

Marshall Airport Board

Brooks Field

1243 South Kalamazoo Ave

Marshall, MI 49068

Minutes

June 8th, 2009

Brooks Field

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

Present: Chairperson Woods, Members: Mike Hindenach, Bill Ross, Scott Southwell, Tom Tarkiewicz, Kathy Miller – City Council Liaison
Absent: Jeff Begg, Matt Davis
Staff Present: Mitch Price - Airport Manager
- III. Approval of Agenda -
 - A. **Moved** Member Hindenach to approve the June 8th, 2009 agenda. Second by Member Tarkiewicz. On a voice vote, motion carried
- IV. Approval of Minutes -
 - A. **Moved** Member Hindenach to approve the April 13th, 2009 Minutes with the correction that Member Southwell was present. Second by Member Tarkiewicz. On a voice vote, motion carried.
- V. Treasurer's Report -
 - A. Airport Manager Price furnishes budget for review. Approaching the end of the fiscal year with no major areas of concern in the present budget.
- VI. Manager's Report -
 - A. Water outlet (frost-free faucet) on the inside of the east wall of Main Hangar is broken below the floor level and allows water to flow under the cement whenever the faucet is turned on. This will cause foundation damage if left unrepaired. Because of the possible large expense to repair existing faucet and piping, Manager Price suggests running a new plastic line from the basement along the walls.

This repair expected to be initiated after the beginning of the new fiscal year (starting July 1st, 2009) and at a substantial savings as compared to replacing the existing faucet and piping.
 - B. Manager Price discusses general repair of the building (to include repair of water leaks and paint) as ongoing.

C. Mead and Hunt report on underground fuel tank replacement. Tank replacement on schedule. There is a large disparity between the high and low bids. Mercer being the most expensive at \$241,000 and United Petroleum being the least expensive at \$165,000. Mead and Hunt is reviewing all bids.

Minor discussion by board on the large disparity between high and low bids. Member Tarkiewicz states that the City of Marshall has used United Petroleum previously for the tanks at the Power House with no problems.

MDOT will be reviewing all bids. Once this is completed they will be forwarded to the City for Recommendation for Acceptance. Once this is completed by the City, Mead and Hunt will complete Contract Approvals on July 13th, 2009 preceded by Pre-Construction meeting on July 10th, 2009.

Member Tarkiewicz states that the City Council has approved the City's portion of the expected expenses of the tank replacement to be included in the Airport's 2009/2010 budget.

Construction scheduled for September and October 2009

D. Lawn mowing progressing well.

Old Business

A. None.

VII. New Business -

A. Chairperson Woods discusses a list of possible projects for the airport received from a member of the BFAA. He suggests that a portion of the list could be projects address by the BFAA. Several of the items were not understood by the board members.

B. Chairperson Woods discusses the rumor that the Balloon Championships would be held at the Calhoun County Fair Grounds. He has talked to the head of the Championships and confirmed that it would not be held at the Fair Grounds this year. The head of the Championships states that either the fairgrounds or the Marshall airport may be used in the future. Airport Manager Price is to be the person the Championship contacts in the future.

C. Goal setting is discussed by the Board. Chairperson Woods states that the council holds goal setting meetings. Member Ross questions where we stand with the Chamber of Commerce. The suggestion is made that a meeting with the Chamber would be beneficial. Also suggested is the addition of the airport to the Chamber Web Site. Council liaison Miller states that Karen Haggerty is the Chamber internet person.

D. Members Hindenach, Ross, and Miller to head an airport marketing brainstorming group.

E. General discussion about Battle Creek Enquirer publishing an article on Member Ross's Aircraft Photo business.

VIII. Public Comment -

A. There was no public comment.

- IX. Member Comments –
- A. Member Ross – Airport Signage- Look for donations to build. Member Ross will head. Member Hindenach suggests contacting the Marshall Community foundation to channel donations. That way the donations would be tax deductible.
 - B. Member Miller – States that it is important that the Airport is promoted.
 - C. Manager Price – Suggests the Lynn Humphreys from SkyDive Michigan write down a short description of what has gone on at the airport each month and submit it to the Marshall Chronicle. Member Miller suggests that the list is forwarded to the Town Crier – Tracy Hall contact person.
 - D. Member Miller – Suggests that information about the airport be included on the Marshall City Web Site – Contact persons at City Hall, Tracy Hall or Natalie. Any items to be included in the Calendar of Events for the Marshall Chronicle forward to Member Miller.
- X. Next Meeting Date –
- A. Monday, July 13th, 2009 – 5:15, **at the Airport Lounge**
- XI. Adjournment –
- A. Chairperson Woods adjourned the meeting at 5:55 p.m.

Respectfully submitted,

Scott Southwell
Airport Board Member