

# FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

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

## REGULAR MEETING

6:00 p.m., Thursday, September 26, 2024

**Call to Order:** The meeting was called to order at 6:00 p.m. by Chairman Coury Carland.

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

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

### Adoption of agenda

**Olsen made the motion to approve the agenda as presented. Motion was supported by May. All ayes. Motion approved.**

### Approval of August 22, 2024 and August 28, 2024 FCCAA meeting minutes

**Olsen made the motion to approve the 08.22.2024 and 08.28.24 FCCAA meeting minutes as presented. Motion supported by Spragens. All ayes. Motion approved.**

### Public Comments

Dave Beaton discussed the antennae installation and broadcast of WUWU 100.1, featuring music and interviews with the local community.

### Correspondence

*Frankfort Dow Memorial Field Inspection Report*—From John Stroo of Prein & Newhof. RE: Lighting system modifications. Two record plans were included with quotes on cost.

Popp said per the new regulations from the FAA, the lights must be moved. John Stroo met with Popp and is going to get another quote.

### County Commissioner's Report—Karen Cunningham

Cunningham had nothing specific for the airport.

### Financial Reports

August 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 August was \$22,531.09.

**Motion was made by Carland to approve the Check Detail Report for check numbers 3783 through 3793 plus one EFT payment, totaling of \$14,166.35. Supported by Olsen. Roll call: Pekrul, yes; Carland, yes; Spragens, yes; May, yes; Olsen, yes. Motion approved.**

### **Airport Manager Report**

Popp discussed the MDOT MAP meeting. She also met with John Stroo, regarding the lighting modifications. Popp presented the annual report which the Township asked to be presented in October. Popp discussed getting quotes for consolidation of hangar meters and is now out for bids. Popp discussed the Gliders and their decision dissolve the Soaring Club. Popp spoke to Giving Wings Aviation and he may be interested in moving to the airport. Popp discussed upgrading 11 hoists for the garage doors on the community hangar.

**Motion was made by Carland to approve the quote from Grand Traverse Garage Door Co to upgrade the 11 hoists of the Community Hangar. Supported by Pekrul. Roll Call: Carland, yes; Pekrul, yes; May, yes; Spragens, yes, Olsen, yes. Motion approved.**

Popp discussed a tenant late on rent and the policy and procedures going forward for delinquency. Popp discussed the gutters being done in October by Superior Seamless.

### **Old Business**

**WUWU Lease Agreement:** Attorney sent an email with minor adjustments to wording of the lease agreement.

**Spragens made a motion for Chairman Carland to sign WUWU 100.1 FM lease agreement pending review by the tenant. Supported by Pekrul. All ayes. Motion approved.**

**2024 New Tenant Hangar Lease Rate Resolution:** Authorization of Resolution.

**Motion was made by Olsen to approve the New Tenant Hangar Lease Rate Resolution. Supported by Spragens. Roll Call: Carland, yes; Olsen, yes; Spragens, yes; May, yes; Pekrul, yes. Motion approved.**

**Vector/PlanePass Helicopter overnight fee resolution:** Board agreed to table this for the month.

**Airport Manager Contract Committee Review:** Committee will meet and discuss in Mid-October.

### **New Business**

**Northland Securities Extraordinary Redemption:** Debt service calculation was discussed by Carland and Popp. Northland Public Finance sent their calculation of the amount of bonds to call for early redemption this November 1, 2024.

**Motion was made by Carland to authorize the application of the redemption calculation by November 1, 2024. Resolution Number 9-26-2024-1. Supported by Olsen. Roll Call: May, yes; Olsen, yes; Carland, yes; Spragens, yes; Pekrul, yes. Motion approved.**

**County Payroll Termination Resolution:** Discussion of termination of Benzie County payroll services effective December 31, 2024. Benzie County will issue W2s and 1099s for the calendar year of 2024.

**Motion was made by May to accept the Benzie County Payroll Services Termination Resolution. Resolution Number 9-26-2024-2. Supported by Spragens. Roll Call: Carland, yes; Olsen, yes; Spragens, yes; May, yes; Pekrul, yes. Motion approved.**

**FCCAA Accounting Policy Resolution:** The FCCAA board shall provide a system of accounts to conform to a uniform system required by law and shall adopt rules and policies governing the professional work of an airport.

**Motion was made by Olsen to accept the Accounting Policy and Resolution. Resolution Number 9-26-2024-3. Supported by May. Roll Call: Carland, yes; Olsen, yes; Spragens, yes; May, yes; Pekrul, yes. Motion approved.**

**Approval for Tradewinds Aero/M. Stimac Hangar Addition:** Stimac would like to add a 12x12 addition to his hangar. Board requested more information such as a site plan before approving the addition.

#### **Public Comments**

Reichenbach inquired about a rumored break-in at the Airport. Carland advised that the Airport Manager had entered the hangar of a deceased tenant to document the contents of the hangar. With the deceased tenant's brother and law enforcement present, a release was signed and the issue has been resolved.

#### **FCCAA Member Comments**

Spragens asked if an agreement had been made with the Attorney and the waiver release. The township has not yet signed the waiver as they would like to see the contract in its entirety. Benzie County and the City of Frankfort have signed their waivers.

#### **Adjournment**

The next meeting of the FCCAA will be 6:00 p.m., Thursday, October 24, 2024.

**Carland moved to adjourn the meeting at 7:13 p.m. Olsen supported. All ayes. Motion approved.**

Respectfully submitted,  
Keelee Beaudet  
Secretary