

# AIRPORT BOARD AGENDA

## Regular Meeting

August 5, 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 AUGUST 5, 2024 AIRPORT BOARD AGENDA**
- 4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
  - A. **APPROVAL OF JULY 1, 2024 AIRPORT BOARD MINUTES**
- 5) **FINANCIAL APPROVAL**
  - A. **JUNE 30, 2024 FINANCIAL REPORT**
- 6) **AIRPORT MANAGER'S REPORT**
  - A. **JULY 2024 AIRPORT 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**
  - A. **AIRPORT CIP UPDATE**
  - B. **AIRPORT ACTIVITIES**
- 10) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
  - A. **TAXIWAY/APRON CONSTRUCTION SCHEDULE**
- 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**

, 1243 South Kalamazoo Avenue, Marshall, MI 49068

**Marshall Airport Board Meeting Minutes**  
**Brooks Field Airport**

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- I. Chair Michael Walraven called the Marshall Airport Board to order in a scheduled session on Monday, July 1, 2024, at 4:15 p.m. in the 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, Scott Southwell, David Mead and Steve Buller
  - a. Members Absent: None
  - b. Other Attendees: Eric Zuzga - City Director of Community Services  
Craig Griswold - Airport Manager  
Theresa Chaney Huggett – City Council Liaison  
Shawn Bowdidge - Sky Launch Aviation  
Rob Williams – Public Participant
- III. **Approval of Agenda:** Member Mead made a Motion to approve an amended agenda and it was seconded by member Southwell and carried on a voice vote.
- IV. **Approval of Minutes:** Member Buller made a Motion to receive and accept the May 6, 2024 meeting minutes and was seconded by member Mead and carried on a voice vote.
- V. **Financial Report**
  - A. The meeting began with a review and discussion of the June 30, 2024, Revenue and Expenditures Report that each member received at the meeting. Since this report concluded the end of the fiscal year, the Board did review the report with various discussions over the journaling of line items in the report. Although the Board was satisfied with the report at this time, according to Eric, some of last month's invoices are still arriving and will be reflected in next month's report. After some discussion and comment, the Board indicated they were content with the report at the present time and therefore member Southwell moved that the Board receive the Revenue and Expenditures Report, which was seconded by member Kirkland and carried on a voice vote.
- VI. **Airport Manager's Report**
  - A. Since the Board did not meet last month, Craig provided a written update on the Manager's Report regarding the previous two month's activities including the status of fuel. As indicated in the information provided by Craig, the Airport did purchase 6,499 gallons of 100LL on 5/16/2024 at a cost of \$4.56 per gallon. As such, the pump price will remain the same at \$5.65 per gallon. Craig indicated he may increase the price depending on market conditions. In positive news, Craig stated the Airport did sell 1,526 gallons of fuel last month. Much of the fuel sold was through the flight school which indicated its benefit to the Airport. In addition to the 100LL, the Airport did sell 594 gallons of 94 Swift fuel at \$6.18 per gallon last month. There is a remaining balance of 1,368 gallons in the tank. 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 months (refer to Airport Manager's July, 2024 report). There 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.
- VII. **Public Comment on Agenda Items**
  - A. Chair Walraven asked if there was any Public Comment on the Agenda Items at this time. There was none at this time.

## **VIII. Public Hearings & Subsequent Board Action**

- A. Chair Walraven asked if there were any Public Hearing or Comment. There was none at this time.

## **IX. Old Business**

- A. In a follow up conversation over upcoming "Airport Activities," Chair Walraven made mention of the recent pancake breakfast the Board held at the Airport on June 15<sup>th</sup>. Chair Walraven was happy to report the event produced the second best event in gross receipts of \$900 with revenue of \$469. He went on to comment that the next scheduled breakfast is July 20<sup>th</sup>. Although the previous event generated modest revenue, we are hopeful the next generates additional income. With regard to advertising the next event, Member Mead indicated the Ad-Visor is under different ownership and unfortunately the paper is not coming out until Saturday. Eric indicated to get the ad out to the newspaper sooner. City Council Member Huggett asked to have the event posted on the City website. Eric indicated it is already taken care of. In addition, Craig indicated he will try and have signs made and posted at various sites for advertisement.

