



AIRPORT BOARD AGENDA

December 5, 2022
Regular Meeting - 4:15 PM

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **PLEDGE OF ALLEGIANCE**
- 4) **APPROVAL OF AGENDA** - Items can be added or deleted from the Agenda by City Council action.
- 5) **APPROVAL OF MINUTES**
 - A. Minutes of November 7, 2022 Board Meeting
- 6) **FINANCE REPORT**
 - A. Revenue and Expenditure Report
- 7) **PUBLIC COMMENT ON AGENDA AND 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 on any agenda item.
- 8) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**
- 9) **OLD BUSINESS**
 - A. Airport Sign
 - B. Airport Rules
 - C. Meeting with City Council
- 10) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
 - A. Airport Manager's Report
 - B. Airport CIP Update
 - C. Airport Activities 2023
- 11) **PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS**

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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, November 7, 2022, 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. Attendees: Eric Zuzga – Director of Community Services
Craig Griswold - Airport Manager
Rob Williams – Public Contributor
- 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 October 3, 2022, meeting minutes and was seconded by member Mead and carried on a voice vote.
- V. **Treasurer and Airport Manager's Report**
 - A. The meeting began with a discussion of the October 31, 2022, Revenue and Expenditures Report that each member received prior to the meeting. This decorous Board did review the current report with various discussions over the journaling of a couple of line items in the report. The Board did notice the adjustment made to Line Item 675.99 - Contributions/Miscellaneous which now indicates a balance of \$1,467. This line item reflects the Boards contributions through funds secured with the pancake breakfasts, chili cook off and donations to the Airport. After some discussion, the Board indicated they are satisfied with the report at the present time and therefore member Mead moved that the Board accept and receive the October 31, 2022, Revenue and Expenditures Report, which was seconded by member Kirkland and carried on a voice vote.
 - B. Craig provided an update on the Manager's Report regarding the previous month's activities including the status of fuel at the Airport. Craig began by informing the Board that the Airport sold only 475 gallons of 100LL fuel this month. He attributes part of this decrease in sales at the Airport to the lowering of prices at other area Airports. At present, the price of 100LL fuel at Brooks Field is \$6.40 per gallon. The Board discussed the issue of lowering the price but as member Buller previously mentioned, "because of the volatility and possibility of an increase in fuel price costs in the near future," the Board recommended the price remain at \$6.40. Member Mead recommended that Craig perform an historical cost versus volume of fuel sold to derive the total cost that will be incurred at the volume sold. That way, he can identify the approximate profit or loss levels likely to be achieved at certain sales volumes. Regarding 94 Swift fuel, the Airport sold 435 gallons at \$6.77 a gallon with the Board recommending no adjustments to the price. As a follow up, Chair Walraven also made mention the production of the G100UL high-octane unleaded avgas has started. He mentioned, it is understood the fuel is available in certain parts of the country and will be available sometime in the future for Brooks Field. After some discussion over fuel, Craig then went on to present an extensive summary of the maintenance items and various issues completed during the previous month.
 - ✚ Craig stated he is continuing the tree trimming on the east approach of the runway. He indicated he is making progress with a little left to do with one or two more weekend's worth of work left to complete the tree removal in this area. Also, he met with the adjacent property owner, Joe Menninger, who will allow the city's tree crew to cut down a tree at the end of Leggitt Road that is encroaching into the west

runway approach area.

- ✚ He relayed to the Board that Eddie has been keeping up with usual maintenance items, including the replacement of a few runway/taxiway light bulbs and the cleanup after the recent storms. Craig stated the Airport did receive a shipment of bulbs for future replacements. Also, Eddie has been working on tasks associated with winter preparation.
- ✚ Craig took the Airport plow truck to Red's Best Auto down the street for an oil change and general inspection. While there, they followed up and replaced some front-end suspension components and completed a front-end alignment. Craig stated he considers it "a good long-term investment for a tool we use a lot, especially in the winter." Although, it cost around \$2,300 in total, it will provide an assurance of reliability for the vehicle in the future. The Board emphatically agreed with Craig's judgement on the matter.
- ✚ Lastly, on 10/14, Villa Environmental Consulting performed the Airport's quarterly fuel system inspection. They observed and noted a few items missing from the fuel system binder (current LARA registration and the city insurance policy). As such, Craig was able to update the missing requirements.
- ✚ There being no further discussion, member Southwell moved that the Board accept and receive the Managers Report which was seconded by member Kirkland and carried on a voice vote.

