



AIRPORT BOARD AGENDA

September 11, 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.
- 4) **APPROVAL OF MINUTES**
 - A. **MINUTES OF AUGUST 7, 2023 AIRPORT BOARD**
- 5) **FINANCIAL REPORT**
 - A. **JUNE YEAR END AND AUGUST MONTH END FINANCIALS**
- 6) **AIRPORT MANAGER'S REPORT**
 - A. **August 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**
- 10) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
 - A. **2023 ACIP DRAFT**
 - B. **LAND ACQUISITION DISCUSSION/PRESENTATION**
- 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, August 7, 2023, 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: 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
Theresa Chaney Huggett – City Council Liaison
- III. **Approval of Agenda:** Member Mead made a Motion to approve the agenda 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 July 10, 2023 meeting minutes and was seconded by member Mead and carried on a voice vote.
- V. **Financial Report**
- A. The meeting began with a discussion of the July 31, 2023, Revenue and Expenditures Report that each member received prior to the meeting. The Board did review the report with various discussions over the journaling of line items in the report. Eric mentioned the report will be revised for the next meeting with the journaling of past invoices from the previous fiscal year. After some discussion, the Board indicated they were satisfied with the report at the present time and therefore member Southwell moved that the Board receive the July 31, 2023, Revenue and Expenditures Report, which was seconded by member Buller and carried on a voice vote.
- VI. **Airport Manager's Report**
- 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 sold 643 gallons of 100 LL fuel at \$5.65 per gallon. Although the Airport purchased its last load of fuel for \$4.61, Craig stated he has followed up and the cost of fuel has increased to \$5.11 per gallon. The Airport sold 216 gallons of 94 Swift fuel at \$6.18 per gallon last month. In addition, Craig went on to mention that last month, the fuel tank monitoring system indicated a fuel leak with Craig scrutinizing the issue and concluded it would appear to be a sensor problem and not a leak. He stated he is still monitoring the matter. 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 (refer to Airport Manager's July, 2023 report). There being no further discussion, member Mead moved that the Board accept and receive the Managers Report which was seconded by member Buller and carried on a voice vote.
- VII. **Public Comment on Agenda Items**
- A. Chair Walraven asked if there was any Public Comment at this time. Rob Williams wanted to mention the economic contribution of the crop dusters that use the Airport for their operations.
- VIII. **Public Hearings & Subsequent Board Action**
- A. Chair Walraven asked if there were any public comment. There was none at this time.

IX. Old Business

- A. Follow up discussion on the construction of the new entrance sign with Chair Walraven stating we will be ordering bricks for the installation. Member Mead stated he has received the aluminum bracket for the sign with a follow up discussion on bending the bracket onto the sign.
- B. Craig stated he spent quite a bit of time on the telephone with the consultants, RW Mercer, Hartland Systems, and Syntech to arrange for the setup and change of the Fuel Master credit card reader for the fuel pumps. According to Craig and Eric, they have a scheduled date with Mercer's Fuel Master Technician to make the switch on August 22nd with the new system up and running on that day. Eric mentioned to Craig to notify the Finance Director when the system is operable.

X. Reports and Recommendations/New Business

- A. According to Eric, the Airport's next MAP meeting with the Michigan Department of Transportation's Office of Aeronautics (AERO) is scheduled for next month.
- B. In rather positive news, Craig mentioned that Naomi Haralson stated that she will be ready to start the flight ground school at the Airport later this month. Naomi will use the old classroom adjacent to the maintenance shop in the old Terminal. She conveyed to Craig that she is actively searching for an airplane to purchase or lease for the flight lessons. Craig stated this is "fabulous news" for the airport and the community.

XI. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Buller asked Eric for a follow up on the Joe Newman issue. Eric mentioned the City Council has not responded to the issue or the past recommendations of the Board. Since part of issue involves the construction of additional hangers, Chair Walraven mentioned it should be in the interest of the Airport and the City for the City to construct the T-hangers and collect rent for future financial revenue.
- B. Member Mead wanted to remind the Board members we are again hosting a pancake breakfast on August 19th. He requested assistance and participation from the members.

XII. Next Meeting Date

- A. Since the next meeting date is a holiday, Chair Walraven reminded the Board that the next meeting is now scheduled for Monday September 11, 2023, at 4:15 p. m. in the new Terminal building.

