

## **FRANKFORT CITY-COUNTY AIRPORT AUTHORITY**

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

### **REGULAR MEETING**

6:00 p.m., Thursday, August 28, 2025

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

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

**Others present:** Benzie County Treasurer Kelly Long, Allen Popp, Airport Manager Brooke Trentham Popp, Josh Toms, Judy VanMeter, Dick Bayer, Christina Trigg, JoAnn Holwerda, Pam Kelly, Don Roth, Steve Kelly, Jennifer Murtaugh, Tim Murtaugh, Mark Quinn, and Keelee Beaudet.

**Adoption of agenda:** Pekrul made the motion to approve the agenda as presented. Motion was supported by Laurence. All ayes. Motion approved.

**Approval of July 24, 2025, FCCAA meeting minutes:** Spragens made the motion to approve the meeting minutes as presented. Motion supported by Pekrul. All ayes. Motion approved.

**Guest, John Stroo, of Prein & Newhof; RWY 15 Obstruction Removal, ACIP:** Stroo provided information regarding the ACIP. He shared grant status and the 5-year plan. BIL has been rebranded to IJJA, which is the same funding source. The 2026 IJJA amount has not been announced and ends in 2026. He estimates the bond to be paid off in 2029. Future projects are to repaint runway markings and upgrade the lighting system to LED lights.

**Public Comments:** VanMeter asked for consistent terminology overlay versus zoning. Trigg asked if there were exceptions to tree trimming. Quinn asked about the tree heights, measurements and the avigation easement. He advised that if they were to cut the smaller trees a lawsuit might ensue.

**Correspondence: MasTec Communications Group:** The MasTec Group requested structural tower analysis. Popp advised them to use their own engineer.

**Financial Reports:** July financial reports, a Statement of Net Assets, Budget v. Actual Report, Check Detail Report, AV Fuel Inventory Reports, were presented by Long.

**Motion was made by Olsen to approve the July Check Detail Report for checking numbers 3903 to 3912, EFT #1 to EFT #17, eft105, two EFT AV, EFT AV FUEL, EFT HUB, EFT VISA, EFTPS and SVCCHRG for a total of \$32,332.60. Supported by Spragens. Roll call: Carland, yes; Spragens, yes; Koppin, yes; Olsen, yes; Pekrul, yes; Laurence, yes. Motion approved.**

**Consent Judgement Release of Funds:** As stated in Section D of the Second Stipulated Order Amending Avigation Easement, the FCCAA is required to deposit the scope of work amount prior to the project initiation.

**Motion was made by Carland to release a check in the amount of \$67,400.00, as bid by Bonney Bros, Inc. for the obstruction removal project of Case No. 21-11593-CZ to Mika Meyers.**

**Supported by Laurence. Roll Call: Carland, yes; Olsen, yes; Koppin, yes; Laurence, yes; Pekrul, yes; Spragens, yes. Motion approved.**

**Motion was made by Carland to replace any information related to Karrie Zeits in stipulated order with Tim Figura of Mika Meyers. Supported by Laurence. Roll Call: Carland, yes; Olsen, yes; Koppin, yes; Laurence, yes; Pekrul, yes; Spragens, yes. Motion approved.**

**Airport Manager Report:** Popp stated the Carlson Road easement is progressing and a permit was requested. Allen Popp installed the lights on airport sign. The board complimented the lights.

**Old Business: Airport Manager Employment Agreement:** The Employment Agreement is made by and between Brooke Trentham Popp and FCCAA and shall set forth the terms of the relationship between Employer and Employee. The effective date of this Agreement is Sept. 1, 2025.

**Motion was made by Olsen to authorize Chairman Carland to approve the FCCAA Airport Manager Employment Agreement. Supported by Pekrul. Roll Call: Carland, yes; Olsen, yes; Koppin, yes; Laurence, yes; Pekrul, yes; Spragens, yes. Motion approved.**

**FCCAA Bylaws, Amendments:** The FCCAA was presented with bylaw to articulate compliance with the state and federal laws, at the regular meeting of July 24, 2025. The FCCAA board has reviewed the amendments and deemed them satisfactory.

**Motion was made by Olsen to approve the presented 2025 FCCAA Bylaws as amended. Supported by Koppin. Roll Call: Carland, yes; Olsen, yes; Koppin, yes; Laurence, yes; Pekrul, yes; Spragens, yes. Motion approved.**

**Hangar Meter Consolidation:** On Nov 30, 2024, the FCCAA voted, by resolution, to approve the bid of \$7,000.00, to consolidate electrical meters.

Due to unforeseen circumstances, Consumers Energy requires new underground wiring and a fee of \$3,207.00 for their services. In addition, Bishop Electric's fees have increased from \$7,000.00 to \$9,235.00. The total cost of the project is \$12,442.00 and the total potential annual savings are \$4,680.00.

**Motion was made by Pekrul to approve Bishop Electric, Inc., to complete the electrical meter consolidation for the box and t-hangers for a total of \$9,235.00 and to authorize payment of \$3,207.00 to Consumers Energy. Supported by Koppin. Roll Call: Carland, yes; Olsen, yes; Koppin, yes; Laurence, yes; Pekrul, yes; Spragens, yes. Motion approved.**

**Runway Lights Modification:** The board reviewed bids for the modifications.

**Motion was made by Laurence to approve the offer made by Korthase and Sons in the amount of \$22,975.00. Supported by Koppin. Roll Call: Carland, yes; Olsen, yes; Koppin, yes; Laurence, yes; Pekrul, yes; Spragens, yes. Motion approved.**

**New Business: Cooper Utility Easement:** Mr. Cooper is drafting an easement to submit to the Airport Authority for review and approval.

**Public Comments:** VanMeter asked for correct terminology regarding zoning or overlay. Stroo advised her to contact Jennifer Moore with MDOT Aeronautics. VanMeter also asked if they were

moving the threshold displacement lines. Trigg advised that many of her constituents are concerned about the tree cutting. Trigg asked about a 3% incline. Stroo advised it is 20 to 1 for a general utility airport. Trigg asked if there could be exceptions to the glide path. Popp mentioned a non-standard approach such as at Mackinaw Island. Stroo advised the FAA no longer allows exceptions. Stroo advised there are two standards, one with the FAA, Part 77 and MDOT or a state licensing standard. Laurence advised that FKS was meeting FAA and MDOT safety requirements. Carland stated no airport in Michigan has a non-standard approach. Kelly asked about tree cutting delays, the timing of FKS payment, and landscaping. He is ready to move forward. Quinn asked about the mean sea level and his impression that all trees would be cut on Stefanski without regard to height. Stroo is not aware of a current survey of the tree heights on that property and could not give a definitive answer to some, all, or none. Stroo advised that the terms and conditions are what the airport rights are. Laurence asked Quinn if his client was worried all trees were being cut or just trimming them to meet the standard. Quinn advised that it was his understanding that his client was told that all the trees, including shrubbery, were being cut down. Popp advised she spoke with the property owner a couple of times, and they looked at some of the taller trees and it was agreed that they should keep some vegetation.

**FCCAA Member Comments:** none.

**Adjournment:** The next meeting of the FCCAA will be at 6:00 p.m., Thursday Sept. 25, 2025.

**Carland moved to adjourn the meeting at 7:38 p.m. Olsen supported. All ayes. Motion approved.**

Respectfully submitted,  
Keelee Beaudet, Secretary