VI. Old Business

- A. On the topic of the new sign for the Brooks Field Airport, Chair Walraven mentioned the sign will need some modifications in installation. Member Mead mentioned he is still working on the issue of bricks required for the base of the sign. As such, because of the upcoming weather and other issues required for its installation, the Board agreed it may be wise to wait until the spring before the sign is installed.
- B. Craig informed the Board that R.W. Mercer came out to the Airport to assist with the credit card reader exchange. Unfortunately, there is apparently an issue with their prerequisite as a vendor for this assignment. Instead, Craig has to find another vendor to work on the project. Mercer recommended that Craig contact Leak Petroleum in Dewitt. According to Craig, Leak Petroleum will schedule a time to come and perform the swap. However, he is also going to consider looking for other vendors.
- C. Eric mentioned that he has not heard back from the city's attorney regarding the draft of the revised Chapter 98 Brooks Field rules and regulations. He indicated; the attorney is still apparently reviewing the draft.

VII. New Business

- A. Eric mentioned he and Craig met with Betsy Stuedle from AERO regarding the discussion on the proposed Airport Capital Improvement Program (ACIP) for the Airport. Although, he was informed through AERO, that at this time, they will not allow the use of the state grant for the replacement of the roof for the main hanger, there will be future discussions over this issue. Eric mentioned the installation of the fence is tentatively rescheduled and the Airport will need to schedule tree removal to the runway approaches to the Airport. Eric and Craig have been in discussions with Ben Hoover from the engineering firm of Mead and Hunt over this and other matters. At this time, the Board agreed to continue to table any decision on approving the Capital Improvement Plan (CIP) for the Airport until such time as additional information is provided to the Board.
- B. Eric mentioned that as required by the Michigan Department of Transportation's Office of Aeronautics (AERO), the city was required to advertise for a new Airport consultant. According to Eric, only two firms submitted and responded to Request for Proposal. After a review of the proposals, the recommended firm selected is Mead and Hunt. It is mentioned and resolved they are familiar with the needs of Airport as well as the most qualified firm. As such, member Southwell made a Motion to recommend that the city contract with Mead and Hunt to continue providing consultant services to the Airport. The Motion was seconded by member Mead and carried on a voice vote with one abstain.

- C. The Board followed up on a discussion over the scheduled workshop with the City Council. According to Eric, the meeting has been rescheduled for another date and could possibly be rescheduled for the beginning of next year.
- D. As a follow up over the issue of generating future “Airport Activities” to engender revenue for the Airport, the Board discussed various events to schedule for the upcoming new year with the suggested “chili” luncheons planned at the end of April and one in October. In addition, the Board will continue with the “pancake breakfasts” starting in May and continuing through August. One issue brought forth by Eric are the movie nights. According to Eric, the Airport will need to obtain permits for copy rights in featuring any films for currency. This is required even though the events are for a nonprofit. The Board agreed to look at follow up on this issue. In addition, the Board pondered among itself the possibility of arranging; a car show, motor cycle show or a tractor show next year.
- E. At this stage in meeting, officers were nominated and elected for the Brooks Field Airport Advisory Board for the year 2023. As such, member Mead made a closed Motion to maintain the present individuals in their respective positions for the next upcoming year. Therefore, member Walraven was again selected as Board Chair, member Buller was selected to remain as Vice Chair and member Kirkland was selected to remain as Secretary. In addition, member Southwell is relegated to be Sargent at Arms to the Board. The Motion was seconded by member Buller and the selection of the Board officers was carried on a voice vote. In addition, member Southwell stated, that if he wins the lottery, he will buy the adjacent property located next to the Airport and donate a piece to the Airport for further expansion. He also indicated he will **take care** of each member of the Board financially from his winnings. The Board gave a hearty, “Thank you” and “Good Luck” to member Southwell.

