

Marshall Airport Board

Brooks Field

1243 South Kalamazoo Ave

Marshall, MI 49068

Minutes

November 11, 2008

City Hall Council Chambers

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

Present: Chairperson Woods, Members: Bill Ross, Mike Hindenach, Jeff Begg, Chris Olson, Matt Davis (arrived at 5:25)
Absent: Member Scott Southwell, Ron Goodwin – City Council Liaison
Staff Present: Mitch Price - Airport Manager, Jim Mauer – Airport Maintenance
- III. Approval of Agenda –
 - A. The Agenda was approved by consensus of the Board.
- IV. Financials
 - A. The Board reviewed the financial statements of July – October 2008. There was discussion on fuel sales and mowing services. The Board expressed appreciation of the detail on the financial reports.
- V. Approval of Minutes -
 - A. **Moved** Member Davis to approve the October 27, 2008 Minutes with the change that the last sentence in Item XI I. read: In 2012, funds will be banked to use in 2013 on a new terminal. Second by Member Hindenach. On a voice vote, motion carried.
- VI. Manager's Report -
 - A. Mead & Hunt will continue with the 5 Year Plan if the Board approves. They will move forward with the fuel tank replacement and the apron upgrades.

Moved Member Ross to accept the 5 Year Plan as presented by Mead & Hunt. Second by Member Begg. On a voice vote, motion carried.

- B. The hangar rental is going well.
- C. There have been no calls on the apartment.
- D. RJ Reidel is a guest at the meeting. A lease was worked out at a meeting between Mr. Reidel, Airport Manager Price and City Manager Olson. The lease rate will be \$500 per month. The lease is for the central repair bays. Gas and electric will be paid by Mr. Reidel, water and sewer will be paid by the City.

Moved Member Davis to approve the proposed lease with Mr. RJ Reidel for the lease of the central repair bays with an addendum to include a diagram of the leased area. Second by Member Hindenach. On a voice vote, motion carried.

- E. Skydive Michigan needs to have a separate meter on their space. Their lease is month to month. The City insurance carrier requires that Skydive have the City named on their insurance policy as indemnified and held harmless.

VII. Old Business

- A. There was no old business discussed.

VIII. New Business -

- A. There was no new business discussed

IX. Public Comment -

- A. There was no public comment.

X. Member Comments –

- A. Member Ross commented that the main hangar looks good. Jim has spent a lot of time cleaning it up and he has done a good job.
- B. Member Davis will look at the apartment and evaluate the rent approved by the Board.
- C. The eaves troughs are down in some places and there is dry rot underneath. There is maintenance being done but the buildings are old and only so much can be done.
- D. The insurance currently held at the airport is at \$15,000,000, underground storage tank not included. The premium is \$9,500 per year. There have been no claims in the last decade and the extra coverage is not needed.

Moved Member Davis to reduce the airport insurance coverage to \$5,000,000, with a premium of \$5,250.. Second by Member Begg. On a voice vote, motion carried.

- E. Mitch has been trying to contact AT&T to change the phone number listing for the airport in the phone book.
- F. Mitch will ask the finance department to adjust the fuel slips so tail numbers can be put on the receipts. In 6 months the Board will look at the slips to see how much local and/or transient activity there is.

- G. The data used for the Community Benefits Assessment used information that was not accurate. Mitch will call Shelly Rathbun and ask her for clarification of stats used. He will also ask her to come to the January meeting to discuss the CBA with the Board.
- H. The Board was presented with a sample task list molded from one previously used. Tasks assigned at Board meetings will be recorded on the list so the Board can track their projects.
- I. **Moved** Member Begg to pass over the December meeting and hold the next Board meeting on January 12, 2008. Second by Member Hindenach. On a voice vote, motion carried.

XI. Next Meeting Date –

- A. Monday, January 12, 2008 – 5:15 p.m. – City Hall Council Chambers

XII. Adjournment –

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

Respectfully submitted,

Christine Zuidema
City of Marshall