

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.