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, September 11, 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
Eric Zuzga - City Director of Community Services

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 August 7, 2023 meeting minutes and was seconded by member Mead and carried on a voice vote.

V. **Financial Report**

A. The meeting began with a discussion of both the revised end of year June 30, 2023, Revenue and Expenditures Report and the August 31, 2023 Revenue and Expenditures Report that each member received prior to the meeting. The Board did review each of the reports with various discussions over the journaling of line items in the reports. For instance member Mead questioned the estimation of outlays for Line Item 595-715 Social Security in relationship to the outlay for Payroll. According to member Mead, this line item would appear excessive compared to the base number of the Payroll account. Eric mentioned the determination is based on an estimate of the budgeted line item. The actual charge may be modified during the fiscal year. Other items of discussion included mention of the previous year's revenue for fuel indicating a positive apportionment to the charges for fuel. 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

B. 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 1,024 gallons last month of 100 LL fuel. The price has remained at $5.65 per gallon. Craig indicated he attributes the sales increase to the reduction in price, thus making the Airport competitive with other area Airports. Although the Airport purchased its last load of fuel for $4.61, Craig stated he continues to study the market indicating present cost of fuel is around $5.11 per gallon. The Airport sold 216 gallons of 94 Swift fuel at $6.18 per gallon last month. 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 September, 2023 report). There being no further discussion, member Mead 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 at this time. There was none at this time.

VIII. Public Hearings & Subsequent Board Action

A. Chair Walraven asked if there were any public comment. There was none at this time.

IX. Old Business

A. There was brief discussion on the preliminary construction of the new entrance sign.

B. Craig stated the setup and change of the Fuel Master credit card reader for the fuel pumps was finally completed and is operational. As such, the AT&T line was canceled. Craig did follow up with the City Finance Department notifying them of the change.

X. Reports and Recommendations/New Business

A. As a follow up, Eric mentioned, the Airport's next MAP meeting with the Michigan Department of Transportation's Office of Aeronautics (AERO) is scheduled next week. At this stage of the meeting, the Board did review the preliminary Capital Improvement Plan for future projects at the Airport. According to the report, the Airport is scheduled to have the Design of the North Apron and West Taxiway Rehabilitation completed. Of course there was a discussion over the issue of reducing the width of the Taxiway from 35' to 25' as requested by AERO. This is apparently a modification of standards with AERO and not a requirement of the Federal Aviation Administration. Eric and Craig mentioned they were working with Ben Hoover at Mead and Hunt concerning this issue for revision. As mentioned Eric mentioned this is a preliminary plan and subject to change.

B. Craig followed up that Naomi Haralson has cleaned up the old classroom adjacent to the maintenance shop in the old Terminal. She conveyed to Craig that she is effectively prepared to begin classroom instruction and is possibly considering leasing a plane for the flight lessons.

C. As a follow up on winter maintenance for the Airport, member Buller ask Craig if has taken any steps towards completing these tasks. Craig mentioned the following scheduled tasks necessary to winterize the Airport.

a. Eddie will be completing tasks to prevent freezing to the Hanger bathroom
b. Craig will inspect the roof for leaks as well the gutters for debris.
c. Craig would like to replace some of the broken windows on the Terminal door. Fortunately for this task, the Airport has the use of member Southwell's lift to reach the windows.
d. Chair Walraven introduced a discussion over the eventual repair of the wheel bushings on the hanger doors.

XI. Member Comments

A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Mead wanted to remind the Board members we are hosting the final pancake breakfast for the year on September 16. He requested assistance and participation from the members.

XII. Next Meeting Date

A. Chair Walraven reminded the Board that the next meeting is scheduled for Monday October 2, 2023, at 4:15 p. m. in the new Terminal building.

XII. Adjournment

A. Member Mead made a Motion to adjourn the meeting at 5:25 p. m. and it was seconded by member Southwell and carried on a voice vote.