XII. Adjournment

- A. Member Mead made a Motion to adjourn the meeting at 5:10 p. m. and it was seconded by member Buller 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	32,000.00	0.00	100.00
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	1,273.72	(1,263.72)	2,737.20
295-000-667.00	Rents	33,000.00	32,797.20	202.80	99.39
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	45,000.00	12,624.00	78.09
Total Dept 000		236,634.00	207,311.11	29,322.89	87.61
TOTAL REVENUES		236,634.00	207,311.11	29,322.89	87.61
Expenditures					
Dept 595 - Airport					
295-595-702.00	Payroll	11,674.00	11,842.54	(168.54)	101.44
295-595-702.05	PAYROLL MARIJUANA	0.00	13.39	(13.39)	100.00
295-595-703.00	Part-time Salaries	28,115.00	28,176.94	(61.94)	100.22
295-595-712.00	WORKERS COMPENSATION	580.00	296.85	283.15	51.18
295-595-715.00	Social Security	2,470.00	2,980.13	(510.13)	120.65
295-595-716.00	Hospitalization	2,650.00	2,652.64	(2.64)	100.10
295-595-717.00	Life Insurance	23.00	28.24	(5.24)	122.78
295-595-718.10	RETIREMENT - D/C	1,167.00	837.03	329.97	71.72
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	79,870.58	30,129.42	72.61
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	23,847.39	(9,847.39)	170.34
295-595-825.00	Insurance	5,800.00	5,248.40	551.60	90.49
295-595-850.00	Communications	2,500.00	4,780.69	(2,280.69)	191.23
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	6,259.53	240.47	96.30
295-595-930.00	Equipment Maintenance	2,000.00	5,927.72	(3,927.72)	296.39
295-595-931.00	Maintenance of Building	6,500.00	4,118.17	2,381.83	63.36
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	3,839.04	(0.04)	100.00
295-595-955.00	COST ALLOCATION	3,925.00	3,925.00	0.00	100.00
295-595-990.00	Debt Service	11,723.00	11,723.05	(0.05)	100.00
Total Dept 595 - Airport		217,831.00	199,090.44	18,740.56	91.40
TOTAL EXPENDITURES		217,831.00	199,090.44	18,740.56	91.40
Fund 295 - Airport:					
TOTAL REVENUES		236,634.00	207,311.11	29,322.89	87.61
TOTAL EXPENDITURES		217,831.00	199,090.44	18,740.56	91.40
NET OF REVENUES & EXPENDITURES		18,803.00	8,220.67	10,582.33	43.72
BEG. FUND BALANCE		989.35	989.35		
END FUND BALANCE		19,792.35	9,210.02		

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL
 PERIOD ENDING 08/31/2023
 % Fiscal Year Completed: 16.94

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport					
Revenues					
Dept 000					
295-000-640.00	Charges for Service - Fuel	80,000.00	12,730.43	67,269.57	15.91
295-000-665.00	Interest	1,000.00	87.26	912.74	8.73
295-000-667.00	Rents	29,000.00	5,651.20	23,348.80	19.49
295-000-678.00	PENALTIES INCOME-RENT	0.00	25.00	(25.00)	100.00
295-000-699.01	Contributions - General Fund	56,000.00	0.00	56,000.00	0.00
Total Dept 000		166,000.00	18,493.89	147,506.11	11.14
TOTAL REVENUES		166,000.00	18,493.89	147,506.11	11.14
Expenditures					
Dept 595 - Airport					
295-595-702.00	Payroll	12,024.00	1,420.09	10,603.91	11.81
295-595-703.00	Part-time Salaries	20,650.00	3,811.93	16,838.07	18.46
295-595-712.00	WORKERS COMPENSATION	500.00	236.64	263.36	47.33
295-595-715.00	Social Security	920.00	390.93	529.07	42.49
295-595-716.00	Hospitalization	2,650.00	447.32	2,202.68	16.88
295-595-717.00	Life Insurance	28.00	3.15	24.85	11.25
295-595-718.10	RETIREMENT - D/C	1,202.00	90.47	1,111.53	7.53
295-595-740.00	Operating Supplies	2,000.00	105.12	1,894.88	5.26
295-595-757.00	Fuels & Lubricants	76,000.00	37,338.65	38,661.35	49.13
295-595-812.00	License	50.00	0.00	50.00	0.00
295-595-820.00	Contracted Services	18,160.00	2,160.00	16,000.00	11.89
295-595-825.00	Insurance	5,800.00	1,952.58	3,847.42	33.67
295-595-850.00	Communications	2,500.00	988.65	1,511.35	39.55
295-595-860.00	Transportation & Travel	150.00	0.00	150.00	0.00
295-595-921.00	Utilities - Gas	2,000.00	30.48	1,969.52	1.52
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	544.55	5,855.45	8.51
295-595-930.00	Equipment Maintenance	2,500.00	165.00	2,335.00	6.60
295-595-931.00	Maintenance of Building	6,500.00	22.99	6,477.01	0.35
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHA	3,927.00	0.00	3,927.00	0.00
295-595-955.00	COST ALLOCATION	4,121.00	0.00	4,121.00	0.00
Total Dept 595 - Airport		168,082.00	49,708.55	118,373.45	29.57
TOTAL EXPENDITURES		168,082.00	49,708.55	118,373.45	29.57
Fund 295 - Airport:					
TOTAL REVENUES		166,000.00	18,493.89	147,506.11	11.14
TOTAL EXPENDITURES		168,082.00	49,708.55	118,373.45	29.57
NET OF REVENUES & EXPENDITURES		(2,082.00)	(31,214.66)	29,132.66	1,499.26
BEG. FUND BALANCE		989.35	989.35		
NET OF REVENUES/EXPENDITURES - 2022-23			8,220.67	8,220.67	
END FUND BALANCE		(1,092.65)	(22,004.64)		

