

AIRPORT BOARD AGENDA

Regular Meeting

November 6, 2023 at 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** - Items can be added or deleted from the Agenda by board action.
 - A. **MINUTES OF SEPTEMBER 11, 2023 MEETING**
- 5) **FINANCIAL APPROVAL**
 - A. **MONTH ENDING OCTOBER 31, 2023 FINANCIALS**
- 6) **AIRPORT MANAGER'S REPORT**
 - A. **OCTOBER 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. **ELECTION OF OFFICERS**
 - B. **2024 ACTIVITIES**
- 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, September 11, 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
- 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 Southwell made a Motion to receive and accept the August 7, 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 both the revised end of year June 30, 2023, Revenue and Expenditures Report and the August 31, 2023 Revenue and Expenditures Report that each member received prior to the meeting. The Board did review each of the reports with various discussions over the journaling of line items in the reports. For instance member Mead questioned the estimation of outlays for Line Item 595-715 Social Security in relationship to the outlay for Payroll. According to member Mead, this line item would appear excessive compared to the base number of the Payroll account. Eric mentioned the determination is based on an estimate of the budgeted line item. The actual charge may be modified during the fiscal year. Other items of discussion included mention of the previous year's revenue for fuel indicating a positive apportionment to the charges for fuel. After some discussion, the Board indicated they were satisfied with the report at the present time and therefore member Buller moved that the Board receive both Revenue and Expenditures Reports, which was seconded by member Southwell 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 had increased sales of 1,024 gallons last month of 100 LL fuel. The price has remained at \$5.65 per gallon. Craig indicated he attributes the sales increase to the reduction in price, thus making the Airport competitive with other area Airports. Although the Airport purchased its last load of fuel for \$4.61, Craig stated he continues to study the market indicating present cost of fuel is around \$5.11 per gallon. The Airport sold 216 gallons of 94 Swift fuel at \$6.18 per gallon last month. 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 September, 2023 report). There being no further discussion, member Mead moved that the Board accept and receive the Managers Report which was seconded by member Kirkland 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. There was none at this time.

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. There was brief discussion on the preliminary construction of the new entrance sign.
- B. Craig stated the setup and change of the Fuel Master credit card reader for the fuel pumps was finally completed and is operational. As such, the AT&T line was canceled. Craig did follow up with the City Finance Department notifying them of the change.

X. Reports and Recommendations/New Business

- A. As a follow up, Eric mentioned, the Airport's next MAP meeting with the Michigan Department of Transportation's Office of Aeronautics (AERO) is scheduled next week. At this stage of the meeting, the Board did review the preliminary Capital Improvement Plan for future projects at the Airport. According to the report, the Airport is scheduled to have the Design of the North Apron and West Taxiway Rehabilitation completed. Of course there was a discussion over the issue of reducing the width of the Taxiway from 35' to 25' as requested by AERO. This is apparently a modification of standards with AERO and not a requirement of the Federal Aviation Administration. Eric and Craig mentioned they were working with Ben Hoover at Mead and Hunt concerning this issue for revision. As mentioned Eric mentioned this is a preliminary plan and subject to change.
- B. Craig followed up that Naomi Haralson has cleaned up the old classroom adjacent to the maintenance shop in the old Terminal. She conveyed to Craig that she is effectively prepared to begin classroom instruction and is possibly considering leasing a plane for the flight lessons.
- C. As a follow up on winter maintenance for the Airport, member Buller ask Craig if has taken any steps towards completing these tasks. Craig mentioned the following scheduled tasks necessary to winterize the Airport.
 - a. Eddie will be completing tasks to prevent freezing to the Hanger bathroom
 - b. Craig will inspect the roof for leaks as well the gutters for debris.
 - c. Craig would like to replace some of the broken windows on the Terminal door. Fortunately for this task, the Airport has the use of member Southwell's lift to reach the windows.
 - d. Chair Walraven introduced a discussion over the eventual repair of the wheel bushings on the hanger doors.

XI. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Mead wanted to remind the Board members we are hosting the final pancake breakfast for the year on September 16. He requested assistance and participation from the members.

XII. Next Meeting Date

- A. Chair Walraven reminded the Board that the next meeting is scheduled for Monday October 2, 2023, at 4:15 p. m. in the new Terminal building.

XII. Adjournment

- A. Member Mead made a Motion to adjourn the meeting at 5:25 p. m. and it was seconded by member Southwell and carried on a voice vote.

