

AIRPORT BOARD AGENDA

Regular Meeting



April 1, 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.
- 4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
 - A. **MARCH 4, 2024 AIRPORT BOARD MINUTES**
- 5) **FINANCIAL APPROVAL**
 - A. **MARCH 2024 REVENUE EXPENDITURE REPORT**
- 6) **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**
- 10) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
 - A. **APRIL CHILI LUNCH**
 - B. **BFAA FLY-IN**
- 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. Vice Chair Steve Buller called the Marshall Airport Board to order in a scheduled session on Monday, March 4, 2024, 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: Vice Chair Steve Buller, Members: Desmond Kirkland, David Mead and Scott Southwell
 - a. Members Absent: Michael Walraven
 - b. Other Attendees: Craig Griswold - Airport Manager
Theresa Chaney Huggett – City Council Liaison
Rob Williams
Shawn Bowdidge
- 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 February 5, 2024 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 February 29, 2024, Revenue and Expenditures Report that each member received at the meeting. The Board did review the report with various discussions over the journaling of line items in the report. In their review the Board indicated its acknowledged budgeting of the line items in the Revenue section of the report but questioned expenditures in the report. Specifically, line item 595-715 Social Security showing the account is 212% of the budgeted amount. Apparently it is considered part of the City's estimation of Departmental cost and included in the Airports budget. Other line items considered included Communication and Technology Internal Service expenses. The Board indicated the need for future monitoring of these costs to the overall financial wellbeing of the budget. After some discussion and comment, the Board indicated they were satisfied with the report at the present time and therefore member Southwell moved that the Board receive the Revenue and Expenditures Report, which was seconded by member Mead and carried on a voice vote.
- VI. **Airport Manager's Report**
 - A. Craig provided a written update on the Manager's Report regarding the previous month's activities including the status of fuel. As indicated in the information provided by Craig, the Airport had increased sales of 958 gallons within the last month of 100 LL fuel. Craig attributes the increase in sales to the improved weather during the past month. The price has remained at \$5.65 per gallon. As a follow up, Craig indicated he stills monitors the cost of fuel and stated it is around \$4.59, a slight increase in the market. He will keep monitoring the price before further fuel is ordered. In addition to the 100LL, the Airport did sell 177 gallons of 94 Swift fuel at \$6.18 per gallon last month. Again, Craig attributes the increase to the weather. 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 months (refer to Airport Manager's February, 2024 report). There being no further discussion, member Mead moved that the Board accept and receive the Managers Report which was seconded by member Southwell and carried on a voice vote.

VII. Public Comment on Agenda Items

- A. Vice Chair Buller 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. Vice Chair Buller asked if there were any Public Hearing or Comment. The Board heard from Ms. Shawn Bowdidge, who wanted to comment on the new flight school at the Airport and informed the Board that the flight school has approximately fifty interested ground school students as well as a rental plane for its curriculum. Since the school is in its infancy and to ensure its success, she requested the Board support in providing access to the main hanger for storage for the flight school plane with a possible sliding rental agreement in the lease. Vice Chair Buller, mentioned any approval will need to come from the City Council. However, the Board will provide a recommendation to assist the school in its success. It was mentioned that one of the appurtenances or justification to the proposal is the increase in fuel purchases for the plane during the flying lessons and thus increasing income to the Airport. Since the Airport has worked to include a flight school at the Airport for some time, the Board will follow on this discussion in assisting the school.

IX. Old Business

- A. In a follow up mention over upcoming "Airport Activities," Vice Chair Buller followed up with a discussion on the events (pancake breakfasts and chili luncheons) for this season. As reaffirmed, this year's events will again occur on the third Saturday of each month beginning with a chili luncheon in April and one in October. Pancake breakfasts will occur in May, June, July, August and September. Ms. Bowdidge asked if it was possible to allow the flight school the use of a table or stall during the events to provide information of its program. Each Board member indicated their approval and support for this type of involvement. According to member Mead, anything that brings involvement to the Airport is a contribution to the Airports success. Further into the discussion is the concern over the approval of any such events through the Calhoun County Health Department. There was a discussion over a required one day training session through the county for one of the members. After some discussion over the clarity of the County requirements, member Mead made a Motion to table further discussion on the matter until such time as the Board has further material on the matter. It was seconded by member Kirkland and passed on a voice vote.

X. Reports and Recommendations/New Business

- A. Craig stated he has received a preliminary proposal from Todd Stanberry, V.P. of Metro Aviation Inc., indicating that West Michigan Air Care would like to build a facility and base their medical ambulance helicopter at the Airport. According to Craig, this would require the construction of a helicopter storage facility as well as construction of a fuel tank for the helicopters. During the discussion, mention was made that the Airport already has a helo pad that was constructed for Oaklawn Hospital. The Board analyzed some of concerns and issues to move forward with allowing such a venture at the Airport. The Board indicated the proposal is something to look into for the future contribution to the Airport. Craig mentioned he has spoken with local pilots and their response has been positive. After such discussion, Craig indicated he will follow up when he receives further information. Vice Chair Buller asked Craig to research and contract other Airports who have similar operations. He also recommended looking for grants to assist the company in the project. Craig stated he will follow up with the City Administration for their discussion and inquiries. Member Southwell stated to also discuss the City's lease agreement requirements with the company.
- B. As a follow up over the discussion of future landscaping for the new Terminal, Craig mentioned in the Managers Report, that Tim Wackerle, a local pilot and aircraft owner, is also member of the Marshall Gardening Club. Mr. Wackerle suggested to Craig, that the club could plant some shrubs around the A/C units for the building and help spruce up the outside aesthetics of the building. Craig stated he "welcomed" the offer and after discussing the proposal, the Board indicated its total support of the offer. Craig indicated he will follow up and provide the Board with any updates.

