

AIRPORT BOARD AGENDA

Regular Meeting

September 9, 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 SEPTEMBER 9, 2024 AIRPORT BOARD AGENDA**
- 4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
 - A. **APPROVAL OF AUGUST 5, 2024 AIRPORT BOARD MINUTES**
- 5) **FINANCIAL APPROVAL**
- 6) **AIRPORT MANAGER'S REPORT**
 - A. **AUGUST 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

- I. Chair Michael Walraven called the Marshall Airport Board to order in a scheduled session on Monday, August 5, 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 the agenda and it was seconded by member Buller and carried on a voice vote.
- IV. **Approval of Minutes:** Member Buller made a Motion to receive and accept the July 1, 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 July 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. Eric did mention that the end of year budget does appear to be in "good shape." After some discussion and comment, the Board indicated they were content with the report at the present time and therefore member Mead 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. Craig provided a written update on the Manager's Report regarding the previous month's activities including the status of fuel. As indicated in the information provided by Craig, the Airport did sell 2,228 gallons of 100LL fuel last month. This is quite an increase in sales, with Craig indicating much of the fuel sold was through the flight school as well as the summer weather with increased air traffic. As such, the pump price will remain the same at \$5.65 per gallon at this time. In addition to the 100LL, the Airport did sell 597 gallons of 94 Swift fuel at \$6.18 per gallon. With only 771 gallons remaining in the tank, Craig indicated, he will be ordering a load of Swift fuel. 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 August, 2024 report). There being no further discussion, member Southwell moved that the Board accept and receive the Managers Report which was seconded by member Buller 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 provided an update on the recent pancake breakfast the Board held at the Airport on July 20th. Chair Walraven was happy to report the event produced the most successful event in gross receipts of \$1,150 with revenue of \$822. He went on to comment that the next scheduled breakfast is August 17th. Mention was made that we hope the next event generates similar income. However, members indicated there will be stiff competition with other Airports also having events at this time of year. Craig indicated he will try and have signs made and posted at various sites for advertisement. In rather disconcerting news, our sous chef, Member Southwell indicated he will be out of town that weekend and Member Mead, our celebrated and renowned chef will need to take over the cooking duties.

X. Reports and Recommendations/New Business

- A. As a follow up to a requested update on a list of tasks to be completed, Craig provided to the Board a list of present and future maintenance tasks he and Eddie are working on in improving the overall appearance of the Airport. The list is broken into assignments of work for the main hanger, the maintenance shop area, the T-hangers, the new terminal building and the Airfield. The Board expressed thanks for his work in preparing the list. Also, Craig mentioned the Board’s construction of the new sign which Chair Walraven mentioning the Board will need to begin work on constructing the new sign.
- B. At this time, Eric gave notice to the Board that he has accepted a position at another municipality and will be leaving his position at the city of Marshall. He mentioned that the City will be appointing a replacement for his position. Each of the Board expressed their feelings at this loss to the Airport but wished Eric the best of luck in his new position. They thanked Eric for his support and backing for the Brooks Field Airport. Eric then followed up on his recent memo detailing the proposed schedule prepared by the consultant, Mead & Hunt for the processes for the bidding of a contractor for the rehabilitation of the Taxiway and Apron project. Eric mentioned the plans are 90% complete at this juncture and were submitted to AERO. The proposed schedule is as follows:

- Bid Advertisement: 8/15/2024
- Bid Letting: 9/19/2024
- MAC Transfer Construction: 11/24/024
- Projected Construction: May, June, or July 2025

Of course, the consultant will refine the schedule after project meetings are slated in the spring of 2025. He further mentioned that construction is expected to take up to three weeks. Unfortunately, the runway will need to be closed during the project with a Notice to Airman (NOTAM) submitted during construction. Craig indicated, that somehow the owners will need to be informed of this inconvenience.

