

# AIRPORT BOARD AGENDA

## Regular Meeting

April 7, 2025 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.
- 4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
  - A. Approve March 2025 Meeting Minutes
- 5) **FINANCIAL APPROVAL**
  - A. March 2025 Revenues and Expenditures Report
- 6) **AIRPORT MANAGER'S REPORT**
  - A. March 2025 Manger 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**
- 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**

## **Brooks Field Airport Board Meeting Minutes**

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- I. Chair Michael Walraven called the Marshall Airport Board to order in a scheduled session on Monday, March 3, 2025, 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 and Scott Southwell,
  - a. Members Absent: David Mead and Glenn Shaw
  - b. Other Attendees: Craig Griswold – Airport Manager  
Marcia Strange - Director of Community Development  
Dr. Art Sonneborn.
- III. **Approval of Agenda:** Member Southwell 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 Southwell made a Motion to receive and accept the January 6, 2025 meeting minutes and it was seconded by member Kirkland and carried on a voice vote. Also, Member Southwell made a Motion to receive and accept the February 3, 2025 meeting minutes and it was seconded by member Kirkland and carried on a voice vote.
- V. **Financial Report**
  - A. The Board begin the meeting with a review of the January 31, 2025, Revenue and Expenditures Report, which was distributed to each member at the meeting by Craig, with members questioning some of the expenses to the budget. For instance, mention was made of a Contracted Service line item indicating a \$5,994 Marine Insurance charge to the Airport as well as an Airport Liability Insurance charge of \$3,869 totaling \$9,863 for the two. Craig stated he will follow up for an understanding of these charges. 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. Craig next went an update on the Manager's Report regarding the past couple of month's activities, including the status of fuel. As indicated in the information provided by Craig, the Airport had a slight increase in sales of 546 gallons of 100LL fuel last month with a current price of \$5.15 per gallon. He stated the Airport's fuel pricing is lower than many area Airports. He also indicated sales should start to increase with the start of warmer weather and further flights through the flight school. In monitoring the market, he indicated fuel prices have decreased to around \$4.06 per gallon. In addition, the Airport only sold 164 gallons of 94 Swift fuel last month with a price of \$5.83. Craig then went on to present a general summary of the maintenance items and various issues completed during the previous month's activities (refer to Airport Manager's February 2025 report). There being no further discussion, member Kirkland moved that the Board accept and receive the Managers Report which was seconded by member Southwell 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 conversation over this years "Airport Activities," the Board further discussed the scheduling of upcoming events such as the chili luncheon and the pancake breakfasts. The Board discussed the various dates and the proposed April 26<sup>th</sup> chili luncheon. Unfortunately, because of another commitment that day, Member Southwell articulated that he cannot serve as our cook for the event. As such, after discussion and comment, the Baard agreed to cancel the April chili luncheon and proceed with the May pancake breakfast. Of course the Board indicated they were eager to try out the new tables and grill for the upcoming pancake breakfasts. As mentioned, the replacement tables allow for easier set up and breakdown of the event.
- B. Craig provided to each member a copy of the bid work sheet of proposals from solicited lawn mowing contractors. He mentioned that City staff will be reviewing the information provided in selecting a contractor. He further went on to comment that he is also researching the qualifications of each respondent to determine work experience and background.

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

- A. In receiving a question about the installation of the new Airport sign, Craig stated the new sign should be installed in the spring.
- B. Craig mentioned that the City Council has decided that the Airport Board will continue with five members and that Mr. Glenn Shaw was approved by the City Council as the newest member of the Board. However, in attendance, Dr. Art Sonneborn indicated if necessary, he would join the Board in the future. In addition, Dr. Art Sonneborn indicated he would like to participate in some of our upcoming events of which the Board readily accepted his assistance.

**XI. Member Comments**

- A. Chair Walraven asked if any of the Board members would like to make a public comment: There was none at this time.

**XII. Next Meeting Date**

- A. Chair Walraven mentioned that the next Board meeting is scheduled for Monday April 7, 2025, at 4:15 p. m. in the Terminal building.