XI. Member Comments

- A. Vice Chair Buller asked if any of the Board members would like to make a public comment. There was none at this time.

XII. Next Meeting Date

- A. Vice Chair Buller mentioned the next Board meeting is scheduled for Monday April 1, 2024, at 4:15 p. m. in the Terminal building.

XIII. Adjournment

- A. Member Mead made a Motion to adjourn the meeting at 5:30 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 03/31/2024
 % Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	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	59,756.02	20,243.98	74.70
295-000-665.00	Interest	1,000.00	544.64	455.36	54.46
295-000-667.00	Rents	29,000.00	24,472.20	4,527.80	84.39
295-000-678.00	PENALTIES INCOME-RENT	0.00	200.00	(200.00)	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	169,931.79	81,027.21	67.71
TOTAL REVENUES		250,959.00	169,931.79	81,027.21	67.71
Expenditures					
Dept 595 - Airport					
295-595-702.00	Payroll	12,024.00	9,259.26	2,764.74	77.01
295-595-703.00	Part-time Salaries	20,650.00	21,805.83	(1,155.83)	105.60
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	2,322.52	(1,402.52)	252.45
295-595-716.00	Hospitalization	2,650.00	2,166.11	483.89	81.74
295-595-717.00	Life Insurance	28.00	21.98	6.02	78.50
295-595-718.10	RETIREMENT - D/C	1,202.00	625.27	576.73	52.02
295-595-740.00	Operating Supplies	2,000.00	306.55	1,693.45	15.33
295-595-757.00	Fuels & Lubricants	76,000.00	77,902.45	(1,902.45)	102.50
295-595-801.00	Professional Services	0.00	1,260.00	(1,260.00)	100.00
295-595-805.00	Administrative Costs	0.00	1,383.25	(1,383.25)	100.00
295-595-812.00	License	50.00	50.00	0.00	100.00
295-595-820.00	Contracted Services	16,000.00	16,967.55	(967.55)	106.05
295-595-825.00	Insurance	5,800.00	5,871.01	(71.01)	101.22
295-595-850.00	Communications	2,500.00	2,034.41	465.59	81.38
295-595-860.00	Transportation & Travel	150.00	0.00	150.00	0.00
295-595-921.00	Utilities - Gas	2,000.00	718.43	1,281.57	35.92
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	4,491.52	1,908.48	70.18
295-595-930.00	Equipment Maintenance	2,500.00	1,038.07	1,461.93	41.52
295-595-931.00	Maintenance of Building	6,500.00	554.51	5,945.49	8.53
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	786.53	(786.53)	100.00
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHAI	3,927.00	2,559.36	1,367.64	65.17
295-595-955.00	COST ALLOCATION	4,121.00	2,943.75	1,177.25	71.43
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	240,281.70	10,599.30	95.78
TOTAL EXPENDITURES		250,881.00	240,281.70	10,599.30	95.78
Fund 295 - Airport:					
TOTAL REVENUES		250,959.00	169,931.79	81,027.21	67.71
TOTAL EXPENDITURES		250,881.00	240,281.70	10,599.30	95.78
NET OF REVENUES & EXPENDITURES		78.00	(70,349.91)	70,427.91	10,192.19
BEG. FUND BALANCE		9,210.02	9,210.02		
END FUND BALANCE		9,288.02	(61,139.89)		

April 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	3212	2690	522	\$5.65	\$4.25	\$11,432.50
94 Swift	2928	2785	143	\$6.18	\$4.98	\$13,869.30
						\$25,301.80

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.66	\$5.90	\$5.90	\$6.18	\$5.50	\$5.83

Current 100LL purchase cost is \$4.80.

Other items:

- No update yet from MDOT Aero on funding for the taxiway / ramp rehab project this summer. We are still in the planning phase with the expectation for construction later this summer.
- No update from Metro Aviation on the possibility of relocating the Air Care helicopter service to Marshall. They are aware that our Airport Board and City staff is excited to entertain the possibility.
- Sky Venture Aviation would like to discuss the possibility of receiving reduced or no hangar rent fees for a period of time in order to help offset some of the startup costs of being able to offer a rental aircraft in Marshall.
- Marshall Area Garden Club is discussing ideas for planting around the new terminal building. Tim Wackerle, local aircraft owner and pilot, will communicate with me before any decisions are made. The goal is to help beautify the exterior of the new building area with a low maintenance solution. Some of the Club members are experienced master gardeners so I am excited to see what they come up with.
- I am working on a sign that we can display at Farmers Market downtown to help advertise and welcome people to our airport pancake breakfast.

Trivia:

Why is such a joyous-sounding word as *mayday* used to declare an emergency?