

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

April 25, 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, Brady Olsen, Steve Koppin, Tammy May, David Spragens, Joann Holwerda.

Members Absent: Ken Laurence, Eric Pekrul

Others Present: Brooke Popp, Kelly Long, Mary Goethals, Carol Carlin, Mark Carlin, Paul May, Al Popp, Lindy Evans, Rich Reichenbach.

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

3. **Approval of Minutes:** Motion by Olsen, supported by May, to approve the minutes as presented; approved unanimously.

4. **Public Comment:** None.

5. **Correspondence:** Brooke Popp discussed outlined several issues including:

- a. The 2020 MDOT funds that are to be transferred to FKS totaling \$691,792.00, which will go directly to the bonding company.
- b. A request was received from MDOT to provide the based aircraft report utilizing the website provided, to be submitted annually.
- c. Notification received that the application period is now open to apply for competitive supplemental discretionary grants for infrastructure improvements.
- d. Summit Fire Protection has carried out the fire extinguisher report indicating need for additional units.
- e. Crystal Lake Township has no objection to the construction proposal submitted.
- f. Facility certification was received following the LARA Fire Services inspection on April 12, 2024. The fire chief will be requested to assist with recommendations for purchase of additional extinguishers.

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

7. **Guest Presentation:** Mark Carlin and Paul May presented an overview of the ongoing plans for a local public radio station as originally discussed in September. They are requesting approval for space for their on the antenna on the FCCAA antenna on Graves Road. They are proposing an exchange for underwriting radio announcements concerning the airport. Motion by May, supported by Holwerda, to approve the request with contingencies; a. Assurance of no interference with airport function. b. Approval from the Graves family. The motion was approved unanimously. Eclipse will be contacted to schedule installation.

8. **Financial Reports:** Kelly Long reported that due to computer issues she is unable to present reports for March but noted that there is a current balance of approximately \$33,000 in checking and savings.

9. **Airport Manager Report:** Brooke Popp presented an overview of airport activities including objectives accomplished, current projects, potential projects and upcoming events. For specifics, see report. She also provided the continuing fuel sales report for 2024

10. **Old Business:** None.

11. **New Business:**

a. **Landing Fees:** Proposed resolution 4-25-2024 #1 covering landing fees and PlanePass services was presented for approval. Motion by Olsen, supported by Koppin, to approve the resolution as presented; passed unanimously. The agreement for services between Vector Airport Systems (PlanePass) and FCCAA was provided for review.

b. **Bylaws:** Presented for review and subsequent approval at the July meeting.

c. **Authority Membership:** JoAnn Holwerda questioned the current membership makeup and the process for appointment, specifically relative to alternates and representation of the townships. No action taken.

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

13. **Adjournment:** Motion by Carland, supported by Olsen, to adjourn at 8:14 p.m.

14. **Next Meeting:** May 23, 2024, 7:00 p.m., Frankfort Dow Memorial Field

Submitted by:

Mary A. Goethals
Recording Secretary