

**Marshall Airport Board
Brooks Field Airport
1243 South Kalamazoo Ave, Marshall, MI 49068**

Minutes

- I. Chair Michael Walraven called the Marshall Airport Board to order in a scheduled session on Monday, December 3, 2018 at 5:15 p.m. at the Brooks Field Airport, 1243 South Kalamazoo Ave, Marshall, MI.

Roll Call: Members Present: Chair Michael Walraven; Members: David Mead, Steve Buller and Desmond Kirkland

Members Absent: Scott Southwell

Attendees: Craig Griswold - Airport Manager

- II. **Approval of Agenda:** A Motion was made by member Mead to approve the Agenda and it was seconded by member Buller and carried on a voice vote.

- III. **Approval of Minutes:** A Motion was made by member Mead to approve the November 12, 2018 meeting minutes and was seconded by member Kirkland and carried on a voice vote.

IV. Treasurer and Airport Manager's Report

- A. The Board began its monthly meeting with Chair Walraven initiating a discussion of the November 30, 2018 Revenue and Expenditure Report. Each member of the Board studied and reviewed each of the line items of the revenue and expenditures for the previous month's activities. Chair Walraven mentioned the budget "looks good" and acceptable at this time. In a further discussion, Craig mentioned the two checks submitted by Marcia Midlam last month for the separate account for furniture for the new Terminal were returned and will need to be made out to the "city of Marshall." Chair Walraven stated he will rewrite the checks with the requested Pay to Order. After a thorough discussion of the Revenue and Expenditure's report, member Mead made a Motion to accept the November 30, 2018 Revenue and Expenditure Report and it was seconded by member Buller and carried on a voice vote.

- B. Next, Craig provided an update on the monthly Manager's Report regarding the previous month's activities including the status of fuel. In his report, Craig reiterated that the Airport received 3,000 gallons of 94 Swift Fuel as mentioned in last month's meeting. He commented that the cost for the fuel increased to \$3.98 per gallon which is an increase of \$.55 from the previous purchases. According to Craig, he attempted to negotiate a price decrease, however, the supplier maintained the increase in cost. As such, Craig will increase the pump price from \$4.25 to \$4.80 to make up the difference. The Airport sold 388 gallons of Swift Fuel which is a decrease in the previous month's sales. Fuel sales for 100 LL last month was 716 gallons which were a decrease from the previous month sales. This is attributable to the weather. The current price for 100 LL has remained at \$4.55 per gallon. Craig went on to present a summary of the maintenance items and issues completed during the previous month.

- ✚ Eddie cut the bushes on the west side of the main hanger and will plan on removing the roots and restoring the area to grass.
- ✚ As discussed in the previous meeting, Eddie is going to replace the front shop door with a new outswing door with frame ordered from Legg Lumber. The estimated cost is \$248.95.
- ✚ Craig went on to comment that he ordered 50 runaway/taxiway light bulbs at \$10 apiece. This is to replenish and replace the stock of lights on hand. He also mentioned he has maintained the stock of the other required light bulbs. Craig stated he will explain to Eddie the proper procedure for replacing the lights on the taxiway.

After reviewing the report, member Mead made a Motion to receive the Airport Manager's report. Motion was supported by member Kirkland and carried by a voice vote.

V. Old Business

- A. Craig stated he was notified that the paint markings on the runway and taxiway have been rescheduled for some time in 2019. AERO will notify Craig when the painting will occur and hopefully will not transpire in the fall or winter time.
- B. Craig mentioned he and member Kirkland received the preliminary drawings prepared by Tim Spitzley of the new terminal building from Ben Hoover at Mead and Hunt. He asked if the Board would review the drawings and have any comments. Each of the Boards members reviewed the plans with Chair Walraven mentioning the drawings do not show the requested brick facade. Although it is presumed the façade of the building will concur architecturally with the present terminal building. Mention was also made that the Director of Public Services, Kristin Bauer has requested a zoning change from the city Zoning Department to a Public Purpose classification. According to Craig, this will take some time for the change. Other ponderings included the main coordinator and the mechanical and utility rooms.

VI. New Business

- A. Craig stated he met with the new city Department of Public Works Manager, Phil Damon to discuss the airport snow plowing map. According to Craig, at the direction of Mr. Damon, each of the snow plow drivers has a copy of the map. Craig stated it should allow for a smother removal of snow from the runway, taxiways, and ramp.
- B. At this stage in meeting, Chair Walraven stated the need for the board to take leadership in increasing public support for the Airport. This could include community open houses, airplane rides and other events to attract the community to the Airport. And thus, increasing public involvement and acceptance for the future of the Airport.

VII. Public Comments

- A. None.

VIII. Member Comments

- A. Craig mentioned he is scheduled to attend the Michigan Airport Executives Conference in Lansing scheduled for February 21 & 22.
- B. Chair Walraven mentioned this year's BFAA Christmas dinner has been moved to the Airport this weekend and hopes everyone can attend.

IX. Next Meeting Date

The next meeting is scheduled for Monday, January 7, 2019 at 5:15 p. m. at the Brooks Field Airport, 1243 South Kalamazoo Ave, Marshall, MI.

X. Adjournment

Chairman Walraven adjourned the meeting at 6:25 p. m.