Brooks Field Airport Board Meeting Minutes

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 26th 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