

# *Marshall Airport Board*

## *Brooks Field*

*1243 South Kalamazoo Ave*

*Marshall, MI 49068*

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## **Minutes**

October 27, 2008

Schuler's Restaurant

- I. Call to Order—Chairperson Woods called the meeting to order at 5:15 p.m.
- II. Roll Call

Present: Chairperson Woods, Members: Scott Southwell (left at 7:30), Bill Ross, Mike Hindenach, Jeff Begg, Chris Olson, Matt Davis (arrived at 6:40), Ron Engel of Mead & Hunt  
Absent: Ron Goodwin – City Council Liaison  
Staff Present: Mitch Price - Airport Manager, Jim Mauer – Airport Maintenance
- III. Approval of Agenda –
  - A. The Agenda was clarified by Chair Woods that regular business would be conducted then the Board would move on to a goal setting session. The Board agreed by consensus.
- IV. Approval of Minutes -
  - A. **Moved** Member Ross to approve the September 8, 2008 Minutes with the clarification that heat will be part of the tenant obligation in renting the maintenance bays. Second by Member Begg. On a voice vote, motion carried.
- V. Manager's Report -
  - A. The sign has been repainted with safety paint, making it fresh and more noticeable.
  - B. The Board was told that there have been no fuel sales since 10/22 and after August, 85% of the sales are on the weekends. This will leave the Airport behind on revenue.
  - C. Mitch met with the owner of the twin engine and he will begin paying \$100/mo rent until the plane is removed.
- VI. Old Business
  - A. There was no old business discussed.

- VII. New Business -
  - A. There was no new business discussed
  
- VIII. Public Comment -
  - A. There was no public comment.
  
- IX. Member Comments –
  
- X. Next Meeting Date –
  - A. Tuesday, November 11, 2008 – 5:15 p.m. – City Hall Council Chambers
  
- XI. Goal Setting Session –
  - A. Chair Woods gave out excerpts from a local website showing the misconception of the Airport that is being given to the community. The Board needs to be aware that these things are out there. Chair Woods also handed out a task list of projects and their status.
  - B. Ron Engel of Mead & Hunt encouraged long range planning. The entitlement funding is probably here to stay but money may be available if you show funding agencies your need. The State wants to support Tier 1 facilities.
  - C. Discussion was held on runway extension.
  - D. The Board discussed the approval from the State for the fuel system to take precedence over the taxiway repairs. A letter was sent to the State with the application stressing the importance of the new fuel system. The Board is happy with the choice of replacing the underground tank versus installing above ground. It looks better, it's less expensive and is an overall better choice.
  - E. The Board discussed a new terminal building as a future goal. Ron Engel said the entitlement funds cannot be used for terminal updates. Because of the history of the main hangar, it is possible that there would be historic restoration funds available.
  - F. The Board discussed the importance of developing relationships with local organizations (i.e., Rotary, the Chamber, Historical Society) for long term PR.
  - G. The Board discussed building hangars in the future. There was a consensus that more hangars would be more important than a new terminal because the need to bring in more business is higher priority than a newer terminal.
  - H. The Board discussed the necessity of having an airport FBO. It was the consensus that the airport was not big enough at this point to support a FBO. There are currently two different guys looking to start maintenance business', which would eliminate the need for an FBO.
  - I. The Board finalized, with the agreement of Ron Engel, a 5 year plan. In 2009, there will be apron upgrades and the fuel tank replacement. In 2010, there will be the design of the taxiway, completion of the 405 survey for precision approach. Remaining funds will be held over for 2011 when the taxiway rehab will take place. In 2012, funds will be banked to use in 2013 on a new terminal.

- XII. Adjournment –  
A. Chairperson Woods adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Christine Zuidema  
City of Marshall