## **X. Reports and Recommendations/New Business**

- A. As a follow up to providing a time limit for public comment, a Motion was proposed by Member Kirkland, that although the Brooks Field Airport Board welcomes any and all public comments, a time limit will be imposed of three minutes for each speaker. All comments shall be addressed to the Chairperson of the Board with each person given an opportunity to speak. Each speaker shall give their name and address prior to addressing the Board. The Chairperson will reserve the right to terminate a presentation or ask for summation if comments are repetitive at the conclusion of the time limit.
- B. The Board had a discussion of reinstituting movie nights at the Airport. As in previous discussions, mention was made over the issue of costs for copyright infringement on films and the cost of permission fees. Chair Walraven mentioned the possibility of area sponsors contributing to the cost of these fees. Craig mentioned an added detrimental issue is the moving of aircraft out of the hanger during the event. He indicated the tenants may not be acceptable to such a suggestion. Member Southwell stated the issue of movie night may not be feasible at this time and commented that although the event is good for advertising to the Airport, it does not produce sufficient funding for the Airport. The Board indicated they will discuss the matter in the future when there is other information on the matter.
- C. Chair Walraven next went into a discussion of the Federal Aviation Administration (FAA) Reauthorization Act of 2024 in which he provided each member a copy of sections of the bill. He went on to mention some of the components in the legislation including the possibility of funding for enhancements to the general aviation sector. It is his hope that some of the possible funding is provided in the federal airport grant program for future airport projects.
- D. Eric led a discussion on the latest Capital Improvement projects with a breakdown of projected engineering cost estimates to rehabilitate the western third of the parallel taxiway, and connector taxiway in Runway 10 and the west midfield taxiway and also the rehabilitation half of the terminal apron. According to Eric, the projects should begin in 2025. Eric then went into a discussion of the proposed hanger roof replacement and the projected cost estimate for the future project. The preliminary cost estimate was prepared by the consultant, Mead and Hunt to replace the roofing material and as well the gutter system.

## **XI. Member Comments**

- A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Buller requested an update from Craig on a list of tasks completed from the last meeting. Craig indicated he can provide one but in the interim, he mentioned that Eddie recently power washed the hanger floor and is working on exterior siding.

- B. Eric mentioned that the Airport has received complaints about the condition of the lawn mowing, especially the area used by the gilder club. Eric mentioned the City is evaluating alternatives to lawn care at the Airport. Eric and Craig will follow up on the matter.

**XII. Next Meeting Date**

- A. Chair Walraven mentioned the next Board meeting is scheduled for Monday August 5, 2024, at 4:15 p. m. in the Terminal building.

**XIII. 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.

Respectfully submitted,

Brooks Field Airport Board

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL  
PERIOD ENDING 06/30/2024  
% Fiscal Year Completed: 100.00

