

AIRPORT BOARD AGENDA

Regular Meeting

May 5, 2025 at 4:15 PM



- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **APPROVAL OF AGENDA** - Items can be added or deleted from the Agenda by board action.
- 4) **APPROVAL OF MINUTES** - Items can be added or deleted from the Agenda by board action.
 - A. Approve minutes from April 7, 2025 Board Meeting
- 5) **FINANCIAL APPROVAL**
 - A. Review and Approve April 2025 Financial Report
- 6) **AIRPORT MANAGER'S REPORT**
 - A. May 2025 Airport Manager's report
- 7) **PUBLIC COMMENT ON AGENDA ITEMS** Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes. Comments should address AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion of the meeting agenda. Non-Agenda items should be addressed during the PUBLIC COMMENT-NON-AGENDA ITEMS portion of the meeting agenda.
- 8) **PUBLIC HEARINGS & SUBSEQUENT BOARD ACTION**
- 9) **OLD BUSINESS**
- 10) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
 - A. Drive-in Movie
- 11) **PUBLIC COMMENT ON NON-AGENDA ITEMS** Persons addressing the board are required to give their name and address for the record when called upon by the Chair. Members of the public shall be limited to speaking for a maximum of five (5) minutes. Comments should address NON-AGENDA ITEM topics. Public Hearing items should be addressed during the PUBLIC HEARING portion of the meeting agenda. Agenda items should be addressed during the PUBLIC COMMENT-AGENDA ITEMS portion of the meeting agenda.
- 12) **BOARD REPORTS**
- 13) **ADJOURNMENT**

Brooks Field Airport Board Meeting Minutes

- I. Chair Michael Walraven called the Marshall Airport Board to order in a scheduled session on Monday, April 7, 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, David Mead and Glenn Shaw,
 - a. Members Absent: Scott Southwell
 - b. Other Attendees: Craig Griswold – Airport Manager
Marcia Strange - Director of Community Development
Shawn Bowdidge – SkyVenture Aviation
Jeff Bowdidge – SkyVenture Aviation
- III. **Approval of Agenda:** Member Mead 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 Shaw made a Motion to receive and accept the March 3, 2025 meeting minutes and it was seconded by member Mead and carried on a voice vote.
- V. **Financial Report**
 - A. The Board began the meeting with a review of the March 31, 2025, Revenue and Expenditures Report, which was distributed to each member at the meeting. While reviewing the report, members questioned some of the expenses to the budget. For instance, mention was made of line item 595-805 - Administrative Costs indicating an overage of \$429.76 or 21 % over the budget. Apparently this is a City Overhead account reflecting charges by City personnel. Furthermore, account 595-930 – Equipment Maintenance reflected overage of \$3,053 or 122% over budget, which Craig indicated are charges for various equipment repairs such as the fuel pumps. Also, the Board questioned line item 595-941 – Equipment Pool Rental. Craig mentioned these are charges for City equipment involved in snow removal. In reviewing the budget, Marcia mentioned these budget expenses will be monitored with the next fiscal year’s budget for the Airport. Marcia also mentioned next year’s Airport budget was submitted to City Council for review and approval. Marcia indicated she and Craig will review the budget to further fine tune the line items in the funds. After some discussion and comment, the Board indicated they were content with the report at the present time and therefore member Kirkland moved that the Board receive the Revenue and Expenditures Report, which was seconded by member Mead and carried on a voice vote.
- VI. **Airport Manager’s Report**
 - A. Craig provided an update on the Manager’s Report regarding the past month’s activities, including the status of fuel. As indicated in the information provided by Craig, the Airport sold a considerable amount of fuel totaling 1,375 gallons of 100LL last month with a current price of \$5.15 per gallon. Member Kirkland indicated his surprise at the increase in fuel sales which Craig indicated is a result of warmer weather which increased the accessibility of the flight school in their flight training. Since the increase in sales, this is also required ordering an increase in fuel purchase for the month. Craig went on to state, he ordered and received 6,500 of 100LL fuel on 3/20/2025 for a purchase price of \$4.04 per gallon. He stated he is was happy about “our timing and purchasing price” for this load since the previous load cost \$4.30 per gallon. Craig also stated he is monitoring neighboring Airports and our present pricing is competitive. He will continue to monitor fuel prices and make a determination to revise the Airports price. In addition, the Airport sold 324 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 March 2025 report). There being no further discussion, member Mead 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. There was none at this time.

