

AIRPORT BOARD AGENDA

Regular Meeting

June 2, 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.
- 5) **FINANCIAL APPROVAL**
 - A. May 2025 Financial Report
- 6) **AIRPORT MANAGER'S REPORT**
 - A. May 2025 Manager 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. Movies at the Airport - MAEDA update
- 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**

User: MSTRANGE

PERIOD ENDING 05/31/2025

DB: Marshall

| GL NUMBER | DESCRIPTION | 2024-25 AMENDED BUDGET | YTD BALANCE 05/31/2025 | ACTIVITY FOR MONTH 05/31/2025 | % BDGT USED | AVAILABLE BALANCE |
|--------------------|------------------------------------|---------------------------|---------------------------|-------------------------------------|----------------|----------------------|
| 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 | 60,391.30 | 0.00 | 75.49 | 19,608.70 |
| 295-000-665.00 | Interest | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 295-000-667.00 | Rents | 30,000.00 | 19,510.13 | 1,350.00 | 65.03 | 10,489.87 |
| 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 | 50.00 | 25.00 | 100.00 | (50.00) |
| 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 | 0.00 | 99,622.00 |
| Total Dept 000 | | 210,622.00 | 79,951.43 | 1,375.00 | 37.96 | 130,670.57 |
| TOTAL REVENUES | | 210,622.00 | 79,951.43 | 1,375.00 | 37.96 | 130,670.57 |
| Expenditures | | | | | | |
| Dept 595 - Airport | | | | | | |
| 295-595-702.00 | Payroll | 7,455.00 | 6,599.85 | 560.61 | 88.53 | 855.15 |
| 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 | 28,414.21 | 2,538.06 | 98.84 | 333.79 |
| 295-595-704.00 | Overtime Salaries | 0.00 | 510.36 | 0.00 | 100.00 | (510.36) |
| 295-595-712.00 | WORKERS COMPENSATION | 243.00 | (13.71) | 0.00 | (5.64) | 256.71 |
| 295-595-715.00 | Social Security | 570.00 | 2,665.24 | 234.80 | 467.59 | (2,095.24) |
| 295-595-716.00 | Hospitalization | 2,086.00 | 1,825.99 | 132.94 | 87.54 | 260.01 |
| 295-595-717.00 | Life Insurance | 17.00 | 6.73 | 1.02 | 39.59 | 10.27 |
| 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 | 678.07 | 0.00 | 90.89 | 67.93 |
| 295-595-740.00 | Operating Supplies | 2,000.00 | 383.62 | 0.00 | 19.18 | 1,616.38 |
| 295-595-757.00 | Fuels & Lubricants | 76,000.00 | 68,881.71 | 0.00 | 90.63 | 7,118.29 |
| 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 | 2,868.12 | 0.00 | 143.41 | (868.12) |
| 295-595-812.00 | License | 50.00 | 50.00 | 0.00 | 100.00 | 0.00 |
| 295-595-820.00 | Contracted Services | 16,000.00 | 8,425.72 | 0.00 | 52.66 | 7,574.28 |
| 295-595-825.00 | Insurance | 6,000.00 | 9,863.48 | 0.00 | 164.39 | (3,863.48) |
| 295-595-850.00 | Communications | 2,500.00 | 1,492.71 | 99.00 | 59.71 | 1,007.29 |
| 295-595-860.00 | Transportation & Travel | 150.00 | 0.00 | 0.00 | 0.00 | 150.00 |
| 295-595-921.00 | Utilities - Gas | 2,000.00 | 987.13 | 51.73 | 49.36 | 1,012.87 |
| 295-595-922.00 | Utilities-Elec, Water, Sewer | 6,400.00 | 5,641.88 | 0.00 | 88.15 | 758.12 |
| 295-595-930.00 | Equipment Maintenance | 2,500.00 | 6,394.56 | 0.00 | 255.78 | (3,894.56) |
| 295-595-931.00 | Maintenance of Building | 5,000.00 | 3,659.32 | 81.36 | 73.19 | 1,340.68 |
| 295-595-941.00 | MOTOR POOL VEHICLE RENTAL | 0.00 | 1,499.35 | 0.00 | 100.00 | (1,499.35) |
| 295-595-941.01 | TECHNOLOGY INTERNAL SERVICE CHARGE | 3,580.00 | 2,983.30 | 0.00 | 83.33 | 596.70 |
| 295-595-955.00 | COST ALLOCATION | 4,327.00 | 4,327.00 | 0.00 | 100.00 | 0.00 |
| 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 | 100.00 | (45.00) |
| 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 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARSHALL
 PERIOD ENDING 05/31/2025

| GL NUMBER | DESCRIPTION | 2024-25 AMENDED BUDGET | YTD BALANCE 05/31/2025 | ACTIVITY FOR MONTH 05/31/2025 | % BDGT USED | AVAILABLE BALANCE |
|---------------------------------|-------------|---------------------------|---------------------------|-------------------------------------|----------------|----------------------|
| Fund 295 - Airport Expenditures | | | | | | |
| Total Dept 595 - Airport | | 168,372.00 | 158,189.64 | 3,699.52 | 93.95 | 10,182.36 |
| TOTAL EXPENDITURES | | 168,372.00 | 158,189.64 | 3,699.52 | 93.95 | 10,182.36 |
| Fund 295 - Airport: | | | | | | |
| TOTAL REVENUES | | 210,622.00 | 79,951.43 | 1,375.00 | 37.96 | 130,670.57 |
| TOTAL EXPENDITURES | | 168,372.00 | 158,189.64 | 3,699.52 | 93.95 | 10,182.36 |
| NET OF REVENUES & EXPENDITURES | | 42,250.00 | (78,238.21) | (2,324.52) | 185.18 | 120,488.21 |



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: Kimber Thompson
Marcia Strange, Director of Community Development

DATE: June 2, 2025
SUBJECT: Movies at the Airport - MAEDA update

Kimber Thompson (MAEDA) will give an update on the planning for movies at the airport.

RECOMMENDATION: