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, March 6, 2023, at 4:15 p.m. in the new 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 (prior to another meeting)
Theresa Chaney Huggett – City Council Liaison
Nate Dickman – Public Participate

III. **Approval of Agenda:** The meeting began with an introduction of Theresa Chaney Huggett, who has been appointed as the City Council Liaison to the Airport. After a brief introduction and welcoming from the Board, 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 February 6, 2023, meeting minutes and was seconded by member Southwell and carried on a voice vote.

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

A. The meeting began with a discussion of the February 28, 2023, Revenue and Expenditures Report that each member received prior to the meeting. Prior to the meeting, Eric spent time answering some of the Board's concerns over the budget. As such, the Board did review the current report with various discussions over the journaling of line items in the report. For instance, line item 595-102.05 - - Payroll Marijuana and its inclusion in the report. Member Southwell commented on line item 595-820 -Contracted Services in response to questions over mowing services that are presently at 99% of the budget item. There was discussion over the selection of this contractor. Chair Walraven mentioned he spoke with Eric and the City will proceed with soliciting bids for "bailing" of silage in the future, thus helping in generating supplementary income for the Airport. Craig stated he is working with the City Finance Department regarding the accuracy of fuel sales at the Airport. He commented they are working on updating their information technology. 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 the February 28, 2023, Revenue and Expenditures Report, which was seconded by member Kirkland and carried on a voice vote.

B. Craig provided an update on the Manager's Report regarding the previous month's activities including the status of fuel at the Airport. As indicated in the information provided by Craig, the Airport did sell 499 gallons of 100LL fuel last month. Although it is a slight increase over last months, he attributes part of the continued decrease in sales to weather and the sale price of $6.40 per gallon. Right now, the price is higher than most of the surrounding area Airports. As a follow up on market fuel costs, Craig indicated his previous research show that fuel costs have decreased $0.60 per gallon. As such, Craig mentioned he will monitor the market and stated he will speak to Eric asking to reduce the Airport's price of fuel. As mentioned by member Southwell, Craig should wait until March to coincide with spring and warmer weather. Member Buller reminded Craig that based on City pricing guidelines, he has the capacity to reduce prices within those guidelines and still meet the criteria for revenue. Regarding 94 Swift fuel, the Airport sold 274 gallons at $6.77 with the Board recommending no adjustments to the price at this time. However, Craig mentioned that since there is only 740 gallons remaining in the 94 Swift tank, he will contact Swift for a cost to order more fuel. After the discussion over fuel, Craig then went on to present an extensive summary of the maintenance items and various issues completed during the previous month.

- Craig began as a follow up on the task of insulating the area above the main hangar bathrooms, Eddie is still working on the tasks as a means in preventing the water pipes from freezing.
- Eddie has also been smoothing out and cleaning up areas around the airport from the snow plowing.
- The dear cull on airport property by Marshall Police Department was scheduled for around 2/28/2023. Once completed, the Department will give Craig a count of the number of deer removed from airport property.
- Emerald Hills golf course is starting another round of burning on the north airport property line with the Marshall Fire Department monitoring the burn. Once the burning is completely finished, in the spring they will clean out the ashes so that entire property line (where the old brush pile used to be) is back to level ground.
- The annual LARA fuel tank registration with all necessary paperwork was sent in to Lansing.
- There being no further discussion, member Mead moved that the Board accept and receive the Managers Report which was seconded by member Southwell and carried on a voice vote.

VI. Old Business

A. As indicated in the Agenda, the new sign for the Airport entrance, Chair Walraven reiterated that we will be installing the new sign within the next couple of months when spring (warmer) weather comes around. There was a discussion on ordering bricks for the base of the sign with Craig mentioning there are still some bricks left over from the construction of the new Terminal.

B. Craig mentioned he and Eric are preparing a draft to submit to AERO, justifying the use of grant funds to replace the roof on the main hanger. AERO requested a justification based on revenue received from the main hanger. When asked by member Buller, Craig indicated that after the temporary repairs to the main hanger, the roof has held up so far this winter from rain and snow.

C. The Board followed up on a discussion over the scheduled workshop on the 20th with the City Council. Member Kirkland has prepared a rough draft of a Power Point presentation for revision. Craig mentioned, Eric will also prepare one and will incorporate member Kirkland's. Although the meeting is scheduled for 6:00, the Board agreed to meet at 5:00 to go over any issues that may come up. As discussed in previous meetings, the Board will mention the issue of Joe Newman and the Boards recommendations. In addition, the Board mentioned the city's attorney is still reviewing the draft of the revised Chapter 98 Brooks Field rules and regulations and according to Eric, the attorney should have them at the City Council meeting.

VII. New Business

A. Craig mentioned the Michigan Airport Conference in Lansing was cancelled because of the recent events at Michigan State University. Instead, the Michigan Department of Transportation Office of Aeronautics (AERO) and the Michigan Association of Airport Executives (MAAE) held a virtual meeting a few days later to discuss general topics. Craig was unable to attend the virtual meeting however MAAE stated that they recorded the meeting and will be releasing the informational recording soon.

B. Craig also commented that a local pilot, Larry Newman has recently been operating a powered parachute out of his private grass strip just west of town. Unfortunately, his property was taken by the Mega site project, so he talked to Craig about basing his trailer with his powered parachute at the airport. Craig told him that we would need some sort of lease agreement with him based on square footage needed and would be happy to accommodate him and have him fly here.

C. In a follow up over the issue of generating future "Airport Activities" to engender revenue for the Airport, the Board agreed to proceed with the "chili" luncheon on April 15th and not the March 18th as indicated in this month's minutes. In addition, the Board will proceed with pancake breakfasts on the third Saturday in May, June, July, August, and the September (Fly-In) as well as another "chili" luncheon in October. Chair Walraven indicated he would recommend contacting any area car and motorcycle groups as an addition to the events. Also, it was mentioned, that the movie nights are cancelled until issues are resolved.

D. The Board had further discussions on constructing additional T-hangers for the Airport in the future. According to Craig, it is his understanding the Airport can use the annual grant from the state for their construction. Member Buller mentioned South Haven Airport recently constructed new T-hangers which we could use as examples of cost. One issue will concern is the cost of construction of a taxiway from the T-hangers to the runway. This is an issue that will need to be resolved before any planning can take place. In conjunction with the T-angers, the Board did discuss a need for an increase in cabin class aircraft at the Airport fostering the need for further runway expansion. In addition, the Board indicated a willingness to market the Airport for the future Mega site operations.

VIII. Public Comments

A. Chair Walraven asked if there were any public comment. Mr. Nate Dickman, who was attending the meeting as an outside participant, indicated he agreed that the city should proceed with a cost/benefit analysis on constructing additional T-hangers for future revenue for the Airport.

A. **Member Comments**

A. Chair Walraven asked if any of the Board members would like to make a public comment. Chair Walraven wanted to thank the City Council Liaison, Theresa Chaney Huggett for attending her first meeting with the Board.

X. Next Meeting Date

A. Chair Walraven reminded the Board that the next meeting is scheduled for Monday April 3, 2023, at 4:15 p. m. in the new Terminal building.

IX. Adjournment

A. Member Mead made a Motion to adjourn the meeting at 5:30 p. m. and it was seconded by member Southwell and carried on a voice vote.