

# AIRPORT BOARD AGENDA

## Regular Meeting

July 7, 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. June Meeting Minutes
- 5) **FINANCIAL APPROVAL**
- 6) **AIRPORT MANAGER'S REPORT**
  - A. Craig to present the 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 three (3) 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**
  - A. Movies at the Airport Update
- 10) **REPORTS AND RECOMMENDATIONS/NEW BUSINESS**
- 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 three (3) 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**

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- I. Chairperson Michael Walraven called the Marshall Airport Board to order in a scheduled session on Monday, June 2, 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: Chairperson Michael Walraven, Members David Mead, Desmond Kirkland and Glenn Shaw
  - a. Members Absent: Scott Southwell
  - b. Other Attendees: Craig Griswold – Airport Manager  
Marcia Strange - Director of Community Development  
Theresa Chaney Huggett – City Council Liaison  
Shawn Bowdidge – SkyVenture Aviation  
Kimber Thompson - MAEDA
  
- 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 approve the May 5, 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 May 31, 2025, Revenue and Expenditures Report, which was distributed to each member at the meeting. Since the upcoming end of the fiscal year is forthcoming, the members reviewed the report and addressed the question on overages in the expenses to the budget. The Board recommended assurances these overages are recognized in the upcoming fiscal year. After some discussion and clarification of the charges, member Mead moved that the Board receive the Revenue and Expenditures Report, which was seconded by member Shaw 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 fuel totaling 1,428 gallons of 100LL last month with a current price of \$5.15 per gallon. Member Kirkland again commended the continued increase in fuel purchases which Craig attributed to the flight school used in their flight training program and improved weather conditions. Craig stated he is monitoring neighboring Airport pricing and our pricing is lower than other airports and is therefore quite competitive. He will continue to monitor area fuel prices and make a determination to revise the Airports pricing in the future. Craig indicated he will be ordering a load of fuel in the next couple of months and stated his research indicated prices have declined at this time. Chair Walraven asked if Craig could purchase a load in this fiscal year and Craig indicated he could not at this time but it's something for later discussion. In addition, the Airport sold only 281 gallons of 94 Swift fuel last month with a price of \$5.83. Craig indicated he would like to reduce the 94 fuel price to hopefully increase sales. He 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 May 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 a follow discussion over this years "Airport Activities," the Board discussed the pancake breakfast held on May 17th. According to Chair Walraven, although the day was chilly and blistery, the event did produce a slight net income for the Airport. The next event is scheduled for June 21<sup>st</sup>. We hope the weather is cooperative and we can have larger participation of patrons at the event. Member Mead asked Craig about slightly reducing the fuel price for pilots that fly in and participate in the breakfast. Craig stated he will look into it. Member Kirkland mentioned the new tables were great and so easy to breakdown. Further discussions involved various duties involved to make the event a success.
- B. With a follow up on the new lawn mowing contract with White Collar Lawn Company, Craig stated he is satisfied with the work the company has provided at this time.
- C. Craig mentioned he is still reaching out to contractors for the crack/sealing parking project scheduled for next fall. He indicated he has contacted and is working with the city's Director of Public Services for assistance on the scope requirements to prepare to solicit bids from contractors.

**X. Reports and Recommendations/New Business**

- A. Craig brought up a discussion of providing a "testing prospectus" with a camera based system to count operations (either a takeoff or landings) at the Airport. As mentioned in other meetings, Craig has researched various companies with applications to count operations but indicated they were expensive and cost prohibitive. As such, he indicated he is devising an alternative setup that is cost effective and should provide the necessary information in counting either landings or takeoffs. This information can then be provided to the MDOT Office of Aeronautics for documentation.
- B. Marcia provided an update from the Marshall Area Economic Development Alliance (MAEDA) interest in partnering with the Airport in again providing movie nights. She introduced Kimber Thompson, Director of Tourism from MAEDA who provided an exciting and comprehensive plan to possibly holding such events at the Airport. Kimber has developed a plan in which MAEDA would handle the selection of movies, licensing, special event applications with the City and coordinate with their volunteers to offer concessions and other tasks. The Board readily agreed and considered this an opportunity to promote the Airport. According to Marcia and Kimber, MAEDA would like to coordinate the movie nights with the car cruise scheduled in August and consider it as an additional attraction for its success. Therefore, member Mead proposed a Motion that the Board support the movie night project going forward in conjunction with the Marshall Area Economic Development Alliance (MAEDA) and provide any assistance as necessary for its success. The Motion was seconded by member Kirkland and carried on a voice vote.

**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 July 7, 2025, at 4:15 p. m. in the Terminal building.

**XIII. Adjournment**

- A. Member Mead made a Motion to adjourn the meeting at 5:20 p. m. and it was seconded by member Shaw and carried on a voice vote.

Respectfully submitted, Brooks Field Airport Board



## Brooks Field Airport

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### July 2025 Airport manager's report:

#### Fuel:

Fuel Type	Tank Volume Last Month	Tank Volume This Month	Sales volume Last 30 Days	Current Price	Our Cost	Value In Ground
100LL	4173	2618	1555	\$5.15	\$4.04	\$10,576.72
94 Swift	1440	885	555	\$5.83	\$4.98	\$4,407.30
						\$14,984.02

#### Current 100LL comparison prices:

KFPK:	KOEB:	KAZO:	KBTL:	KHAI:	Average:
\$5.66	\$5.50	\$5.29	\$5.47	\$5.24	\$5.43

I expect to purchase a load of 94 Swift this month before OSH. Current price is \$4.50 / gallon.

#### Other items:

- I have been contacting people and getting prices for brush hogging on the east side of the airport (approach end of runway 28).
- We sold the old tables & folding chairs in the big hangar for \$200.
- Eric Myers has been cutting / bailing the grass as usual in past years.
- We have had some minor issues with the airport terminal not being cleaned properly. I have been working with Jacob Andrews to keep an eye on it and make sure that we are receiving the service that we are paying for.
- I serviced our City airport truck...changed the oil, replaced the air filter, checked all of the other fluids. I also added some fuel system cleaner to help smooth out the rough idle.
- I have an update on our airport sign, let's chat about that.

#### Trivia:

In what year did a Goodyear blimp first fly over a sporting event?



**ITEM 9.A**

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**TO:** [AGENDA\_OFFICIAL\_BODY]  
**FROM:** Marcia Strange, Director of Community Development  
**DATE:** July 7, 2025  
**SUBJECT:** Movies at the Airport Update

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A brief update will be given on the planning for MAEDA's movies at the Airport

**RECOMMENDATION:**  
Accept update