## *Marshall Airport Board Meeting Minutes*
## *Brooks Field Airport*

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**I.** Chair Michael Walraven called the Marshall Airport Board to order in a scheduled session on Monday, November 11, 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, David Mead, Steve Buller and Scott Southwell,

a. Members Absent: None
b. Other Attendees: Craig Griswold – Airport Manager
Shawn Bowdidge – SkyVenture Aviation
Jeff Bowdidge – SkyVenture Aviation
Marcia Strange - Director of Community Development
Tyler Shepard – Warbirds of Glory Museum New Hudson

**III.** **Approval of Agenda:** Member Mead made a Motion to approve a revised agenda that includes the nomination of next year's officers and it was seconded by member Buller and carried on a voice vote.

**IV.** **Approval of Minutes:** Member Southwell made a Motion to receive and accept the September 9, 2024 meeting minutes and it was seconded by member Kirkland and carried on a voice vote.

**V.** **Financial Report**

A. Prior to the review and discussion of the October 31, 2024, Revenue and Expenditures Report, Craig stated he wanted to introduce Marcia Strange, the new Director of Community Development for the City of Marshall. Craig stated that Marcia is Eric's replacement overseeing city projects as well as the operations of the Airport. Marcia provided a brief background of her experience and involvement in public policy especially with Airports. The Board gave a hearty "welcome" and "congratulated" Marcia on her appointment to the position. Craig mentioned he already met with Marcia and provided a brief tour of the facilities for her knowledge. Following up, the Board reviewed the Revenue and Expenditures Report breakdown with members questioning some of the expenses to the budget. For instance, member Buller questioned how the maintenance budget is already at 40% of the budget and what costs occurred for this increase. Craig mentioned some of these costs reflect the repair of the 94 octane pump and the line detection inspection. Member Southwell also questioned some of the maintenance costs regarding the repair of windows and sealant. 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 previous month's activities, including the status of fuel. As indicated in the information provided by Craig, the Airport did sell 1392 gallons of 100LL fuel last month with a price of $5.45 per gallon. While the Airport's cost is $4.30 per gallon, he has followed up and studied the market and discovered the cost of fuel is down to $4.02 per gallon. Although the Airport is still somewhat competitive in pricing, he stated he may reduce the price in the near future to make the Airport competitive. Of course, the price reduction will still follow the City's pricing guidelines. He mentioned that an increase in fuel sold in the past months is attributed to the flight school. In addition, the Airport did sell 524 gallons of 94 Swift fuel last month priced at $6.08. During the conversation, Jeff Bowdidge from SkyVenture Aviation (flight school) stated that the school is having trouble fueling their planes at the Airport. According to Jeff, the credit card reader will only allow fueling for three purchases. As a consequence, Naomi from the flight school has had to fly to Charlotte Airport to purchase fuel. Apparently, this problems is generated through the credit card company allowing only so many purchases of fuel on the credit card reader. Craig indicated he will research into the matter to resolve the issue, since this is costing the Airport funds. 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 November, 2024 report). There being no further discussion, member Mead 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. While in attendance at the meeting, Shawn Bowdidge from SkyVenture Aviation proposed a discussion concerning alternative uses of the main hanger and Terminal building for the purposes of generating greater income for the Airport. For instance, mention was made in reviving the "movie nights" at the Airport as well as other events. Unfortunately, it was mentioned the Airport is restricted by FAA requirements as well as risk assessment guideline by the city. However, after some conversation, it was agreed to further research the subject for alternatives to assist in increasing revenue. The Board thanked Shawn for her discussion.

## IX. Old Business

A. In a follow up conversation over the previous "Airport Activities," Chair Walraven discussed the final tally of net proceeds from the pancake breakfast and chili cookout the Board has held at the Airport. As such, the Board discussed the use of these funds for the purchase of items for the benefit of the Airport.

## X. Reports and Recommendations/New Business

A. At this stage in meeting, officers were nominated and elected for the Brooks Field Airport Advisory Board for the year 2025. It was mentioned that Member Buller will not be renewing his membership to the Board next year but will volunteer in assisting at the Airport events (if available). Therefore, member Mead made a Motion to maintain the present individuals in their respective positions as well as volunteer as Vice Chair for the next upcoming year. Therefore, member Walraven was again selected as Board Chair, member Mead was selected as Vice Chair and member Kirkland was nominated to remain as Secretary. In addition, the Board recommended Member Southwell as Parliamentarian and Sargent of Arms. The Motion was seconded by member Buller and the selection of the Board officers was carried on a voice vote.

B. At this juncture of the meeting, the Board heard a presentation from Mr. Tyler Shepard from the Warbirds of Glory Museum member located at the New Hudson Airport. The purpose of this presentation was the museums present project of restoring a North American B-25J. According to the history of the plane, it was recovered from the middle of the Tanana River outside Fairbanks, Alaska. After being abandoned for forty-four years, the Warbirds of Glory Museum successfully recovered the aircraft and transported it back to the facilities at the Airport in an attempt to restore the planes airworthy status. He went onto to comment that volunteers, including the museums Kitty hawk Academy program students, all led by aircraft restorer Patrick Mihalek are will undertaking the restoration of the B-25. The restoration is currently underway at the museums restoration shop in Brighton, Michigan. Therefore, he wanted to know if the Airport and City would be interested in developing a similar project for the Beech 18 located at the Airport. According to Mr. Shepard, he inquired from the Board the possibility of refurbishing and restoring the Beech 18. He mentioned how their organization is working on the B-25 and indicated the possibility of doing the same for the Beech 18. The Board listened with rapture during the discussion and indicated their support with conversations on the possibility for the prospect of restoring the plane. Mr. Shepard indicated, they will follow up and provide a proposal to the Board.

## 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 December 2, 2024, at 4:15 p. m. in the Terminal building.

## XIII. Adjournment

A. Member Mead made a Motion to adjourn the meeting at 5:55 p. m. and it was seconded by member Buller and carried on a voice vote.

Respectfully submitted,

Brooks Field Airport Board