VIII. Public Comments

- A. Chair Walraven asked if there were any public comment. There is none at this time.

IX. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Buller followed up with Craig regarding the seasonal tasks that need to be completed to winterize the Airport. Craig indicated he has already completed most of the tasks and Eddie is following up to complete them.

X. Next Meeting Date

- A. Chair Walraven reminded the Board that the next meeting is scheduled for Monday December 5, 2022, at 4:15 p. m. in the new Terminal building.

IX. Adjournment

- A. Member Southwell made a Motion to adjourn the meeting at 5:35 p. m. and it was seconded by member Buller and carried on a voice vote.

12/02/2022	REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL					
	PERIOD ENDING 11/30/2022					
	% Fiscal Year Completed: 41.92					
			2022-23			
		YTD BALANCE	ORIGINAL	2022-23	YTD BALANCE	% BDGT
GL NUMBER	DESCRIPTION	11/30/2021	BUDGET	AMENDED BUDGET	11/30/2022	USED
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-529.00	Federal Grants	0.00	0.00	0.00	0.00	0.00
295-000-540.00	State Grants	0.00	0.00	0.00	0.00	0.00
295-000-640.00	Charges for Service - Fuel	41,276.08	74,000.00	74,000.00	58,071.00	78.47
295-000-665.00	Interest	1.73	10.00	10.00	178.79	1,787.90
295-000-667.00	Rents	11,884.70	29,000.00	29,000.00	14,334.20	49.43
295-000-675.00	Contrib. from Other Sources	0.00	0.00	0.00	0.00	0.00
295-000-675.99	Contributions - Miscellaneous	(1,456.23)	0.00	0.00	1,467.00	100.00
295-000-679.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	697.06	100.00
295-000-696.00	Proceeds from Bonds/Notes	0.00	0.00	0.00	0.00	0.00
295-000-699.00	Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00
295-000-699.01	Contributions - General Fund	0.00	57,624.00	57,624.00	0.00	0.00
Total Dept 000		51,706.28	160,634.00	160,634.00	74,748.05	46.53
TOTAL REVENUES		51,706.28	160,634.00	160,634.00	74,748.05	46.53
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	4,672.79	11,674.00	11,674.00	4,533.98	38.84
295-595-702.01	Other Fringe Benefits-taxable	0.00	0.00	0.00	0.00	0.00
295-595-703.00	Part-time Salaries	9,789.76	20,615.00	20,615.00	12,065.84	58.53
295-595-704.00	Overtime Salaries	0.00	0.00	0.00	0.00	0.00
295-595-712.00	WORKERS COMPENSATION	545.14	580.00	580.00	327.34	56.44
295-595-715.00	Social Security	1,064.47	2,470.00	2,470.00	1,252.48	50.71
295-595-716.00	Hospitalization	918.09	2,650.00	2,650.00	919.86	34.71
295-595-717.00	Life Insurance	9.47	23.00	23.00	9.22	40.09
295-595-718.00	RETIREMENT - D/B	0.00	0.00	0.00	0.00	0.00
295-595-718.10	RETIREMENT - D/C	416.86	1,167.00	1,167.00	175.69	15.05
295-595-740.00	Operating Supplies	3,247.98	2,165.00	2,165.00	23.04	1.06
295-595-757.00	Fuels & Lubricants	71,051.20	70,000.00	70,000.00	71,071.34	101.53
295-595-801.00	Professional Services	0.00	0.00	0.00	110.50	100.00
295-595-805.00	Administrative Costs	0.00	0.00	0.00	0.00	0.00
295-595-812.00	License	50.00	50.00	50.00	50.00	100.00
295-595-820.00	Contracted Services	10,293.85	14,000.00	14,000.00	13,086.17	93.47
295-595-825.00	Insurance	5,737.42	5,800.00	5,800.00	5,248.40	90.49
295-595-850.00	Communications	1,418.60	2,500.00	2,500.00	2,133.63	85.35
295-595-860.00	Transportation & Travel	0.00	150.00	150.00	0.00	0.00
295-595-921.00	Utilities - Gas	110.62	2,000.00	2,000.00	149.83	7.49
295-595-922.00	Utilities-Elec, Water, Sewer	2,368.82	6,500.00	6,500.00	2,010.56	30.93
295-595-930.00	Equipment Maintenance	1,179.50	2,000.00	2,000.00	1,577.92	78.90
295-595-931.00	Maintenance of Building	1,977.47	6,500.00	6,500.00	2,149.31	33.07
295-595-941.00	MOTOR POOL VEHICLE RENTAL	866.68	0.00	0.00	0.00	0.00
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	810.85	3,839.00	3,839.00	1,279.68	33.33
295-595-955.00	COST ALLOCATION	0.00	3,925.00	3,925.00	981.25	25.00
295-595-956.00	Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
295-595-968.00	Depreciation	0.00	0.00	0.00	0.00	0.00
295-595-990.00	Debt Service	10,000.00	0.00	0.00	0.00	0.00
295-595-994.00	Bond Interest Paid	1,723.05	0.00	0.00	0.00	0.00
295-595-995.00	Transfers to Other Funds	4,151.00	0.00	0.00	0.00	0.00
Total Dept 595 - Airport		132,403.62	158,608.00	158,608.00	119,156.04	75.13
Dept 900 - Capital Outlay Control						
295-900-970.00	Capital Outlay	0.00	0.00	0.00	0.00	0.00
Total Dept 900 - Capital Outlay Control		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		132,403.62	158,608.00	158,608.00	119,156.04	75.13
Fund 295 - Airport:						
TOTAL REVENUES		51,706.28	160,634.00	160,634.00	74,748.05	46.53
TOTAL EXPENDITURES		132,403.62	158,608.00	158,608.00	119,156.04	75.13
NET OF REVENUES & EXPENDITURES		(80,697.34)	2,026.00	2,026.00	(44,407.99)	2,191.90



ITEM 9.A

TO: Honorable Mayor and City Council
FROM:
DATE: December 5, 2022
SUBJECT: Airport Sign

BUDGET IMPACT:

RECOMMENDATION:



ITEM 9.B

TO: Honorable Mayor and City Council
FROM:
DATE: December 5, 2022
SUBJECT: Airport Rules

BUDGET IMPACT:

RECOMMENDATION:



ITEM 9.C

TO: Honorable Mayor and City Council
FROM: Eric Zuzga
DATE: December 5, 2022
SUBJECT: Meeting with City Council

BUDGET IMPACT:

RECOMMENDATION:

December 2022 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	3415	3113	302	\$6.40	\$5.11	\$15,907.43
94 Swift	1726	1449	277	\$6.77	\$6.13	\$8,882.37
						\$24,789.80

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.71	\$6.40	\$5.99	\$6.19	\$6.96	\$6.25

Maintenance:

- Mercer completed our annual line / leak detector testing. They also replaced all of our fuel filters.
- Eddie has done the "winterizing": Drained the water from the outside faucet & put the hose away, Drained and winterized the main hangar bathrooms, Installed snow stakes along parts of the driveway.
- Eddie did our first snow plowing of the season, we were happy that the truck worked well.

Other items:

- The tree on Joe Meninger's property was cut, that was the only known approach issue on the West end.
- I had a meeting with Eric to discuss the ACIP, specifically justification for MDOT to allow the main hangar roof to be eligible for funding. We came up with documentation to show the revenue that this facility provides, which would equate to revenue lost if the building was not maintained.
- I very much appreciate all of you spending your time and resources to be a part of this board and help this airport in so many ways. Your input, aside from your time and resources outside of the meetings, is very valuable to me.
- Merry Christmas!

Trivia: (thank you Mr. Mead)

On May 21, 1927, Charles A. Lindbergh completed the first solo, nonstop transatlantic flight in history, flying his Spirit of St. Louis from Long Island, New York, to Paris, France.

Who was the second person to make this flight, when did it happen, and what was significant about it versus Lindburgh's flight?