

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

May 23, 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, Ken Laurence, Steve Koppin, Brady Olsen, Eric Pekrul.

Members Absent: Tammy May, David Spragens.

Others Present: Brooke Popp, Kelly Long, Al Popp, Karen Cunningham, Judy VanMeter, Mary

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

3. **Approval of Minutes:** Motion by Laurence, supported by Koppin, to approve the minutes of the April 25 meeting as presented; approved unanimously.

4. **Public Comment:** Judy VanMeter, Crystal Lake Township Clerk, outlined questions that have been raised concerning township financial responsibility for the Authority, as well as process for appointment and responsibility of membership. She noted that there is support for the airport, but some clarifications are needed. Following discussion, it was recommended that a fact finding committee be established to discuss these concerns with the townships and mediate any questions that remain.

5. Correspondence:

5.1 Complaint - J. Darling: In response to a complaint concerning glider operations at the airport, a response from Michael Carnarvon, Aviation Inspection & Licensing Supervisor, has been received indicating that this complaint is now closed.

5.2 AT&T Contract Evaluation: Communication from AT&T indicated their plan to partner with MD7 to assist in evaluation of cell site carriers to facilitate modifications, which includes the site lease on the 1419 Graves location. Two options were proposed. The first was \$30,000 per year commencing October 1, 2024 with 3% rent increase every year commencing November 1, 2029 and extension of lease through June 18, 2029. The second option was a lump sum payment of \$550,000 thereby granting a ninety-nine year easement on the property and assignment of lease rights and rental income under the lease with AT&T to MD7 or affiliate. The preference is the second option.

6. **County Commissioner Report:** Karen Cunningham shared the results of the county community impact study following receipt of \$3,450,837 from the Coronavirus State and Local Fiscal Recovery Funds and American Rescue Plan Act impacting various needs of the county, primarily affecting broadband expansion, local government operations, and workforce housing.

Ms. Cunningham also noted questions concerning membership on the Authority, specifically something in writing relative to county commission membership and roles. She suggested a presentation to the Board of Commissioners to clarify questions and/or concerns, emphasizing positive community impact of the airport for the county.

7. Financial Reports:

7.1 Balance Sheet: Kelly Long presented the Balance Sheets as of March 31 and April 30, 2024 showing current assets of \$57,606.89 in March and \$53,809.66 in April. Motion by Laurence, supported by Olsen to approve the reports as presented; approved unanimously on a roll call vote of members present.

7.2 Check Detail: The report of checks drawn for March showed one EFT dated 3/14 and check #3718 through #3731 totaling \$2167.55; checks drawn for April showed three EFT's dated 4/1, 4/10 and 4/18 and checks #3732 through #3738 totaling \$47,268.02 Motion by Laurence, supported by Olsen, to approve the report as presented; approved unanimously on a roll call vote of members present.

8. Airport Manager Report: Brook Popp presented the report of airport activity for May 2024 including objectives accomplished, current and projected projects and upcoming events. She shared fuel sales summary showing 26 sales, 643.430 units, for a total of \$3,693.30. She also shared the flier announcing the Wings of Mercy Wingman Challenge and fundraiser from May 4 through September 2.

9. Old Business:

9.1 Bylaws Review: A copy of the current bylaws were circulated to members for review and approval at the June meeting.

10. New Business:

10.1 Land Fee Resolution: The Vector Landing Fee Schedule was presented for final review and approval. A revision of the fee 0 lbs. - 3,999 lbs revised to \$25.00. Motion by Pekrul, supported by Laurence, to approve the landing fee schedule as revised; approved unanimously.

10.2 Budget 2024-2025: The proposed budget has been circulated to members for review and final approval at the June meeting.

11. Adjournment: There being no further business, the meeting was adjourned at 8:22 p.m. by the Chairman.

12. Next Meeting: June 24, 2024, 7:00 p.m., Dow Memorial Field.

Submitted by:

Mary A. Goethals
Recording Secretary