

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

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

REGULAR MEETING

6:00 p.m., Thursday, March 27, 2025

Call to Order: The meeting was called to order at 6:00 p.m. by Chairman Coury Carland.

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

Others present: Brooke Trentham Popp, Allen Popp, Benzie County Treasurer Kelly Long, Lyle Van Peeren, Lindy Evans, Rick Reichenbach, and Keelee Beaudet.

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

Approval of January 23, 2025, FCCAA meeting minutes: Olsen made the motion to approve the meeting minutes as amended. Motion supported by Koppin. All ayes. Motion approved.

Public Comments: There were no public comments.

Correspondence: *U.S Department of Transportation*—Department of Justice Notice regarding the temporary restraining order entered in *New York et al v. Trump*, No. 25-cv-39-JJM-PAS (D.R.I.)

Financial Reports: January financial reports were presented including a Balance Sheet, Budget v. Actual Report, Statement of Net Assets, Budget vs. Actual Fiscal Year 2024-2025 Report, Check Detail Report, and AV Fuel Reports. Kelly Long noted the net income amount for January was \$9,690.10.

Motion was made by Koppin to approve the January Check Detail Report for checks 3843-3855, 3857, 3858 and EFT payments, totaling \$18, 818.14. Supported by Spragens. Roll call: Pekrul, yes; Carland, yes; Spragens, yes; Webber, yes, Koppin, yes; Olsen, yes. Motion approved.

February financial reports were presented including a Balance Sheet, Budget v. Actual Report, Statement of Net Assets, Budget vs. Actual Fiscal Year 2024-2025 Report, Check Detail Report, and AV Fuel Reports. Kelly Long noted the net income for February was \$10,558.16.

Motion was made by Olsen to approve the February Check Detail Report for checks 3856, 3859, 3860, 3865-3867 plus EFT payments totaling \$7,263.91. Supported by Pekrul. Roll call: Pekrul, yes; Carland, yes; Spragens, yes; Webber, yes, Koppin, yes; Olsen, yes. Motion approved.

Airport Manager Report: Popp shared speaking to Mike Soper from MDOT. The FAA does not require obstruction removal for the AWOS upgrade.

Popp also reported:

- FKS was featured in a Northern Express article.
- Follow up needed for Bishop Electric's meter consolidation project.

- Chris Boroza presented aviation opportunities to local students.
- Rebecca Hubers is organizing an Emergency Training Event to take place in either May or September 2025.
- Michigan Airport System Plan.
- Runway snowblower maintenance performed.
- Information solicited for an unauthorized vehicle on airport property.

Old Business: *AT&T Contract Review*—Contract is still under review with AT&T legal department and will revisit in April 2025.

Airport Manager Contract Committee Review—Not discussed.

New Business: *QTPod Service Agreement*; Summary of Agreement Changes are the effective date, 2.2 adjustment of fees added, 2.3 documentation added, scope and limitations second paragraph added, 9.0 confidential information added, 10.0 limited warranty added, Exhibit 1 fee: base fee of \$1,195 per year, and Exhibit 2 support and services; 3.0 service credits discontinued.

Motion was made by Olsen to approve Coury Carland, Board Chair, to sign QTPod agreement and to approve the PREPAID Base Plan of \$4,780 for 5 years. Supported by Koppin. Roll call: Pekrul, yes; Carland, yes; Spragens, yes; Webber, yes, Koppin, yes; Olsen, yes. Motion approved.

FCCAA MOU Review: Spragens and other Township members met with the Township attorney regarding the MOU. The suggested action is for the 3 entities, City, Township, and County, to meet and agree on a new MOU, as well as attorney approval. Board to revisit in April 2025.

2025-2026 Draft Budget: Popp presented the FCCAA 2025-2026 draft budget. The board will review the budget and vote in April 2025.

Public Comments: Rick Reichenbach inquired about the Dow windsock. Popp purchased a replacement for the Frankfort Fire Department to install.

FCCAA Member Comments: Spragens advised that the Township Planning Commission had a meeting on Mar. 26, 2025, and the airport overlay was on the agenda. Tom Kucera, township zoning administrator advised the Airport Authority to take the lead regarding the overlay. Carland advised Popp to contact MDOT and Popp stated that Jen Moore is now in charge of MDOT zoning. Webber requested the cost to present to the township board. Popp had contacted John Stroo for a quote and that Prein&Newhof is going to create a Colligo compatible map for Tom Kucera. Popp advised the ordinance would require a public hearing. Webber stated the Master Plan should also be reviewed to add more information regarding the airport. Carland advised to contact Networks Northwest regarding the Master Plan updates.

Adjournment: The next meeting of the FCCAA will be at 6:00 p.m., Thursday, April 24, 2025.

Carland moved to adjourn the meeting at 6:47 p.m. Olsen supported. All ayes. Motion approved.

Respectfully submitted,
Keelee Beaudet
Secretary