

In Regular Session Monday, June 9, 2008 at 5:15 pm at Council Chambers, 323 W Michigan Ave, Marshall, MI, Chairperson Tom Woods called the Marshall Airport Board meeting to order:

Present: Members Begg, Davis, Hindenach, Olson, Ross, Southwell, and Woods
Absent: Mitch Price, Airport Manager
Others: Ron Goodwin, Council Liaison

Approval of Agenda

By consensus, agenda approved.

Approval of Minutes

Motion Hindenach; support, Begg to approve the May 13, 2008 minutes with the following correction – PUBLIC COMMENT: After 'John' McCormick; on a voice vote, motion carried.

Presentation

Steve Buller offered to remove the jet A fuel from the small fuel tank. If the fuel cannot be used, he is will use it in his fuel burner.

Board discussed Buller's request:

The fuel is approximately 10 years old and cannot be used in aircraft or vehicles; there is approximately 100 gallons left in the tank.

Motion Begg; support Southwell; Buller may remove the jet A fuel and keep the fuel for use in his fuel burner. On a voice vote; motion carried.

Treasurer's Report

To more easily track revenues and expenses, the Airport has been removed from the General Fund and now has its own fund.

Airport Manager's Report

On the Airport Manager's behalf, Member Olson –

- * Presented the Airport Inspection Results from Randy Coller, Michigan Aeronautics. An airport usage survey was included.
- * The apartment -
 - o plumbing and heating matters are being addressed
 - o a refrigerator and stove will be moved
 - o July 1 - tenant move-in
- * Three of the people with aircraft in the hangar have paid the June rent.
- * The owner of the twin engine was been sent a registered letter; there has yet to be a response.
- * Top Gun will be at Brooks Field beginning June 20.

Old Business

Card Reader

- * The card reader is operational. Instructions for use have been posted.

Maintenance Bay Rental (main hangar)

- * Chad & Dad have vacated the hangar; member Southwell would like to move his aircraft to the maintenance bay; he will pay 3-4 months' rental in advance (\$100 per month). He will not be performing maintenance, only to store and 'clean-up' his aircraft in preparation to sell. Chairman Woods will contact the Airport Manager requesting him to communicate with Southwell regarding this matter.
- * Top Gun will be using the maintenance bay area during their stay at Brooks Field in June.

- * Member Ross received an inquiry on rental rates to use the main hangar has a 'maintenance' business. Member Davis will research rental rates and supply this information to the Board. It was noted that inquiries, such as this, should be directed to the Airport Manager.

Monthly billings send directly to hangar space renters

- * Billing can be generated through the finance department. Ross and Southwell will collect the necessary billing information on each renter and pass along to finance.
- * Board discussed rental lease agreements or, minimally, a signed disclaimer.

It was noted that there was a lot of water on the floor in the east side of the hangar (tower side); possibly coming through walls – or – run off from aircraft being washed directly outside the hangar.

It was noted that board members be actively involved in preparing a list of maintenance items.

New Business

Revenue/Expense Reporting

As noted previously, for accounting purposes and to more easily track revenue and expenses, the Airport has been removed from the General Fund and now has its own fund. The Airport is no longer included in the General Fund. It is not an Enterprise Fund, but its own fund, similar to the Recreation Fund.

Board discussion included some of the implications of moving the Airport from the General Fund; which included, specifically, the Airport is exempt from receiving a discounted rate from the Motor Pool Fund.

Regularly scheduled Board Meetings Change

- * Board members discussed changing the Board meetings to Monday evenings instead of Tuesday evenings.

Motion Begg; support Ross to recommend the regularly scheduled Airport Board Meeting occur on the second Monday of each month, beginning with the July 2008 meeting. On a voice vote; motion carried.

Emergency Information

The Board requests that the Airport Manager posts emergency phone numbers in the airport office and at the fuel pumps. Also suggests; 'convenience' phone numbers and information be posted as well.

Public Comment

Mayor Smith, commented on his trip to Lansing at Michigan Aeronautics and meeting with Leisenring and his supervisor. Part of the discussion included the 5-Year Plan. Leisenring would like input from all Board members on the plan and encourages a meeting. It was suggested a meeting be arranged for the next regular board meeting (July 14, 2008). Member Ross will try to arrange. Part of the meeting should include 'zones' around the airport.

John McCormick, member of the glider club, commented that the club has been paying rent at the airport at \$35 per month for the last several years. The Club would like to be billed monthly for hangar rent. He also commented on the care of the taxiway and that the 'itinerant' sign-up sheet is not placed in a place of prominence in the office.

David Mead, BFFA member, inquired about who the responsible person at the airport is and also who is to be contacted for the taxiway, restroom, fuel, and other airport matters. He was directed to report first to the Airport Manager and if not satisfied, then, the City Manager.

Member Comment

Members further discussed the mowing contract; particularly, receiving information in a timely fashion in order to digest prior to making a decision. It was noted the intent of having some other entity provide mowing services was initiated primarily to free up Jim Maurer's time for other maintenance projects at the airport. It was requested by the board that a list of maintenance projects be provided prior to the next meeting.

For clarification:

A water cooler for the office will not be provided by the City
The pop machine belongs to Chad and Dad (it is inoperable)

If the materials (carpet and paint) will be provided, Member Ross will arrange a group of volunteers to supply the labor to update the office area.

Motion Ross, support Begg, to direct the Airport Manager to make arrangements to provide the material for carpeting and paint for the office area; volunteers will provide the labor. On a voice vote; motion carried.

Members discussed the possibility of implementing tie-down fees for non-registered aircraft. Further research should be conducted to ascertain if other airports the size of Brooks Field charge tie-down fees. Topic will be discussed further.

Members discussed fuel prices; currently, Coldwater fuel is \$5.50/gallon and Benton Harbor is \$6.29/gallon – Marshall is \$4.50/gallon. Members discussed the pros & cons of raising fuel prices.

Motion Begg, support Ross, to recommend raising the fuel price to \$4.99 per gallon effective immediately. On a voice vote, motion carried.

Further discussion included implementing a broader-based policy regarding fuel pricing.

Members discussed the request for a port-a-potty closer to the t-hangars for tenant convenience. The facilities are available and accessible in the main building; no port-a-potty will be provided.

Members discussed improving communication between the Airport Manager and the BFFA (Marsha, BFFA Public Relations person); as 'mixed messages' are being sent, in particular, to Top Gun. An 'official' go-between should be named.

It was requested that the Airport Manager attend the BFFA meetings on a regular basis. Further board discussion ensued. It was suggested that the BFFA make their monthly meeting dates and times and monthly minutes available to the Airport Manager. Also, Chair Woods will attend the next BFFA meeting and encourage the Airport Manager to also attend.

Next Meeting Date

5:15 pm on Monday July 14, 2008 at Brooks Field.

Adjournment

Meeting adjourned at 7:50 pm.

Respectfully submitted,

Cris Roberts