

AIRPORT BOARD AGENDA

Regular Meeting

May 6, 2024 at 4:15 PM



- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF AGENDA** - Items can be added or deleted from the Agenda by board action.
 - A. **APPROVAL OF MAY 6, 2024 AIRPORT BOARD AGENDA**
- 4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
 - A. **APPROVAL OF MINUTES OF APRIL 1, 2024 AIRPORT BOARD MEETING**
- 5) **FINANCIAL APPROVAL**
 - A. **APRIL 30, 2024 FINANCIAL REPORT**
- 6) **AIRPORT MANAGER'S REPORT**
 - A. **APRIL 2024 MANAGER'S REPORT**
- 7) **PUBLIC COMMENT ON AGENDA ITEMS** Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes. Comments should address AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion of the meeting agenda. Non-Agenda items should be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS portion of the meeting agenda.
- 8) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**
- 9) **OLD BUSINESS**
- 10) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
 - A. **2024 AIRPORT ACTIVITIES- MAY PANCAKE BREAKFAST**
- 11) **PUBLIC COMMENT ON NON-AGENDA ITEMS** Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes. Comments should address NON-AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion of the meeting agenda. Agenda items should be addressed during the PUBLIC COMMENT-AGENDA ITEMS portion of the meeting agenda.
- 12) **BOARD REPORTS**
- 13) **ADJOURNMENT**

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL
PERIOD ENDING 04/30/2024
% Fiscal Year Completed: 83.33

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport					
Revenues					
Dept 000					
295-000-506.00	Federal Grant-Reimbursement	84,959.00	84,958.93	0.07	100.00
295-000-640.00	Charges for Service - Fuel	80,000.00	63,656.12	16,343.88	79.57
295-000-665.00	Interest	1,000.00	544.64	455.36	54.46
295-000-667.00	Rents	29,000.00	26,997.20	2,002.80	93.09
295-000-678.00	PENALTIES INCOME-RENT	0.00	225.00	(225.00)	100.00
295-000-699.01	Contributions - General Fund	56,000.00	0.00	56,000.00	0.00
Total Dept 000		250,959.00	176,381.89	74,577.11	70.28
TOTAL REVENUES		250,959.00	176,381.89	74,577.11	70.28
Expenditures					
Dept 595 - Airport					
295-595-702.00	Payroll	12,024.00	10,174.05	1,849.95	84.61
295-595-703.00	Part-time Salaries	20,650.00	24,485.37	(3,835.37)	118.57
295-595-704.00	Overtime Salaries	0.00	17.77	(17.77)	100.00
295-595-712.00	WORKERS COMPENSATION	500.00	236.64	263.36	47.33
295-595-715.00	Social Security	920.00	2,591.45	(1,671.45)	281.68
295-595-716.00	Hospitalization	2,650.00	2,508.08	141.92	94.64
295-595-717.00	Life Insurance	28.00	24.67	3.33	88.11
295-595-718.10	RETIREMENT - D/C	1,202.00	764.39	437.61	63.59
295-595-740.00	Operating Supplies	2,000.00	306.55	1,693.45	15.33
295-595-757.00	Fuels & Lubricants	76,000.00	77,902.45	(1,902.45)	102.50
295-595-801.00	Professional Services	0.00	1,260.00	(1,260.00)	100.00
295-595-805.00	Administrative Costs	0.00	1,617.05	(1,617.05)	100.00
295-595-812.00	License	50.00	50.00	0.00	100.00
295-595-820.00	Contracted Services	16,000.00	17,141.55	(1,141.55)	107.13
295-595-825.00	Insurance	5,800.00	5,871.01	(71.01)	101.22
295-595-850.00	Communications	2,500.00	2,133.41	366.59	85.34
295-595-860.00	Transportation & Travel	150.00	0.00	150.00	0.00
295-595-921.00	Utilities - Gas	2,000.00	868.55	1,131.45	43.43
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	5,100.61	1,299.39	79.70
295-595-930.00	Equipment Maintenance	2,500.00	1,447.36	1,052.64	57.89
295-595-931.00	Maintenance of Building	6,500.00	620.09	5,879.91	9.54
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	786.53	(786.53)	100.00
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHAI	3,927.00	2,879.28	1,047.72	73.32
295-595-955.00	COST ALLOCATION	4,121.00	3,925.00	196.00	95.24
295-595-990.00	Debt Service	84,118.00	84,117.75	0.25	100.00
295-595-994.00	Bond Interest Paid	841.00	841.18	(0.18)	100.02
Total Dept 595 - Airport		250,881.00	247,670.79	3,210.21	98.72
TOTAL EXPENDITURES		250,881.00	247,670.79	3,210.21	98.72
Fund 295 - Airport:					
TOTAL REVENUES		250,959.00	176,381.89	74,577.11	70.28
TOTAL EXPENDITURES		250,881.00	247,670.79	3,210.21	98.72
NET OF REVENUES & EXPENDITURES		78.00	(71,288.90)	71,366.90	1,396.03
BEG. FUND BALANCE		9,210.02	9,210.02		
END FUND BALANCE		9,288.02	(62,078.88)		

May 2024 Airport manager's report:

Fuel:

Fuel Type	Volume Last Month	Volume This Month	Sales volume Last 30 Days	Current Price	Our Cost	Value In Ground
100LL	2690	1123	1567	\$5.65	\$4.25	\$4,772.75
94 Swift	2785	2399	386	\$6.18	\$4.98	\$11,947.02
						\$16,719.77

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.66	\$5.90	\$5.90	\$6.02	\$5.70	\$5.84

Current 100LL purchase cost is \$4.76.

We are currently the lowest 100LL price within a 50 mile radius.

Other items:

- Eddie rolled the grass runway, edges of the paved runway / taxiway, and grass areas around the terminal and by the entrance driveway.
- Eddie has been trimming some trees by the driveway and also along the south fence line.
- Eddie repaired a header board on another one of our t-hangars.
- No update yet from MDOT Aero on funding for the taxiway / ramp rehab project this summer. We are still in the planning phase. Ben Hoover said to anticipate construction next spring.
- Eddie and I will be putting sand in some of the larger cracks to help patch things until the new pavement is laid.
- Metro Aviation / Air Care is no longer serving west Michigan, so they have scrapped plans to move to Marshall.
- MDOT Aero was here for two days to repair our AWOS system because the broadcast signal was weak. Apparently there was corrosion on some antenna connections so they repaired that and tuned the antenna.
- Our airport businesses hosted a group of high school students for "Aviation adventure days" on April 25th. The students all went for a discovery flight (with flight instructors Naomi Haralson & JJ Bowdidge), spoke with an airline captain (Jeff Bowdidge) about career opportunities, performed a mock pre-flight inspection, and toured the aircraft maintenance shop. Huge thank you to Shawn Bowdidge for the tremendous amount of time and effort that went into orchestrating this educational event. Another event is scheduled for May 7th.
- Let's make a plan for installation of the airport sign by the road. I will coordinate with DPW to relocate the holes and also make sure we have a complete materials list so I can acquire the necessary supplies.

Trivia:

Why is that lifesaving device called a *parachute*?