

AIRPORT BOARD AGENDA

Regular Meeting

February 5, 2024 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.
 - A. **FEBRUARY 5, 2024 AGENDA APPROVAL**
- 4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
 - A. **APPROVAL OF NOVEMBER 6, 2024 MINUTES**
- 5) **FINANCIAL APPROVAL**
 - A. **JANUARY 2024 FINANCIAL REPORT**
- 6) **AIRPORT MANAGER'S REPORT**
 - A. **JANUARY AND FEBRUARY REPORTS**
- 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. **2024 AIRPORT ACTIVITIES**
 - B. **AWOS UPDATE**
- 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, November 6, 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
Rob Williams
- III. **Approval of Agenda:** Member Mead made a Motion to approve the agenda and it was seconded by member Buller and carried on a voice vote.
- IV. **Approval of Minutes:** Member Buller made a Motion to receive and accept the September 11, 2023 meeting minutes and was seconded by member Mead and carried on a voice vote.
- V. **Financial Report**
 - A. The meeting began with a review and discussion of the October 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. For instance member Kirkland questioned Line Item 506.00 Federal Grant reimbursement in the amount of \$84,958 in the Revenue section of the report. According to Craig, the line item is the final receipt of Federal Grants from the Coronavirus Aid, Relief and Economic Security Act (CARES) that were for reimbursement of various Airport operations. It was also mentioned in balancing the account it was referenced in Line Item 595-990 – Debt Service in Expenditures section of the account and therefore balancing out the account. Member Mead questioned line item 595-941 – Technology Internal Service account with a budget of \$3,927 and its relationship to the Airport. Craig indicated he was not sure at this time but will research the line item. 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**
 - A. 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 1,601 gallons last month of 100 LL fuel. The price has remained at \$5.65 per gallon. Craig indicated he attributes further sales increases to the reduction in price, thus making the Airport competitive with other area Airports. Since there is only 812 gallons remaining in the tank, Craig will be ordering a load of fuel soon. Although the current cost is around \$4.61, Craig believes it should soon go down and he will wait a couple of days before ordering a shipment. In addition, the Airport sold 359 gallons of 94 Swift fuel at \$6.18 per gallon last month. Again, since there is only 580 gallons remaining in the tank, Craig has been negotiating with the provider to reduce the price prior to ordering a shipment. 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 October, 2023 report). There being no further discussion, member Buller 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 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. Craig mentioned that although the Fuel Master credit card reader is working, the attached printer has been inoperative for the past month. Although inquiry from Fuel Master indicated a price of \$3,000, he has tentatively located a used one on EBay for only \$120.
- B. Craig followed up with the news that Naomi Haralson will start the flight school this month. In addition, a Cessna 172N was purchased for leaseback to the school for instruction.
- C. As a follow up on winter maintenance tasks for the Airport, Craig stated that Eddie has already completed most of the tasks.

X. Reports and Recommendations/New Business

- A. As a follow up, Craig mentioned, he and Eric attended the Airport's MAP meeting with the Michigan Department of Transportation's Office of Aeronautics (AERO). Craig stated the meeting went very well with discussions on "previous discrepancies, current projects and future plans." In fact Craig mentioned his office received the approved general utility Airport license in the mail. The Board commended Craig on a "great job."
- B. At this stage in meeting, officers were nominated and elected for the Brooks Field Airport Advisory Board for the year 2024. As such, member Mead made the speediest and most rapid closed Motion in the history of Roberts Rules 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 nominated to remain as Secretary. The Motion was seconded just as quickly by member Buller and the selection of the Board officers was carried on a voice vote.
- C. In a follow up discussion over "Airport Activities," Chair Walraven discussed the Boards' concluding financial performance for the years pancake breakfasts and chili luncheons. Though the Board faced inclement weather for a couple of the events, he was able to report positive net income for the year. After receiving the information, the Board recommended that next year's events will again occur on the third Saturday of each month beginning with a chili luncheon in May and one in October. Pancake breakfasts will occur in June, July, August and September. Rob Williams recommended developing and posting a calendar of events for next year. In addition, since member Mead has relinquished his chef duties for the events, the Board is happy to congratulate member Southwell, who has volunteered to pick up the cooking responsibilities.
- D. Chair Walraven mentioned that he has not heard from Marcia if the BFAA will be hosting its Christmas party this year. Last year the BFAA held the Christmas in the Terminal. He stated he is waiting on notification for a date.

