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, February 5, 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: 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
Rob Williams
Tim Wackerle

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 November 6, 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 January 31, 2024, 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. First off, Eric mentioned that Line Item 506.00 - Federal Grant Reimbursement of $84,958 in the Revenue Section of the report was for the disbursement of the final payment for the construction of the Terminal. He indicated this is balanced in Line Item – 595-990.00 Debt Service in the Expenditures section of the report. Therefore balancing the account. When questioned, Eric stated it is the final payment for the Terminal construction project. Eric went onto comment on Line Item 595-757.00 Fuels and Lubricant indicating a negative balance, however noted the account does not take into account the fuel in the tanks and therefore future reports will take this into consideration to balance the account considered an "asset deferred account." Member Buller requested information on the issue of a reserve account reflecting fuel in the tanks. Eric commented this items will be reflected in the City's audit of the accounts After some discussion, the Board indicated they were satisfied with the report at the present time and therefore member Southwell moved that the Board receive both Revenue and Expenditures Reports, which was seconded by member Kirkland 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 sales of 153 gallons within the last month of 100 LL fuel. Craig attributes the lack of sales to the weather during the past month. The price has remained at $5.65 per gallon. Although he mentioned, the Airport purchased its last load of fuel for $4.25, he recently checked and the price has increased to $4.35. He will keep monitoring the price before further fuel is ordered. In addition to the 100LL, the Airport only sold 59 gallons of 94 Swift fuel at $6.18 per gallon last month. Again, Craig attributes the decrease to intemperate 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 January and February, 2024 reports). There being no further discussion, member Buller moved that the Board accept and receive the Managers Report which was seconded by member Mead 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. The Board heard from Mr. Tim Wackerle, a local pilot asking for information on the proposed taxiway reconstruction. Craig responded that fortunately the reconstruction is scheduled for this summer. Craig further provided a stated sketch of the area of the project and the conditions for refurbishment. Eric and Craig both mentioned they are still waiting on the AERO funding to start and complete the project. Mr. Wackerle indicated his support and hopeful success for the project.

IX. Old Business

A. Craig followed up with an aside that although the Fuel Master credit card reader is working, the attached printer was inoperative for some time. Although inquiry from Fuel Master indicated a price of $3,000, he located a used one on EBay for only $120. However, the cutter on the printer did not work, so Craig again was able to swamp the part from the old printer and it has been working now. The Board thanked Craig for taking care of the issue and saving the Airport funds.

B. As a follow up on winter maintenance tasks for the Airport, Craig stated that Eddie has completed the appropriate tasks.

X. Reports and Recommendations/New Business

A. Craig provided a copy of a memo from the Michigan Department of Transportation's Office of Aeronautics (AERO) regarding the States budgeted investment in upgrading non-Federal Automated Weather Observations System (AWOS) stations in the state. According to the information provided, the state through a selected contractor will update all AWOS stations with cost sharing of 50% local and 50% state. Although, Craig and Eric were supportive of the upgrade, there were concerns about the AWOS Siting Criteria requirements regarding obstructions and location of the recommended circumference. For instance according to the requirements "nothing taller than 20 feet within 1,000 feet of the AWOS." As such, according to the provided site map, the siting requirements could preclude the airport from meeting criteria for the upgrade. The Board discussed various options in incorporating an alternative location of its position and Eric indicated further research is required to comply with the requirements for the upgrade.

B. In a follow up discussion over "Airport Activities," Chair Walraven discussed the Boards' strategic planning for the upcoming events (pancake breakfasts and chili luncheons) for this season. The Board recommended that next 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. To increase the advertising of the events, the Board discussed various recommendations to increase notice to the community as well as other public sources. These included posting in a calendar of events, signs located at other area events and notification to sites devoted to pilots. Chair Walraven mentioned that the Board would contact Marcia for confirmation for the fly in event in August. In addition, Chair Walraven wanted to acknowledge members Mead and Buller for their significant contribution at the previous events. Also, since member (Chef) Mead has relinquished his cooking duties for these events, the Board is happy member Southwell (cook in training) has volunteered to pick up the cooking responsibilities.

XI. Member Comments

A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Buller asked Craig for a follow up on the Flight School introduced at the Airport. Craig mentioned the school is up and running with 5 or 6 students in the classroom right now. According to the feedback Craig has heard, the school seems to be doing well. He stated Naomi has done a great job with the classroom and is apparently starting flight training in a leased plane for further instruction.

B. Chair Walraven mentioned he would like to see further communication and connection to pilots during the Airport events. He considers this necessary to help with communication and advertising for further participation for the welfare of the Airport. Also, there was a brief discussion over improving the landscaping around the Terminal building that the Board will look at cultivating in the spring.

XII. Next Meeting Date

A. Chair Walraven reminded the Board that the next meeting is scheduled for Monday March 4, 2024, at 4:15 p. m. in the new Terminal building.

XIII. Adjournment

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