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, April 3, 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

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 March 6, 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 March 31, 2023, Revenue and Expenditures Report that each member received in the meeting. As such, the Board did review the current report with various discussions over the journaling of line items in the report. For instance, member Buller mentioned 595-930-00 - Equipment Maintenance is 273% over budget. Craig stated this occurred with the previous work and maintenance of the truck used for plowing and other tasks and is justified in the truck's contribution to the Airport. Member Southwell commented that there are other accounts in the report that are also over budget. He identified line item 595-820-00 - Contracted Services, which is slightly over budge during this period. Mention was made this line item included the contracted lawn maintenance services for the year with further mowing anticipated in the spring. Eric commented that there are only three months left in this year's budget with an updated and revised budget beginning in the fiscal year of July 1st. The City will evaluate the budget and will make adjustments. After some discussions, the Board indicated they were satisfied with the report at the present time and therefore member Southwell moved that the Board receive the March 31, 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 sold only 307 gallons of 100LL fuel last month. Craig stated he reasons the decrease in fuel sold to the present price of fuel at the Airport. He indicated, he has monitored other regional Airports in the area for fuel pricing comparisons and found Brooks Field to be among the highest. Therefore, he has recommended reducing the price to $6.10 from a high of $6.40 per gallon. Craig stated he believes in reducing the price, will prompt pilots to stop at the Airport and purchase fuel. He also indicated his own customers prefer to go to other Airports to purchase fuel. He further mentioned, the reduction is acceptable and follows the guidelines in the Airports Fuel Pricing Policy. The Board agreed and recommended Craig proceed with the reduction in price. Regarding the 94 Swift fuel, the Airport sold 228 gallons at $6.77 per gallon. Craig stated with only 512 gallon remaining in the tank, he has ordered a load of fuel scheduled for delivery within the next two weeks. However, to save on transportation costs, he is trying to arrange a split delivery with two other Airports. He mentioned the purchase price of 94 Swift is now around $5.49 per gallon and therefore he will recommend a reduction in pricing at the Airport to increase sales. Craig also reminded the Board that the last Marshall Brook's Field Fuel Pricing Policy review was in March 2022 and the review is due annually. As such, the need to review the policy should be scheduled at the next meeting. 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.

- Craig began by mentioning that as a consequence of the early snow storms in March, Eddie spent a considerable amount time plowing and had to follow up with cleanup and resodding that will occur later in the month.
- Eddie replaced the American flag at the Airport since it is worn.
- There were eight taxiway lights knocked over along the north side of the runway. Craig presumes they were accidentally knocked over during the City plow trucks removing snow on the runway. Fortunately, Craig has additional parts in inventory to replace the damaged lights. He also stated he will communicate with the City maintenance department to plow at a slower speed to prevent damage to the lights.
- 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. Old Business

A. Craig mentioned that Mr. Larry Newman did bring his trailer with the powered parachute to the Airport this month. As indicated, he is parked on the west end of the north row of hangars for now. However, Craig mentioned that the tenant in T-hangar # 9 moved out and Mr. Newman will be leasing the empty hangar and moving his equipment to the hanger.

B. Chair Walraven indicated we will be installing the new sign for the Airport entrance within the next couple of months. We will need to contact the City Facilities Manager for location and Miss Digg for utility notification prior to construction.

C. Craig and Eric followed with mention on preparing a draft to submit to AERO, justifying the use of grant funds to replace the roof on the main hanger. According to Eric, AERO requests a justification for releasing the funds based on the revenue the Main Hanger generates.

D. The Board followed up with a discussion over the previous meeting with City Council and recommendations for the future. Member Kirkland complimented the excellent job Eric, Scott and Craig did during the presentation to the City Council. In addition, Eric is going to set up a time to meet with the attorney to discuss changes to the Airports' rules and regulations.

E. In a follow up discussion 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 discussed meu items as well as pricing of the food. The agreed time frame of the event will occur from 11:00 to 2:00. 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.

VII. New Business

A. Craig mentioned he, Eric and Ben Hoover from Mead and Hunt had a virtual meeting with personnel at the Michigan Department of Transportation's Office of Aeronautics (AERO) with Lynn Smith directing the meeting. The main purpose was to discuss the status of the Airport's provisional airport license and the progress of tree clearing. Craig stated he will be completing the necessary cutting of the trees just east of the fence line. He followed up and contacted Top to Bottom tree service (the City's contractor) to assist with the second row of trees off the Airports east approach.

B. In addition, AERO stopped by the Airport and delivered new Michigan aeronautical charts. Unfortunately, Brooks Field is not listed on their website yet as a chart pickup location, however, Craig sent Mike Sopor an e-mail reminding AERO to make sure the Airport is added.

C. Craig mentioned he is making arrangements with Fuel Master to install the new “card reader” for the fuel pumps. He hopes to have it installed this month

D. The Board had further strategic thinking discussions to develop ideas for the future of the Airport. For instance, ideas on the future construction of T-hangers at the Airport to generate increased revenue. In addition, with the development of the Mega site in the works, may require the lengthening of the runway to accommodate the future of the development with larger Aircraft. The Board discussed various scenarios on how to achieve these future objectives and goals and 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. There was none at this time.

XI. Member Comments

A. Chair Walraven asked if any of the Board members would like to make a public comment. Chair Walraven mentioned that Western Michigan University will have an open house with food and refreshments on April 12^{th}. Member Buller wanted to commend Eric on his work for the Airport and his commitment towards working on long term goals for the expansion of the Airport. Member Mead wanted to commend Chair Walraven has accomplished as the Chair of the Board. Member Southwell commented that he would like a discussion involving the “Fly-In” event for this year.

X. Next Meeting Date

A. Chair Walraven reminded the Board that the next meeting is scheduled for Monday May 1, 2023, at 4:15 p. m. in the new Terminal building.

IX. Adjournment

A. Member Buller made a Motion to adjourn the meeting at 5:45 p. m. and it was seconded by member Mead and carried on a voice vote.