

Marshall Airport Board
Brooks Field
1243 South Kalamazoo Ave
Marshall, MI 49068

Minutes

January 10, 2011
Brooks Field – Airport Lobby

- I. Call to Order—Vice Chairperson Woods called the meeting to order at 5:15 p.m.
- II. Roll Call
 - Present: Vice Chairperson Woods Members: Bueller, Hindenach, Kirkland, Southwell,
 - Absent: Davis, Mead
 - Staff Present: City of Marshall Airport Manager - Carl Fedders
- III. Agenda Approval:
 - Carl Fedders – Add budget discussion to New Business
 - Steve Bueller – Add Joe Neuman situation review to Old Business

Motion to approve agenda made by Member Bueller, Second by Member Hindenach.
Motion carries on voice vote
- IV. Approval of Minutes – Motion to approve made by member Hindenach, Second by Member Kirkland. Motion carries on a voice vote.
- V. Treasurer’s Report – Reported by Airport Manager Carl Fedders. Budget in line with projections.
- VI. Airport Manager’s Report – Presented by Airport Manager Carl Fedders.
 - A. Seven (7) locks cut off of the main hangar doors. No leads as to who was responsible. It appears that nothing was removed from the main hangar.
 - B. Mead Hunt – Has sent contract for the taxiway rehab early, city to wait for time table from the MDOT before proceeding.
 - C. Enbridge – Communication to be handled thru City Manager.
 - D. City has received twenty (20) applications for the position of Airport Manager

- E. City has received three (3) RFP's for FBO.
- F. Airport Manager suggests waiting on making a decision on airport manager until the FBO situation is completed.

VII. Old Business -

- A. Airport Manager reports that of the twenty (20) airport manager applications, the field has been narrowed to five (5).
- B. General discussion of forming a committee from the airport board to help with the selection of a new FBO. Members Bueller, Kirkland, and Southwell named to committee.
- C. Member Woods and Southwell to research AOPA (Aircraft Owners and Pilots Association) for possible suggestions as it pertains to an FBO selection. Airport Manager Fedders to contact MDOT and Mead Hunt for suggestions also.
- D. Fuel Pricing Policy to be moved to next Board Meeting.
- E. General discussion of Joe Neuman's tax situation at it pertains to his hangars. Next step will be at the March 2011 meeting of the Tax Board of Review.

VIII. New Business -

- A. General discussion of revised Hangar Keepers and Apron Policy. Motion made by Hindenach to approve revised version, second by Kirkland. On a voice vote, motion carries.
- B. General discussion about Pricing Policy. Motion to approve made by Southwell, second by Kirkland. After discussion it is agreed to amend the Hangar Policy to add a weekly option to Maintenance Bay's #1 and #2 to be \$125 per week November thru April and \$50 per week May thru October.
- C. General discussion of situations that would be appropriate to wave rental fees. Motion made by Bueller to wave ramp fee for SkyDive Michigan's Beech 18 aircraft. Second by Hindenach. On a voice vote, motion carries.
- D. City of Marshall has a new published "Conflict of Interest" Policy. Members are to familiarize themselves with the new policy.
- E. General discussion of renewal of SkyDive Michigan's Lease. Airport Manager recommends renewal of lease as written. Motion to approve by Hindenach, second by Bueller. On a voice vote, motion carries.

F. General discussion of pending airport budget for fiscal year 2011/2012. Line item 805 reduced from \$3400 to \$1000. Line item 825 reduced from \$12,375 to \$8,000.

IX. Public Comment –

Terry Brokow – Presents brief description of his RFP for FBO and his application for Airport Manager.

Rob Williams – States that the Hangar Tax assessment is a situation that should be monitored closely and that anything the Airport Board can do to rectify the situation would be advantageous to the airport.

X. Member Comments –

Member Southwell takes Board Members on tour of airport lobby, offices, maintenance bays and work rooms in discussion of improvements that could help in procuring a viable FBO business.

XI. Next Meeting Date –

A. Monday, February 14th, 2011 – 5:15, **Council Chambers**

XII. Adjournment –

A. Vice Chairperson Woods adjourned the meeting at 6:37 p.m.

Respectfully submitted,

Scott Southwell