

AIRPORT BOARD AGENDA

Regular Meeting

June 8, 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 - May 4, 2026
- 5) **FINANCIAL APPROVAL**
 - A. Revenue and Expenditure Report May 2026
- 6) **AIRPORT MANAGER'S REPORT**
 - A. Report for June 2026
- 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. Marshall Solar - FAA review
- 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, May 4, 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 Scott Southwell. As such, a quorum was established.
 - a. Members Absent: None
 - b. Other Attendees: Marcia Strange - Director of Community Development
Craig Griswold – Airport Manager
Theresa Chaney Huggett – City Council Liaison
Shawn Bowdidge – SkyVenture Aviation
Katie Griswold – Griswold Aviation
Kimber Thompson - MAEDA

- III. **Approval of Agenda:** Member Southwell 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 Southwell made a Motion to approve the April 6, 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 April 30, 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. Craig mentioned, last month’s fuel purchases for 100 LL fuel was reflected in this month’s report. As before, Craig mentioned he is monitoring the Maintenance Line Item balance to ensure he has funds for repairs and upkeep at the Airport at the end of the fiscal year. After further review of the report, member Kirkland made a motion to receive the April 30, 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 did sell 681 gallons of 100LL last month with the price remaining at \$5.15 per gallon. This is a slight decrease from last month’s sales but is due to the ongoing taxi way project. He went to state that with the recent purchase of fuel and mingling with the cheaper existing load, it will justify a recommended price increase at the fuel pump. Also, he stated research indicates purchasing replacement fuel has now increased to over \$5.50 a gallon. This is a substantial increase over the previous purchase of \$4.74 per gallon. Even so, according to Craig, the Airport pricing at this time is competitive with other Airports. He will follow up in determining a price increase. Further, Craig indicated the Airport did sell 447 gallons of 94 Swift fuel in April with a price of \$5.73 and he indicated this price will remain without any changes. Again, fuel sales were impacted by the ongoing taxiway project. 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 April 2026 report). There being no further discussion, member Southwell 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 pancake breakfasts. As indicated in the previous meeting, the pancake breakfasts will occur on June 13th, August 1st, and September 5th and then conclude with the chili luncheon on October 17th. As a follow up, the Board had discussions on publicizing these events. Council Member Huggett mentioned advertising at least a week before the events with flyers being distributed throughout the city. Member Southwell mentioned advertising in the Advisor, however, mention was made of the cost. At Craig's suggestion, there was a conversation on distributing flyers at various locations through the city. Member Shaw recommended Facebook as a means to publishing the events. Craig indicated he will follow up with ideas to generate promotion and advertising to generate interest in the events.

X. Reports and Recommendations/New Business

- A. As a follow up on the refurbishment of the taxi way project, Craig indicated he is happy with the contracted work so far. He went to state the contractor should complete the project within the next couple of days. Member Kirkland asked about the temporary gravel road installed for the movement of equipment. Craig stated they are required to remove the temporary entrance road used upon completion of the project. As such, the Board complimented Craig and Marcia indicating the work "looks great."
- B. The Board heard from Kimber Thompson from MAEDA for entreaty to discuss movie nights at the Airport during the Motorfest Month in the city. They recommend tying in the Airport with Motorfest with a movie night on Friday, July 31 and a kid's movie such as "Cars 2" on Saturday, August 1. Craig reiterated the movies should have an aviation theme and locate the movie screen in a restrictive area of the Airport. In addition, mention was made on cleanup and beverages during the events. After some further discussion, member Kirkland made a Motion to proceed with cooperating and collaborating with MAEDA to proceed with scheduling the events on Friday, June 31st and Saturday August 1st. It was seconded by member Southwell and carried on a voice vote.

XI. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment: There was a follow up discussion regarding securing and fastening the Beech 18 plane. Member Southwell stated he should have time this summer to work on constructing a metal base to secure the plane.

XII. Next Meeting Date

- A. Because of member scheduling next month, member Southwell made a Motion to reschedule the next Board meeting to Monday June 8, 2026, at 4:15 p. m. in the Terminal building. The Motion was seconded by member Kirkland and carried on a voice vote.

XIII. Adjournment

- A. Member Southwell made a Motion to adjourn the meeting at 5:05 p. m. and it was seconded by member Shaw and carried on a voice vote.