XI. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment with mentioning that National Aviation Day is scheduled for August 19th.
- B. Member Buller asked Craig about the second cutting on the hay and Craig indicated it is forthcoming. Also, mention was made about the lawn mowing, especially the area used by the glider club. Eric mentioned the City is still evaluating alternatives to lawn care at the Airport.

XII. Next Meeting Date

- A. Chair Walraven mentioned that since the next Board meeting is scheduled on the Labor Day Holiday, the meeting instead will be scheduled for Monday September 9, 2024, at 4:15 p. m. in the Terminal building.

XIII. Adjournment

- A. Member Mead made a Motion to adjourn the meeting at 5:15 p. m. and it was seconded by member Southwell and carried on a voice vote.

Respectfully submitted,

Brooks Field Airport Board

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL
Balances as of 08/31/2024

Fund 295 - Airport

Account	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 08/31/24	Available Balance	% Used
Revenues						
Department 000:						
640.00	Charges for Service - Fuel					
07/31/2024	GJ HEARTLAND AIRPORT FUEL DEP FOR JULY		728078	15,843.71 JE# 359617		
08/31/2024	GJ HEARTLAND AIRPORT FUEL DEP FOR AUGUST		729644	11,873.96 JE# 359697		
640.00	Charges for Service - Fuel	80,000.00	80,000.00	27,717.67	52,282.33	34.65
665.00	Interest	1,000.00	1,000.00	0.00	1,000.00	0.00
667.00	Rents					
07/01/2024	MRB SUMMARY MRB 07/01/2024		725320	2,851.20		
08/01/2024	MRB SUMMARY MRB 08/01/2024		727207	1,800.00		
667.00	Rents	30,000.00	30,000.00	4,651.20	25,348.80	15.50
678.00	PENALTIES INCOME-RENT					
07/01/2024	MRB SUMMARY MRB 07/01/2024		725320	25.00		
678.00	PENALTIES INCOME-RENT	0.00	0.00	25.00	(25.00)	100.00
699.01	Contributions - General Fund	99,622.00	99,622.00	0.00	99,622.00	0.00
Total - Dept 000		210,622.00	210,622.00	32,393.87	178,228.13	15.38
Total Revenues		210,622.00	210,622.00	32,393.87	178,228.13	15.38
Expenditures						
Department 595: Airport						
702.00	Payroll					
07/01/2024	PRAW SUMMARY PRAW 07/01/2024		725945	(461.99) 601		
07/05/2024	PR SUMMARY PR 07/05/2024		724899	461.99 601		
07/19/2024	PR SUMMARY PR 07/19/2024		725946	286.72 602		
08/02/2024	PR SUMMARY PR 08/02/2024		726594	293.00 605		
08/16/2024	PR SUMMARY PR 08/16/2024		727433	286.77 606		
08/30/2024	PR SUMMARY PR 08/30/2024		728383	192.16 608		
08/30/2024	PR SUMMARY PR 08/30/2024		728385	406.63 609		
702.00	Payroll	7,455.00	7,455.00	1,465.28	5,989.72	19.65
703.00	Part-time Salaries					
07/01/2024	PRAW SUMMARY PRAW 07/01/2024		725945	(1,213.13) 601		
07/05/2024	PR SUMMARY PR 07/05/2024		724899	1,213.13 601		
07/19/2024	PR SUMMARY PR 07/19/2024		725998	693.27 604		
07/19/2024	PR SUMMARY PR 07/19/2024		725946	755.34 602		
07/19/2024	PRV SUMMARY PRV 07/19/2024		725992	(190.65)	DD36880 V -	DD36880
08/02/2024	PR SUMMARY PR 08/02/2024		726594	1,232.55 605		
08/16/2024	PR SUMMARY PR 08/16/2024		727433	1,249.49 606		
08/30/2024	PR SUMMARY PR 08/30/2024		728383	1,173.26 608		
703.00	Part-time Salaries	28,748.00	28,748.00	4,913.26	23,834.74	17.09
704.00	Overtime Salaries					
08/30/2024	PR SUMMARY PR 08/30/2024		728383	36.60 608		
704.00	Overtime Salaries	0.00	0.00	36.60	(36.60)	100.00