| GL NUMBER                      | DESCRIPTION                      | 2023-24<br>AMENDED BUDGET | YTD BALANCE<br>06/30/2024 | AVAILABLE<br>BALANCE | % BDGT<br>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       | 95,000.00                 | 98,757.06                 | (3,757.06)           | 103.95         |
| 295-000-665.00                 | Interest                         | 1,000.00                  | 544.64                    | 455.36               | 54.46          |
| 295-000-667.00                 | Rents                            | 29,000.00                 | 31,147.20                 | (2,147.20)           | 107.40         |
| 295-000-678.00                 | PENALTIES INCOME-RENT            | 0.00                      | 275.00                    | (275.00)             | 100.00         |
| 295-000-699.01                 | Contributions - General Fund     | 66,000.00                 | 0.00                      | 66,000.00            | 0.00           |
| Total Dept 000                 |                                  | 275,959.00                | 215,682.83                | 60,276.17            | 78.16          |
| TOTAL REVENUES                 |                                  | 275,959.00                | 215,682.83                | 60,276.17            | 78.16          |
| Expenditures                   |                                  |                           |                           |                      |                |
| Dept 595 - Airport             |                                  |                           |                           |                      |                |
| 295-595-702.00                 | Payroll                          | 12,024.00                 | 12,484.10                 | (460.10)             | 103.83         |
| 295-595-703.00                 | Part-time Salaries               | 30,650.00                 | 30,466.35                 | 183.65               | 99.40          |
| 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                    | 3,210.79                  | (2,290.79)           | 349.00         |
| 295-595-716.00                 | Hospitalization                  | 2,650.00                  | 3,047.28                  | (397.28)             | 114.99         |
| 295-595-717.00                 | Life Insurance                   | 28.00                     | 32.74                     | (4.74)               | 116.93         |
| 295-595-718.10                 | RETIREMENT - D/C                 | 1,202.00                  | 898.18                    | 303.82               | 74.72          |
| 295-595-740.00                 | Operating Supplies               | 2,000.00                  | 306.55                    | 1,693.45             | 15.33          |
| 295-595-757.00                 | Fuels & Lubricants               | 91,000.00                 | 82,581.68                 | 8,418.32             | 90.75          |
| 295-595-801.00                 | Professional Services            | 0.00                      | 1,260.00                  | (1,260.00)           | 100.00         |
| 295-595-805.00                 | Administrative Costs             | 0.00                      | 2,543.86                  | (2,543.86)           | 100.00         |
| 295-595-812.00                 | License                          | 50.00                     | 50.00                     | 0.00                 | 100.00         |
| 295-595-820.00                 | Contracted Services              | 16,000.00                 | 23,572.30                 | (7,572.30)           | 147.33         |
| 295-595-825.00                 | Insurance                        | 5,800.00                  | 5,871.01                  | (71.01)              | 101.22         |
| 295-595-850.00                 | Communications                   | 2,500.00                  | 2,331.41                  | 168.59               | 93.26          |
| 295-595-860.00                 | Transportation & Travel          | 150.00                    | 0.00                      | 150.00               | 0.00           |
| 295-595-921.00                 | Utilities - Gas                  | 2,000.00                  | 931.53                    | 1,068.47             | 46.58          |
| 295-595-922.00                 | Utilities-Elec, Water, Sewer     | 6,400.00                  | 6,415.86                  | (15.86)              | 100.25         |
| 295-595-930.00                 | Equipment Maintenance            | 2,500.00                  | 3,360.31                  | (860.31)             | 134.41         |
| 295-595-931.00                 | Maintenance of Building          | 6,500.00                  | 1,000.65                  | 5,499.35             | 15.39          |
| 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                  | 3,839.04                  | 87.96                | 97.76          |
| 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                 | 82,292.00                 | 1,826.00             | 97.83          |
| 295-595-994.00                 | Bond Interest Paid               | 841.00                    | 2,666.93                  | (1,825.93)           | 317.11         |
| Total Dept 595 - Airport       |                                  | 275,881.00                | 274,128.51                | 1,752.49             | 99.36          |
| TOTAL EXPENDITURES             |                                  | 275,881.00                | 274,128.51                | 1,752.49             | 99.36          |
| Fund 295 - Airport:            |                                  |                           |                           |                      |                |
| TOTAL REVENUES                 |                                  | 275,959.00                | 215,682.83                | 60,276.17            | 78.16          |
| TOTAL EXPENDITURES             |                                  | 275,881.00                | 274,128.51                | 1,752.49             | 99.36          |
| NET OF REVENUES & EXPENDITURES |                                  | 78.00                     | (58,445.68)               | 58,523.68            | 14,930.36      |

## August 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     | 4507              | 2279              | 2228                      | \$5.65        | \$4.56   | \$10,392.24     |
| 94 Swift  | 1368              | 771               | 597                       | \$6.18        | \$4.98   | \$3,839.58      |
|           |                   |                   |                           |               |          | \$14,231.82     |

### Current 100LL comparison prices:

|        |        |        |        |        |          |
|--------|--------|--------|--------|--------|----------|
| KFPK:  | KOEB:  | KAZO:  | KBTL:  | KHAI:  | Average: |
| \$5.66 | \$5.90 | \$5.90 | \$5.58 | \$5.63 | \$5.73   |

94 Swift fuel on order.

### Other items:

- Eddie has been keeping up on airfield maintenance...power washed the main hangar floor, replaced a few runway lights.
- We purchased ten more double pane vinyl windows for the north side of the maintenance hangar. Eddie has been working on installation.
- I attended a meeting with other City department heads to discuss lawn mowing needs. We are potentially considering a City crew to meet these needs versus the current contracted situation.
- Our taxiway / ramp rehab project is on schedule for construction next spring, Mead & Hunt has the 90% plans completed. Eric and I have a meeting with Mead & Hunt, MDOT Aero on Tuesday 8/6 to review.
- I completed a worksheet for MDOT Aero to update our "Community Benefits Assessment".
- We have two bad tilt sensors on our Rwy 28 approach PAPI lights. J Ranck Electric is helping me source replacement sensors. There are 8 sensors total on our light system.
  - J Ranck Electric quoted \$1,261 each for these tilt sensors.
  - I did some research and found PAPI light tilt sensors from Flight Light Inc for \$178.45 each. There was a lead time for manufacturing, they are scheduled to ship on 8/1/2024. I ordered two sensors and will evaluate when they arrive. If they are what we need then I plan to purchase more.
- Craig Galbreath from the State of Michigan performed a surprise inspection of our underground fuel storage tanks on 7/23. The facility passed inspection.
  - Craig requested copies of our annual line / leak detector testing that was performed by RW Mercer. These copies are due to him by 11/22/2024. I forwarded his message to our contractor Villa Environmental Consultants to be sure that we provide all of the correct data.
- While strolling around Oshkosh I found a company that makes parts for rolling hangar doors. They manufacture and sell the casters that we need to repair the doors on our big hangar. I will be talking to them and getting prices so that we can plan the replacement of our damaged casters.

