

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

November 16, 2023

Frankfort Dow Memorial Field

Frankfort, Michigan 49635

1. **Opening:** The meeting was called to order at 7:03 p.m. by Chairman, Coury Carland.

Members Present: Coury Carland, Steve Koppin, Brooke Popp, Tammy May; via Zoom Ken Laurence, Eric Pekrul, Dick Bayer.

Members Absent: Brady Olsen.

Others Present: Kelly Long, Al Popp, Mary Goethals.

2. **Approval of Meeting Agenda:** Motion by Popp, supported by Koppin, to approve the agenda as presented; approved unanimously.

3. **Approval of Minutes:**

3.1 **Regular Meeting October 16, 2023.** Motion by Popp, supported by Koppin, to approve the minutes as presented; approved unanimously.

3.2 **Closed Session November 1, 2023.** Motion by Carland, supported by Koppin, to approve the minutes as submitted; approved unanimously.

4. **Public Input:** None.

5. **Correspondence:** None.

6. **County Commissioner Report:** None.

7. **Financial Reports:**

7.1 **Balance Sheet:** Kelly Long presented the balance sheet as of October 31, 2023 showing a balance in checking and savings of \$101,823.26. Note was made of the increased fuel sales for the period.

7.2 **Check Detail:** The report of checks drawn for October showed no EFT's and checks #3660 Through #3674 totaling \$55,679.00.

Motion by Popp, supported by Koppin, to approve the financial reports as submitted; approved unanimously on a roll call vote of members present.

8. **Airport Administrator Report:** Dick Bayer presented the report of airport activity for the month of October. He noted the increase in fuel sales, which includes also the first two weeks of November.

9. **Old Business:**

9.1 **Grant Approval:** As per recommendation from counsel, motion by Popp and supported by May, to approve the MDOT Sponsor Contract for Airport Improvement Program Grant in the amount of \$371,047 (\$354,047 Fed, \$8,333 State, \$8334 Local) more or less and authorize the Chair (or Vice-Chair in the Chair's absence) and Secretary to execute the MDOT Sponsor Contract. The motion passed unanimously on a roll call vote of members present.

9.2 **Consent Judgment:** As per recommendation of counsel, motion by Koppin and supported by May, to delegate authority to the Chair to select either the financing consent judgment or the Payment Plan Consent Judgment previously considered and approved by the Board in connection with the settlement in the matter of FCCAA v PSJ Enterprises, LLC, Benzie County Circuit Court Case No. 21-11593-CZ and authorize the Chair to execute the selected Consent Judgment and Second Stipulated Order Amending Avigation Easement in the matter subject to approval as to form by FCCA counsel and substance by the Airport Manager. The motion passed unanimously on a roll call vote of members present.

10. **New Business:**

10.1 **Job Posting:** The current Airport Manager job description was shared. It was suggested that perhaps a requirement for a manager license or for one to be obtained within a specific time frame be added. Following discussion, motion by Carland, supported by Popp, to post the current job opening and description to appropriate entities as presented; approved on a roll call vote of members present.

11. **Public Input:** None.

12. **FCCAA Member Comments:** None.

13. **Next Meeting:** January 25, 2024 7:00 p.m. Dow Memorial Field

14. **Adjournment:** Motion by Carland, supported by Popp, to adjourn the meeting at 7:39 p.m.; approved unanimously.

Respectfully submitted,

Mary A. Goethals
Recording Secretary