**XIII. Adjournment**

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

Respectfully submitted,

Brooks Field Airport Board

User: bcary

PERIOD ENDING 03/31/2025

DB: Marshall

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 03/31/2025	ACTIVITY FOR MONTH 03/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-506.00	Federal Grant-Reimbursement	0.00	0.00	0.00	0.00	0.00
295-000-529.00	Federal Grants	0.00	0.00	0.00	0.00	0.00
295-000-540.00	State Grants	0.00	0.00	0.00	0.00	0.00
295-000-640.00	Charges for Service - Fuel	80,000.00	45,868.34	179.56	34,131.66	57.34
295-000-665.00	Interest	1,000.00	0.00	0.00	1,000.00	0.00
295-000-667.00	Rents	30,000.00	16,060.13	(3,987.07)	13,939.87	53.53
295-000-675.00	Contrib. from Other Sources	0.00	0.00	0.00	0.00	0.00
295-000-675.99	Contributions - Miscellaneous	0.00	0.00	0.00	0.00	0.00
295-000-678.00	PENALTIES INCOME-RENT	0.00	25.00	0.00	(25.00)	100.00
295-000-679.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
295-000-696.00	Proceeds from Bonds/Notes	0.00	0.00	0.00	0.00	0.00
295-000-699.00	Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00
295-000-699.01	Contributions - General Fund	99,622.00	0.00	0.00	99,622.00	0.00
Total Dept 000		210,622.00	61,953.47	(3,807.51)	148,668.53	29.41
TOTAL REVENUES		210,622.00	61,953.47	(3,807.51)	148,668.53	29.41
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,455.00	5,486.66	553.80	1,968.34	73.60
295-595-702.01	Other Fringe Benefits-taxable	0.00	0.00	0.00	0.00	0.00
295-595-702.05	PAYROLL MARIJUANA	0.00	0.00	0.00	0.00	0.00
295-595-703.00	Part-time Salaries	28,748.00	23,431.03	2,442.06	5,316.97	81.50
295-595-704.00	Overtime Salaries	0.00	510.36	0.00	(510.36)	100.00
295-595-712.00	WORKERS COMPENSATION	243.00	0.00	0.00	243.00	0.00
295-595-715.00	Social Security	570.00	2,203.31	226.98	(1,633.31)	386.55
295-595-716.00	Hospitalization	2,086.00	1,447.61	132.94	638.39	69.40
295-595-717.00	Life Insurance	17.00	4.45	1.01	12.55	26.18
295-595-718.00	RETIREMENT - D/B	0.00	0.00	0.00	0.00	0.00
295-595-718.10	RETIREMENT - D/C	746.00	510.76	0.00	235.24	68.47
295-595-740.00	Operating Supplies	2,000.00	383.62	0.00	1,616.38	19.18
295-595-757.00	Fuels & Lubricants	76,000.00	68,881.71	26,672.42	7,118.29	90.63
295-595-801.00	Professional Services	0.00	0.00	0.00	0.00	0.00
295-595-805.00	Administrative Costs	2,000.00	2,429.76	0.00	(429.76)	121.49
295-595-812.00	License	50.00	50.00	0.00	0.00	100.00
295-595-820.00	Contracted Services	16,000.00	7,567.38	0.00	8,432.62	47.30
295-595-825.00	Insurance	6,000.00	9,863.48	0.00	(3,863.48)	164.39
295-595-850.00	Communications	2,500.00	1,294.71	0.00	1,205.29	51.79
295-595-860.00	Transportation & Travel	150.00	0.00	0.00	150.00	0.00
295-595-921.00	Utilities - Gas	2,000.00	833.94	180.54	1,166.06	41.70
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	4,563.58	0.00	1,836.42	71.31
295-595-930.00	Equipment Maintenance	2,500.00	5,553.01	0.00	(3,053.01)	222.12
295-595-931.00	Maintenance of Building	5,000.00	3,577.96	101.56	1,422.04	71.56
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	1,499.35	0.00	(1,499.35)	100.00
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,580.00	2,386.64	0.00	1,193.36	66.67
295-595-955.00	COST ALLOCATION	4,327.00	3,245.25	0.00	1,081.75	75.00
295-595-956.00	Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
295-595-958.00	Education & Training	0.00	45.00	0.00	(45.00)	100.00
295-595-968.00	Depreciation	0.00	0.00	0.00	0.00	0.00
295-595-990.00	Debt Service	0.00	0.00	0.00	0.00	0.00
295-595-994.00	Bond Interest Paid	0.00	0.00	0.00	0.00	0.00
295-595-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 03/31/2025	ACTIVITY FOR MONTH 03/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport Expenditures						
Total Dept 595 - Airport		168,372.00	145,769.57	30,311.31	22,602.43	86.58
Dept 900 - Capital Outlay Control						
295-900-970.00	Capital Outlay	42,250.00	0.00	0.00	42,250.00	0.00
Total Dept 900 - Capital Outlay Control		42,250.00	0.00	0.00	42,250.00	0.00
TOTAL EXPENDITURES		210,622.00	145,769.57	30,311.31	64,852.43	69.21
Fund 295 - Airport:						
TOTAL REVENUES		210,622.00	61,953.47	(3,807.51)	148,668.53	29.41
TOTAL EXPENDITURES		210,622.00	145,769.57	30,311.31	64,852.43	69.21
NET OF REVENUES & EXPENDITURES		0.00	(83,816.10)	(34,118.82)	83,816.10	100.00



