

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

March 28, 2024

Frankfort Dow Memorial Field

Frankfort, Michigan 49635

1. **Opening:** The meeting was called to order at 7:00 p.m. by Chairman, Coury Carland.

Members Present: Coury Carland, Steve Koppin, Eric Pekrul, Brady Olsen.

Members Absent: Ken Laurence, Tammy May

Others Present: Brooke Popp, Dick Bayer, Kelly Long, Al Popp, Billie Bayer, Jon Ottinger, Todd and Erin Griebel, Rich Reichenbach, Mary Goethals.

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

3. Approval of Minutes:

3.1 Regular Meeting, February 22, 2024: Motion by Pekrul, supported by Olsen, to approve the minutes as presented; approved unanimously.

3.2 Special Meeting, March 7, 2024: Motion by Olsen, supported by Koppin, to approve the minutes as presented; 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 February 31, 2024 showing a balance of \$52,292.20. Bank reimbursement of \$150,000 is expected for the Pines.

7.2 Check Detail: The report of checks drawn for February showed one EFT dated 2/20 and checks #3705 through #3717 totaling \$17,855.42.

Motion by Olsen, supported by Carland, to approve the reports as presented; approved unanimously on a roll call vote of members present.

7.3 Resolution for Check Signature (#1): The current check signing resolution to include Coury Carland, Kelly Long, and Steve Koppin as authorized signees was presented for approval. Motion by Pekrul, supported by Olsen, to approve the signees as indicated and to remove Paul Luedtke as a signee approved unanimously on a roll call vote of members present.

8. Airport Administrator Report: Dick Bayer presented his final report as Airport Administrator. He noted 188 operations for the month with fuel sales as 322.48 gallons. All hangars are currently at capacity and inquiries have been received requesting space. It is suggested that the issue of raising landing fees and hangar fees be revisited.

9. Old Business:

9.1 Prein & Newhof: No report.

9.2 Airport Administrator Committee: Coury Carland reported on the committee decision to offer the Administrator position to Brook Thenthram Popp, which she has accepted. She has resigned her position as treasurer for Crystal Lake Township and has assumed her Airport position.

10. Resolutions:

10.1 Vendor Account & Purchase Resolution (#2): Motion by Olsen, supported Koppin, to approve the resolution with the addition of Amazon on the list of vendors to be included. The motion was approved unanimously on a roll call vote of members present.

10.2 Freedom of Information Act Coordinator Resolution (#3): Motion by Carland, supported by Olsen to approved the resolution as presented; approved unanimously on a roll call vote of members present.

10.3 Hiring Policy & Procedures Resolution (#4): Motion by Olsen, supported by Koppin, to approve the resolution as presented; approved unanimously on a roll call vote of members present.

10.4 Airport Manager Resolution (#5): Motion by Carland, supported by Olsen, to approved the resolution as present; approved unanimously on a roll call vote of members present.

10.5 Airport Manager Employee Contract Proposal: Recommendation was made to formulate a resolution to cover this issue for future approval.

11. FCCAA Member Comments: None.

12. Next Meeting: April 25, 2024, 7:00 p.m., Dow Memorial Field.

13. Adjournment: Motion by Carland, supported by Olsen, to adjourn at 7:32 p.m.

Submitted by:
Mary A. Goethals,
Recording Secretary