

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

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**Minutes**

- I. The Marshall Airport Board was called to order by Chairperson David Mead in a regular scheduled session on Monday, June 13, 2011 at 5:15 p.m. in the Council Chambers of Town Hall, 323 West Michigan Avenue, Marshall, MI.
- II. Roll Call: Members Present: Chairperson David Mead; Members: Steve Buller, Tom Woods, and Desmond Kirkland  
Members Absent: Mike Hindenach, Matt Davis and Scott Southwell  
Staff Present: City of Marshall – Kathy Miller, Council Member – Liaison  
John Riske – Airport Manager/FBO
- III. Agenda Approval: Motion to approve agenda made by member Woods, seconded by Member Buller. Motion carried on voice vote.
- IV. Approval of Minutes – A Motion was made to suspend the reading of minutes for the May 9, 2011 meeting. Motion to approve by member Woods, seconded by member Buller. Motion carried on a voice vote.
- V. Treasurer's Report
  - A. The Treasurer' Report was presented by John Riske, Airport Manager. According to John the airport budget has remained steady; however, he noted that fuel revenue shown is less than its actuality. The budget report illustrates that since May 19, 2011 there has been no sale of fuel, however, the bank has not journaled the account entry which should occur next week and therefore increase the revenue entry. John stated he has contacted and informed Sandy Bird and Michelle Mastej at the city of the situation. Member Buller requested that John contact the Board if this situation occurs again.
  - B. A question made by Member Woods regarding the expenditure of \$4,500 for Line Item 740.0 Operating Expenses, which exceeds the budgeted amount of \$2,000. At the request of member Mead, John indicated the expenditures do seem high since the expenses should only include minor costs for such items as toiletries and office supplies. John indicated he will look into the possibility of a discrepancy and report back to the Board.
- VI. Airport Manager's Report
  - A. The Manager's report was again presented by John Riske, who stated that the renovations to the apartment are still ongoing but the majority of the work has been completed. John stated that the repairs should come under the \$13,000 budgeted and repairs will need to be inspected by the enforcement officer. Regardless, he has moved into the apartment.
  - B. John stated that as of May, 2011, the Airport has approximately 1,700 gallons of both 100 LL and 90 octane. He also stated he has been approached by several people to acquire 93

Octane ethanol free MoGas for many of the light sport Rotax aircraft engines. He has made some inquiries but found it difficult to purchase.

C. As specified in the Agenda, there was a discussion about contributions by Enbridge in providing funds for the improvement of the airport. As in previous discussions, it was mentioned that any request for funding by Enbridge is put forth to the City Council. John stated he will follow up with City Council on any contributions by Enbridge.

D. After doing some research, John provided a rendering of proposed signage on the terminal building. John indicated that it would cost \$1,863 installed. Board members reviewed the proposed signage and questioned the lighting and interchanging of letters. At the suggestion of the Airport Manager, he will follow up with the City to determine the financial elements needed to proceed with contracting to have the sign installed. This may require assistance from Enbridge.

E. John confirmed with the Board that he has a meeting with Rodney Nettleton of Mead Hunt this Thursday at 10:00 to discuss the ten year plan for the airport. He will discuss such areas as the future fuel tanks installation, building maintenance and future runway improvements.

F. In other business, John provided the board a list of maintenance priorities he reasoned for the future success of the airport. These include the following recommendations:

1. Install commercial grade gutters to replace the present gutters which leak onto the electric breaker box.
2. Update electrical wiring in the hangar to replace worn out wiring as well as improve the electrical system.
3. Paint the hangar and buildings. John stated he located some paint and has been touching up some areas.
4. Remove weeds and fill in cracks in the taxiway.
5. Repair windows in the main hangar.
  - a. Member Mead mentioned the possible need for compliance with the Historical Board and implications to future renovations to the building.
  - b. Council-member Miller mentioned the use of a local contractor specializing in window repair on historical buildings.
6. Update the terminal building including the carpet, painting and furniture.
7. The installation of a security fence around periphery of the airport. John stated that the majority of the airports he is familiar with have installed security fences to prevent trespassers and intruders onto airport property. He went on to state that he researched and MDOT requires some form of a "responsible deterrent" to the airport to prevent an unwanted intrusion onto the airport property.

## VII. New Business

A. Airport Manager Riske requested information on the blue ultra light that is located in the hangar. The ultra light was only supposed to be allowed until June 1, 2011. Member Mead proposed John speak to member Southwell for an update on its status.

## VIII. Public Comment

A. John McCormick requested information on the written procedures for leaving RV's and glider trailer for extended times prior to paying rent.

IX. Board Comments

- A. Council Member Kathy Miller made mention of "Discovery Flight" events used in airports in Texas that provide aircraft rides for special needs children ages 7-22 years of age. These events are extremely successful in contributing to the community as well as to the airport. Member Miller went on to state that pilots provide available aircraft for rides to individuals with the possibility of the city or airport providing fuel. Member Mead asked if the EAA provided any events similar to this. Ms. Miller stated she would contact them to find out. Member Mead also recommended contacting Jim Blankenship or Michael Surls at EAA. Member Buller mentioned that sometimes the issues of insurance and risk can affect these events. From the public, John McCormick mentioned that the Marshall Soaring Club has provided voluntary services on an individual basis but would volunteer to provide assistance in this type of event.
- B. Member Kirkland mentioned that both the Battle Creek Enquirer and the Adviser both provided complementary articles on the selection of John Riske as the new Airport Manager/FBO. Also commended member Buller on his contribution to the articles.

X. Next Meeting Date –

**The Airport Board will meet at Brooks Field in the Airport Lounge at 5:15pm Monday, July 11, 2011.**

XI. Adjournment –

Chairperson Mead adjourned the meeting at 6:05 p.m.

Respectfully submitted,

Airport Board