

# FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

Frankfort Dow Memorial Field  
650 Airport Road, Frankfort, Michigan 49635

## REGULAR MEETING

6:00 p.m., Thursday, July 25, 2024

**Call to Order:** The meeting was called to order at 6:02 p.m. by Chairman Coury Carland.

**Roll Call:** Coury Carland, Steve Koppin, Ken Laurence, Tammy May, David Spragens, and Brady Olsen were present, constituting a quorum. Eric Pekrul was absent.

**Others present:** Brooke Trentham-Popp, Kelly Long, Allen Popp, Rich Reichenbach, Lindy Evans, and Judy VanMeter

### Adoption of agenda

Laurence made the motion to approve the agenda as amended to include an additional item from John Stroo regarding ACIP Projects under "Correspondence." Motion was supported by Koppin. All ayes. Motion approved.

### Approval of June 27, 2024 FCCAA meeting minutes

Laurence made the motion to approve the 07.27.2024 FCCAA meeting minutes as presented. Motion supported by Koppin. All ayes. Motion approved.

### Public Comments

There were no public comments.

### Correspondence

FM Radio Analysis—From C.J. Leander & Associates to David Beaton. RE: Preliminary Analysis of Proposed FM installation on FCC/FAA Registered Tower

Airport Manager Popp noted the FM installation would not interfere with tower function because it's low frequency/power. Per the report summary by C.J. Leander & Associates, the proposed installation project would not only be feasible, it would also provide an important community service.

MDOT Inspection Summary—From Craig Pearson, MDOT Inspector to Airport Manager Brooke Trentham-Popp. RE: Inspection for compliance with Act 327 of 1945, Chapter 259 of the Michigan Aeronautics Code and the Michigan Aeronautics General Commission Rules.

Popp said there were some items such as approach surfaces, runway markings, runway lighting, etc. that needed to be addressed. As a result, the airport did not meet the standards for General Utility licensing but was issued another provisional license. She will continue to try and contact MDOT to get clarification on what items need repair. Chairman Carland noted General Utility status must be restored, and MDOT funds should be available for the necessary repairs.

J.Stroo—ACIP Projects—From John Stroo of Prein & Newhof to Airport Manager Brook Trentham-Popp. RE: Airport Capital Improvement Plan (ACIP) projects.

Popp shared she started writing a grant for improvements to the airport terminal, but Stroo recommended not applying for a grant as MDOT will be providing surplus funds after The Pines bonds are paid off. Laurence noted Stroo's statement of caution about programming funding for other projects, prior to The Pines bonds payoff, was important.

#### **County Commissioner's Report—Karen Cunningham**

No report.

#### **Financial Reports**

June financial reports were presented including a Statement of Net Assets, Check Detail Report, Consumers Energy Vendor Report, Inventory Valuation Detail Report, and Tank Level History Report. Also included were a Profit and Loss YTD Comparison as of 06.30.24, a Budget vs. Actual Fiscal Year 2023-2024 report, and an AV Fuel Report for Fiscal Year 2023-2024.

Kelly Long noted state and federal grant monies were not yet received, and no line items were overspent. Balance in the bank as of 06.30.2024 was \$16,337.35.

**Motion was made by Laurence to approve the Check Detail Report for check numbers 3762 through 3773 plus one EFT payment, totaling of \$17,938.12. Supported by Koppin. All ayes. Motion approved.**

#### **Airport Manger Report**

Popp noted the FKS statistics for June: arrivals/departures 2023: 294; arrivals/departures to date for 2024: 244. Website usage has increased. She has included hotel and restaurant information on the website. Popp will not pursue the FAA 2025 Airport Terminal grant per Stroo's cautionary statement. Mid-Michigan Rental Car wants to have a small fleet of cars at FKS by spring of 2025. Not only could airport customers use the cars but those with boats at the marinas could too. FKS business might increase with rental cars available. Popp was diverting a number of planes to Manistee Blacker because FKS lacked rental cars. The Pops rode in the FKS plow truck for the Frankfort 4<sup>th</sup> of July Parade and were well received.

Popp attended and presented a report at meetings for the Frankfort City Council, Benzie County Commissioners, and Crystal Lake Township. The County questioned why there was no county commissioner on the FCCAA. Carland noted it's up to each entity who was appointed. Olsen noted the City will pay \$15,000 toward the FCCAA operational budget. The County may want a new Memorandum of Understanding (MOU) that will encompass all three entities. County Administrator Katie Zeits will be working on a new MOU to clarify the relationship with the FCCAA.

#### **Old Business**

WUWU-LPFM Contract—under review by the FCCAA attorney

FCCAA Bylaw review—Popp noted Article 1, Section E, was amended, which changed the FCCAA status.

**Motion made by Olsen to adopt the FCCAA Bylaws as amended. Supported by Laurence. All ayes. Motion approved.**

AT&T Contract Review—under review by the FCCAA attorney

#### **New Business**

ACIP Projects—already covered

Airport Manager Contract Committee—Personnel Committee includes Carland, Olsen, Pekrul, and Laurence. A draft agreement was available for review. Committee needed to meet to formalize the agreement.

2024-2025 Annual Meeting—Election of Officers, Approval of meeting schedule, Signing of FCCAA Bylaws

Nomination of Coury Carland to the office of FCCAA Chairman was made by Olsen.

**Motion was made by Olsen to elect Coury Carland as FCCAA Chairman. Supported by Laurence. All ayes. Motion approved.**

Nomination of Ken Laurence to the office of FCCAA Vice-Chairman was made by May.

**Motion was made by Olsen to elect Ken Laurence as FCCAA Vice-Chairman. Supported by Koppin. All ayes. Motion approved.**

**Motion was made by Carland to appoint Judy VanMeter as Secretary of the FCCAA. Supported by Olsen. All ayes. Motion approved.**

**Motion was made by Carland to appoint Kelly Long as Treasurer of the FCCAA. Supported by Olsen. All ayes. Motion approved.**

The 2024-2025 meeting schedule was approved at the June 27, 2024 FCCAA meeting.

The amended FCCAA Bylaws were signed.

**Public Comments**

There were no public comments.

**FCCAA Member Comments**

Spragens asked about member term length. It was noted the members have four-year terms. Spragens noted Crystal Lake Township will have to reappoint him for another term by December 31, 2024 as his term will end. Olsen will check on his term with the City.

**Adjournment**

The next meeting of the FCCAA will be 6:00 p.m., Thursday, August 22, 2024.

**Carland moved to adjourn the meeting at 6:51 p.m. Olsen supported. All ayes. Motion approved.**

Respectfully submitted,  
Judy VanMeter  
Secretary