Fund 295 - Airport

Account	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 08/31/24	Available Balance	% Used
Expenditures						
Department 595: Airport						
712.00	WORKERS COMPENSATION	243.00	243.00	0.00	243.00	0.00
715.00	Social Security					
07/01/2024	PRAW SUMMARY PRAW 07/01/2024		725945	(125.04) 601		
07/05/2024	PR SUMMARY PR 07/05/2024		724899	125.04 601		
07/19/2024	PR SUMMARY PR 07/19/2024		725998	53.04 604		
07/19/2024	PR SUMMARY PR 07/19/2024		725946	77.82 602		
07/19/2024	PRV SUMMARY PRV 07/19/2024		725992	(14.58) DD36880 V -	DD36880	
08/02/2024	PR SUMMARY PR 08/02/2024		726594	114.81 605		
08/16/2024	PR SUMMARY PR 08/16/2024		727433	115.62 606		
08/30/2024	PR SUMMARY PR 08/30/2024		728385	3.04 609		
08/30/2024	PR SUMMARY PR 08/30/2024		728383	106.61 608		
715.00	Social Security	570.00	570.00	456.36	113.64	80.06
716.00	Hospitalization					
07/01/2024	PRAW SUMMARY PRAW 07/01/2024		725945	(125.26) 601		
07/01/2024	GJ HSA DEPOSITS 2024 - 3RD Q		724675	135.00 JE# 359386		
07/01/2024	PRBRISUMMARY PRBRI 07/01/2024		724691	2.05 573 Benefit Invoice Rec		
07/05/2024	PR SUMMARY PR 07/05/2024		724899	125.26 601		
07/19/2024	PR SUMMARY PR 07/19/2024		725946	67.20 602		
07/19/2024	PRBRISUMMARY PRBRI 07/19/2024		726128	(1.28) 577 Benefit Invoice Rec		
07/22/2024	PRBRISUMMARY PRBRI 07/22/2024		726144	(0.02) 578 Benefit Invoice Rec		
08/01/2024	PRBRISUMMARY PRBRI 08/01/2024		726399	(0.20) 582 Benefit Invoice Rec		
08/02/2024	PR SUMMARY PR 08/02/2024		726594	76.54 605		
08/16/2024	PR SUMMARY PR 08/16/2024		727433	67.20 606		
716.00	Hospitalization	2,086.00	2,086.00	346.49	1,739.51	16.61
717.00	Life Insurance					
07/01/2024	PRAW SUMMARY PRAW 07/01/2024		725945	(2.69) 601		
07/01/2024	PRBRISUMMARY PRBRI 07/01/2024		725796	(0.65) 575 Benefit Invoice Rec		
07/05/2024	PR SUMMARY PR 07/05/2024		724899	2.69 601		
08/01/2024	PRBRISUMMARY PRBRI 08/01/2024		726398	(0.65) 580 Benefit Invoice Rec		
08/02/2024	PR SUMMARY PR 08/02/2024		726594	0.79 605		
717.00	Life Insurance	17.00	17.00	(0.51)	17.51	(3.00)
718.10	RETIREMENT - D/C	746.00	746.00	0.00	746.00	0.00
740.00	Operating Supplies					
07/12/2024	AP ACCT NO. CIMA1 JANITORIAL SUPPLIES AIRPO		726204	271.02 Inv #: '184824' Vendor '7271'		
740.00	Operating Supplies	2,000.00	2,000.00	271.02	1,728.98	13.55
757.00	Fuels & Lubricants					
08/06/2024	AP 3,000 GALLONS UL94 AVGAS		727335	14,952.00 Inv #: '2751' Vendor '501211'		
757.00	Fuels & Lubricants	76,000.00	76,000.00	14,952.00	61,048.00	19.67
805.00	Administrative Costs					
07/01/2024	GJ HEARTLAND PMT FEE		728079	395.81 JE# 359618		
08/01/2024	GJ HEARTLAND PMT FEE		729645	442.55 JE# 359698		