## Brooks Field Airport

### April 2025 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	1684	6860	1375	\$5.15	\$4.04	\$27,714.40
94 Swift	2324	2000	324	\$5.83	\$4.98	\$9,960.00
						\$37,674.40

#### Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.66	\$5.50	\$5.29	\$5.67	\$5.24	\$5.47

Received 6,500 gallons of 100LL Avgas on 3/20/2025 for \$4.04 / gallon.

Note: I am pretty happy about our timing & the purchase price. Our last load was \$4.30 / gallon. The week after we received our load it went to \$4.14 / gallon and has stayed there.

#### Other items:

- United Petroleum was able to repair our Veeder Root fuel tank monitor. I have not received an invoice from them yet but I expect the tab to be less than \$2k. For reference a new unit was quoted at \$11,000.
- RW Mercer repaired a leak at the swivel joint on our 100LL dispenser reel. It was the same seal that they fixed on our 94 Swift hose reel last year.
- Civil Air Patrol will be utilizing our terminal building and airfield for a training mission on Saturday, May 3<sup>rd</sup>. I told them that they were welcome anytime and I would assist with anything they need.
- WMU Flight team will be utilizing our runway for spot landing practice on Saturday, April 5<sup>th</sup>. They have been here numerous times and have always been respectful to other traffic according to reports I receive from our local pilots.
- I met with City staff to review lawn mowing bids. White Collar Lawn (Eric Winnie) was the low bidder for the airport at \$750 / mow. They were our mowing contractor a few years ago, and we did have a few issues, but nothing like what we experienced in the last 2 years. I met with Eric and we toured the airport, he was confident that he had a good crew this year that could meet our expectations.
  - We will need to revise our budget because we were paying \$540 / mow last year.
- Our taxiway / apron rehab project is tentatively being pushed back to this fall versus our original plan of this spring. The contractor originally told me early May, but Ben Hoover from Mead & Hunt informed me that they are negotiating with the contractor for a later date. The reason for the schedule change has to do with funding from MDOT. The good news, according to Ben, is that if we are successful in postponing the project until this fall, the City will not have to contribute 5%, it will be 100% paid for by FAA & MDOT funds.
- Eddie has been doing plenty of spring clean up, repairing gutters, minor t-hangar repairs.
  - We will be planning to replace two more door header boards on our t-hangars this spring.

#### Trivia:

What current manufacturer of popular automobiles was the world's first manufacturer of production turbojet engines?