XI. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Kirkland mentioned an article in the Ad-Visor mentioning Ms. Cathy Campbell and her collection of napkins collected throughout her life with some being autographed by various notable individuals. He stated he wanted to

acknowledge Cathy for her support of the Airport in attending all the Airport's pancake breakfasts and the chili luncheons this year. The Board also agreed in thanking her for her support to the Airport.

XII. Next Meeting Date

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

XII. Adjournment

- A. Member Buller made a Motion to adjourn the meeting at 5:45 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 01/31/2024
 % Fiscal Year Completed: 58.74

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport					
Revenues					
Dept 000					
295-000-506.00	Federal Grant-Reimbursement	84,959.00	84,958.93	0.07	100.00
295-000-640.00	Charges for Service - Fuel	80,000.00	52,579.72	27,420.28	65.72
295-000-665.00	Interest	1,000.00	544.64	455.36	54.46
295-000-667.00	Rents	29,000.00	19,359.20	9,640.80	66.76
295-000-678.00	PENALTIES INCOME-RENT	0.00	175.00	(175.00)	100.00
295-000-699.01	Contributions - General Fund	56,000.00	0.00	56,000.00	0.00
Total Dept 000		250,959.00	157,617.49	93,341.51	62.81
TOTAL REVENUES		250,959.00	157,617.49	93,341.51	62.81
Expenditures					
Dept 595 - Airport					
295-595-702.00	Payroll	12,024.00	6,723.56	5,300.44	55.92
295-595-703.00	Part-time Salaries	20,650.00	15,995.66	4,654.34	77.46
295-595-704.00	Overtime Salaries	0.00	17.77	(17.77)	100.00
295-595-712.00	WORKERS COMPENSATION	500.00	236.64	263.36	47.33
295-595-715.00	Social Security	920.00	1,697.95	(777.95)	184.56
295-595-716.00	Hospitalization	2,650.00	1,752.17	897.83	66.12
295-595-717.00	Life Insurance	28.00	16.60	11.40	59.29
295-595-718.10	RETIREMENT - D/C	1,202.00	432.77	769.23	36.00
295-595-740.00	Operating Supplies	2,000.00	216.77	1,783.23	10.84
295-595-757.00	Fuels & Lubricants	76,000.00	77,830.57	(1,830.57)	102.41
295-595-801.00	Professional Services	0.00	560.00	(560.00)	100.00
295-595-805.00	Administrative Costs	0.00	1,043.52	(1,043.52)	100.00
295-595-812.00	License	50.00	50.00	0.00	100.00
295-595-820.00	Contracted Services	16,000.00	12,782.34	3,217.66	79.89
295-595-825.00	Insurance	5,800.00	5,871.01	(71.01)	101.22
295-595-850.00	Communications	2,500.00	1,846.31	653.69	73.85
295-595-860.00	Transportation & Travel	150.00	0.00	150.00	0.00
295-595-921.00	Utilities - Gas	2,000.00	429.97	1,570.03	21.50
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	3,335.51	3,064.49	52.12
295-595-930.00	Equipment Maintenance	2,500.00	369.57	2,130.43	14.78
295-595-931.00	Maintenance of Building	6,500.00	484.14	6,015.86	7.45
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	471.58	(471.58)	100.00
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHAI	3,927.00	1,919.52	2,007.48	48.88
295-595-955.00	COST ALLOCATION	4,121.00	1,962.50	2,158.50	47.62
295-595-990.00	Debt Service	84,118.00	84,117.75	0.25	100.00
295-595-994.00	Bond Interest Paid	841.00	841.18	(0.18)	100.02
Total Dept 595 - Airport		250,881.00	221,005.36	29,875.64	88.09
TOTAL EXPENDITURES		250,881.00	221,005.36	29,875.64	88.09
Fund 295 - Airport:					
TOTAL REVENUES		250,959.00	157,617.49	93,341.51	62.81
TOTAL EXPENDITURES		250,881.00	221,005.36	29,875.64	88.09
NET OF REVENUES & EXPENDITURES		78.00	(63,387.87)	63,465.87	11,266.50
BEG. FUND BALANCE		9,210.02	9,210.02		
END FUND BALANCE		9,288.02	(54,177.85)		

January 2024 Airport manager's report:

Fuel:

Fuel Type	Volume Last Month	Volume This Month	Sales volume Last 30 Days	Current Price	Our Cost	Value In Ground
100LL	6015	4323	1692	\$5.65	\$4.25	\$18,372.75
94 Swift	3310	3164	146	\$6.18	\$4.98	\$15,756.72
						\$34,129.47

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.66	\$5.90	\$5.90	\$6.19	\$5.50	\$5.83

Received 6,006 gallons of 100LL on 11/10/2023 for \$4.25 / gallon.

