

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, August 7, 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
Theresa Chaney Huggett – City Council Liaison
- 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 Buller made a Motion to receive and accept the July 10, 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 the July 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. Eric mentioned the report will be revised for the next meeting with the journaling of past invoices from the previous fiscal year. 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 the July 31, 2023, Revenue and Expenditures Report, which was seconded by member Buller 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 sold 643 gallons of 100 LL fuel at \$5.65 per gallon. Although the Airport purchased its last load of fuel for \$4.61, Craig stated he has followed up and the cost of fuel has increased to \$5.11 per gallon. The Airport sold 216 gallons of 94 Swift fuel at \$6.18 per gallon last month. In addition, Craig went on to mention that last month, the fuel tank monitoring system indicated a fuel leak with Craig scrutinizing the issue and concluded it would appear to be a sensor problem and not a leak. He stated he is still monitoring the matter. 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 July, 2023 report). There being no further discussion, member Mead moved that the Board accept and receive the Managers Report which was seconded by member Buller 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. Rob Williams wanted to mention the economic contribution of the crop dusters that use the Airport for their operations.
- 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. Follow up discussion on the construction of the new entrance sign with Chair Walraven stating we will be ordering bricks for the installation. Member Mead stated he has received the aluminum bracket for the sign with a follow up discussion on bending the bracket onto the sign.
- B. Craig stated he spent quite a bit of time on the telephone with the consultants, RW Mercer, Hartland Systems, and Syntech to arrange for the setup and change of the Fuel Master credit card reader for the fuel pumps. According to Craig and Eric, they have a scheduled date with Mercer's Fuel Master Technician to make the switch on August 22nd with the new system up and running on that day. Eric mentioned to Craig to notify the Finance Director when the system is operable.

X. Reports and Recommendations/New Business

- A. According to Eric, the Airport's next MAP meeting with the Michigan Department of Transportation's Office of Aeronautics (AERO) is scheduled for next month.
- B. In rather positive news, Craig mentioned that Naomi Haralson stated that she will be ready to start the flight ground school at the Airport later this month. Naomi will use the old classroom adjacent to the maintenance shop in the old Terminal. She conveyed to Craig that she is actively searching for an airplane to purchase or lease for the flight lessons. Craig stated this is "fabulous news" for the airport and the community.

XI. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Buller asked Eric for a follow up on the Joe Newman issue. Eric mentioned the City Council has not responded to the issue or the past recommendations of the Board. Since part of issue involves the construction of additional hangers, Chair Walraven mentioned it should be in the interest of the Airport and the City for the City to construct the T-hangers and collect rent for future financial revenue.
- B. Member Mead wanted to remind the Board members we are again hosting a pancake breakfast on August 19th. He requested assistance and participation from the members.

XII. Next Meeting Date

- A. Since the next meeting date is a holiday, Chair Walraven reminded the Board that the next meeting is now scheduled for Monday September 11, 2023, at 4:15 p. m. in the new Terminal building.

XII. Adjournment

- A. Member Mead made a Motion to adjourn the meeting at 5:10 p. m. and it was seconded by member Buller and carried on a voice vote.