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, December 5, 2022, 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, and Steve Buller

a. Members Absent: Scott Southwell
b. Attendees: Craig Griswold - Airport Manager

III. **Approval of Agenda:** 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 Mead made a Motion to receive and accept the November 7, 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 November 30, 2022, Revenue and Expenditures Report that each member received prior to the meeting. This Board did review the current report with various discussions over the journaling of a couple of line items in the report. After some discussion, the Board indicated they were satisfied with the report at the present time and therefore member Mead moved that the Board accept and receive the November 30, 2022, 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. Craig began by informing the Board that the Airport sold only 302 gallons of 100LL fuel this month. He attributes part of this decrease in sales at the Airport to the weather and holidays at the end of the month. Regardless, the price of 100LL fuel at Brooks Field will remain at $6.40 per gallon. Although, higher than some surrounding Airports, he indicated the price is still competitive with other Airports. Regarding 94 Swift fuel, the Airport sold 277 gallons at $6.77 with the Board recommending no adjustments to the price. After some 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 stated that Mercer completed the annual line/leak detector testing of the fuel tanks as well as replacing all of the fuel filters. Once the tasks were completed, Craig was able to document the file for future record keeping.
- Eddie has followed up on the "winterizing" tasks at the Airport including the draining of the water from the outside faucet and putting the hose away. He also drained and winterized the main hangar bathrooms and installed snow stakes along parts of the driveway as markers for snow removal. As a follow up on the truck, Eddie did the first snow plowing of the season and according to Craig, the truck ran great and worked well with the plowing. Member Buller asked Craig about the building gutters and Craig stated they were inspected and cleaned.
- According to Craig, the city contractor removed a tree on the Joe Menninger property. This tree was unfortunately in the approach area of the west end of the runway and needed to be removed.
- There be being no further discussion, member Buller moved that the Board accept and receive the Managers Report which was seconded by member Mead and carried on a voice vote.

VI. Old Business

A. On the topic of the new sign for the Brooks Field Airport, Chair Walraven reiterated that the sign is painted, but because of the upcoming weather and other issues required for its installation, the Board agreed to wait until the spring before installing the sign.

B. 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 in the coming year.

VII. New Business

A. As a follow up on the discussion of the Airport Capital Improvement Plan (ACIP), Craig mentioned he met with Eric to discuss the development of a justification to Michigan Department of Transportation's Office of Aeronautics (AERO) allowing the main hangar roof to be eligible for grant funding. Together, they formulated and developed documentation to show the revenue that this facility provides to the Airport, which would equate to revenue lost if the building was not maintained. Hopefully, this will encourage AERO to reevaluate their position on the matter.

B. The Board followed up on a discussion over the scheduled workshop with the City Council. This has been rescheduled for another date and will probably be rescheduled for the beginning of next year.

C. As a follow up over the issue of generating future "Airport Activities" to engender revenue for the Airport, the Board discussed schedules for the upcoming New Year. After some discussion, it was agreed to schedule the events on the third Saturday of each month starting with "chili" luncheons planned for April and October. The "pancake breakfasts" starting in May and continuing through August. Although it was brought to the Airports' attention that Marcia will schedule the movie nights, the Airport will need to receive approval form the City Council and obtain permits for copy rights in featuring any films for currency.

VIII. Public Comments

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

IX. Member Comments

A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Buller followed up with a "thank you" to Craig and Eddie for completing the seasonal tasks in winterizing the Airport. Chair Walraven mentioned the BFAA Christmas dinner is scheduled for next Saturday at the Terminal. The event will begin at 5:30.

X. Next Meeting Date

A. The Board discussed the next upcoming meeting and determined that since most of the Board will be out of town in January, the next meeting will be scheduled for Monday February 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 5:35 p. m. and it was seconded by member Buller and carried on a voice vote.