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.