### Trivia:

Airventure 2024 was another enormous success for EAA and the aviation community.

How many people attended Airventure 2024?

How many countries were represented by attendees of Airventure?

# MICHIGAN STATE BLOCK GRANT PROGRAM

## AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP)

Airport Name: Brooks Field

Date Prepared: 07/29/2024

Associated City: Marshall

Sponsor Name: City of Marshall

Airport Identifier: RMY

| Dev. Year | Project Description                                                             | Concept # | ACIP Code | BIL       | Entitlement | Apportionment | Discretionary | State    | Local    | Total     | Project Description (Long)                    |
|-----------|---------------------------------------------------------------------------------|-----------|-----------|-----------|-------------|---------------|---------------|----------|----------|-----------|-----------------------------------------------|
| 2024      | Construct/Modify/Improve/Rehab Hangar-Main Hangar Roof & Gutters-Design         | 216198    | OTRVHG    | \$40,500  |             |               |               | \$2,250  | \$2,250  | \$45,000  |                                               |
| 2025      | Seal Rwy Pavement Surface/Joints-Airfield Crack Sealing-Construction            | 132385    | RSRWIM    |           | \$26,600    |               |               | \$700    | \$700    | \$28,000  | Includes runway, taxiway, and apron pavement. |
| 2025      | Rehabilitate Runway-Airfield Pavement Marking-Construction                      | 211672    | RERWIM    |           | \$11,400    |               |               | \$300    | \$300    | \$12,000  | Includes runway, taxiway, and apron pavement. |
| 2025      | Construct/Modify/Improve/Rehab Hangar-Main Hangar (roof & gutters)-Construction | 216199    | OTRVHG    | \$549,000 |             |               |               | \$30,500 | \$30,500 | \$610,000 |                                               |
| 2026      | Conduct/Update MP study-Airport Layout Plan-Planning                            | 132392    | PLPLMA    |           | \$146,405   |               |               | \$3,853  | \$3,853  | \$154,111 | includes supplemental LiDAR survey            |
| 2026      | Construct Taxilane (Stds)-Hangar Area-Design                                    | 215878    | STTLCO    |           | \$23,750    |               |               | \$625    | \$625    | \$25,000  |                                               |
| 2026      | Conduct/Update MP study-Exhibit A-Planning                                      | 215884    | PLMANP    | \$131,850 |             |               |               | \$7,325  | \$7,325  | \$146,500 |                                               |
| 2027      | Construct Taxilane (Stds)-Hangar Area-Construction                              | 215881    | STTLCO    |           | \$234,515   |               |               | \$15,243 | \$15,242 | \$265,000 |                                               |
| 2028      | Rehabilitate Runway-Airfield Pavement Marking-Construction                      | 215882    | RERWIM    |           | \$12,600    |               |               | \$700    | \$700    | \$14,000  | Includes runway, taxiway, and apron pavement. |
| 2028      | Seal Rwy Pavement Surface/Joints-Airfield Crack Sealing-Construction            | 217328    | RSRWIM    |           | \$29,700    |               |               | \$1,650  | \$1,650  | \$33,000  | Includes runway, taxiway, and apron pavement. |
| 2029      | Acquire Land for Approaches-Runway 28 RPZ-Land Acquisition                      | 219539    | STLASZ    | \$148,500 |             |               |               | \$8,250  | \$8,250  | \$165,000 |                                               |



## ITEM 10.A

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**TO:** Airport Board  
**FROM:** Eric Zuzga, Director of Community Services  
**DATE:** August 5, 2024  
**SUBJECT:** TAXIWAY/APRON CONSTRUCTION SCHEDULE

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The following schedule has been set out by MEad & Hunt as the process we will use to bid and construct the Taxiway & Apron project.

|                   |                         |
|-------------------|-------------------------|
| Bid Advertisement | 8-15-24                 |
| Bid Letting       | 9-19-24                 |
| MAC Transfer      | 11-13-24                |
| Construction      | May, June, or July 2025 |

Construction is expected to take up to three weeks. A more firm schedule will be released after the reconstruction meeting next Spring.

**RECOMMENDATION:**  
NONE. Information only.