

In Regular Session Monday, August 11, 2008 at 5:15 pm in Council Chamber, 323 W Michigan Ave, Marshall, MI; Vice Chairperson Bill Ross called the Marshall Airport Board meeting to order:

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

Approval of Agenda

Motion Begg, support Davis, to approve the agenda. On a voice vote; motion carried.

Approval of Minutes

Motion Davis, support Begg; to approve the June 19, 2008 regular board meeting minutes as presented. On a voice vote; motion carried.

Treasurer's Report

Member Olson presented the June 30, 2008 Revenue/Expense Report; discussion followed. It was noted that approximately \$73,777 from the general fund was used to support the airport for the 2007-2008 fiscal year (not audited).

Airport Manager's Report

The Airport Manager reported –

- * As of August 10, 2008 there is 3,298 gallons of fuel available.
- * Price and Mauer continue to work on the office area. An additional \$300 is needed to carpet the offices. Price requests donations.
- * The main lobby area has been re-carpeted.
- * Door, frame and screen door have been replaced in the apartment.
- * Clean up for the maintenance bay hangar is the next project scheduled.
- * On track with the Five-Year Plan. There is a MAC meeting scheduled for September 24, 2008 – this meeting is specifically for Brooks Field. Mead & Hunt representatives and the airport manager will be in attendance
- * Individual interested in renting the apartment has until August 15, 2008 to commit to the rental of the apartment (he has the rental agreement).

Responses to Member Ross' August 4, 2008 e-mail:

- * Timing and plans to trim the trees that affect both departure and arrival on the main runway and the ultralight strip -
RESPONSE: At most recent airport inspection, tree height is now within acceptable limits; but will need to be trimmed soon. The Street Dept has been contacted for a possible trim date in the fall.
- * Clarify the plan for Taxi street maintenance.
RESPONSE: Taxiway rehabilitation is on the 5-year plan scheduled for 2010. The airport manager will contact the street department to schedule sweeping the taxi streets.
- * Assign a rental cost for the Maintenance bay so we may market same. [There has been some interest expressed in renting the bay for aircraft maintenance.]
RESPONSE: Members Begg and Davis will calculate rental fees (including utilities) based on square footage and fees charged for same-use bays in the area.
- * The list of [aircraft] AC owners has not been updated; we need to update same.
RESPONSE: The 2008 State of Michigan registered aircraft owners list is available on line. Using the list against owners at Brooks Field; Member Ross is updating the on-site census.
- * Is invoicing set up for renters in the main and the maintenance hangers? Are we tracking same? Have we invoiced all renters? Are they paying?

RESPONSE: The renters are not being invoiced; the Airport Manager is tracking for payments. All have paid rent in a timely fashion; most pay several months in advance.

* What is the status of the twin engine?

RESPONSE: Certified mail to registered owner has been returned – no forwarding address. The craft is now determined as 'an abandoned aircraft' and subject to civil litigation.

Motion Begg; support Davis; for either the city manager or the airport manager to contact the city attorney to begin the eviction process. On a voice vote: motion carried.

* We need to revisit Tie Down fees in light of findings from the Michigan Aeronautics meeting (see 'Other' at end of minutes).

RESPONSE: Board discussion included fees and possible impact on business at the airport.

Motion Olson; support Begg; to institute tie-down rental fees at Brooks Field for all aircraft utilizing tie-downs. The fee schedule suggested would be \$5 per day; \$15 per week; \$50 per month; \$400 per year.

Further Board discussion included collecting data (polling pilots/aircraft owners re tie-down fees); pavement and grassy area tie-down; fee options and offering a grace period.

Motion Olson; support Begg; motion withdrawn.

Motion Olson; support Davis; to institute rental tie-down fees of \$25 per month at Brooks Field for all aircraft on airport property (not hangared) over seven (7) days; further, the airport manager will install a donation box for those willing to donate for the occasional (one to seven days) use of the airport property. On a voice vote; 3 in favor, 1 opposed, 1 abstain; motion carried.

* What is the plan for control of the deer population on the field? Deer and aircraft don't mix well.

RESPONSE: There is no plan currently in place – there is not a definitive way to effectively and continuously control the deer population. Board discussion included; installing a one-way gate at the southeast corner of the field; a controlled shoot (deer harvest); additional mowing; leasing land for growing alfalfa; and fencing the entire airport.

* The request had been made, by Marshall Soaring, to have the mowing of the ultralight strip widened to safely accommodate operations. My investigation, on Sunday, would seem to confirm that the strip is being allowed to grow back to its original width. This is an issue of safety and we risk getting somebody hurt and an aircraft broken. I'm loath, on my watch, to sacrifice safety for dollars. Given that we have the USAF auxiliary Civil Air Patrol glider on the field with the students we need to revisit the current situation and explicitly understand and mitigate the risk

RESPONSE: Board discussion included; the need for additional information – exactly where and what needs to be mowed; fiscal responsibility (ultralights generate no revenue stream; should the city general fund support additional expense?); are Soaring Club volunteers willing to mow area; and safety issues.

Motion Davis; support Southwell; the airport manager will investigate the cost for additional mowing of the ultralight strip (southwest end) and report to the Board for consideration of amending the mowing contract.

Additional Board discussion included; expense of additional mowing, how often the ultralight strip would need to be mowed, safety concerns and the goals and philosophy of the Board as a whole (expense vs safety). It was also noted that the entire airport grounds will be mowed prior to Home Tour in September.

On a voice vote: motion carried.

Old Business

No old business presented.

New Business

No new business presented.

Public Comment

Rob Williams, Marshall (pilot) commented

- * With respect to the deer population; talk to Ben Lark about deer management, he may have some suggestions.
- * Suggested a lower rental fee for aircraft tied-down in grassy areas and offering a discount if fees are paid yearly. The glider club is the largest revenue source with respect to fuel sales; should club members be offered a tie-down discount?

Member Comment

Member Hindenach commented:

- * The Udell property is not currently for sale; the owners will let the city know if and when the property becomes available.
- * Jennifer Rupp, Historical Society, will be happy to meet with the airport board after Home Tour to discuss a historical marker (sign) for the airport.

Member Davis inquired on the insurance coverage; is Brooks Field over-insured?

- * Brooks Field is not over-insured, the coverage has recently been reviewed and is sufficient to meet the needs of the airport.

Member Ross inquired on the steps to create interest in leasing airport property for a cash crop.

- * Board members suggestions included an ad in paper/farmers guide; word-of-mouth; and the airport manager will send out information via e-mail to see if there is any interest.

Next Meeting Date

5:15 pm on Monday, September 8, 2008 at Brooks Field.

Other

Member Ross attended the August 6, 2008 Michigan Aeronautics meeting; his notes follow:

Money is still being distributed to Michigan airports but is reduced in funding due to the FAA morass and state legislature squabbling. Stuart Lindsay, MDOT reported on the 2008 MASP (Michigan Airport System Plan) and noted that revenues were down 13% while expenditures were down 11.5%. This trend is not expected to improve.

Staff recommendation is that local airports institute and document a pavement preventative maintenance program to forestall waiting until the need for rehabilitation is mandatory. Michigan Aeronautics staff will then react favorably to airports that maintain their runways and facilitate the application for state and federal funds for further improvements.

Bill Gehman formerly of Michigan Aeronautics and Rick Abendt's predecessor now runs Gehman Aviation Consulting and presented the "Citizens Advisory Committee Report" as part of the Transportation Funding Task Force (TF2). His comments are cogent and will have an effect on Brooks Field and the City of Marshall.

The recommendation of his task force was that 95% of all funds be relegated to Tier 1 and Tier 2 airports. Brooks Field is Tier 3. Once again our costs to run, manage and improve the airport may increase.

This crisis in Michigan's infrastructure is across all modes and will affect all of us. The City of Marshall and her citizens will face, I believe, the localization of costs to keep up and ultimately improve our airport. We may have to look at funding airport operations through a sales tax at the pump, ramp fees and the like. Page 8 of TF2 highlights the fact that the aviation gas tax has remained flat since 1929. That is simply amazing.

Of note is that we can get Joyce Woods, Chairwoman of Michigan Aeronautics to come to Marshall and speak to the BFAA, Airport Board or Council.

Adjournment

Meeting adjourned at 7:12 pm.

Respectfully submitted,

Cris Roberts