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL
Balances as of 08/31/2024

Fund 295 - Airport

Account	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 08/31/24	Available Balance	% Used
Expenditures						
Department 595: Airport						
805.00	Administrative Costs	2,000.00	2,000.00	838.36	1,161.64	41.92
812.00	License	50.00	50.00	0.00	50.00	0.00
820.00	Contracted Services					
08/04/2024	AP 2024 LAWN MOWING AT BROOKS FIELD AIRPORT		727816	2,160.00	Inv #: '1419-2024' Vendor '501965'	
820.00	Contracted Services	16,000.00	16,000.00	2,160.00	13,840.00	13.50
825.00	Insurance	6,000.00	6,000.00	0.00	6,000.00	0.00
850.00	Communications					
07/01/2024	UB Internal Charge		726014	99.00	Internal Charge	
08/01/2024	UB Internal Charge		727546	99.00	Internal Charge	
850.00	Communications	2,500.00	2,500.00	198.00	2,302.00	7.92
860.00	Transportation & Travel	150.00	150.00	0.00	150.00	0.00
921.00	Utilities - Gas					
07/08/2024	AP ACCT NO. 1000 9033 6411 AIRPORT JULY 202		726187	16.00	Inv #: '203055343085' Vendor '7951'	
08/06/2024	AP ACCT NO. 1000 9033 6411 AIRPORT AUGUST 2		728200	16.00	Inv #: '202254502384' Vendor '7951'	
921.00	Utilities - Gas	2,000.00	2,000.00	32.00	1,968.00	1.60
922.00	Utilities-Elec, Water, Sewer					
07/01/2024	UB Internal Charge		726022	574.73	Internal Charge	
07/11/2024	UB Internal Charge		727541	522.68	Internal Charge	
07/31/2024	UB Internal Charge		729458	48.00	Internal Charge	
922.00	Utilities-Elec, Water, Sewer	6,400.00	6,400.00	1,145.41	5,254.59	17.90
930.00	Equipment Maintenance					
08/09/2024	AP ASSEMBLY TILT SWITCH		728216	381.00	Inv #: '0094784-IN' Vendor '501377'	
08/09/2024	AP CREDIT CARD - ERIC ZUZGA 0627		728760	681.19	Inv #: '08092024EZ' Vendor '7558'	
930.00	Equipment Maintenance	2,500.00	2,500.00	1,062.19	1,437.81	42.49
931.00	Maintenance of Building					
07/22/2024	AP ACCT NO. CIMA1 JANITORIAL SUPPLIES POLIS		727759	112.68	Inv #: '185050' Vendor '7271'	
07/26/2024	AP WINDOWS, SEALANT		727837	2,465.38	Inv #: '2407-512498' Vendor '6575'	
08/30/2024	AP FLEX SEAL		728560	16.99	Inv #: '634302' Vendor '7281'	
08/30/2024	AP KILLZALL SUPER CON 32OZ		728562	39.98	Inv #: '634884' Vendor '7281'	
931.00	Maintenance of Building	5,000.00	5,000.00	2,635.03	2,364.97	52.70
941.01	TECHNOLOGY INTERNAL SERVICE CHARGE					
07/15/2024	GJ MONTHLY - TECHNOLOGY		727636	298.33	JE# 359589	
07/15/2024	GJ TO REVERSE MANUAL JOURNAL ENTRY: 359589		727637	(298.33)	JE# 359590	
07/15/2024	GJ MONTHLY - TECHNOLOGY		727666	298.33	JE# 359591	
941.01	TECHNOLOGY INTERNAL SERVICE CHA	3,580.00	3,580.00	298.33	3,281.67	8.33
955.00	COST ALLOCATION					