IX. Old Business

- A. In fine-tuning over this years "Airport Activities," the Board discussed the scheduling of upcoming events such as the chili luncheon and the pancake breakfasts. The Board discussed the various dates mentioning that the April 26th chili luncheon has been cancelled. As such, the Board will proceed with the May pancake breakfast occurring on the third Saturday on May 17th. After this, each breakfast will occur on the third Saturday of the succeeding months (June, July, August and September). After reviewing the calendar, the Board will conclude the season with the chili cookout on October 11th. When asked, the Board mentioned that the renowned chef, Scott Southwell will grace the events utilizing the new grill. Member Mead started a conversation on the possibility of outside entities providing "sponsorship" for the events. Various discussions of scenarios were mentioned for the purposes of marketing the Airport. Marcia indicated it could be something to explore in the future.
- B. With a follow up on the lawn mowing contract, Craig stated that White Collar Lawn Company was selected by City staff to provide lawn mowing services. Craig stated he met with the owner, Eric Winnie to go over the needs of lawn cutting at the Airport. Craig indicated the meeting went well.
- C. In a follow up to a presentation to the Board in November regarding the restoration and refurbishment of the Beech 18, the Board asked Craig if he had received any further communication from Mr. Tyler Shepard from the Warbirds of Glory Museum. At that November meeting, Mr. Shepard indicated a willingness to submit a proposal to take charge of the Beech 18 for restoration for flight. Craig indicated he had not received anything yet and will follow up on the prospect.

X. Reports and Recommendations/New Business

- A. There was follow-up up discussion on installing the new sign with questions on purchasing bricks for the base and other aspects of its installation.
- B. After Craig mentioned the revision to schedule on the taxiway/apron project and closing of the runway for a couple of weeks, Craig mentioned he will prepare a letter at that time, to the T-hanger tenants and notification to other pilots of the runway closure. The project is now scheduled for next fall.

XI. Member Comments

- A. Chair Walraven asked if any of the Board members would like to make a public comment: Chair Walraven then mentioned that the Wings Event - Emergency Responders Training is coming up on May14th at the Willow Run Airport. He indicated this is a worthwhile training event to promote guidelines to respond to possible catastrophic events occurring at the Airport. Marcia indicated she believe the City police and firefighths are scheduled to attend this training.

XII. Next Meeting Date

- A. Chair Walraven mentioned that the next Board meeting is scheduled for Monday May 5, 2025, at 4:15 p. m. in the Terminal building.

XIII. Adjournment

- A. Member Shaw made a Motion to adjourn the meeting at 5:12 p. m. and it was seconded by member Mead and carried on a voice vote.

