

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, April 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, and Scott Southwell
- a. Members Absent: David Mead and Steve Buller
 - b. Other Attendees: Craig Griswold - Airport Manager
Theresa Chaney Huggett – City Council Liaison
Rob Williams
Shawn Bowdidge
- 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 March 4, 2024 meeting minutes and was seconded by member Kirkland and carried on a voice vote.
- V. **Financial Report**
- A. The meeting began with a review and discussion of the March 31, 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 report. After some discussion and comment, the Board indicated they were satisfied 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 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 sales of 622 gallons of 100 LL fuel within the last month. Craig indicated he hopes to have increased sales with improved weather during the next month. The price has remained at \$5.65 per gallon. As a follow up, Craig indicated he still monitors the cost of fuel in the market and stated it is around \$4.78, a slight decrease from the previous month. He will keep monitoring the price before further fuel is ordered. In addition to the 100LL, the Airport did sell 143 gallons of 94 Swift fuel at \$6.18 per gallon last month. Again, Craig indicated he believes sales should increase 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 March, 2024 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. As a follow up, the Board heard from Ms. Shawn Bowdidge regarding the discussion of assisting the launch of the Sky Launch Aviation (flight school) allowing the use

of the main hanger with a sliding rental agreement to lease. Since the school is in its initial stages and to ensure its success, she had requested Board support in providing access to the main hanger for aircraft storage as well as a reduction of rent. After follow discussion and review of previous examples in supporting previous tenants, Member Southwell put forth a Motion that would amend the present month to month lease with Sky Launch Aviation, and revise the lease to disaffirm the rental rate for the remainder of the year and then set up a sliding scale rental rate of 50% of the present rate or an alternate rate as determined by the Board at the future. Member Kirkland seconded the motion and carried on a voice vote.

IX. Old Business

- A. In a follow up conversation over upcoming "Airport Activities," Chair Walraven followed up with a discussion on the events (pancake breakfasts and chili luncheons) for this season. As reiterated, this year's events will occur on the third Saturday of each month beginning with a chili luncheon in April and one in October. Pancake breakfasts will occur in May, June, July, August and September. Since the first event is scheduled for April 20th, Member Southwell has volunteered to provide culinary duties and will follow up with Member Mead on his cooking responsibilities. This event will start at 11:00 and end at 2:00. The recommended cost is age 12 and up is \$10; ages 6-11- \$5 and under 6 free. Mention was also made that Skyview Aviation will have a table or stall during this and other events to provide information on its flying educational program. Further into the discussion there is the concern over the approval of any such events through the Calhoun County Health Department. There was a discussion over a required one day training session through the county for one of the members. In addition, Chair Walraven introduced a discussion for the August pancake breakfast in conjunction with BFAA fly in event. There were considerations for raffles, costs, liabilities and other matters. Therefore, the Board recommended the event should occur on the third Saturday in August.

X. Reports and Recommendations/New Business

- A. Craig followed up regarding the preliminary proposal from Metro Aviation Inc., regarding building a facility to base their medical ambulance helicopter at the Airport. According to Craig, he contacted the City and received provisional feedback on its approval. Craig is waiting on follow up from Todd Stanberry, of Metro Aviation.
- B. Craig also mentioned that he is following up with Tim Wackerle and 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.
- C. Craig informed the Board that Eric stated that International Transmission Company (ITC) is in the process of finalizing the design and eventual construction of transmission line in the area. The Board expressed their concern that the new lines do not impact the runway approaches to the Airport. According to Craig, the Airports Consultant, Mead and Hunt, was contacted and stated the project will not impact the Airport. It was mentioned during the discussion, how the construction of transmission lines can impact a runway approach. Craig assured the Board, the lines will not be a hindrance.

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 the next Board meeting is scheduled for Monday May 6, 2024, at 4:15 p. m. in the Terminal building.

XIII. Adjournment

- A. Member Southwell made a Motion to adjourn the meeting at 5:30 p. m. and it was seconded by member Kirkland and carried on a voice vote.