

# *Marshall Airport Board*

## *Brooks Field*

*1243 South Kalamazoo Ave*

*Marshall, MI 49068*

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## **Minutes**

July 13th, 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: Matt Davis Mike Hindenach, Scott Southwell, Tom Tarkiewicz,
  - Absent: Jeff Begg, Bill Ross, Kathy Miller
  - Staff Present: Mitch Price - Airport Manager
- III. Approval of Agenda – Chairperson Woods requests that the following items be added to the agenda for discussion
  - 1. Email Communications
  - 2. Trash Service
  - 3. Fuel Price Sign
  - 4. Air Conditioner in Lounge
  - 5. Property Signs
  - 6. Sky Dive Michigan Insurance Compliance
  - 7. Marketing Meeting

General discussion ensued and the consensus was that the above mentioned items be added under New Business except for the item of Sky Dive Michigan Insurance Compliance. Chairperson Woods stated that Sky Dive Michigan met all of the insurance requirements and that it did not need to be discussed further.

Another item discussed was the addition of “Communications” between Roll Call and Agenda.

Chairperson Woods lead a general discussion of situations that had arisen lately pertaining to board member emails being forwarded by a persons outside of the airport board without consent from the originator of the email. Chairperson Woods requested that in the future that all emails be between Board Members only and that the practice of email forwarding be either eliminated or greatly reduced.

- A. **Moved** Member Hindenach to approve the July 13th, 2009 agenda. Second by Member Tarkiewicz. On a voice vote, motion carried

IV. Approval of Minutes -

- A. **Moved** Member Hindenach to approve the June 9th, 2009 Minutes. Second by Member Tarkiewicz. On a voice vote, motion carried.

V. Treasurer's Report -

- A. Airport Manager Price discusses budget briefly. The airport is only two weeks into its new 2009/2010 budget with no abnormalities or unexpected expenditures.

VI. Presentation by Rob Nettleson from Mead and Hunt Engineering

Rob Nettleson requested from the board a 10yr projection estimate of future requested projects that will require FAA/MDOT/City of Marshall funding. He explains that the FAA has a form to be filled out that lists the projects with the following codes:

1. ACIP Code. What type of work – construction, pavement, environmental, etc.
2. NPIAS Priority Rating. Numeric rating system. Codes between 0 and 100. A “30” would be considered a low priority and/or small budget. A “90” would be considered a high priority and/or a larger budget.

There is a possibility of combining “low and high” priority items to increase the rating of the “low” item.

The FAA is looking to spend at least 1 ½ million per small airport spread over a 10 year time frame. They will allow combining two to three years of funding to cover one larger project.

The possibility of funding covering a new terminal building was discussed. In the past this type of building funding had a very low chance of approval. The possibility of approval for building funding has improved, but safety items ( pavement, lights, etc... ) have a higher importance.

Fuel Tank Project Update:

1. United Petroleum was the low bidder and will be awarded the contract.
2. Pre-Construction meeting – 07/21/09 10:00 a.m. at the airport.
3. Marshall City Council will receive MDOT Authorization Form/Contract for the 08/03/09 City Council Meeting.
4. Tom Tarkiewicz reports that the City of Marshall's portion of funding for the project will be \$1500 over what was approved in the 2009/2010 budget.
5. Pavement Rehab will be in the spring of 2010.

VII. Manager's Report –

- A. Most general electrical repair of the building has been completed.
- B. The repair of the water faucet feed line is in progress and expected to be completed shortly.

- C. Air Conditioner was loaned to the upstairs apartment for cooling during the LSA repairman course. Since then it has been reinstalled in the lounge area of the airport building.

VIII. Old Business - None.

IX. New Business -

- A. General discussion of where to dispose of trash when the BFAA holds events at the airport. The general consensus was that if the event only benefited the BFAA that they would be responsible for the disposing of trash. If the event benefited the airport, then the city would furnish an avenue for disposing of the trash. Tom Tarkiewicz stated the city could furnish a small dump truck at the airport for large events.

- B. General discussion of a Fuel Price Sign. While it is generally agreed upon that a large sign would be helpful to fuel sales, there is a concern of expense and security of the listed price. A sign will be added that directs customers to the area where the price is listed.

- C. Chairperson Woods stated that there would be no un-authorized sleeping in the airport buildings. He would monitor to assure that this was abided to by all.

- D. Chairperson Woods gave an update on the marketing brainstorming group meeting that was accomplished since the June airport board meeting. The group included members Woods, Ross, and Hindenach. They are working on packages for persons or groups that fly into Marshall. These packages could include Schulers, Ross Hill Bed and Breakfast, National House Inn, etc... in conjunction with the Marshall Chamber of Commerce. These packages could include food, housing, golf, home tours, garden tours etc. Also discussed was the future possibility of increased usage of the Brooks Field because of the opening of the Firekeepers Casino and what transportation could be required. This will be an ongoing project will be addressed as the Casino opens and begins its first year in operation.

X. Public Comment -

- A. There was no public comment.

XI. Member Comments –

- A. Member Southwell – Requested that the current budget be included in the delivery of the agenda for each airport board meeting prior to the actual meeting.

- B. Member Woods – Requested that the discussion of “day to day” operations of the airport be either eliminated, or at least greatly reduced, at the airport board meetings. He states that the airport board meetings should focus on strategic planning and major decision making, and not the day to day running of the airport.

XII. Next Meeting Date –

- A. Monday, August 10th, 2009 – 5:15, **Council Chambers – City Hall**

XIII. Adjournment –

- A. Chairperson Woods adjourned the meeting at 6:27 p.m.

Respectfully submitted,

Scott Southwell -Airport Board Member