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL
 PERIOD ENDING 10/31/2023
 % Fiscal Year Completed: 33.61

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 10/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport					
Revenues					
Dept 000					
295-000-506.00	Federal Grant-Reimbursement	0.00	84,958.93	(84,958.93)	100.00
295-000-640.00	Charges for Service - Fuel	80,000.00	24,887.26	55,112.74	31.11
295-000-665.00	Interest	1,000.00	535.02	464.98	53.50
295-000-667.00	Rents	29,000.00	11,964.20	17,035.80	41.26
295-000-678.00	PENALTIES INCOME-RENT	0.00	150.00	(150.00)	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	122,495.41	43,504.59	73.79
TOTAL REVENUES		166,000.00	122,495.41	43,504.59	73.79
Expenditures					
Dept 595 - Airport					
295-595-702.00	Payroll	12,024.00	3,951.55	8,072.45	32.86
295-595-703.00	Part-time Salaries	20,650.00	9,484.46	11,165.54	45.93
295-595-712.00	WORKERS COMPENSATION	500.00	236.64	263.36	47.33
295-595-715.00	Social Security	920.00	1,004.93	(84.93)	109.23
295-595-716.00	Hospitalization	2,650.00	996.26	1,653.74	37.59
295-595-717.00	Life Insurance	28.00	8.53	19.47	30.46
295-595-718.10	RETIREMENT - D/C	1,202.00	185.07	1,016.93	15.40
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
295-595-805.00	Administrative Costs	0.00	43.56	(43.56)	100.00
295-595-812.00	License	50.00	0.00	50.00	0.00
295-595-820.00	Contracted Services	16,000.00	11,720.34	4,279.66	73.25
295-595-825.00	Insurance	5,800.00	2,002.01	3,797.99	34.52
295-595-850.00	Communications	2,500.00	1,549.31	950.69	61.97
295-595-860.00	Transportation & Travel	150.00	0.00	150.00	0.00
295-595-921.00	Utilities - Gas	2,000.00	54.13	1,945.87	2.71
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	1,675.46	4,724.54	26.18
295-595-930.00	Equipment Maintenance	2,500.00	215.07	2,284.93	8.60
295-595-931.00	Maintenance of Building	6,500.00	359.20	6,140.80	5.53
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	471.58	(471.58)	100.00
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,927.00	1,279.68	2,647.32	32.59
295-595-955.00	COST ALLOCATION	4,121.00	1,962.50	2,158.50	47.62
295-595-990.00	Debt Service	0.00	84,117.75	(84,117.75)	100.00
295-595-994.00	Bond Interest Paid	0.00	841.18	(841.18)	100.00
Total Dept 595 - Airport		165,922.00	159,602.98	6,319.02	96.19
TOTAL EXPENDITURES		165,922.00	159,602.98	6,319.02	96.19
Fund 295 - Airport:					
TOTAL REVENUES		166,000.00	122,495.41	43,504.59	73.79
TOTAL EXPENDITURES		165,922.00	159,602.98	6,319.02	96.19
NET OF REVENUES & EXPENDITURES		78.00	(37,107.57)	37,185.57	17,573.81

November 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	2413	812	1601	\$5.65	\$4.61	\$3,743.32
94 Swift	939	580	359	\$6.18	\$5.23	\$3,033.40
						\$6,776.72
Current 100LL comparison prices:						
KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:	
\$5.66	\$5.90	\$5.79	\$5.82	\$6.00	\$5.83	

Obviously we will be needing to purchase more fuel soon (two loads in the same month, I aim to keep finance happy 😊). As you can see our last 100LL purchase price was \$4.61 / gallon. Current price is \$4.31 / gallon. I spoke with three fuel sales reps and they all feel confident that the price will go down again next week, so I am waiting until Tuesday to place an order.

Maintenance:

- Eddie has been helping to clean up & paint the old terminal lobby, it is looking much nicer.
- Typical yearly items are being accomplished, fall cleanup, and winterizing the main hangar.

Other items:

- A crew of about 10 guys from the Air National Guard Corps of Engineers held a training session at the airport. Their goal was to educate their team about airport lighting. They spent an hour or so in the electrical vault and then performed some troubleshooting on two taxiway lights that we had inoperative.
 - They identified inoperative transformers at the base of the two inoperative lights, so I have replacement parts on order.
 - They were very appreciative for the use of the facility to accomplish one of their training exercises...we were happy to have them.
- The City's contracted tree crew removed a tree that was causing an obstruction to our West approach.
- Eric and I met with MDOT Aero in Lansing for our yearly MAP meeting. The meeting went very well, we discussed the status of previous discrepancies, current projects, and future plans.
 - A few weeks after the meeting I received our general utility airport license in the mail.
- Naomi Haralson has done a wonderful job of "sprucing up" the old classroom space. She is scheduled to start ground school flight instruction on November 6th.
 - We also have a Cessna 172N that was purchased for leaseback to the flight school for instruction and rental. The aircraft is currently in maintenance and will be available starting in early November if the deadbeat maintenance shop ever finishes it.
- Our fuel pump receipt printer has been inoperative for over a month, I have been searching for a replacement. I was just about to order a new printer from Fuel Master, to the tune of \$3,000, when a used one popped up on Ebay for \$120. I purchased the used one right away, it should arrive the first week in November.

Trivia:

What was the fastest time ever recorded by Concorde between New York/JFK and Heathrow?