

Annual Report 2024

Frankfort City-County Airport Authority



2024 FCCAA Annual Report

An annual report is a document that describes operations and financial conditions which chronicles the Frankfort City-County Airport Authority's activities over the past year. The FCCAA is required to render a report to each participating county, city, and township. Each report shall state the condition of the finances, the amount of money expended, and the money received from all sources.

The FCCAA was created under the Michigan Act 206 of 1957. It is an incorporated airport authority for the planning, promoting, acquiring, constructing, improving, enlarging, extending, owning, maintaining, and operating the landing, navigational and building facilities necessary for a community airport.

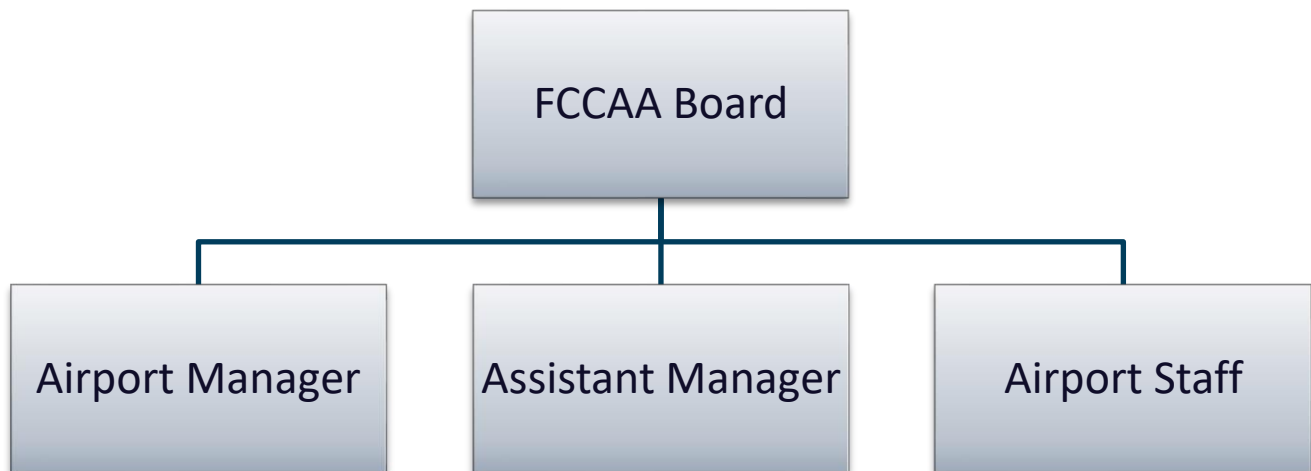
The FCCAA was incorporated 26 June 1997 and is considered by the Internal Revenue Service (IRS) to be 509(a)(1), Section 170(b)(1)(A)(vi), a public charity that is publicly supported, as it normally receives at least one-third of its total support from governmental units, from contributions made directly or indirectly by the general public, or a combination of these sources.

Per MCL 259.622, the FCCAA is a corporate body, an organization such as a company or government that is considered to have its own legal rights and responsibilities.

The FCCAA governs through an authority board, as per MCL 259.625 and may appoint committees, may select, and employ officers and employees and engage services as shall be considered necessary. A member of the FCCAA shall serve without compensation.

The current FCCAA board is:

- Coury Carland, Chair member, appointed by Benzie County
- Ken Laurence, Vice Chair member, appointed by Benzie County
- Brady Olsen, member, appointed by City of Frankfort
- Eric Pekrul, member, appointed by City of Frankfort
- Tammy May, member, appointed by Crystal Lake Township
- David Spragens, member, appointed by Crystal Lake Township
- Steve Koppin, member, appointed by FCCAA.



Act 327 P.A. of 1945 requires an airport manager which responsibilities and duties include:

- Assist appropriate authorities in enforcement of federal, state, and local rules and regulations pertaining to airports, aircraft, and airmen.
- Determine that all licensed aeronautical facility requirements for the class under which the site is licensed are maintained.
- Determine and take appropriate action to assure that all locally based commercial activities operating on the licensed aeronautical facility have appropriate licenses and registrations as issued by federal and state agencies.
- Post local rules, traffic patterns, and noise abatement procedures, if any.
- File notice with the proper state and federal agency indicating any change in the aeronautical facility condition.
- Note and advise the commission of a proposed construction or zoning change adjacent to or near the licensed aeronautical facility that would affect air navigation safety or use.
- Advise sponsors of new and proposed construction of federal regulations pertaining to objects affecting navigable airspace.

The airport manager is Brooke Trentham Popp, employed as of 1 Apr. 2024, for a minimum of 1,450 annual hours and a salary of \$36,000.00 per year.

