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, May 6, 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: Craig Griswold - Airport Manager
Theresa Chaney Huggett – City Council Liaison
Shawn Bowdidge - Sky Launch Aviation

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 Southwell made a Motion to receive and accept the April 1, 2024 meeting minutes and was seconded by member Buller and carried on a voice vote.

V. **Financial Report**

A. The meeting began with a review and discussion of the April 30, 2024, Revenue and Expenditures Report that each member received at the meeting. The Board did review the report with various discussions over the journaling of line items in the expenditure section of the report. First off, the Board questioned the overages in Line Items 595-703 – Part Time Salaries and Line Item – 595-595 -715 – Social Security. Craig mentioned he requested Eddie perform some additional work at the Airport. He has been monitoring the budget and stated he understood it is slightly over the budget. Regarding the Social Security Line Item, Craig attributed the overage to City Personnel billing in the accounts. In further review, Member Buller asked Craig about Line Item 595 - 932 Maintenance of the Building showing a considerable remaining balance and with the ending of fiscal year next month, he wanted to ensure Craig utilizes the balance in the account. Craig responded that he is scheduling a considerable amount of work within the next couple of months including the painting and repair of siding on the hanger and the old Terminal building, the repair of windows and the filling of cracks to temporarily alleviate fissures in the apron and runway. He indicated this will probably cover the remaining balance of the account. Member Buller asked Craig to purchase siding made of fir wood instead of pine wood since it is stronger and will last longer. He asked Craig to maintain a work schedule for repairs and utilize the remaining balance of the funds in the account. Chair Walraven also asked Craig to monitor and order supplies such as light bulbs and other equipment appurtenant to the operation of the Airport. After some discussion and comment, the Board indicated they were satisfied with the report at the present time and therefore member Buller moved that the Board receive the Revenue and Expenditures Report, which was seconded by member Mead 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 had increased sales of 1567 gallons of 100 LL fuel within the last month. Craig indicated the increase in sales can be attributed to improved weather as well as the purchase of fuel by the flight school. The price has remained at $5.65 per gallon. With the increase in sales, Craig indicated there is only 1123 gallons remaining in the tank. As such, he will be ordering a delivery but is monitoring the cost of fuel in the market and stated it is around $4.69. He stated he wants to wait a week or two to determine if the cost will go down. In addition to the 100LL, the Airport did sell 386 gallons of 94 Swift fuel at $6.18 per gallon last month. Although, sales did increase from the previous month, Craig believes increased sales in the coming months with better weather. 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 April, 2024 report). There being no further discussion, member Kirkland 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. As a follow up, the Board heard from Ms. Shawn Bowdidge regarding the launch of the Sky Launch Aviation (flight school). Ms. Bowdidge thanked the Airport Board for their support towards the use of the main hanger and the proposal for the revised rental agreement to the lease. Ms. Bowdidge mentioned that since the beginning of the year, the school has purchased approximately $2,900 of fuel at the Airport or around 513 gallons. Ms. Bowdidge indicated the school will continue to purchase fuel as well as leasing another aircraft and the engagement of another instructor for the growth of the school. Overall, the Flight school is having a positive impact on operations numbers

IX. Old Business

A. In a follow up conversation over upcoming "Airport Activities," Chair Walraven made mention of the recent chili luncheon the Board held at the Airport. Although the event generated modest revenue, we are hopeful the event generates additional income in October. Member Kirkland did note that most patrons provided an encouraging feedback on the layout and the food. The Board next discussed the scheduled May pancake breakfast and went over details required for the upcoming event. Member Southwell (lead cook) stated he will get with Member Mead to finalize details on the assignments for cooking at the event. Member Mead indicated he will contact the Ad-Visor. In addition, Sky Launch Aviation will again have an information table at the event. Next, Chair Walraven introduced a discussion for the August pancake breakfast in conjunction with BFAA fly in event. There was further discussions over concerns on the approval of any such events through the Calhoun County Health Department. Mention was made over a required one day training session through the county for one of the members. In addition, Board Members mentioned that all proceeds from the sale of the foodstuff should remain with the account for the improvement and operation of the Airport and not the BFAA. After a considerable discussion, Member Mead proposed a Motion to not include the BFAA in the upcoming pancake breakfasts for this year. It was seconded by member Southwell and carried on a voice vote.

X. Reports and Recommendations/New Business

A. Craig stated he was notified that Metro Aviation Inc. will not be serving West Michigan and has abandoned plans to relocate to Brooks Field.

B. Craig is still working with the Marshall Gardening Club about sprucing up the landscaping around the Terminal. Craig indicated he will follow up and provide the Board with any updates. Also, Craig mentioned the need to construct and install the airport sign by the road. The Board will make arrangements for materials and a schedule for its construction.

XI. Member Comments

A. Chair Walraven asked if any of the Board members would like to make a public comment. Member Mead wanted to request Craig address the issue of tracking the number of flight to the air field. This would include the number of times that Western Michigan University has student pilots as well as the flight school monitor their flights logs to provide a tracking of flight operations. This information is important in providing documentation to AERO for consideration of funding for future projects. Member Mead also mentioned previous discussions on monitoring and tracking devices installed along the runway to display the number of flights coming into the Airport. Craig mentioned he has checked into devices as well as costs of the equipment and indicated they are too expensive. However, he is still researching the matter.

XII. Next Meeting Date

A. Chair Walraven mentioned the next Board meeting is scheduled for Monday June 3, 2024, at 4:15 p. m. in the Terminal building.

XIII. Adjournment

A. Member Mead made a Motion to adjourn the meeting at 5:20 p. m. and it was seconded by member Southwell and carried on a voice vote.

Respectfully submitted,

Brooks Field Airport Board