

# FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

June 27, 2024

Frankfort Dow Memorial Field

Frankfort, Michigan 49635

1. **Opening:** The meeting was called to order at 7:02 p.m. by Chairman, Coury Carland.

**Members Present:** Coury Carland, Steve Koppin, Ken Laurence, Eric Pekrul, Dave Spragens, Tammy May, Brady Olsen.

**Members Absent:** None.

**Others Present:** Brooke Popp, Kelly Long, Karen Cunningham, Dave Beaton, Dave VanHammen, Mary Goethals.

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

3. **Approval of Minutes:**

3.1. **Regular Meeting May 23, 2024:** Motion by Pekrul, supported by Koppin, to approve the minutes As presented; approved unanimously.

3.2 **Special Meeting June 13, 2024:** Motion by Laurence, supported by Koppin, to approve the minutes As presented, approved unanimously.

4. **Public Comments:** Dave Beaton presented a progress report on launching a local public radio station, call letters to be WUWU-LPFM 100.1. Eclipse Communications has installed wireless internet at the new studio site. In response to previous concerns, and in conjunction with the FAA a minor intermodulation study to evaluate frequencies to determine any possible interference. The Notice of Proposed Construction or Alteration - Off Airport form has been submitted as requested. The assigned Aeronautical Study Number or ASN is 2024-AGL-9289-OE. As long as the study shows that the frequency will not interfered with airport communications, authorization will be approved.

5. **Correspondence:** Brooke Popp shared communication received from Michael Carnarvon, Aviation Inspection & Licensing Supervisor at MDOT. A provisional license has been extended until November 11, 2024. A request is made written verification that issues from the last inspection have been addressed and reinspection scheduled or report of what steps have been taken to work toward reinstating the regular license.

6. **County Commissioner Report:** Karen Cunningham presented an overview of Commission activity. Consideration is being given to utilizing an economic advisor specializing in rural communities to work with the Economic Development Authority in anticipation of increased funding for economic development projects through the MI360 Program.

## **7. Financial Reports:**

**7.1 Balance Sheet:** Kelly Long presented the Balance Sheet as of May 31, 2024 showing a balance in checking and savings of \$23,465.06. There is also an outstanding receivable of \$1,358,400.86 from the State of Michigan, as well as lease fees of \$21,735.47.

**7.2 Check Detail:** The report of checks drawn for June showed no FTE's and checks #11294 through #11328 totaling \$7,240.809.

**7.3 Profit and Loss Statement:** The report of profit and loss from July 2023 through May 2023 shows total revenue of \$1,995,890.82 and total expenditures of \$239,098.89 for a net operating income/net gain/loss \$1,716,791.93.

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

**7.4 Budget Resolution:** Resolution 06-27-2024-#1 was presented for approval of needed amendments to the 2023-2024 budget as follows:

- A. Account 265.000 (Building and Grounds), \$2,500.00 to be deducted from account 923.000 (Propane).
- B. Account 853.000 (Miscellaneous Communications) \$500.00 to be deducted from account 958.000 (Miscellaneous).
- C. Increase account 967.000 (AV Fuel) by \$9,000.00 from Airport Capital Improvement projects.

Motion by Laurence, supported by Pekrul, to approve the budget amendments as presented; approved on a unanimous roll call vote of members present.

**7.5 Appropriations Act Resolution:** Resolution 27-2024-#2 for the Authority to define the powers and duties of the Authority in relation to administration of the budget. Motion by Olsen, supported by Koppin, To approve the resolution on a unanimous roll call vote of members present.

**8. Airport Manager Report:** Brook Popp presented the report of airport activity for June. She noted that total arrivals and departures were down for the year, 41 in 2024 compared to 146 in 2023. Fuel revenue for

2023 was \$59,732.99 compared to \$51,262.08 for 2024. Discussion regarding the possible need for increase in fuel fees may be appropriate compared to area airports. The report of hangar activity showed total revenue in 2024 at \$54,201.00 compared with \$56,906.00 in 2023.

## **9. OLD BUSINESS:**

**9.1 FCCAA Bylaws Review:** Pended.

## **10. NEW BUSINESS:**

**10.1 Meeting Schedule:** The proposed meeting schedule for 2024 was presented with recommendation to move the time of the meeting to 6:00p.m. Motion by Laurence, supported by Olsen, to approve the schedule and revised meeting time as requested; approved unanimously.

**11. FCCAA MEMBER COMMENTS:** None.

**12. ADJOURNMENT:** Motion by Carland, supported by Olsen, to adjourn the meeting at 7:50 p.m., approved unanimously.

Submitted by:

Mary Goethals, Recording Secretary