September 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	4824	3800	1024	\$5.65	\$4.61	\$17,518.00
94 Swift	1894	1450	216	\$6.18	\$5.23	\$7,583.50
						\$25,101.50

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.66	\$5.90	\$5.89	\$6.19	\$6.20	\$5.97

Maintenance:

- Eddie has been doing a lot of work in the old terminal lobby. He has been patching drywall, filling in holes from years of "artwork", and prepping the walls for fresh paint.
- Naomi has been doing a great job of cleaning & repainting the classroom area.
- Eddie has been keeping up on routine maintenance: Cleaning the big hangar, minor T-hangar repairs, replacing runway lights, cleaning up the grounds.
- The 100LL fuel pump South facing dials were inoperative towards the end of last month. I asked RW Mercer to look at them when they were here for the Fuel Master installation...they told me the dial gears were stripped, could not be fixed.
 - I took it apart myself, figured I couldn't hurt anything at this point. No stripped gears, just needed some shimming and lubrication. So far over the last couple of weeks they have been working flawlessly.

Other items:

- Villa Environmental completed our quarterly fuel system inspection.
 - The "man hole" covers over our fuel tanks are getting pretty rotted and need to be replaced. I got a quote from RW Mercer but I am also researching other sources.
- I spoke with a gentleman from the local Army National Guard Corps of Engineers, they will be here this Friday 9/8 for me to show them our electrical vault / airfield lighting. Airfield lighting is on their list of training exercises but they have been unable to secure a location (BTL & AZO won't help them) so I told them I'd be happy to help.
- WACO Aircraft used our airport for a few days to conduct noise testing for EASA certification on a new propeller for the WACO YMF-5.
- Our new Fuel Master credit card reader is installed and operational!
 - AT&T phone line has been cancelled.
- I met with Craig Pearson, a new (to us) MDOT Aero airport inspector.
 - Mr. Pearson was very knowledgeable and was a real pleasure to work with.
 - We have one obstruction left on the West approach. I met with property owners and tree crew, it is scheduled for removal.

Trivia:

Marshall Brooks Field was dedicated in 1931.

What other Brooks Field has been around since 1929?

MICHIGAN STATE BLOCK GRANT PROGRAM AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2023 to FY-2028								
Airport Name: Brooks Field			Airport Identifier: RMY		Date prepared: 8-29-23 Date Revised: 8-31-23			
Associated City: Marshall, Michigan					Prepared By: Mead & Hunt, Ben Hoover			
Sponsor: City of Marshall			NPIAS Airport Code C		Sponsor email & phone: Eric Zuzga, ezuzga@cityofmarshall.com, (269) 558-0354			
Development Year	Project Description	Federal Entitlements	Federal Apportionment	Federal Discretionary	Federal BIL	State	Local	Total
	NPE Carryover-\$150,000 BIL Carryover-\$159,000							
2023	Design North Apron and West Parallel Taxiway Rehabilitation	\$54,000				\$3,000	\$3,000	\$60,000
	NPE Carryover-\$246,000 BIL Carryover-\$304,000							
2024	Construct North Apron Rehabilitation	\$283,500				\$15,750	\$15,750	\$315,000
2024	Construct West Parallel Taxiway Rehabilitation	\$112,500	\$315,000			\$23,750	\$23,750	\$475,000
2024	Design Main Hangar Improvements				\$27,000	\$1,500	\$1,500	\$30,000
2024	Design Hangar Taxiway				\$22,500	\$1,250	\$1,250	\$25,000
	NPE Carryover-\$0 BIL Carryover-\$399,500							
2025	Construct Main Hangar Improvements				\$243,000	\$13,500	\$13,500	\$270,000
2025	Construct Hangar Taxiway				\$202,500	\$11,250	\$11,250	\$225,000
2025	Construct Pavement Marking	\$9,900				\$550	\$550	\$11,000
2025	Construct Crack Sealing	\$17,100				\$950	\$950	\$19,000
2025	Land Acquisition - Runway 28 RPZ - Consultant Costs						\$35,000	\$35,000
	NPE Carryover-\$123,000 BIL Carryover-\$99,000							
2026	Land Acquisition - Runway 28 RPZ				\$180,000	\$10,000	-\$25,000	\$165,000
2026	Update Airport Layout Plan	\$161,000				\$8,944	\$8,944	\$178,889
2026	Update Exhibit A				\$64,000	\$3,556	\$3,556	\$71,111
	NPE Carryover-\$112,000 BIL Carryover-\$0							
2027	Design North Perimeter Fence	\$27,000				\$1,500	\$1,500	\$30,000
	NPE Carryover-\$235,000							
2028	Construct North Perimeter Fence	\$315,000				\$17,500	\$17,500	\$350,000
2028	Construct Pavement Marking	\$11,700				\$650	\$650	\$13,000
2028	Construct Crack Sealing	\$19,800				\$1,100	\$1,100	\$22,000
	NPE Carryover-\$38,500							