manager’s March 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 “Activities” at the Airport with a conversation regarding the scheduling dates of this year’s events. Member Kirkland made a Motion to un table the previous discussion on having a chili luncheon in April, which was seconded by member Shaw. After some discussion, it was agreed to void and not schedule a chili luncheon in April but to proceed to the other events. As such, member Shaw submitted a suggestion to schedule the pancake breakfasts six weeks apart from the first pancake breakfast in May. He reasoned this will allow easier involvement by the Board members and provide improved participation by the community. During the discussion, Craig texted member Southwell, (our culinary professional) a revised schedule and he texted he was acceptable to the changes. After some discussion, member Shaw made a Motion that the pancake breakfasts will occur on May 2, June 13<sup>th</sup>, August 1<sup>st</sup>, and September 5<sup>th</sup> and then conclude with the chili luncheon on October 17<sup>th</sup>. The Motion was seconded by member Kirkland and carried on a voice vote. Marcia then mentioned we need advertising of the upcoming events to the community for greater attendance at the events. Suggestions considered included signs and leaflets distributed to the farmers market, senior center, newspaper and any other sites considered supportive. The Board will follow up with other discussions on the matter.

**X. Reports and Recommendations/New Business**

- A. Craig stated he and Marcia did attend a preconstruction meeting on April 7<sup>th</sup> for the upcoming refurbishment of the taxi way project. According to Craig, depending on the weather, the project should start at the end of this month. He indicated that during construction, vehicle access to the T-hangars will not be affected but the rest of the airport including the runway, taxiway, fuel pumps, main hangar, maintenance hangar will be inaccessible during this time. Jeff and Shawn Bowdidge of SkyVenture Aviation had questions about access to the classroom for training as well as other scheduled meetings. Craig indicated he will speak to the contractor about providing them access.
- B. Craig mentioned the carpets were cleaned in the Terminal building.
- C. The Board heard from a representative of the Brooks Field Soaring club regarding waiving rental fees for the club. He indicated the club makes this request to support the financial ability of the club for future operations. The Board discussed the issue with comments made about other tenant rental payments and equitable payment to the other tenants. Marcia mentioned that there are possible grants the group should explore as “support machinations” to assist their organization. She recommended they contact local community organizations for information and applications for grant funds. As such, Craig indicated he will follow up to see if he can direct them to such organizations for them to contact. Chair Walraven commented he hopes they are able to receive funding to ensure their “historical feature” to the community.

**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 May 4, 2026, at 4:15 p. m. in the Terminal building.

**XIII. Adjournment**

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

Respectfully submitted, Brooks Field Airport Board

PERIOD ENDING 04/30/2026

% Fiscal Year Completed: 83.29

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

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 04/30/2026	ACTIVITY FOR MONTH 04/30/2026	% BDGT USED	AVAILABLE BALANCE
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-640.00	Charges for Service - Fuel	88,000.00	50,693.28	0.00	57.61	37,306.72
295-000-667.00	Rents	30,000.00	24,247.20	1,975.00	80.82	5,752.80
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	74,940.48	1,975.00	42.10	103,059.52
TOTAL REVENUES		178,000.00	74,940.48	1,975.00	42.10	103,059.52
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,764.00	8,514.33	597.25	109.66	(750.33)
295-595-703.00	Part-time Salaries	30,109.00	24,990.17	2,382.67	83.00	5,118.83
295-595-712.00	WORKERS COMPENSATION	15.00	44.55	0.00	297.00	(29.55)
295-595-715.00	Social Security	574.00	2,533.94	225.55	441.45	(1,959.94)
295-595-716.00	Hospitalization	2,174.00	1,807.06	256.36	83.12	366.94
295-595-717.00	Life Insurance	13.00	9.18	1.02	70.62	3.82
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	83,433.10	84.45	109.78	(7,433.10)
295-595-805.00	Administrative Costs	3,500.00	2,257.97	0.00	64.51	1,242.03
295-595-812.00	License	50.00	50.00	0.00	100.00	0.00
295-595-820.00	Contracted Services	16,000.00	17,507.41	0.00	109.42	(1,507.41)
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	1,327.19	99.00	53.09	1,172.81
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	735.92	104.70	36.80	1,264.08
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	6,660.12	0.00	104.06	(260.12)
295-595-930.00	Equipment Maintenance	5,928.00	5,101.57	0.00	86.06	826.43
295-595-931.00	Maintenance of Building	5,000.00	2,986.15	105.91	59.72	2,013.85
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	3,523.90	0.00	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	171,416.26	3,856.91	96.33	6,521.74
TOTAL EXPENDITURES		177,938.00	171,416.26	3,856.91	96.33	6,521.74
Fund 295 - Airport:						
TOTAL REVENUES		178,000.00	74,940.48	1,975.00	42.10	103,059.52
TOTAL EXPENDITURES		177,938.00	171,416.26	3,856.91	96.33	6,521.74
NET OF REVENUES & EXPENDITURES		62.00	(96,475.78)	(1,881.91)	5,606.10	96,537.78



## Brooks Field Airport

### May 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	6694	6013	681	\$5.15	\$4.74	\$28,501.62
94 Swift	1583	1139	444	\$5.73	\$4.73	\$5,387.47
						\$33,889.09
Current 100LL comparison prices:						
KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:	
\$4.99	\$5.90	\$7.23	\$6.15	\$5.14	\$5.88	

Fuel prices will be changed in the next week to reflect our cost.

#### Other items:

- The paving project has started on time and is progressing on schedule.
- White Collar Landscaping is mowing again this year and is off to a great start.
- Marcia and I have been talking to MDOT Aero, preparing documents for the hangar roof project.
- I spoke with Greg Allen about brush hogging areas at the runway 28 approach and other spots on the east side of the property. I will collect some pricing info and get bids if prices necessitate.
- We have fliers made for our pancake breakfast dates. Other suggestions on where to post?

#### Trivia:

At which Caribbean airport do jets pass dramatically over a beach on final?

**ITEM: 10.A**  
**ADMINISTRATIVE REPORT**

---



**TO:** HONORABLE BOARD MEMBERS  
**FROM:** Marcia Strange, Director of Community Development  
**DATE:** May 4, 2026  
**SUBJECT:** Motorfest Movies

---

Kimber Thompson, from MAEDA, will be available for discuss the request to show movies at the airport during the Motorfest Month to be celebrated with a movie on Friday, July 31 and the kids movie "Cars 2" on Saturday, August 1.

Does the board want to provide any concessions, or would it be okay for another non-profit to do so?

The Airport board has previously expressed interest in allowing movies again. Last summer it was well received by the community.

It is a requirement that these movies include fly-in invitations to be MDOT Aviation compliant. Goal is to discuss what went well and what needs to be changed for a successful showing and give formal direction on if these two evenings of movies will be accommodated.

**RECOMMENDATION:**  
Grant permission to have fly-in/drive-in movies at the airport on July 31 and August 1, 2026.