Respectfully submitted, Brooks Field Airport Board

PERIOD ENDING 05/31/2026

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 05/31/2026	ACTIVITY FOR MONTH 05/31/2026	% BDGT USED	AVAILABLE BALANCE
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-640.00	Charges for Service - Fuel	88,000.00	56,271.85	(354.90)	63.95	31,728.15
295-000-667.00	Rents	30,000.00	26,072.20	1,825.00	86.91	3,927.80
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	82,344.05	1,470.10	46.26	95,655.95
TOTAL REVENUES		178,000.00	82,344.05	1,470.10	46.26	95,655.95
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,764.00	9,100.95	586.62	117.22	(1,336.95)
295-595-703.00	Part-time Salaries	30,109.00	27,323.67	2,333.50	90.75	2,785.33
295-595-712.00	WORKERS COMPENSATION	15.00	44.55	0.00	297.00	(29.55)
295-595-715.00	Social Security	574.00	2,754.96	221.02	479.96	(2,180.96)
295-595-716.00	Hospitalization	2,174.00	1,950.92	143.86	89.74	223.08
295-595-717.00	Life Insurance	13.00	10.20	1.02	78.46	2.80
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	0.00	109.78	(7,433.10)
295-595-805.00	Administrative Costs	3,500.00	2,479.63	0.00	70.85	1,020.37
295-595-812.00	License	50.00	50.00	0.00	100.00	0.00
295-595-820.00	Contracted Services	16,000.00	20,069.67	256.13	125.44	(4,069.67)
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	1,426.19	99.00	57.05	1,073.81
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	778.88	42.96	38.94	1,221.12
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	7,278.87	0.00	113.73	(878.87)
295-595-930.00	Equipment Maintenance	5,928.00	4,501.57	(600.00)	75.94	1,426.43
295-595-931.00	Maintenance of Building	5,000.00	3,365.08	249.99	67.30	1,634.92
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	178,025.84	3,334.10	100.05	(87.84)
TOTAL EXPENDITURES		177,938.00	178,025.84	3,334.10	100.05	(87.84)
Fund 295 - Airport:						
TOTAL REVENUES		178,000.00	82,344.05	1,470.10	46.26	95,655.95
TOTAL EXPENDITURES		177,938.00	178,025.84	3,334.10	100.05	(87.84)
NET OF REVENUES & EXPENDITURES		62.00	(95,681.79)	(1,864.00)	14,325.47	95,743.79



Brooks Field Airport

June 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	6013	4941	681	\$5.60	\$4.74	\$23,420.34
94 Swift	1139	839	300	\$5.73	\$4.73	\$3,968.47
						\$27,388.81

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$4.99	\$5.65	\$6.39	\$6.15	\$6.39	\$5.91

Changed 100LL fuel price from \$5.15 to \$5.60 to reflect our cost.

Other items:

- Airport opened back up after the paving project on May 5th.
 - New tie-downs were installed May 28th.
 - They also removed and re-poured sections of the new terminal sidewalk that were apparently damaged by the asphalt crew.
 - Half rate markings were applied on the new asphalt, full rate markings will be applied sometime the first week of June.
- We had an issue with the credit card reader after the paving project, it was knocked off the wall at some point by the construction.
 - RW Mercer tech was able to repair the pedestal & wiring in a couple of hours.
 - City paid the bill from Mercer and then generated an invoice for Hoffman Bros to reimburse us.
- On May 19th the USGS had their groundwater survey equipment on the grass area just east of the ramp, they made a presentation and answered questions for anyone who attended. Unfortunately the wind was too strong for the helicopter to fly that day, it came the next day to pick up the equipment.
- On May 12th & 14th Skyventure Aviation hosted students from the Calhoun Area Career Center. Students, and some parents, went for an introductory flight plus they spoke with an airline captain, retired air traffic controller, and toured the maintenance shop.
- Had an issue with the Fuel Master, after fuel price was updated in the system, it was still charging the old price...fortunately a flight instructor brought it to my attention. I worked with Syntech support and they were able to get it updated, but did not know why it had the issue. I'll keep an eye on it moving forward and especially double check anytime a price is changed.

Trivia:

In the movie "Planes, Trains, and Automobiles," where did the flight from New York to Chicago get diverted to?

ITEM: 10.A

ADMINISTRATIVE REPORT



TO: HONORABLE BOARD MEMBERS
FROM: Marcia Strange, Director of Community Development
DATE: June 8, 2026
SUBJECT: Marshall Solar - FAA review

There is a solar project proposed on the parcels to the South of the runway that is being vetted currently. We are communicating with Mead and Hunt for a review for the Airport and will report back at the July meeting.

RECOMMENDATION:
Anticipate Mead and Hunt review in July.

#53-002-737-00
1243 S KALAMAZOO

#53-002-736-03
1507
GEORGE BROWN DR

#53-002-736-04
1511
GEORGE BROWN DR

#53-360-003-00
35.25 ac.

#16-360-009-00

Oliver Dr

#53-003-409-00
1601 PRATT AVE

#53-003-423-00
106 E OLIVER DR

#53-003-003-20
108 E OLIVER DR

#53-003-003-01 (North tract)
1681 PRATT AVE
35.01 ac.

#11-101-003-00

#53-003-411-00
1617 PRATT AVE

#53-003-412-00
1631 PRATT AVE

#53-003-000-00

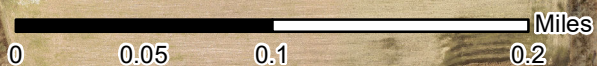
#53-003-003-01 (South tract)
1681 PRATT AVE


#53-003-002-01
1691 PRATT AVE


Pratt Ave



12/9/2025



 Select Tract

 Tax Parcel



Mail Processing Center
 Federal Aviation Administration
 Southwest Regional Office
 Obstruction Evaluation Group
 10101 Hillwood Parkway
 Fort Worth, TX 76177

Aeronautical Study No.
 2026-AGL-4257-OE

Issued Date: 03/18/2026

DG MARSHALL MI, LLC
 BILLY CHAN
 110 Greene Street
 New York, NY 10012

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Utility Pole Marshall Solar_Utility Pole_1
 County, State: Calhoun, Michigan

Collected Point(s):

Label	Latitude	Longitude	SE	DET AGL	AMSL
pt-1_northern pole	42-14-50.65N	84-57-12.96W	942 Ft	45 Ft	987 Ft

In accordance with the provisions of 49 USC 44718 and as applicable 10 USC 183A, this aeronautical study was sent to the Military Aviation and Installation Assurance Clearinghouse established by the Secretary of Defense for review. The results of that review resulted in a finding of no risk to national security.

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)
- Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 M Change 1.

This determination expires on 09/18/2027 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.

- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power, except those frequencies specified in the Colo Void Clause Coalition; Antenna System Co-Location; Voluntary Best Practices, will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA. This determination includes all previously filed frequencies and power for this structure.

If construction or alteration is dismantled or destroyed, you must submit notice to the FAA within 5 days after the construction or alteration is dismantled or destroyed.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

