

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

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

REGULAR MEETING

6:00 p.m., Thursday, August 22, 2024

Call to Order: The meeting was called to order at 6:02 p.m. by Chairman Coury Carland.

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

Others present: Dave VanHammon, Karen Cunningham, Brooke Trentham-Popp, Benzie County Treasurer Kelly Long, Allen Popp, and FCCAA Secretary Judy VanMeter

Adoption of agenda

Laurence made the motion to approve the agenda as amended to include the addition of (d) Dave VanHammon - Glider Club under "New Business," and the removal of (a) WUWU LPFM Contract review and (b) AT&T Contract review under "Old Business." Motion was supported by Koppin. All ayes. Motion approved.

Approval of July 25, 2024 FCCAA meeting minutes

Spragens made the motion to approve the 07.25.2024 FCCAA meeting minutes as presented. Motion supported by Koppin. All ayes. Motion approved.

Public Comments

There were no public comments.

Correspondence

GlobalAire.com's Oshkosh Specials page—From Airport Resource Center Director Abigail K. Sheets. RE: Thank you to FCCAA/Frankfort Dow Memorial Field for participation.

Airport Manager Popp shared fuel sales for July 2022: 95 sales, 2277.94 gal, \$15,349.13; July 2023: 108 sales, 2754.67 gal, \$15,563.86; and July 2024: 48 sales, 1096.98 gal, \$7,108.47. It was noted the glider club increased sales in 2023.

Law Firm Closure—From Attorney Jeff Jocks. RE: FCCAA loss of attorney due to closure of the law firm.

Carland noted the attorney search should include one that specializes in airport law, maybe from Grand Rapids. Popp will speak with John Stroo and Karrie Zeits to see if they have suggestions regarding new attorney.

Frankfort Dow Memorial Field Inspection Report—From John Stroo of Prein & Newhof. RE: Answers to specific questions regarding the inspection report.

Popp said Stroo will arrive about 4:30 p.m. on Saturday, August 24 to discuss the inspection report in depth and offer clarification of specific items.

Frankfort Dow Memorial Field Inspection Report—From John Stroo of Prein & Newhof. RE: Additional answers along with funding information for necessary improvements.

Michigan Aviation Education Day Kit—From Jack Barstow Airport Manager Sarah Pagano. RE: Beta testers for Aviation Education Kits.

Popp stated FCCAA would be beta testers and kits for 100 participants will arrive. May need a larger venue than the airport terminal. Everything will be supplied including different information for different age groups. Additional information on the kits was shared.

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.
- A request by Grow Benzie for a one-time, \$10,000 loan from the BoC was denied.
- Cunningham attended an August 14 meeting with Rep. John Roth, which included discussion on several topics including the septic bill, Kinship Care, Line 5, etc.
- Benzie County was recommended to receive a MITTEN grant for \$857,870.

Financial Reports

July financial reports were presented including a Balance Sheet, Budget v. Actual Report for July, 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 July was \$14,397.65.

Motion was made by Carland to approve the Check Detail Report for check numbers 3774 through 3782 plus two EFT payments, totaling of \$14,643.05. Supported by Olsen. Roll call: Pekrul, yes; Carland, yes; Spragens, yes; Laurence, yes; Koppin, yes; Olsen, yes. Motion approved.

Airport Manager Report

Popp shared website traffic numbers for the last five months, which have increased throughout the timeframe from 109 visitors in April 2024 to 346 visitors to date. She planned to add Google reviews to the website. She also noted FCCAA/Airport objectives accomplished, current projects, potential projects, and upcoming events. Popp said the ACIP was submitted yesterday after going around in circles with John Stroo and MDOT.

Carland stated reimbursements received from MDOT and FAA reflected favorably on the FCCAA.

David Spragens gave an overview of the lengthy discussion by the CLT Board regarding the CLT Ad hoc Committee's report, which offered answers (including supporting documentation) to a variety of questions. Questions included: Should CLT withdraw from membership in the FCCAA if allowed? What happens if the FCCAA, due to lack of operational funding, has to dissolve and who would take control of FKS? What benefits does FKS bring to the community? Does CLT need a MOU with the FCCAA? etc. Also included with the CLT Ad hoc report were two resolutions regarding financial support of the FCCAA and expectations of CLT representatives to the FCCAA.

Carland said the focus should be on convening a meeting of the three FCCAA member entities—City of Frankfort, Benzie County, Crystal Lake Township—and the FCCAA. Popp noted the meeting should have a moderator, follow a strict schedule, and focus on goals.

Old Business

Airport Manager Contract Committee review—under review by the FCCAA attorney and FCCAA Committee.

New Business

2024 Annual Report

Popp presented the FKS Annual Report for 2024 and noted it outlined revenues and expenditures; listed the FCCAA members, manage, staff; and other detailed information. She noted the FCCAA used accrual-based accounting. The report ended with a message from Popp thanking Carland, Laurence, May, Former Manager Dick Bayer, and the newer members of the FCCAA for their accomplishments.

Vector PlanePass helicopter, overnight fees

A resolution regarding FCCAA overnight fees and helicopter landings was presented. The resolution would authorize a contract with Vector Airport Systems, LLC to perform billing and collection services as well as a FKS overnight fee schedule. Discussion. Carland suggested the resolution be tabled until the next meeting. Consensus was to do so.

2024 New Tenant Hangar Rate Proposal

Popp presented an August 22, 2024 memorandum regarding proposed tenant hangar lease rates for 2024. She stated the draft proposal be reviewed and discussed at tonight's meeting, vote on the final proposal at the September meeting, and have the rates go into effect as of the October meeting. Discussion.

Glider Club

Dave Van Hammon shared that the Glider Club was very interested in returning to FKS and would like to use the Dow hangar. The Club will submit a proposal to the FCCAA by August 31, 2024.

Carland said there should be a site review, so have MDOT documentation regarding the area for glider takeoffs and landings. He suggested the tow plane be repaired to decrease noise. Laurence noted it was a mutual benefit for the Glider Club and FCCAA.

Motion was made by Carland and supported by Olsen to formally invite the Glider Club back to FKS. Roll call: Laurence, yes; Koppin, yes; Carland, yes; Spragens, yes; Pekrul, yes; Olsen, yes. Motion approved.

Public Comments

Cunningham said she took a glider ride last summer and thoroughly enjoyed it.

FCCAA Member Comments

Laurence acknowledged Brooke and Allen Popp for the great job they were doing at FKS.

Adjournment

The next meeting of the FCCAA will be 6:00 p.m., Thursday, September 26, 2024.

Carland moved to adjourn the meeting at 7:10 p.m. Olsen supported. All ayes. Motion approved.

Respectfully submitted,
Judy VanMeter
Secretary