



AIRPORT BOARD AGENDA

February 6, 2023
Regular Meeting - 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. Approved agenda for February 6, 2023 Board Meeting
- 4) **APPROVAL OF MINUTES**
 - A. Approval of Minutes of December 5, 2022 Meeting
- 5) **FINANCIAL REPORT**
 - A. Financial Report Ending January 31, 2023
- 6) **AIRPORT MANAGER'S REPORT**
 - A. Airport Manager's Report
- 7) **PUBLIC COMMENT ON AGENDA AND 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 on any agenda item.
- 8) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**
- 9) **OLD BUSINESS**
 - A. Airport Sign
 - B. Documenting Airport Rules
- 10) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
 - A. Airport Activities 2023
- 11) **PUBLIC COMMENT ON AGENDA AND 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 on any agenda item.
- 12) **BOARD REPORTS**

13) ADJOURNMENT Next Meeting Date: March 6, 2023

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 from 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.

01/31/2023 11:42 AM
 User: EZUZGA
 DB: Marshall

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL
 PERIOD ENDING 01/31/2023
 % Fiscal Year Completed: 58.90

Page: 1/1

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport					
Revenues					
Dept 000					
295-000-640.00	Charges for Service - Fuel	114,000.00	64,351.09	49,648.91	56.45
295-000-665.00	Interest	10.00	378.08	(368.08)	3,780.80
295-000-667.00	Rents	29,000.00	21,734.20	7,265.80	74.95
295-000-675.99	Contributions - Miscellaneous	0.00	1,467.00	(1,467.00)	100.00
295-000-679.00	MISCELLANEOUS REVENUE	0.00	697.06	(697.06)	100.00
295-000-699.01	Contributions - General Fund	57,624.00	0.00	57,624.00	0.00
Total Dept 000		200,634.00	88,627.43	112,006.57	44.17
TOTAL REVENUES		200,634.00	88,627.43	112,006.57	44.17
Expenditures					
Dept 595 - Airport					
295-595-702.00	Payroll	11,674.00	6,329.91	5,344.09	54.22
295-595-703.00	Part-time Salaries	20,615.00	16,204.57	4,410.43	78.61
295-595-712.00	WORKERS COMPENSATION	580.00	327.34	252.66	56.44
295-595-715.00	Social Security	2,470.00	1,694.80	775.20	68.62
295-595-716.00	Hospitalization	2,650.00	1,534.71	1,115.29	57.91
295-595-717.00	Life Insurance	23.00	14.23	8.77	61.87
295-595-718.10	RETIREMENT - D/C	1,167.00	445.36	721.64	38.16
295-595-740.00	Operating Supplies	2,165.00	23.04	2,141.96	1.06
295-595-757.00	Fuels & Lubricants	110,000.00	71,130.36	38,869.64	64.66
295-595-801.00	Professional Services	0.00	128.00	(128.00)	100.00
295-595-812.00	License	50.00	50.00	0.00	100.00
295-595-820.00	Contracted Services	14,000.00	13,939.49	60.51	99.57
295-595-825.00	Insurance	5,800.00	5,248.40	551.60	90.49
295-595-850.00	Communications	2,500.00	2,670.48	(170.48)	106.82
295-595-860.00	Transportation & Travel	150.00	0.00	150.00	0.00
295-595-921.00	Utilities - Gas	2,000.00	805.75	1,194.25	40.29
295-595-922.00	Utilities-Elec, Water, Sewer	6,500.00	2,966.77	3,533.23	45.64
295-595-930.00	Equipment Maintenance	2,000.00	5,461.49	(3,461.49)	273.07
295-595-931.00	Maintenance of Building	6,500.00	1,880.28	4,619.72	28.93
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,839.00	1,919.52	1,919.48	50.00
295-595-955.00	COST ALLOCATION	3,925.00	1,962.50	1,962.50	50.00
Total Dept 595 - Airport		198,608.00	134,737.00	63,871.00	67.84
TOTAL EXPENDITURES		198,608.00	134,737.00	63,871.00	67.84
Fund 295 - Airport:					
TOTAL REVENUES		200,634.00	88,627.43	112,006.57	44.17
TOTAL EXPENDITURES		198,608.00	134,737.00	63,871.00	67.84
NET OF REVENUES & EXPENDITURES		2,026.00	(46,109.57)	48,135.57	2,275.89
BEG. FUND BALANCE		989.35	989.35		
END FUND BALANCE		3,015.35	(45,120.22)		

February 2023 Airport manager's report:

Fuel Type	Volume Last Month	Volume This Month	Sales volume Last 30 Days	Current Price	Our Cost	Value In Ground
100LL	2735	2525	210	\$6.40	\$5.11	\$12,902.75
94 Swift	1136	1014	122	\$6.77	\$6.13	\$6,215.82
						\$19,118.57

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.88	\$6.30	\$5.25	\$5.92	\$6.96	\$6.06

Maintenance:

- Lots of snow plowing, late December & late January.
 - Eddie accomplishes most of the plowing with the pickup truck, I fill in when it is necessary and he is not around.
- Eddie is working on insulating the area above the main hangar bathrooms as a more permanent means of preventing water pipe freezing.
- Quarterly fuel system inspection was performed by Villa Environmental Services on 12/7. No discrepancies noted.
- Due to a conversation during the December meeting I inspected the foam insulation installed by Mulder in Newman's hangar # 1. The spray foam did have the fire retardant layer sprayed over the foam.

Other items:

- I spoke with Marcia about movie nights. She understood and is looking in to proper licensing of movies. We'll follow up this spring if some movie dates are chosen.
- I sent an eviction letter to Travis Clark in T-hangar # 7, he was given until the end of January to pay past rent due or move out. He paid a large portion of what was due on January 26th and promised to catch up completely within a couple of weeks.
- I spoke with WOW cable services and had them move the low hanging wire across the entrance driveway to the airport. This cable was an issue for our fuel trucks or other larger delivery trucks.
- Mike Sopor with MDOT Aero informed me that they were moving to cancel the WSI weather brief subscription Statewide. This cancellation took effect in January. Our previous portion of the cost for that service was \$103.50 / quarter.
- The Marshall Police Department will be doing a City wide deer cull sometime between now and March, they will use the airport as one of their target sites. I will coordinate with them on location and airport access.
- I received a letter from Division 7 Building Contractors, they were the roofing contractor for the new terminal building. The letter states that they were never paid in full by Kalleward and so any roofing warranty is now void. I'll share the letter with you.

Trivia:

The Beechcraft T-34 Mentor was a primary trainer for the Navy & Air Force from 1953 – the mid 1990's. What aircraft replaced the T-34 as a primary trainer?



ITEM 9.A

TO: Airport Board
FROM: Eric Zuzga, Director of Community Services
DATE: February 6, 2023
SUBJECT: Airport Sign

BUDGET IMPACT:

RECOMMENDATION:



ITEM 9.B

TO: Airport Board
FROM:
DATE: February 6, 2023
SUBJECT: Documenting Airport Rules

BUDGET IMPACT:

RECOMMENDATION:



ITEM 10.A

TO: Airport Board
FROM:
DATE: February 6, 2023
SUBJECT: Airport Activities 2023

BUDGET IMPACT:

RECOMMENDATION: