



AIRPORT BOARD AGENDA

July 10, 2023

Regular Meeting - 4:15 PM

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF AGENDA** - Items can be added or deleted from the Agenda by Board action.
 - A. **JULY 10, 2023 AGENDA APPROVAL**
- 4) **APPROVAL OF MINUTES**
 - A. **MINUTES OF MAY 8, 2023 AIRPORT BOARD MEETING**
- 5) **FINANCIAL APPROVAL**
 - A. **JUNE 30, 2023 FINANCIALS**
- 6) **AIRPORT MANAGER'S REPORT**
 - A. **JUNE 30, 2023 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 five (5) 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**
 - A. **AIRPORT SIGN**
- 10) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
 - A. **BACKUP FOR AWOS**
 - B. **HISTORIC FLY-IN- AUGUST 12. 2023**
- 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 five (5) 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**

Marshall Airport Board Meeting Minutes
Brooks Field Airport

- I. Chair Michael Walraven called the Marshall Airport Board to order in a scheduled session on Monday, May 8, 2023, at 4:15 p.m. in the new Terminal building located at the Brooks Field Airport, 1263 South Kalamazoo Ave, Marshall, MI.
- II. **Roll Call:** Members Present: Chair Michael Walraven; Members: Desmond Kirkland, David Mead, Steve Buller and Scott Southwell
 - a. Members Absent: None
 - b. Other Attendees: Craig Griswold - Airport Manager
Eric Zuzga - City Director of Community Services
- III. **Approval of Agenda:** Member Mead made a Motion to approve a revised agenda incorporating further discussion on future events and it was seconded by member Southwell and carried on a voice vote.
- IV. **Approval of Minutes:** Member Buller made a Motion to receive and accept the April 3, 2023 meeting minutes and was seconded by member Southwell and carried on a voice vote.
- V. **Treasurer and Airport Manager's Report**
 - A. The meeting began with a discussion of the April 30, 2023, Revenue and Expenditures Report that each member received prior to the meeting. As such, the Board did review the current report with various discussions over the journaling of line items in the report. For instance, mention was made over account 295-665-00 – Interest in the Revenue Section for \$796. The Board questioned its inclusion in the report with Eric commenting its journaling entry as a plus towards the account. After some discussions, the Board indicated they were satisfied with the report at the present time and therefore member Buller moved that the Board receive the April 30, 2023, Revenue and Expenditures Report, which was seconded by member Mead and carried on a voice vote.
 - B. Craig provided an update on the Manager's Report regarding the previous month's activities at the Airport including the status of fuel. As indicated in the information provided by Craig, the Airport ordered a load of 100LL fuel this week. Since the Airport sold 1,094 gallons last month leaving only 675 remaining in the tank, Craig went ahead and ordered additional fuel. The purchase price is \$4.61 which is less than the previous cost of \$5.11. According to Craig, with approval from the city, he will lower the price of 100LL in the near future. Of course, he will take into consideration the necessary fuel pricing formula to ensure, the Airport maintains a profit. In addition, Craig ordered and received 3,000 gallons of 94 Swift fuel at \$5.23 a gallon. Since this is also a considerable reduction in cost, he will also recommend reducing the price once the Airport sells another 190 gallons of 94 Swift (fuel remaining in the tank). The present price is \$6.77 per gallon. After the discussion over fuel and pricing, Craig then went on to present a general summary of the maintenance items and various issues completed during the previous month.
 - ✚ Craig stated that Eddie did clean and power wash the main hangar in preparation for the previous chili luncheon.
 - ✚ Last year's lawn mowing contractor, Jason Horton of Impact Lawn began mowing at the Airport this month. Craig indicated he is satisfied with the work at this time.
 - ✚ Eddie followed up and fixed and replaced a few runway and taxiway lights as well as one PAPI light. Craig commented these are "typical monthly maintenance items."
 - ✚ Eddie cut some foliage that was growing a little too close to the runway along the south side and east of the grass runway.

- ✚ Eddie is still working on the cleanup and also leveling off the ground around the airport caused by snow plow damage. In addition, he is repairing the area over the AWOS cable relocation area to the new terminal.
- ✚ There being no further discussion, member Buller moved that the Board accept and receive the Managers Report which was seconded by member Mead and carried on a voice vote.

VI. Public Comments

- A. Chair Walraven asked if there were any public comment. As such, the Board heard from Naomi Haralson, from Battle Creek, who proposed to the Board the development of a “Flight School” for private pilot training at the Airport. Mention was made by Board members that we have been attempting to develop a flight school for some time. Member Southwell mentioned the Airport did have a successful school some time ago. Craig mentioned the possibility of using the training room in the old Terminal for office space and classroom. Naomi discussed her plans to eventually proceed with the purchase of training aircraft, if there is sufficient interest from students. Of course, she mentioned the training would need to follow the Federal Aviation Administration Part 61 for, flight instructor certification, pilot eligibility and other requirements for pilot certification. In response, the Board indicated they will proceed in providing total support to assist in developing a Flight School.