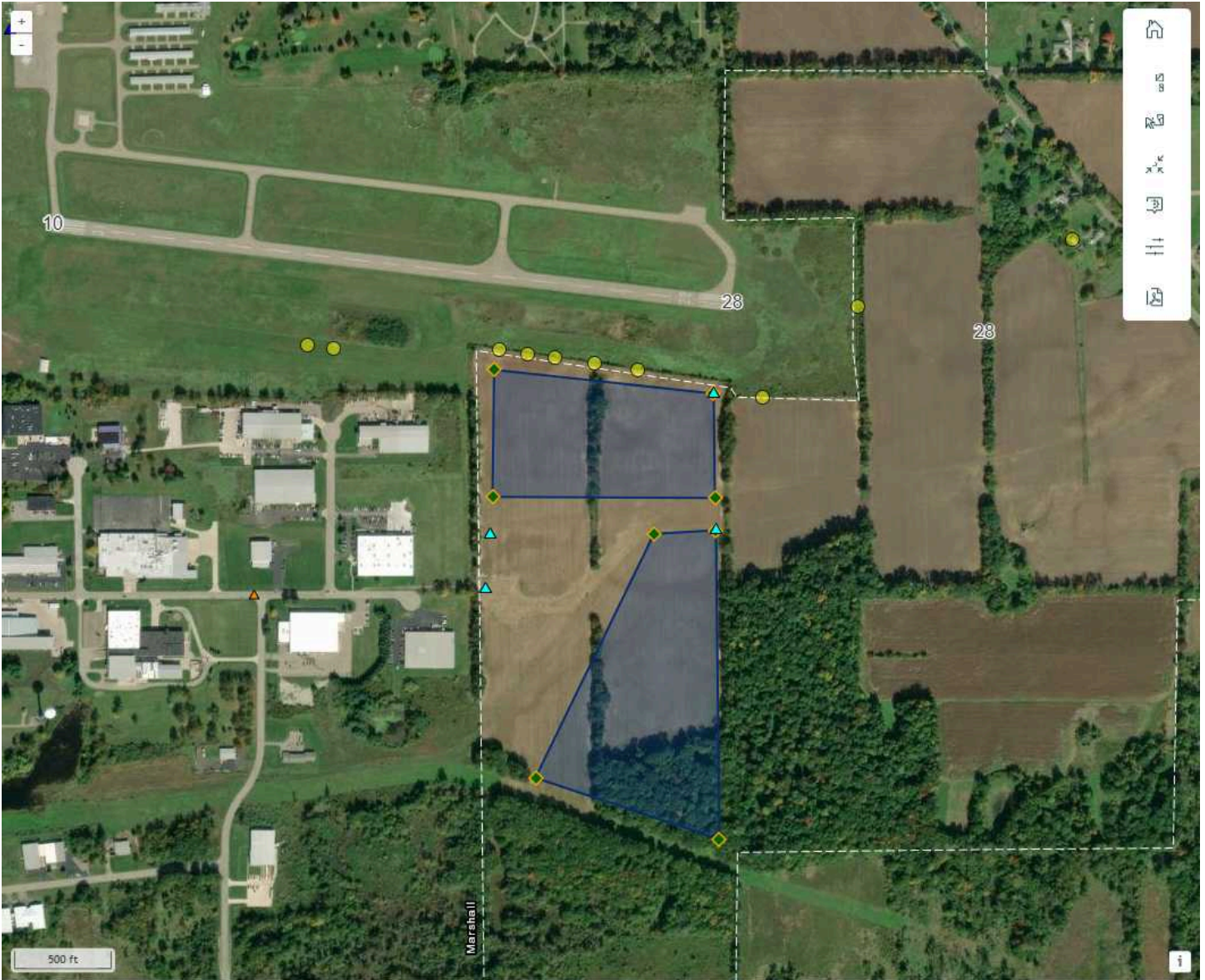
If we can be of further assistance, please contact Raymond Davis, at 1-817-222-4613, or Raymond.a.davis@faa.gov. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2026-AGL-4257-OE.

Signature Control No: 695825208-697073046

(DNE)

Julie A. Morgan
Manager, Obstruction Evaluation Group

Attachment(s)
Map(s)







Mail Processing Center
 Federal Aviation Administration
 Southwest Regional Office
 Obstruction Evaluation Group
 10101 Hillwood Parkway
 Fort Worth, TX 76177

Aeronautical Study No.
 2026-AGL-4259-OE

Issued Date: 03/18/2026

DG MARSHALL MI, LLC
 BILLY CHAN
 110 Greene Street
 New York, NY 10012

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Utility Pole Marshall Solar_Utility Pole_2
 County, State: Calhoun, Michigan

Collected Point(s):

Label	Latitude	Longitude	SE	DET AGL	AMSL
pt-1_southern pole	42-14-47.92N	84-57-13.24W	941 Ft	45 Ft	986 Ft

In accordance with the provisions of 49 USC 44718 and as applicable 10 USC 183A, this aeronautical study was sent to the Military Aviation and Installation Assurance Clearinghouse established by the Secretary of Defense for review. The results of that review resulted in a finding of no risk to national security.

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)
- Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 M Change 1.

This determination expires on 09/18/2027 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.

- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power, except those frequencies specified in the Colo Void Clause Coalition; Antenna System Co-Location; Voluntary Best Practices, will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA. This determination includes all previously filed frequencies and power for this structure.

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This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

If we can be of further assistance, please contact Raymond Davis, at 1-817-222-4613, or Raymond.a.davis@faa.gov. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2026-AGL-4259-OE.

Signature Control No: 695825423-697073048

(DNE)

Julie A. Morgan
Manager, Obstruction Evaluation Group

Attachment(s)
Map(s)