Respectfully submitted, Brooks Field Airport Board

User: bcary

PERIOD ENDING 04/30/2025

DB: Marshall

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2025	ACTIVITY FOR MONTH 04/30/2025	AVAILABLE BALANCE	% BGD USED
Fund 295 - Airport						
Revenues						
Dept 000						
295-000-506.00	Federal Grant-Reimbursement	0.00	0.00	0.00	0.00	0.00
295-000-529.00	Federal Grants	0.00	0.00	0.00	0.00	0.00
295-000-540.00	State Grants	0.00	0.00	0.00	0.00	0.00
295-000-640.00	Charges for Service - Fuel	80,000.00	52,805.87	0.00	27,194.13	66.01
295-000-665.00	Interest	1,000.00	0.00	0.00	1,000.00	0.00
295-000-667.00	Rents	30,000.00	18,160.13	2,100.00	11,839.87	60.53
295-000-675.00	Contrib. from Other Sources	0.00	0.00	0.00	0.00	0.00
295-000-675.99	Contributions - Miscellaneous	0.00	0.00	0.00	0.00	0.00
295-000-678.00	PENALTIES INCOME-RENT	0.00	25.00	0.00	(25.00)	100.00
295-000-679.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
295-000-696.00	Proceeds from Bonds/Notes	0.00	0.00	0.00	0.00	0.00
295-000-699.00	Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00
295-000-699.01	Contributions - General Fund	99,622.00	0.00	0.00	99,622.00	0.00
Total Dept 000		210,622.00	70,991.00	2,100.00	139,631.00	33.71
TOTAL REVENUES		210,622.00	70,991.00	2,100.00	139,631.00	33.71
Expenditures						
Dept 595 - Airport						
295-595-702.00	Payroll	7,455.00	6,039.24	552.58	1,415.76	81.01
295-595-702.01	Other Fringe Benefits-taxable	0.00	0.00	0.00	0.00	0.00
295-595-702.05	PAYROLL MARIJUANA	0.00	0.00	0.00	0.00	0.00
295-595-703.00	Part-time Salaries	28,748.00	25,876.15	2,445.12	2,871.85	90.01
295-595-704.00	Overtime Salaries	0.00	510.36	0.00	(510.36)	100.00
295-595-712.00	WORKERS COMPENSATION	243.00	(13.71)	(13.71)	256.71	(5.64)
295-595-715.00	Social Security	570.00	2,430.44	227.13	(1,860.44)	426.39
295-595-716.00	Hospitalization	2,086.00	1,693.05	245.44	392.95	81.16
295-595-717.00	Life Insurance	17.00	5.71	1.26	11.29	33.59
295-595-718.00	RETIREMENT - D/B	0.00	0.00	0.00	0.00	0.00
295-595-718.10	RETIREMENT - D/C	746.00	567.48	0.00	178.52	76.07
295-595-740.00	Operating Supplies	2,000.00	383.62	0.00	1,616.38	19.18
295-595-757.00	Fuels & Lubricants	76,000.00	68,881.71	0.00	7,118.29	90.63
295-595-801.00	Professional Services	0.00	0.00	0.00	0.00	0.00
295-595-805.00	Administrative Costs	2,000.00	2,618.06	0.00	(618.06)	130.90
295-595-812.00	License	50.00	50.00	0.00	0.00	100.00
295-595-820.00	Contracted Services	16,000.00	7,567.38	0.00	8,432.62	47.30
295-595-825.00	Insurance	6,000.00	9,863.48	0.00	(3,863.48)	164.39
295-595-850.00	Communications	2,500.00	1,393.71	99.00	1,106.29	55.75
295-595-860.00	Transportation & Travel	150.00	0.00	0.00	150.00	0.00
295-595-921.00	Utilities - Gas	2,000.00	935.40	101.46	1,064.60	46.77
295-595-922.00	Utilities-Elec, Water, Sewer	6,400.00	5,641.88	481.44	758.12	88.15
295-595-930.00	Equipment Maintenance	2,500.00	5,553.01	0.00	(3,053.01)	222.12
295-595-931.00	Maintenance of Building	5,000.00	3,577.96	0.00	1,422.04	71.56
295-595-941.00	MOTOR POOL VEHICLE RENTAL	0.00	1,499.35	0.00	(1,499.35)	100.00
295-595-941.01	TECHNOLOGY INTERNAL SERVICE CHARGE	3,580.00	2,684.97	0.00	895.03	75.00
295-595-955.00	COST ALLOCATION	4,327.00	3,245.25	0.00	1,081.75	75.00
295-595-956.00	Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
295-595-958.00	Education & Training	0.00	45.00	0.00	(45.00)	100.00
295-595-968.00	Depreciation	0.00	0.00	0.00	0.00	0.00
295-595-990.00	Debt Service	0.00	0.00	0.00	0.00	0.00
295-595-994.00	Bond Interest Paid	0.00	0.00	0.00	0.00	0.00
295-595-995.00	Transfers to Other Funds	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2025	ACTIVITY FOR MONTH 04/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 295 - Airport Expenditures						
Total Dept 595 - Airport		168,372.00	151,049.50	4,139.72	17,322.50	89.71
Dept 900 - Capital Outlay Control						
295-900-970.00	Capital Outlay	42,250.00	0.00	0.00	42,250.00	0.00
Total Dept 900 - Capital Outlay Control		42,250.00	0.00	0.00	42,250.00	0.00
TOTAL EXPENDITURES		210,622.00	151,049.50	4,139.72	59,572.50	71.72
Fund 295 - Airport:						
TOTAL REVENUES		210,622.00	70,991.00	2,100.00	139,631.00	33.71
TOTAL EXPENDITURES		210,622.00	151,049.50	4,139.72	59,572.50	71.72
NET OF REVENUES & EXPENDITURES		0.00	(80,058.50)	(2,039.72)	80,058.50	100.00



