

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

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**Minutes**

- I. Chair Michael Walraven called the Marshall Airport Board to order in a scheduled session on Monday, January 7, 2019 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, Scott Southwell, and Desmond Kirkland

Members Absent: None

Attendees: Craig Griswold - Airport Manager  
Michael McNeil – City Council Liaison

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

- III. **Approval of Minutes:** A Motion was made by member Southwell to approve the December 3, 2018 meeting minutes and was seconded by member Buller and carried on a voice vote.

**IV. Treasurer and Airport Manager's Report**

- A. The Board began the new year meeting with Chair Walraven initiating a discussion on the December 31, 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. Member Southwell questioned line item 295-895-956 (Bad Debt Expense) and its balance of \$266.44 wondering what it references. Since there is no reference to its substance, the Board asked Craig if he could contact the city's Finance Department for an explanation. This is apparently a new line item included in the report. The Board also reviewed and commented on the various charges for city personnel from other Departments and their relationship to the Airport Budget. Otherwise, Chair Walraven mentioned the budget "looks good" and acceptable at this time. After a thorough discussion of the Revenue and Expenditure's report, member Southwell made a Motion to accept the December 31, 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 stated the Airport sold only 741 gallons of 100L the previous month. The low sales figure can be attributed to the weather with the price remaining at \$4.55. In contrast the Airport did sell 687 gallons of Swift Fuel with the price now at \$4.80. Continuing his report, Craig went on to present a summary of the maintenance items and issues completed during the previous month.

✚ Eddie has been keeping up on routine maintenance items around the Airport including replacing a few of the taxiway light bulbs.

✚ As discussed in the previous meeting, Craig has purchased the replacement front shop door and Eddie is planning on installing it within the next week or so.

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. The Board followed up on the discussion in providing to the Director of Public Works, Kristin Bauer, a list of events at the Airport for the coming year. This would include a list of movie nights and the upcoming pancake breakfasts. After some discussion the Board will plan on having a pancake breakfast the second Saturday of each month starting in May and continuing until October. Member Mead will deliver a list of tasks required for the operation of the breakfasts. Member Mead also suggested a chili and hot dog lunch sometime in the fall. The Board further discussed other events and activities with Member Buller mentioning cooperation with the Glider Club in providing rides. These events will need to be approved by the city Council.
- B. Craig mentioned he forwarded the comments for preliminary drawings prepared by the architect, Tim Spitzley of the new terminal building to Ben Hoover at Mead and Hunt.
- C. Craig mentioned he is still working on the flight school.

## **VI. New Business**

- A. Craig stated he ordered a title search for the Beech 18 and once received he will get the title transferred to the city. While on the discussion of the plane, mention was made about its future use including a discussion about removing the engine and props since it is not operable for flying. Member Mead mentioned the possibility of configuring the interior as a flight exhibit with actual controls and cockpit displays. In addition, mention was made about installing sound recording of actual takeoff and landings. The Board all agreed it is something to look forward to in the future for the plane.
- B. Member Buller made mention of a previous maintenance task list originally provided to the Airport Manager in which tasks were assigned with completion dates assigned. It is something Craig will look into.

## **VII. Public Comments**

- A. None.

## **VIII. Member Comments**

- A. Council member McNeil mentioned there is a new city Council and the Mayor will be appointing a Council liaison to the Brooks Field Airport Board. This should occur sometime in February. Each of the Board expressed their support for Council member McNeil and thanked him for his support of the Airport.

## **IX. Next Meeting Date**

The next meeting is scheduled for Monday, February 4, 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 6:13 p. m.