Received 3,001 gallons of 94 Swift on 11/21/2023 for \$4.98 / gallon.

Other items:

- We renewed our annual airport subscription to AirNav: \$51 / year. This is the only paid service we use.
- I replaced our fuel pump credit card receipt printer with a used one we bought from eBay. It worked well except that the receipt cutter did not work properly, so I was able to swap that part from our old receipt printer and it has been working ever since.
 - I also went ahead and purchased a second used receipt printer that was on eBay for \$120 including shipping. We have that one on the shelf if needed versus \$2,800 that Fuel Master wants for a new unit.
- Villa Environmental performed our quarterly fuel system inspection, no issues noted.
- RW Mercer performed our annual fuel system inspection, all systems passed.
- Eddie winterized the main hangar faucets & bathrooms.
- Eddie installed marking stakes around the driveway to prepare for snow plowing.
- Eddie and I installed the snow plow on our airport truck & prepped it for service.
- The plow truck battery was dead and after repeated attempts I was unable to revive it. Eddie brought it to O'Reilly Auto where we had purchased it on 6/18/2021. They tested the battery and gave us a warranty replacement at no cost.
- On November 29th we had Craig Pearson from MDOT Aeronautics here to perform our airport inspection. The inspection went very well, we have no issues that affect our license. Craig did provide some suggestions and a list of items to plan for the future.

Trivia:

January aviation question: What significant aviation event happened on January 12th, 1935?



Brooks Field Airport

February 2024 Airport manager's report:

Fuel:

Fuel Type	Volume Last Month	Volume This Month	Sales volume Last 30 Days	Current Price	Our Cost	Value In Ground
100LL	4323	4170	153	\$5.65	\$4.25	\$17,722.50
94 Swift	3164	3105	59	\$6.18	\$4.98	\$15,462.90
						\$33,185.40

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
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- Eddie winterized the main hangar faucets & bathrooms.
- Eddie installed marking stakes around the driveway to prepare for snow plowing.
- Eddie and I installed the snow plow on our airport truck & prepped it for service.
 - We have since plowed a number of times in January.
- The plow truck battery was dead and after repeated attempts I was unable to revive it. Eddie brought it to O'Reilly Auto where we had purchased it on 6/18/2021. They tested the battery and gave us a warranty replacement at no cost.
- On November 29th we had Craig Pearson from MDOT Aeronautics here to perform our airport inspection. The inspection went very well, we have no issues that affect our license. Craig did provide some suggestions and a list of items to plan for the future.
- We had a discrepancy between the 94 fuel pump dials & what was being charged by the Fuelmaster. RW Mercer came to inspect, ordered a new pulser unit, we are still waiting for that to be installed.
- I had an online meeting with the FAA / Leidos Corp. for training & access to a new online NOTAM processing system.
- We will have some aircraft / helicopters from the Air National Guard at our airport the first two weeks of August for a "Northern Strike" training exercise.
- I am looking forward to attending the Michigan Airport Conference in Lansing on February 21st.

Trivia:

January aviation question: What significant aviation event happened on January 12th, 1935?



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

BRADLEY C. WIEFERICH
DIRECTOR

August 28, 2023

Dear Non-Federal Automated Weather Observation System (AWOS) Sponsors,

SUBJECT: AWOS Upgrades

With the passing of the 2023 budget, the Legislature and Governor Whitmer saw the value the Michigan Aeronautics Commission (MAC), the aviating public, and the general public have in your AWOS station. The State is investing \$3.9M to upgrade all Non-Federal AWOS stations that the Michigan Department of Transportation Office of Aeronautics (MDOT Aero) is under contract to support. MDOT Aero has spent the last 10 months engineering, bidding, and securing a contract with a manufacturer that will supply the best, updated AWOS equipment.