Brooks Field Airport

May 2025 Airport manager's report:

Fuel:

Fuel Type	Volume Last Month	Volume This Month	Sales volume Last 30 Days	Current Price	Our Cost	Value In Ground
100LL	6860	5601	1259	\$5.15	\$4.04	\$22,628.04
94 Swift	2000	1721	279	\$5.83	\$4.98	\$8,570.58
						\$31,198.62

Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.66	\$5.50	\$5.29	\$5.53	\$5.24	\$5.44

Other items:

- Our new lawn mowing contractor, White Collar, has mowed several times this spring. So far they have met my expectations, I am very happy with the work they have done.
 - I reached out to our local powered parachute operators so that they can give me feedback on the grass runway.
- I have been working on reaching out to contractors for our crack sealing / pavement parking projects this summer. MDOT Aeronautics has changed their procedure so that each airport must secure their own contractors versus the previous statewide contract.
- Skyventure Aviation hosted the Calhoun Area Career Center for two days last month. 37 high school age kids went for a discovery flight, talked to an airline captain about flying careers, toured the main hangar and maintenance shop, and talked to maintenance staff about career opportunities.
- I was a guest speaker at Gordon Elementary School for their math and science fair. I talked about different ways math and science are very important in the aviation industry.
- I am working on an email list for all of the hangar tenants on the airport to help improve communication for things like the taxiway project. It seems like such a fundamental thing but we have never compiled a list before.

Trivia:

The Cessna Citation is a benchmark business jet. When was the first model, the Citation 500, first certified?



ITEM 10.A

TO: [AGENDA_OFFICIAL_BODY]
FROM: Marcia Strange, Director of Community Development
DATE: May 5, 2025
SUBJECT: Drive-in Movie

MAEDA is interested in partnering for Friday movies in July at the Airport at around 9:30 on July 11, July 18, and July 25 and is requesting permission to begin planning these events. People would be invited to cruise their classic cars on Fridays and hang out downtown and then close out the evening at the airport watching a car themed movie. SO maybe a 60's movie 11th, 70's movie 18th and 80's movie 25th ... Movies TBD.

MAEDA would handle movie licensing and may coordinate with Rotary or other volunteers to offer concessions of some kind.

Can we give approval to do this?

What documentation would you need from MAEDA if the board is favorable?

A decision on interest is requested at this meeting. Logistics can be sorted out if the Board agrees that this is something that is allowed without risking FAA funding, aligns with the current airport calendar and they are interested.

We should consider capacity and where parking will be allowed on site but staff could help work with MAEDA as this develops.

Staff recommends getting public to the Airport as much as possible to see the value of this municipal amenity.

RECOMMENDATION:

The Recommendation is to give MAEDA and Staff approval to proceed with planning Friday night movie events at the Airport.