

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

February 22, 2024

Frankfort Dow Memorial Field

Frankfort, Michigan 49635

1. Opening: The meeting was called to order at 7:01 p.m. by Chairman, Coury Carland.

Members Present: Coury Carland, Brooke Trentham Popp, Tammy May, Eric Pekrul, Brady Olsen.

Members Absent: Ken Laurence, Steve Koppin

Others Present: Kelly Long, Karen Cunningham, Richard Bayer, Al Popp, Mary Goethals.

2. Approval of Agenda: Request for item 10.2, Appointment of Kelly Long as Treasurer, to be added. Motion by Popp, supported by Olsen, to approve the agenda as revised; approved unanimously.

3. Approval of Minutes: Motion by Olsen, supported by Popp, to approve the minutes of the January 25 meeting as submitted; approved unanimously.

4. Public Input: None.

5. Correspondence: None.

6. County Commissioner Report: Karen Cunningham presented a brief overview of recent Commission activity. She noted the recent Benzie County Summit held on February 9 during which various issues were discussed including county broadband expansion, workforce housing, childcare, and opioid prevention funding resulting from receipt of funds from the nationwide opioid settlement reached earlier. She further announced that a gathering is planned to honor Michelle Thompson on March 1, 2024 following her resignation as County Treasurer.

7. Financial Reports:

7.1 Balance Sheet: Kelly Long presented the Balance Sheet as of January 31, 2024 showing a balance of \$48,721.55. Note was made of the \$20,954.92 deficit in Net Income, but further assured reimbursement is expected. Note was made of the significant seasonal decrease in fuel revenue for the month of January.

7.2 Check Detail: The report of checks drawn for January showed two EFT's dated 1/11 and checks #3694 through #3704 totaling \$22,265.76.

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

8. Airport Administrator Report: Dick Bayer reported on airport activity for the month. He reported on the recent MAAE conference attended with Coury Carland. He noted that funds from other airports are available. The bond proposal has been finalized with a payment schedule established. A request is made to increase landing fees and to consider increase in hangar rates, as well as overnight and tie-down fees. He outlined information on PLANEPASS, which is an automated non-contract aircraft fee billing and collection service to

enhance reimbursements. More information will be obtained and a final proposal presented in March, to include recommendations for increased hangar and landing fees as well.

9. Old Business:

9.1 Prein & Newhof: Three bids for tree removal from the Pines property are to be obtained by the owner, to be reimbursed by FCCAA.

Note was made that Jeffrey Jocks of Sondee, Racine & Doren, will be introduced at the March meeting.

9.2 Airport Administrator Committee: Applications continue to be submitted. The committee consisting of C. Carland, E. Pekrul, and B. Olsen are to meet and make a final recommendation prior to the March meeting.

10. New Business:

10.1 Non-Aeronautical Events Resolution: A proposed resolution was presented outlining guidelines for considering approval of requests for non-aeronautical events held on airport grounds. Motion by Popp, supported by Carland, to approve the resolution pending legal review.

10.2 FCCAA Treasurer: Due to the resignation of Michelle Thompson as treasurer, a recommendation was made to appoint Kelly Long as the interim treasurer. Motion by Carland, supported by Olsen, to appoint Kelly Long as treasurer and afford her check signing authority for FCCAA; unanimously approved on a roll call vote of members present.

11. FCCAA Member Comments: None.

12. Next Meeting: March 22, 2024, 7:00 p.m., Frankfort Dow Memorial Field.

13. Adjournment: Motion by Olsen, supported by Pekrul, to adjourn the meeting at 7:50 p.m., approved Unanimously.

Respectfully submitted,

Mary A. Goethals
Recording Secretary

