

In Regular Session Tuesday, January 8 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, Mike Hindenach, Chris Olson, Scott Southwell and Tom Woods
Absent: Chuck Dobbins, Bill Ross
Others: Mitch Price, Airport Manager and Ron Goodwin, Council Liaison

Approval of Agenda

Add under Old Business:

- * Card Reader for Fuel System
- * Fuel Farm Future

Add under New Business:

- * 5 Year Plan Priorities (capital & operational)

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

Approval of Minutes

Motion by Hindenach; supported by Begg, to approve the November 13, 2007 minutes as submitted; on a voice vote, motion carried.

Treasurers Report

Member Olson briefly reviewed the November 30, 2007 financial report with the board.

Airport Manager's Report

- * The pilots lounge is accessible to pilots (restrooms, phone, weather information and computer).
- * At the pilots meeting held Sunday January 7 there was discussion that Brooks Field may not be in FAA compliance as fuel is not available and there is no fixed-base operator. The Airport Manager commented that it's his understanding (after discussion with FAA personnel), fuel does not have to be available nor does there need to be a fixed-base operator; he will re-verify with the FAA.

Old Business

Card Reader for Fuel System

Member Olson shared information with the Board regarding recent quotes for a card reader system, electrical work, and trenching:

Card Reader System	\$15,600.00 (Mercer)
Electrical Work	3,800.00 (Kimball Electric)
Trenching	<u>500.00</u> (in house)
Total	\$19,900.00

Note: the reader may be installed on the existing fuel system and re-installed for use on other systems.

This information was provided to show an estimated cost for the card reader.

In addition to the expense for a card reader system there is an anticipated expense for the 2008/2009 fiscal year for physical inspection of the underground fuel tanks at approximately \$15,000.

Motion Begg; support Hindenach; to recommend to City Council the purchase and installation of a card reader for the fueling system at Brooks Field in an amount not to exceed \$26,000 and also recommends a 25¢ minimum surcharge on fuel to offset the cost of the card reader system. On a voice vote; motion carried unanimously.

Fuel Farm Future

- * Preliminarily, the estimated cost for the fuel farm will be \$100,000 - \$145,000.
- * The specific type of fuel farm and need must be identified.
- * Entitlement Funds (\$150,000) may be used for the fuel farm; however, specific criteria must be met.
- * The fuel farm should be given a high priority in the five-year plan.
- * Regarding the State mandated inspection of the underground tanks (scheduled for August 2008) –
 - o Estimated expense for the inspection is \$15,000; and must be re-inspected every five years thereafter.
 - o If a plan is in place to remove the tanks by December 31, 2008; the State is willing to waive the inspection.
- * If the decision is made to move toward above ground fuel tanks, additional research is needed (ie; what is the life expectancy and inspection cycle).

New Business

5 Year Plan Priorities (capital & operational)

The Board reviewed the current 5-Year plan. It was noted that several projects have been completed. Discussion included:

- * Coordinate the 'priority' of projects on the 5-year plan to align with the City's CIP.
- * Research other available monies for projects; i.e., grants, private funding.
- * For the future possibility of the runway extension - land acquisition at the east end of the airport. (Further discussion questioned the wisdom of the runway extension under the current financial situation.)
- * It was noted that any type of capital investment must help to generate operating dollars for the airport.
- * At this point, continue to investigate the purchase of a fuel farm based on entitlement funds only.
- * The highest priority at this time is to replace the current underground fuel tanks.

Public Comment

None

Member Comment

Discussion included:

- * What is the possibility of utilizing a volunteer base for mowing, upkeep, etc. to assist in lowering expenses at the airport?
- * Regarding a future fixed-base operator; no one with a viable plan will be turned away.

Member Hindenach and the airport manager will be meeting with the Historical Society; it's probable that the hangar is a historical building. This may be a possible source of funding to preserve the building.

Next Meeting Date

Tuesday, February 12, 2008 at 5:15 – Town Hall Council Chamber.

Adjournment

Meeting adjourned at 7:30 pm.

Respectfully submitted,

Cris Roberts