Fund 295 - Airport

Account	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 08/31/24	Available Balance	% Used
Expenditures						
Department 595: Airport						
07/03/2024	GJ COST ALLOCATION		727670	1,081.75 JE# 359595		
955.00	COST ALLOCATION	4,327.00	4,327.00	1,081.75	3,245.25	25.00
Total - Dept 595		168,372.00	168,372.00	31,891.57	136,480.43	18.94
Department 900: Capital Outlay Control						
970.00	Capital Outlay	42,250.00	42,250.00	0.00	42,250.00	0.00
Total - Dept 900		42,250.00	42,250.00	0.00	42,250.00	0.00
Total Expenditures		210,622.00	210,622.00	31,891.57	178,730.43	15.14
NET OF REVENUES AND EXPENDITURES		0.00	0.00	502.30	(502.30)	

September 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	2279	6366	2417	\$5.45	\$4.30	\$27,373.80
94 Swift	771	3718	125	\$6.08	\$4.98	\$18,515.64
						\$45,889.44

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.66	\$5.90	\$5.59	\$5.39	\$5.63	\$5.63

94 Swift fuel load received on August 6th.

100LL fuel load received on August 29th.

Changed fuel prices from: 100LL: \$5.65 94: \$6.18
To: 100LL: \$5.45 94: \$6.08

Other items:

- Eddie has been keeping up on airfield maintenance...power washed the main hangar floor, replaced a few runway lights. He also keeps busy with routine hangar maintenance, airfield trash cleanup, and replacing windows on the north wall of the maintenance bay.
- Our annual MAP meeting with MDOT Aeronautics was August 12th. All went very well, we discussed current and future projects and reviewed the status of ongoing tree removal efforts.
- Mike Sopor from MDOT Aero performed our annual AWOS inspection and testing, no issues found.
- RW Mercer repaired a leak on our 94 Swift pump hose reel. This repair took three visits and almost a month to diagnose, order parts, attempt repair, order more parts, and finally finish.
- I had three meetings over the last month with Mead & Hunt, MDOT, and contractors concerning the taxiway / ramp rehab project. The project is out to bid and is expected to be constructed this spring. Planning on 17 days closure then 1 day for paint marking 1-2 months later.
- I followed up with Eric Myers concerning the cutting / bailing. He will not be making another cut this year, said there is simply not enough to make it worthwhile. He will be doing some brush hog cutting for us along the east & south sides of the runway as necessary.
- I am working on Independent Fee Estimates for MDOT Aero concerning the proposed fees from Mead & Hunt for our hangar roof rehab project. The City of Marshall will have to pay \$3,000 - \$5,000 for this fee review plus front \$46,420 for the project. I met with Derek Perry and our finance director William Dopp to discuss the project and get the funds approved.
- Eddie is looking to purchase the hangar on the south side of the field from Mike Surls. I would like to talk about ideas for renewing the lease agreement for this hangar.
- We received two new tilt sensors for the PAPI lights. They look great, I will install and monitor performance, likely order more.
- A gentleman approached me about the Beech 18. He is asking the City to gift him possession of the aircraft so that he can restore it to flying condition. I told him that I would bring it to the Airport Board for discussion.

Trivia:

Who was the first man and who was the first woman to officially "break the sound barrier" (fly faster than the speed of sound)?



ITEM 9.A

TO: Airport Board
FROM:
DATE: September 9, 2024
SUBJECT: AIRPORT CIP UPDATE

RECOMMENDATION:



ITEM 9.B

TO: Airport Board
FROM:
DATE: September 9, 2024
SUBJECT: AIRPORT ACTIVITIES

RECOMMENDATION:



ITEM 10.A

TO: Airport Board
FROM:
DATE: September 9, 2024
SUBJECT: TAXIWAY/APRON CONSTRUCTION SCHEDULE

RECOMMENDATION: