

**In Regular Session Tuesday, November 13, 2007 at 5:15 PM** in Town Hall Council Chambers, 323 W Michigan Ave, Marshall, MI, Chairperson Tom Woods called the Marshall Airport Board meeting to order:

Present: Jeff Begg, Chuck Dobbins, Mike Hindenach, Chris Olson, Bill Ross and Tom Woods

Absent: Jase Bolger and Mike Olson

Others: Mitch Price, Airport Manager and Ron Goodwin, Council Liaison

### **Approval of Agenda**

By consensus, agenda approved on a voice vote, motion carried

### **Approval of Minutes**

Motion by Hindenach; supported by Begg, to approve the October 9, 2007 minutes as submitted; on a voice vote, motion carried.

### **Treasurers Report**

Member Chris Olson reviewed the first quarter financial report with the board.

### **Airport Manager's Report**

- The Airport Manager and Member Hindenach attended the Michigan Aeronautics meeting.
- The runway rehabilitation project was discussed. The project is now complete and a final inspection is scheduled for November 16.
- The Airport Manager has contacted Mead-Hunt for an update on the amount of residual entitlement dollars. If any funds are available, it would be prudent to use for updating the fuel delivery system –
  - \* Ascertain remaining available entitlement dollars;
  - \* Approximate cost is \$25,000-\$30,000 for a credit card reader system for fueling;
  - \* Solicit pledges for the local match (approximately 2.5% of total cost of the system).

By consensus - it is a priority to ensure fuel sales gets back on track.

Motion Hindenach; support Begg; if there are residual entitlement dollars remaining, the airport manager is authorized to move forward with researching a credit card reader system for fueling (pricing, types available, delivery time frame); and also to solicit pledges for the local match.

Board discussion included –

If funding is available for the reader system it would be 3-4 months before installation; Funding for the system may be added to the Capital Improvement Plan.

On a voice vote; 5 yeas/1 no; motion carried.

## **FBO Report**

No report.

## **Old Business**

### *Fixed-Base Operator*

- Stan Lathrop withdrew his proposal to become the fixed-base operator.
- Currently there is no Fixed-Base Operator at Brooks Field.

## **New Business**

### *Election of Officers*

- Nomination of officers –
  - \* For Chair - Member Dobbins nominated Tom Woods
  - \* For Vice Chair – Member Begg nominated Bill Ross

Hearing no other comment; nominations closed. Motion by Hindenach; supported by Dobbins/Begg; to appoint Woods as Chair and Ross as Vice Chair for 2008; motion carried.

### *2008 Board Meeting Schedule*

- Motion Ross; support Begg to accept the 2008 Board Meeting Schedule as presented; on a voice vote, motion carried.

### *Short- and long-range financial issues facing the airport*

Chair Woods commented –

- For the past several years the board has simply served in an advisory capacity
  - \* No input regarding the budget and no input on the last two fixed-base operators
  - \* The board has made significant recommendations to council
  - \* With installation of a credit card reader for the fueling system there is great probability it will help offset airport expenses;
  - \* **Now** – presents an excellent opportunity to -
  - \* schedule planning workshops to discuss and quantify the needs and wants for the airport
  - \* begin researching alternative funding sources
  - \* review staffing
  - \* look at other infrastructure; restrooms, phone, etc.
  - \* think “outside the box”
- Member Hindenach from Economic Development is willing to assist.

## **Public Comment**

The following made comment in favor of keeping Brooks Field open and able to provide fueling services –

- \* Michael Arlow, 203 Eastman Ct, Marshall (pilot/aircraft owner)
- \* John McCormack, Olivet (Marshall Soaring Club)

- \* Irv Brinker, Marshall
- \* Bart Leonard, 11225 15 Mile Rd, Marshall
- \* Pat Traster, 12409 Verona Rd, Marshall (pilot/flight instructor)
- \* Rob Williams, F Drive, Marshall (pilot)
- \* Walter Raven, 512 W Mansion St, Marshall (pilot)

Comments (would like to see at Brooks Field)

- \* A functional fixed-base operator
- \* Have a punch lock installed for access to public restrooms and common area
- \* Heated common area
- \* Available fuel 24/7
- \* City to invest in airport

Suggestions

- \* Some have volunteered in the past, are willing to help out.
- \* Find support in the community
- \* Possible revenue source for the City (i.e.; rent the main hangar)
- \* Check with surrounding townships; is it possible to form an 'airport authority'?

**Member Comment**

Discussion included:

- \* Opening the restrooms and heating the common area
- \* Updating the Airport Survey
- \* Possible user support
- \* Long and short term goals for the airport
- \* Interest in engaging in local partnerships
- \* Conducting a historical cost analysis for the last 3-4 years; ascertain the reasons for increase in expenses (more city staffing; contractual services?)
- \* Is there a possibility for volunteer staffing (Board would like a list of BFUA participants)
- \* Forming a group to share information
- \* Ascertain what level of service the city can provide
- \* Look at ways to generate revenue with existing facilities

**Next Meeting Date**

Tuesday, January 11, 2008 at 5:15 – Town Hall Council Chamber.

**Adjournment**

Meeting adjourned at 7:15 pm.

Respectfully submitted,

*Cris Roberts*