Below are further details of interest about this project:

1. The State is funding this through a one-time General Fund contribution, therefore, the system equipment ownership must remain with the state. MDOT Aero will lease the AWOS system to the local airport sponsors for ten dollars (\$10) per year.
2. All cost sharing that MDOT Aero currently does with the local sponsors will continue as previously arranged. Currently, 50% Local/50% State for maintenance and data dissemination, 100% Local for electrical and communications mediums (phone, internet, etc.)
3. MDOT Aero will be executing 20-year contracts, as opposed to the current 5-year contracts, which will still include all the current contract language, as well adding the new leasing terms. Language regarding Weather Briefing Service requirements as per the Michigan Airport System Plan's All Weather Access Program will also be included. This contract must be in place before the upgrades will begin.

4. The AWOS upgrades will occur with no additional funding required from the local sponsors. Any work done for this upgrade project will be 100% state funded. MDOT Aero will be orchestrating the approvals and conducting the upgrade.
5. MDOT Aero may at times involve outside contractors to assist as needed. Work done for continued AWOS maintenance both prior to and after the upgrades will continue to be invoiced as it is currently.
6. An AWOS upgrade requires a commissioning inspection. All system installations must conform to a new AWOS installation at this time. The largest impact this will have is the AWOS Siting Criteria (obstructions in the area) must conform to the newly updated requirements. Basically, nothing taller than 20 feet within 1,000 feet of the AWOS. MDOT Aero will be working with each airport on identifying these issues and helping to come up with mitigation strategies. The local sponsor will need to coordinate and be responsible for mitigating these issues before the upgrade can occur. Costs for their mitigations may be required of the sponsor.
7. Some sites will require a new, additional sensor to qualify for an AWOS-IIIP. Several years ago, the Federal Aviation Administration changed the AWOS IIIP requirements to include a Precipitation Accumulation sensor. This is a relatively inexpensive sensor and will be included as part of the upgrade, if needed.
8. MDOT Aero is also looking into an additional new sensor – a thunderstorm sensor. This would also be part of the upgrade, but any future maintenance costs would fall under the maintenance cost sharing plan. Unfortunately, this is a costly sensor and repair costs could be significant should they ever be needed. We anticipate most sensors would be highly reliable, and if needed, repairable at lessor costs than replacement. These sensors are ~\$22,000. MDOT Aero will be engaging with the sponsors as to whether this is a good fit for your airport **before** procurement.
9. In lieu of the thunderstorm sensor, this additional funding may be available to help mitigate any obstruction issues for the AWOS recommissioning.

10. MDOT Aero has this project scheduled to be completed over the next four years. After this, the funding could be in jeopardy. MDOT Aero is prioritizing sites that have older installed technology, are currently failing, and/or have a clear-cut (no pun intended) path to re-commissioning. It takes about 4-6 months to coordinate all of the approvals and procure the components for AWOS upgrade. The actual upgrade will take place over a 3-day period (some site may require additional time due to site variances). MDOT Aero will handle all of these tasks on behalf of the sponsor. We are endeavoring to upgrade every Non-Fed AWOS station before this funding is no longer available.

In 2020, the MAC convened the AWOS Task Force to review the current Non-Federal AWOS network, its effectiveness and value, and the maintenance protocols that are currently employed. [You can view their final report online here.](#)

We are excited to step into the 21st century of AWOS in partnership with Michigan airports and delighted to be able to offer these upgrades at an extremely cost-effective savings to the sponsors. Weather information is more important than ever in today's aviation industry and having the latest technology and available replacement parts makes our Michigan Aviation Weather Network that much more reliable.

MDOT Aero will be reaching out to each individual airport manager to discuss this project and how it will impact your airport specifically.

Should you have any questions or concerns, please contact Mike Soper at soperm1@michigan.gov or 517-388-1009. Thank you for your time and effort in making this AWOS upgrade project a success!

Sincerely,

[Michael Soper – Supervisor](#)

MDOT – Office of Aeronautics

Electronics Facilities Unit

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soperm1@michigan.gov

Phone: 517-335-9237

Cell: 517-388-1009

Fax: 517-321-6422



Ruler

Line Path Polygon Circle 3D path 3D polygon

Measure the circumference or area of a circle on the ground

Radius: 999.67 Feet

Area: 71.68 Acres

Circumference: 6,271.09 Feet

☒ Mouse Navigation

Save Clear