The assistant airport manager reports to the FCCAA Board and coordinates airport operations with the airport manager, in compliance with Federal Aviation Administration (FAA) and Michigan Department of Transportation (MDOT) regulations. The main responsibility of all airport staff is to ensure the safe and efficient operation of the Frankfort Dow Memorial Field (FKS). This includes knowledge of FKS, FAA, MDOT AERO, and Michigan Aeronautics Commissions (MAC) policies and procedures and must ensure that all aspects of the FKS are functioning within these regulations, or he/she must take the necessary actions to bring them into compliance.

Uncompensated assistant airport managers are as follows:

- Richard Bayer
- Coury Carland
- Doug Kirk
- Allen Popp
- Dave VanHammen

Airport staff members can perform a variety of functions, including administrative, maintenance, and daily operations. Staff are aware of FKS policies, liabilities, standards, and normal operating procedures and understand the full scope of responsibilities of running FKS. Airport employees are compensated \$25.00 per hour for their key services:

- Richard Bayer, administration consultant
- Carl Noffsinger, groundskeeping and snow removal
- Allen Popp, groundskeeping, snow removal, light maintenance
- John Popp, groundskeeping, snow removal, light maintenance

2024 FCCAA Revenues

In Jan. of 2024, MAC approved a grant in the amount of \$497,788 to FKS. The grant consists of 2022, 2023, and 2024 allocations of Bipartisan Infrastructure Law (BIL) of Airport Infrastructure Grants (AIG) in the amounts of \$159,000.00, \$145,000.00, and \$144,000.00, respectively. Federal grants are matched by the State of Michigan by five percent or \$24,894.00 and by the FCCAA of five percent or \$24,894.00.

2020 FAA discretionary money, in the amount of \$691,792.00 was awarded to FCCAA in Mar. of 2024. Discretionary funding is another part of the AIP program, but these funds are what remains after the entitlement funds are distributed. These funds are divided among various projects relating to noise mitigation, environmental, Military Airports Program (MAP), and other approved projects, such as aviation easements.

Income from aviation fuel sales is the most substantial FKS operations revenue, followed by aircraft hangar lease revenue. The hangar tenants reside in the following locations:

- 14 from Benzie County
- 4 from Grand Traverse County
- 2 outside Michigan
- 1 from Leelanau County
- 1 from Manistee County

Revenues & Expenditures

REVENUES:	
Federal Grants	1,139,792
State Grants	403,460
State Reimbursement	197,529
Aviation Fuel Sales	61,370
Hangar Lease Income	54,200
Local Government Appropriations	39,000
Tower Rent Income	38,418
Aircraft Landing Fees	4,670
Interest, Miscellaneous	481
TOTAL REVENUE	1,938,920
EXPENDITURES:	
Professional Services	78,130
Aviation Fuel Cost	55,750
Airport Manager, Staff, Travel	52,574
Tower Expenses	26,160
Utilities, Communications, AWOS	14,205
Insurance	13,789
Maintenance, Supplies	13,150
TOTAL EXPENDITURES:	253,758
NET GAIN	1,685,162

Financial information is reported using the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed have been met.

2024 FCCAA Expenditures

The Authority will use the Federal and State grant money for payment toward the outstanding bond debt. Prolonged litigation exasperated the FCCAA fund balance and the Authority is waiting for reimbursement of legal and professional fees accrued for the air easement relating to the 2023 aviation settlement. Federal and State grants fund the cost of aviation easements, runway pavement and hangar facilities but are not available for maintenance or operations expenditures.

Upon completion of the 2023 aviation easement settlement, FCCAA will pursue projects, such as additional aircraft hangars or a jet fuel farm, to increase operational profits.

Date of Payment	Payment	Principal	Interest	Remaining Principal
Jan. 12, 2024	\$390,000			\$1,635,000
Nov. 1, 2024	\$1,524,932	\$1,443,862	\$81,070	\$191,068
Nov. 1, 2025	\$204,443	\$191,068	\$13,375	\$0

Airport Manager Message

Amelia Earhart stated “In my life, I had come to realize that, when things were going very well, indeed, it was just the time to anticipate trouble. And, conversely, I learned from pleasant experience that at the most despairing crisis, when all looked sour beyond words, some delightful “break” was apt to lurk just around the corner.”

In the four months as airport manager and the eight years of serving the Airport Authority, I too have felt despair and delight, as this previous fiscal year exemplifies.

Per the Federal Aviation Administration, “Aviation safety guides everything we do, which is why reducing surface safety risk remains a top priority. One of our safety goals is to eliminate all dangerous runway incidents. Safety is our North star.”

As stewards of the FAA, aviation easements are executed by the Airport Authority. Chairman Coury Carland, board members Ken Laurence and Tammy May are the remaining members of the board that started a new chapter for FKS. Dick Bayer was hired to implement the plan and did an outstanding job. I would like to personally commend Coury, Ken, Tammy, Dick and the FCCAA board for their perseverance and dedication; thank you so very much for all you do.

Brooke L. Trentham Popp

FKS Airport Manager