Marshall Airport Board Meeting Minutes
Brooks Field Airport

I. Chair Michael Walraven called the Marshall Airport Board to order in a scheduled session for the beginning of the new year on Monday, February 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. Attendees: Craig Griswold - Airport Manager

III. **Approval of Agenda:** The meeting began with a brief discussion of the revised format of the Board packet requirements as requested by the City. As such, each member received and reviewed the revised packet with member Mead making a Motion to approve the agenda and it was seconded by member Buller and carried on a voice vote.

IV. **Approval of Minutes:** Since the Board did not meet in January, member Mead instead made a Motion to receive and accept the December 5, 2022, meeting minutes and was seconded by member Buller and carried on a voice vote.

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

A. The meeting began with a discussion of the January 31, 2023, Revenue and Expenditures Report that each member received prior to the meeting. Since the report is presented in a revised format, the Board did review the current report with various discussions over the journaling of line items in the report. The Board reviewed and questioned certain line items in the report and after discussion, member Mead made a Motion to table any further discussion on the budget until such time as the Board receives further responses to several of the line items questioned. The Board indicated they would request a definition of some of the accounts. Craig mentioned that he was informed that the City did receive the $32,000 in Federal Grants from the Coronavirus Aid, Relief and Economic Security Act (CARES) to be used for various Airport operations.

B. Craig provided an update on the Manager's Report regarding the previous month's activities including the status of fuel at the Airport. Craig began by informing the Board that the Airport only sold 210 gallons of 100LL fuel last month. He attributes part of this decrease in sales at the Airport to the weather during the month of January. Regardless of the decrease in fuel sales, the price of 100LL fuel at Airport will remain at $6.40 per gallon. Right now, the price is higher than some of the surrounding Airports. As a follow up on market fuel costs, Craig's research indicates that fuel costs have decreased on average to around $0.60 per gallon. As such, Craig mentioned he will monitor the market and suggested he will reduce the Airport's price of fuel in the near future. Member Southwell suggested to Craig to wait until March to coincide with spring and warmer weather. Member Buller also recommended setting up a tracking device (spreadsheet) contrasting previous fuel prices and product sold. Craig indicated he will look into it. Regarding 94 Swift fuel, the Airport sold 122 gallons at $6.77 with the Board recommending no adjustments to the price at this time. 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 by mentioning there was a considerable amount of snow plowing completed in late December and late January as a result of the previous snow storms. Eddie did most of the plowing with the pickup truck in the appropriate areas with the City Public Works department plowing the runways. Craig mentioned he had to follow up with some telephone calls to the city for assistance. Crag also mentioned, he has had to fill in plowing snow when necessary.

- As a follow up on maintenance items, Eddie is working on insulating the area above the main hangar bathrooms as a more permanent means of preventing the water pipes from freezing.
- The quarterly fuel system inspection was performed by Villa Environmental Services on 12/7 with no discrepancies noted in the report.
- Craig mentioned he did follow up regarding the T-hanger insulation conversation during the December meeting and inspected the foam insulation installed by the tenant Mulder in Newman's hangar #1. According to Craig, the spray foam in the hanger did indeed have the fire-retardant layer sprayed over the foam insulation. .
- As a result of back rent for T-hangar # 7, Craig mailed an eviction notice to the tenant, who he was given until the end of January to pay past rent due or move out. As a result, the tenant did follow up and paid a substantial portion of rent as due on January 26th and promised to catch up completely within a couple of weeks.
- Craig stated he contacted and spoke with WOW cable services and had them move the low hanging wire across the entrance to the airport. This was a safety issue for fuel trucks or other larger delivery trucks.
- Craig mentioned that Mike Sopor from AERO informed him that they were going ahead in canceling the WSI weather subscription across the state. This cancellation took effect in January. Craig mentioned the previous portion of the Airport's cost for this service was $103.50 per quarter.
- The Marshall Police Department will be doing a city-wide deer cull sometime between now and March and will use the airport as one of their target sites. Craig stated he will coordinate with the department regarding location.
- There be 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.

VI. Old Business

A. As indicated in the Agenda regarding the new sign for the Airport, Chair Walraven reiterated that we will wait until the spring before installing the sign.

B. As a follow up to the construction of the new Terminal, Craig stated he received a letter from Division 7 Building Contractors, the original roofing contractor for the building. According to the letter, the company was never fully paid by Kalleward for the job and therefore any roofing warranty is now null and void. Since the original contract was through AERO, Craig is going to contact Ben Hoover at Mead and Hunt for insight on a solution.

C. The Board mentioned the city's attorney has still not reviewed the draft of the revised Chapter 98 Brooks Field rules and regulations but will hopefully be reviewing the document within the next couple of months.

VII. New Business

A. As 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 March 18th. Member Buller mentioned the VFW hall in Battle Creek located across from Harper Creek Schools and Beadle Lake Road, is having pancake breakfasts on the second Saturday of every month. As such, it was agreed, their breakfast should not interfere with the Airports events. In addition to the Airport events, Craig mentioned, he spoke with Marcia about movie nights and the need to receive approval from the City Council and also obtaining permits for copy rights in featuring the films. Marcia stated to Craig she understood and is looking for the proper licensing requirements for the movies.

VIII. Public Comments

A. Chair Walraven asked if there were any public comment. Mr. Glen Shaw requested information about the grass runaway as well as discussion of markers in the property area.

IX. Member Comments

A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Mead mentioned the need to increase airplane traffic and documentation to support the Airport in eventually justifying the need to expand the runway in the future. This could include the landing of cabin class aircraft at the Airport fostering the need for further expansion.

X. Next Meeting Date

A. Chair Walraven reminded the Board that the next meeting is scheduled for Monday March 6, 2023, at 4:15 p. m. in the new Terminal building.

IX. Adjournment

A. Member Mead made a Motion to adjourn the meeting at 5:50 p. m. and it was seconded by member Buller and carried on a voice vote.