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 gilder 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