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, September 9, 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
Shawn Bowdidge - Sky Launch Aviation
Jeff Bowdidge – Sky Launch Aviation

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 August 5, 2024 meeting minutes and it 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 August 31, 2024, Revenue and Expenditures Report that each member received at the meeting. Since this report detailed the beginning of the fiscal year, the Board did review the report with various discussions over the document format provided to the Board. The revised format provided a breakdown including dates of various charges to the report. Chair Walraven indicated he reviewed the report and commented in his approval in the itemization of charges. He asked Craig to see if he can provide both reports for the next meeting. 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 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 2,417 gallons of 100LL fuel last month. A slight increase of sales from the previous month, which Craig indicated much of the fuel sold was through the flight school. As such, he indicated the Airport did receive a load of 100LL fuel on August 29th. The purchase price was $4.30 per gallon which is a decrease in price from the previous fuel purchases. Craig therefore adjusted the Airports fuel price from $5.65 to $5.45 per gallon. The reduced price is still within the City's pricing guidelines but allows the Airport a more competitive price in the market place. In addition, the Airport did sell 125 gallons of 94 Swift fuel last month with the Airport ordering and receiving a load of fuel on August 6th for $4.98 a gallon. Again this is a slight decrease from the last previous purchase of fuel. Craig stated to remain competitive, he also reduced the price of the 94 Swift fuel from $618 to $6.08. Craig also mentioned the 94 Swift fuel pump did not work properly for the past month and it took the contractor RW Mercer a month to diagnose the problem, order parts and repair the problem. As such, the fuel pump is finally working. 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 Kirkland 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. Shawn Bowdidge from Sky Launch Aviation iterated mention of reviving the "movie nights" at the Airport. Shawn stated that the previous movie nights provided advertising to the Airport and was enjoyed by the attendees. As before, discussion concerned the "performance fees" associated with the providing the movies. The Board heard various alternatives and recommendations and Shawn indicated a possibly of recommencing this event in the future.

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 August 17th. Chair Walraven reported "in spite of the weather and the stiff competition from other nearby airports, our pancake breakfast enjoyed strong and continuous support from more than 70 paying customers …" He went on to comment, that "clearly the skilled food preparers … are deeply appreciated by the diners." Mention was made that we hope the next event generates similar income. However, 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. Of course Member Southwell stated he will order the supplies and deliver (dump) them on the unfortunate Member Mead prior to the event.

X. Reports and Recommendations/New Business

A. Craig provided a brief update on the maintenance tasks he and Eddie are working on in improving the appearance of the Airport.

B. Craig stated that he was contacted by an individual about obtaining the Beech 18 from the City. According to Craig, this person wants the City to gift him the plane so he can restore it to a flying condition. The Board had a concerted discussion over the matter expressing trepidations over the possibility of refurbishing the plane, the accessibility of replacement parts, removal and transportation of the plane to name a few of the concerns. As such, Craig will follow up with City Administration on the proposal.

C. The Board followed up discussion on the Capital Improvement Plan proposed schedule for the rehabilitation of the Taxiway and Apron project. Craig mentioned he attended the MAP meeting with AERO and conversed regarding the project as well as the schedule of the project. As stated, during part of the construction, the runway will need to be closed approximately 17 days. Jeff Bowdidge from Sky Launch Aviation stated his concern that this will affect the operation of the flight school during the project. For instance, he wanted to know how flights are going to take off and land during this time. Craig indicated he will follow up to determine a possible solution for the school. The Board discussed various recommendations but will need to follow up on the issue. Craig reiterated that the owners of the T-hangers 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: There was none at this time.

XII. Next Meeting Date

A. Chair Walraven mentioned that the next Board meeting is scheduled for Monday October 7, 2024, 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