

# FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

Frankfort Dow Memorial Field  
650 Airport Road, Frankfort, Michigan 49635

## REGULAR MEETING

6:00 p.m., Thursday, October 24, 2024

**Call to Order:** The meeting was called to order at 6:03 p.m. by Chairman Coury Carland.

**Roll Call:** Steve Koppin, Eric Pekrul, Brady Olsen, Coury Carland, David Spragens, and Tammy May were present, constituting a quorum. Ken Laurence was absent.

**Others present:** Karen Cunningham, Brooke Trentham-Popp, Benzie County Treasurer Kelly Long, Allen Popp, Mike Hainen, Lindy Evans, Rich Reichenbach, Josh Toms, and Keelee Beaudet.

### Adoption of agenda

**Spragens made the motion to approve the agenda as amended to include the addition of (e) Investment and Despository Resolution under “New Business,” and the addition of (f) Memorandum of Understanding under “New Business.” Motion was supported by Koppin. All ayes. Motion approved.**

### Approval of September 26th, 2024, FCCAA meeting minutes.

**Pekrul made the motion to approve the 09.26.2024 FCCAA meeting minutes as presented. Motion supported by Olsen. All ayes. Motion approved.**

### Public Comments

There were no public comments.

### Correspondence

*WUWU Public Service Announcement Request* - WUWU LPFM 100.1 Frankfort/Elberta would like to keep the local residents informed of events, meetings, and to schedule interviews. They provided their email address and can be reached at [wuwulpfm@gmail.com](mailto:wuwulpfm@gmail.com).

### County Commissioner’s Report—Karen Cunningham

Cunningham shared highlights from her report:

- Benzie BoC will hold a public hearing on November 12 regarding the County’s proposed Master Plan update.
- Iron Man was approved for another 2 years.
- BoC had 8 action items none of which were airport specific.

### Financial Reports

September financial reports were presented including a Balance Sheet, Budget v. Actual Report for August, Statement of Net Assets, Budget vs. Actual Fiscal Year 2024-2025 Report, Check Detail Report, Inventory Valuation Detail Report, Tank Level History Report, and an AV Fuel Report for Fiscal Year 2024-2025.

Kelly Long noted the net income amount for September was \$4747.22.

**Motion was made by Olsen to approve the Check Detail Report for check numbers 3794 through 3807, totaling \$5,588.26. Supported by May. Roll call: Pekrul, yes; Carland, yes; Spragens, yes; Koppin, yes; Olsen, yes.; May, yes. Motion approved.**

### **Airport Manager Report**

Popp provided AV Fuel Cost and Profit Worksheets. Another split load (3,000 gallons) was ordered due to current fuel prices.

Popp advised that the bond payment would be made as of November 1, 2024.

Popp advised that the Community Hangar hoists were half completed on October 16, 2024, and the remainder will be completed on November 7, 2024.

Popp shared data from the Economic Impact Report to MDOT. For the month of September 2024, the airport had 280 operations, 77 of which were visitors to this community.

Popp made a recommendation for a new Dell monitor and CPU.

**Motion was made by Carland to approve the ordering of a new Dell monitor and CPU not to exceed \$850.00. Supported by Pekrul. Roll Call: Carland, yes; Pekrul, yes; Olsen, yes; Spragens, yes; May, yes; Koppin, yes. All ayes. Motion Approved.**

Popp informed that the MV-22 Ospreys visited the Frankfort Dow Memorial Field on Saturday October 19, 2024, to conduct confined area landing training for three MV-22s.

### **Old Business**

*AT&T Contract Review-* Payment from AT&T anticipated to be delayed due to the contract not being approved.

*Airport Manager Contract Committee Review-* Board will meet at a later date regarding this.

*Approval for the Tradewinds Aero/M. Stimac hangar addition-* Tenant has delayed addition request until Spring 2025.

*Dow Hangar Rent, Resolution-* Board discussed the Dow Hangar Lease Rate and approved a resolution.

**Motion was made by Carland to approve the Dow Hangar Lease Rate at \$550.00 per month. Supported by Olsen. Roll Call: Carland, yes; Olsen, yes; Spragens, yes; Koppin, yes; May, yes; Pekrul, yes. All ayes. Motion approved.**

### **New Business**

#### *Consultant Procurement Selection Committee*

The Michigan Department of Transportation Office of Aeronautics requires Sponsors to procure Engineering services for Airport Grant Projects, as required under the Airport Improvement Program, every 5 years. Popp said she has advertised through the Airport, on the website, and MDOT. The deadline for the Selection Committee is November 1, 2024. May, Pekrul, and Koppin volunteered for the Committee.

#### *Hangar Meter Consolidation, Resolution*

Three proposals were received by Bishop Electric, Windemuller, and Martell Electric regarding the meters on the box hangar building and the t-hangar building. The Board requested additional information on the proposals regarding fees that are not included. Resolution postponed until November 2024.

#### *Airport Lighting Modifications, Resolution*

Two proposals were received by Korthase and Sons and J. Ranck Electric regarding airport lighting modifications.

**Motion was made by Olsen to postpone voting on Airport Lighting Modifications Resolution. Supported by Spragens. All ayes. Motion approved.**

#### *Draft ACIP for City/County/Township November Presentation*

Popp provided documents that she will be sharing with the City of Frankfort and the County in November 2024. It describes what an ACIP is and the concepts for the following 5 years.

#### *Investment and Depository Resolution*

The BIL Grant money has been received by Huntington Bank and will be applied to the bond on November 1, 2025. The FCCAA investments were given three Government investment options until then from Federated Government Obligations Fund, Morgan Stanley Institutional Liquidity Treasury Money Market Fund, and the Morgan Stanley Institutional Government Money Market Fund.

**Motion was made by Pekrul to use the investment option Morgan Stanley Institutional Liquidity Fund. Supported by Olsen. Roll Call: Carland, yes; Olsen, yes; Spragens, yes; Koppin, yes; May, yes; Pekrul, yes. All ayes. Motion approved.**

#### *Memorandum of Understanding Regarding the City County Airport Authority*

The Memorandum consists of the agreement made by and between the City of Frankfort, The County of Benzie, The Crystal Lake Township, and the Frankfort City-County Airport Authority. It reiterates the statute that the Airport is their own entity and the expectation of the City, County, and Township involvement.

#### **Public Comments**

Mike Hainen asked for clarification on the amount requested from the City, County, and Township. Carland answered with an amount of \$15,000.00 per entity. Mike Hainen asked if they would turn the airport over to MDOT and Carland answered no.

#### **FCCAA Member Comments**

May asked who was sending the Memorandum of Understanding and Popp answered that the County would be sending it out. Spragens inquired about when his term ends as he was appointed to fill the remainder of Popp's term. Carland answered that Spragens would still be a Board member through November 2024.

#### **Adjournment**

The next meeting of the FCCAA will be 6:00 p.m., Thursday, November 21, 2024.

**Carland moved to adjourn the meeting at 7:27 p.m. Pekrul supported. All ayes. Motion approved.**

Respectfully submitted,  
Keelee Beaudet, Secretary