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, 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 15th. 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 20th. Although the previous event generated modest revenue, we are hopeful the next generates additional income. With regard to advertising the next evet, 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 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 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