VII. Old Business

- A. Craig stated the runway 28 approach tree clearing he has been working on during his spare time is finally completed. He mentioned he was able to finish the row close to the east fence line. Also assisting was the City’s contractor, Top to Bottom tree service, who topped the next row of trees. He indicated he was happy with the service the company provided to the Airport and they invoiced less than their original estimate.
- B. Follow up on the new sign with Chair Walraven stating we will be installing the new sign for the Airport entrance within the next couple of months.
- C. In a follow up discussion over the issue of generating future “Airport Activities,” the Board discussed the recent chili cookout and according to Chair Walraven, the cookout made a little money but we should be profitable at the next chili cookout scheduled in the fall. Further, the Board discussed the upcoming Airport breakfast scheduled for May 20th. The Board agreed to have the event from 8-11 in the morning. The agreed admission price is \$10 for adults, \$5 for those between 6-11 ages and free for children under 5 years of age. To further increase sales participation, the Board proposed a \$.25 reduction in fuel price to those attendees who fly in and participate in the breakfast. Craig will check on its feasibility. The Board also discussed the September “Fly In” breakfast and the facets of participates with other partakers. The Board will again continue handling of the particulars such as food, ticket sales and other affairs for the event.

VIII. New Business

- A. Craig made mention he has attended several meetings throughout the month with the City. One meeting involved a security training video to help train and inform the participants about cyber security in today’s Information Technology environment. Another meeting concerned a website editing training session. He mentioned the City will be transitioning to a new website this week, so he will be finally able to edit the Airport’s web page when needed. Eric then proceeded to illustrate the new City Website and the revisions to the Airports site. Each member reviewed the site and were delighted to see the functionality and inclusion of Airport information. This will now include the Board Agenda and Minutes to the website.
- B. Craig stated the Michigan Department of Transportation Office of Aeronautics (AERO) had scheduled an airport runway obstruction inspection on 4/28, but the rainy weather prevented them from coming to

the Airport. Craig is waiting on a response to reschedule the inspection.

- C. In other information, Craig mentioned he met with Shauna Swantek, Public Services Head at the Marshall District Library and will be working with the Library for several family and teen programs throughout the summer, the first date is Thursday, June 29th 6:30 – 8 pm. Craig stated they are working on an agenda with the basic idea to take groups of people on a tour of the airport, show them the facilities, and answer any questions they may have about the Airport. Chair Walraven congratulated Craig on the news and looks forward to further interaction on the subject.
- D. Lastly, Craig mentioned that Applied Pavement Technologies is scheduled to perform the Airport pavement condition inspection on Sunday, May 21st. This inspection is through the Michigan Department of Transportation Office of Aeronautics (AERO) contract.
- E. The Board discussed the future Mega Site project that is in progress and the inclusion of the Airport for future support for the project. This may include the lengthening of the runway to accommodate larger and more sophisticated Aircraft. The Board discussed various scenarios on how to achieve these future objectives and goals through land acquisition and funding for the extension. Eric indicated the need to follow up with a committee to determine the cost and feasibility. As such, Chair Walraven and member Southwell volunteered to represent the Airport in the preparation of a proposal to the Local Development Finance Authority (LDFA) and other possible sources for funding of the land acquisition.

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.

X. Next Meeting Date

- A. Chair Walraven reminded the Board that the next meeting is scheduled for Monday June 5, 2023, at 4:15 p. m. in the new Terminal building.

IX. Adjournment

- A. Member Mead made a Motion to adjourn the meeting at 6:00 p. m. and it was seconded by member Kirkland and carried on a voice vote.

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL
 PERIOD ENDING 06/30/2023
 % Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport					
Revenues					
Dept 000					
295-000-529.00	Federal Grants	32,000.00	0.00	32,000.00	0.00
295-000-640.00	Charges for Service - Fuel	114,000.00	94,076.13	19,923.87	82.52
295-000-665.00	Interest	10.00	1,126.87	(1,116.87)	1,268.70
295-000-667.00	Rents	33,000.00	33,097.20	(97.20)	100.29
295-000-675.99	Contributions - Miscellaneous	0.00	1,467.00	(1,467.00)	100.00
295-000-679.00	MISCELLANEOUS REVENUE	0.00	697.06	(697.06)	100.00
295-000-699.01	Contributions - General Fund	57,624.00	0.00	57,624.00	0.00
Total Dept 000		236,634.00	130,464.26	106,169.74	55.13
TOTAL REVENUES		236,634.00	130,464.26	106,169.74	55.13
Expenditures					
Dept 595 - Airport					
295-595-702.00	Payroll	11,674.00	11,399.12	274.88	97.65
295-595-702.05	PAYROLL MARIJUANA	0.00	13.39	(13.39)	100.00
295-595-703.00	Part-time Salaries	28,115.00	27,580.89	534.11	98.10
295-595-712.00	WORKERS COMPENSATION	580.00	296.85	283.15	51.18
295-595-715.00	Social Security	2,470.00	2,903.32	(433.32)	117.54
295-595-716.00	Hospitalization	2,650.00	2,550.64	99.36	96.25
295-595-717.00	Life Insurance	23.00	25.74	(2.74)	111.91
295-595-718.10	RETIREMENT - D/C	1,167.00	747.12	419.88	64.02
295-595-740.00	Operating Supplies	2,165.00	318.74	1,846.26	14.72
295-595-757.00	Fuels & Lubricants	110,000.00	117,124.98	(7,124.98)	106.48
295-595-801.00	Professional Services	0.00	495.50	(495.50)	100.00
295-595-812.00	License	50.00	50.00	0.00	100.00
295-595-820.00	Contracted Services	14,000.00	20,610.67	(6,610.67)	147.22
295-595-825.00	Insurance	5,800.00	5,248.40	551.60	90.49
295-595-850.00	Communications	2,500.00	4,681.69	(2,181.69)	187.27
295-595-860.00	Transportation & Travel	150.00	0.00	150.00	0.00
295-595-921.00	Utilities - Gas	2,000.00	1,518.61	481.39	75.93
295-595-922.00	Utilities-Elec, Water, Sewer	6,500.00	5,658.66	841.34	87.06
295-595-930.00	Equipment Maintenance	2,000.00	5,849.73	(3,849.73)	292.49
295-595-931.00	Maintenance of Building	6,500.00	3,470.43	3,029.57	53.39
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	340.26	(340.26)	100.00
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHAI	3,839.00	3,519.12	319.88	91.67
295-595-955.00	COST ALLOCATION	3,925.00	2,943.75	981.25	75.00
295-595-990.00	Debt Service	11,723.00	11,723.05	(0.05)	100.00
Total Dept 595 - Airport		217,831.00	229,070.66	(11,239.66)	105.16
TOTAL EXPENDITURES		217,831.00	229,070.66	(11,239.66)	105.16
Fund 295 - Airport:					
TOTAL REVENUES		236,634.00	130,464.26	106,169.74	55.13
TOTAL EXPENDITURES		217,831.00	229,070.66	(11,239.66)	105.16
NET OF REVENUES & EXPENDITURES		18,803.00	(98,606.40)	117,409.40	524.42
BEG. FUND BALANCE		989.35	989.35		
END FUND BALANCE		19,792.35	(97,617.05)		

July 2023 Airport manager's report:

Fuel Type	Volume Last Month	Volume This Month	Sales volume Last 30 Days	Current Price	Our Cost	Value In Ground
100LL	6278	5467	811	\$5.65	\$4.61	\$25,202.87
94 Swift	2752	2292	216	\$6.18	\$5.23	\$11,987.16
						\$37,190.03

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.88	\$5.90	\$5.00	\$5.83	\$6.20	\$5.76

Maintenance:

- Eddie cleaned / power washed the main hangar in preparation for our pancake breakfast.
- Eddie rolled the grass runway & edges of all paved surfaces.
- Eddie painted the segmented circle.
- The mowing crew knocked down the East windsock. They came and told us right away after it happened so I am very happy they were honest and I didn't have to find it later.
 - Eddie and I removed the windsock pole assembly and we are working on a fix for the broken base.
- Eddie fixed a leak in the apartment shower drain.
- There were about 15 runway / taxiway lights burned out all at once. Eddie said that a few of the bulbs were shattered inside the globes. The breaker was not tripped, but we're guessing a lightning strike caused the issue? We had plenty of stock to get them all fixed.

Other items:

- MDOT / FAA completed their annual AWOS system inspection. No discrepancies were reported to me.
- Eric Meyers cut and bailed the long grass, then brush hogged the areas that weren't bailed. He did a nice job at cleaning up and getting rid of all of the tall grass.
 - We had a long conversation about the bailing / contract, I will fill you guys in.
- Applied Pavement Technologies performed our pavement condition inspection (MDOT contract) on Sunday, May 21st.
- I had two meetings with Marshall Library groups. The first was a teen group on 6/21. We toured the terminal, main hangar, and maintenance shop. The kids asked a lot of great questions and I think they really enjoyed it. The second meeting was families on 6/29. Once again a lot of great questions were asked and I think they really enjoyed it. The next meeting is scheduled for July 13th.

Trivia:

It's Oshkosh month!

This is from a quiz posted on the Plane & Pilot magazine website:

How many active runways for fixed-wing planes are there at AirVenture? (Note: Runway 13/31 would count as one)



ITEM 9.A

TO: Airport Board
FROM: Eric Zuzga, Director of Community Services
DATE: July 10, 2023
SUBJECT: AIRPORT SIGN

BUDGET IMPACT:

RECOMMENDATION:



ITEM 10.A

TO: Airport Board
FROM: Eric Zuzga, Director of Community Services
DATE: July 10, 2023
SUBJECT: **BACKUP FOR AWOS**

BUDGET IMPACT:

RECOMMENDATION:



ITEM 10.B

TO: Airport Board
FROM: Eric Zuzga, Director of Community Services
DATE: July 10, 2023
SUBJECT: HISTORIC FLY-IN- AUGUST 12. 2023

BUDGET IMPACT:

RECOMMENDATION: