

# *Marshall Airport Board*

## *Brooks Field*

*1243 South Kalamazoo Ave*

*Marshall, MI 49068*

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## **Minutes**

October 12, 2009

Brooks Field

- I. Call to Order—Vice Chairperson Ross called the meeting to order at 5:15 p.m.
- II. Roll Call
  - Present: Vice Chairperson Ross, Members: Jeff Begg, Matt Davis, Dave Mead, Mike Hindenach, Scott Southwell,
  - Absent: Tom Woods
  - Staff Present: Mitch Price - Airport Manager
- III. Approval of Agenda –
  - A. **Moved** Member Mead to approve the October 12<sup>th</sup>, 2009 agenda. Second by Begg. On a voice vote, motion carried.
- IV. Approval of Minutes –
  - A. **Moved** Member Hindenach to approve September 2009 minutes. Second by member Mead. On a voice vote, motion carried.
- V. Treasurer's Report -
  - A. Airport Manager Price discusses budget briefly. Approximately \$1100 has been spent on a new electrical panel located on the west wall of the main hangar. The old unit was beyond repair and required replacement from both a safety consideration and City Code.
  - B. **Moved** Member Ross to approve budget report. Second by member Davis. On a voice vote, motion carried.
- VI. Manager's Report –

- A. Rod Nettleton from Meade and Hunt gives report on Fuel Tank Farm replacement and upgrade.
  - 1. Removal of old tank behind schedule. Excavators ran into large cement drain pipe that crossed over old tank. Drain pipe will require dismantling before the old fuel tanks can be removed. The drain pipe was listed on the original bid sheet, but the contractor still stopped construction until payment is discussed with Michigan Aeronautics.
  - 2. Pump Problems. The warning system is not working correctly. Also, the credit card computer that controls the pump still requires a software update. If the previous purchaser stops fueling his aircraft and does not manually turn off the pump, the next purchaser could possibly pump fuel that would be billed to the previous purchaser's credit card. Airport Manager Price states that the system will be working correctly before he signs off the work as being completed.
- B. Manager Price contacts Detroit Historical Society requesting money grants. Most probably a long wait for money, but nothing lost in asking.
- C. City Manager issues letter to all department managers requesting that all managers look for ways to reduce budget. Airport Manager states that the airport's budget has already been reduced from last year, but will continue to search for areas that reduction can be accomplished. Airport Board members are to offer suggestions as they become apparent.
- D. Airport Manager states that next fuel purchase will be only in the 2,000 to 2,500 gallon range because of winter season and the normal reduction in retail purchases.
- E. Airport Manager suggests the airport liability insurance stays at the present limit of 10 million. This is in line with other airports the size of Brooks Field.
- F. General discussion of whether the Fuel Farm construction was on schedule. Original schedule allocated 21 days to install the new system and 43 days for removal of the old system. So far the contractor was only approximately 30 days into the construction. Environmental assessment yet to be accomplished.

Old tank removal scheduled to begin October 13<sup>th</sup>, 2009. After tanks removed, a sample of soil from both ends of the tanks will be sent into the lab for analysis. If no smell or visible leakage of fuel is observed, the hole will be back filled immediately.

## VII. Old Business -

Member Mead – requesting update on ground frequency to be used during fly-in. Member Southwell to research further.

## VIII. New Business -

A. General discussion if rent for the office that SkyDive Michigan presently occupies should be raised. Motion made by member Begg to raise rent to \$100 per month from the present rate of \$35 per month to begin April, 2010. Member Davis seconds. Motion carries on a voice vote.

B. General discussion of the condition of the hangar owned by Jim Stephenson that is located on the south side of the airport. The fabric on the doors is torn and ripped. Member Davis makes motion that Manager Price is to issue certified letter to the owner requesting either repair to the terms of the lease or remove the hangar from airport property. Member Hindenach seconds. Motion carries on a voice vote.

C. General discussion of lighting the airport sign. Manager Price to research cost.

D. General discussion of the Marshall Glider Clubs decision to move their gliders from the Airport property to Ed Elwood's leased property. This would save the Club \$25 per glider per month but would remove the revenue from the airport budget.

IX. Public Comment - None

X. Member Comments – None

XI. Next Meeting Date –

A. Monday, November 9th, 2009 – 5:15, **City Council Chambers**

XII. Adjournment –

A. Vice Chairperson Ross adjourned the meeting at 6:41 p.m.

Respectfully submitted,

Mitchell Price – Airport Manager