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, January 6, 2025, at 4:20 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
b. Other Attendees: Craig Griswold – Airport Manager
Shawn Bowdidge – SkyVenture Aviation
Marcia Strange - Director of Community Development
Mr. Glenn Shaw – perspective new Board Member

III. **Approval of Agenda:** Member Southwell made a Motion to approve a revised agenda that includes a discussion of this year's Airport activities and with the changes 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 November 11, 2024 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 December 31, 2024, 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 an accounting error resulting in the delinquency of sales tax payments to the State. Apparently, the City Finance Department discovered the error and is resolving the issue, however the tax is reflected in the budget. In addition, mention was made on the maintenance line item indicating the account is over budget. Craig stated some of these costs occurred in repairing the fuel pumps. He indicated he is watching this particular line item for further 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 into the written 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 only sold 484 gallons of 100LL fuel last month with a current price of $5.15 per gallon. He attributes the reduction is sales to the wintery weather conditions. Conversely, Craig stated he did lower the price of the fuel from $5.45 to the $5.15. He considered this appropriate to make the Airport competitive with other Airports. Since the Airport's cost is $4.30 per gallon, the Airport is still profitable with the decrease. In addition, the Airport only sold 122 gallons of 94 Swift fuel last month priced at $5.83. Craig mentioned he also lowered the price from $6.08 to $5.83. Of course, these pricing reductions will still follow the City's pricing guidelines. 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 January 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. While in attendance at the meeting, Shawn Bowdidge from SkyVenture Aviation mentioned that it came to her attention that Jo-Lee restaurant at the Owosso Community Airport is renting electric bicycles for pilots to use at the Airport. Shawn indicated it may be something for the Brooks Airport to look into providing for area travel at the Airport. Also, Shawn suggested a discussion on this year's events at the Airport, including the projected dates for these events. For instance, mention was made in reviving the "movie nights" as well as scheduling other events at the Airport. The Board thanked Shawn for her discussion.

IX. Old Business

A. In a conversation over this years "Airport Activities," the Board discussed scheduling upcoming events such as the chili luncheon and the pancake breakfasts. The Board discussed various dates and proposed April 26th and October for the chili luncheons. The pancake breakfasts are tentatively scheduled for the third Saturday in May, June, July, August and September. Member Southwell wanted to remind the Board these events provide promotion purposes for the Airport as well as provide additional revenue. As a follow up, Chair Walraven, mentioned he purchased and delivered new tables to the Airport for these upcoming events. These are light weight (but durable) tables. The replacement tables allow for easier set up and breakdown.

X. Reports and Recommendations/New Business

A. Craig mentioned he has not received the expected proposal from Mr. Tyler Shepard from the Warbirds of Glory Museum regarding restoring the Beech 18. Although their organization is busy restoring a North American B-25J, we will hopefully receive a proposal in the future.

B. Craig mentioned the City will advertising for a new lawn mowing contractor in the near future. Chair Walraven mentioned it is should be in the interest of the Airport Board to either participate or advise the City selection committee in recommending an experienced and cost effective contractor to handle the requirements necessary in providing lawn mowing services. As such, Member Kirkland made a Motion recommending to the City Council that Craig Griswold participate in the selection process for lawn mowing services to the Airport. It was seconded by member Southwell and carried on a voice vote.

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 February 3, 2025, at 4:15 p. m. in the Terminal building.

XIII. Adjournment

A. Member Southwell made a Motion to adjourn the meeting at 5:35 p. m. and it was seconded by member Kirkland and carried on a voice vote.

Respectfully submitted,

Brooks Field Airport Board