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, July 10, 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
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 Kirkland and carried on a voice vote.

IV. **Approval of Minutes:** Member Buller made a Motion to receive and accept the May 1, 2023 meeting minutes and was seconded by member Mead and carried on a voice vote.

V. **Treasurer and Airport Manager's Report**

A. The meeting began with a discussion of the June 30, 2023, Revenue and Expenditures Report that each member received prior to the meeting. Since this report concluded the end of last year's fiscal year, the Board did review the report with various discussions over the journaling of line items in the report. For instance, mention was made over account 529-000 Federal Grants in which the City did indeed receive $32,000 provided through the Coronavirus Aid, Relief and Economic Security Act (CARES). According to Craig the funds will be used for the repayment of the loan for the new Terminal building. Other items of interest included a discussion over line item 595-930-00 – Equipment Maintenance which is 292% over budget. According to Craig, this likely occurred with the required repairs to the pickup truck to maintain its operability during the winter. Other items of discussion were mention that some of invoices are still arriving and will be reflected in next month's report. 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 June 30, 2023, Revenue and Expenditures Report, which was seconded by member Mead and carried on a voice vote.

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 lowered the price of the 100 LL fuel from $6.10 to $5.61 per gallon. According to Craig, this reflected the recent purchase price of $4.61 and the reduction in the price should increase sales. The Airport sold 811 gallons last month leaving 6278 gallons remaining in the tank. According to Craig, he took into consideration the necessary fuel pricing formula to ensure the Airport maintains a profit. In addition, upon receipt of the lowered cost of 94 Swift fuel at $5.23 per gallon, he lowered the price from $6.77 to $6.18 per gallon. Craig also mentioned he is still working with the city to allow a $.25 reduction in fuel for those pilots that fly in and participate in the pancake breakfast. 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.

VI. **Public Comments**

A. Chair Walraven asked if there were any public comment. As such, the Board heard from Barry Adams, from Marshall, who wished to discuss the Blue Oval project and the possibility of a relationship with the Airport in future expansion of the runway. He referenced commentary in the previous meeting minutes and questioned the intent of any runway expansion in relationship to the Blue Oval project. He mentioned his opposition to the project and further legal action forthcoming against the project. Next, the Board heard from Emily Emerson-Rich, who also questioned the Board's discussion regarding the project. Ms. Emerson-Rich mentioned other items of discussion including noise from night fights in the area, tree removal as well as recommendations for increased public participation for events such as movie nights. Rob Williams next spoke about the voluntary participation of the Board to the Airport, and explained that the night flights are a requirement for pilot training at the WMU flight school and the school uses our airport for much of their training. He also briefly mentioned his concerns towards the Blue Oval plant. As a follow up, Craig interjected the development of a Flight School for private pilot training at the Airport.

VII. 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. Craig mentioned he will look for similar bricks as installed in the Terminal building. Member Mead mentioned the aluminum frame and its construction. Craig stated once installed he will finish the aluminum with a sealant.

VIII. New Business

A. According to Craig, the Michigan Department of Transportation's Office of Aeronautics (AERO) and the Federal Aviation Administration completed their annual Automated Weather Observation System (AWOS) inspection at the Airport with no discrepancies reported at this time.

B. In a follow up discussion over "Airport Activities," the Board discussed the recent e-mail received from Marcia Midlam, a representative of the BFAA and her effort to schedule a "Fly-In" for August 12th. The Board reviewed and discussed the points in the e-mail with questions and concerns over Marcia's proposal for the event. There was concern and unease over the various changes and requirements required now not requisite from the past events. Therefore, these changes would probably effect the launch of the event at this time. As such, member Mead made a Motion to table any further discussion on the event until the Board has further discussion with Marcia over her proposal. It was seconded by member Kirkland and carried on a voice vote.

C. Craig mentioned that Eric Meyers cut and bailed the long grass, then brush hogged the areas that were not previously cut. Craig discussed a future bailing contract with Mr. Meyers, who voiced his displeasure in bidding for a contract. Chair Walraven wanted to remind Craig of the fiscal debacle at the Jackson County Airport over the same situation. Council Member Chaney-Huggett recommended Craig provide a cost/benefit analysis to the City Government concerning its eventual adverse cost to the City.

XI. Member Comments

A. Chair Walraven asked if any of the Board members would like to make a public comment. There was none at this time.

X. Next Meeting Date

A. Chair Walraven reminded the Board that the next meeting is scheduled for Monday August 7, 2023, at 4:15 p. m. in the new Terminal building.

IX. Adjournment

A. Member Mead made a Motion to adjourn the meeting at 6:25 p. m. and it was seconded by member Kirkland and carried on a voice vote.