

# FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

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

## REGULAR MEETING

6:00 p.m., Thursday, April 24, 2025

**Call to Order:** The meeting was called to order at 6:02 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 attended by phone.

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

**Adoption of agenda:** Olsen made the motion to approve the agenda as presented. Koppin supported motion. All ayes. Motion approved.

**Approval of March 27, 2025, FCCAA meeting minutes:** Olsen made the motion to approve the 03.27.2025 FCCAA meeting minutes as presented. Motion supported by Koppin. All ayes. Motion approved.

**Public Comments:** There were no public comments.

**Correspondence:** MDOT AWOS— Department of Transportation notice to upgrade the current AWOS which will take place in June 2025.

**Financial Reports:** March financial reports were presented including a Balance Sheet, Budget v. Actual Report for July, Statement of Net Assets, Budget vs. Actual Fiscal Year 2024-2025 Report, Check Detail Report, Inventory Valuation Detail Report, Tank Level History Report, and an AV Fuel Report for Fiscal Year 2024-2025. Kelly Long noted the net income amount for March was \$12,792.99.

**Olsen made a motion to approve the Check Detail Report for checking numbers 3861 through 3864 and check numbers 3868 through 3874 plus 18 auto payments and 2 EFT payments, totaling \$22,555.28. Supported by Webber. Roll call: Pekrul, yes; Carland, yes; Spragens, yes; Webber, yes, Koppin, yes; Olsen, yes. Motion approved.**

**Airport Manager Report:** Popp advised that hangar revenues are up 3% - 5% and that the AT&T contract will go up 3% every year and that Eclipse will increase 5% every year. Popp advised that with the MIClass interest they have made over \$13,000.00 over the last 8 months. Popp advised that she will be asking the County for \$3,000.00 for payroll and bookkeeping being completed at the airport. Popp advised that the FKS Beacon repairs have been completed. Popp advised that there is now an option on the website for hangar tenants to pay online without fees. Popp advised that she is still awaiting a response regarding "The Pines" avigation obstruction removal. Popp advised that along with Spragens they have drafted an updated MOU. Spragens advised regarding the airport requirements and that the new MOU should be reviewed before being sent out to the City, County, and Township. Popp presented the 2025-2026 budget for review.

**Old Business:** *AT&T Contract Review*—Board reviewed the Fourth Amendment to AT&T Tower Lease Resolution.

**Motion was made by Pekrul and supported by Koppin to approve the resolution of 4-24-2025 #1 Fourth Amendment to the AT&T Tower Lease Resolution. Roll call: Webber, yes; Koppin, yes; Carland, yes; Spragens, yes; Pekrul, yes; Olsen, yes. Motion approved.**

*Airport Manager Contract Committee Review- not discussed.*

**New Business:**

- *Overnight Ramp Fees Resolution:* The overnight ramp fees will be charged by aircraft weight and Vector Airport Systems LLC will perform billing and collection services for aircraft operations. Carland also advised looking into a gas-powered blower to clear the runway.

**Motion was made by Olsen and supported by Spragens to approve the resolution of 4-24-2025 #2 FKS Overnight Ramp Fees Resolution. Roll call: Webber, yes; Koppin, yes; Carland, yes; Spragens, yes; Pekrul, yes; Olsen, yes. Motion approved.**

- *2025-2026 Budget:* Popp presented the 2025-2026 budget along with the General Appropriations Act Resolution.

**Motion was made by Carland and supported by Pekrul to approve the resolution of 4-24-2025 #3 General Appropriations Act Resolution. Roll call: Webber, yes; Koppin, yes; Carland, yes; Spragens, yes; Pekrul, yes; Olsen, yes. Motion approved.**

**Public Comments:** Rick Reichenbach asked what is happening with AWOS and Popp advised that they are upgrading it. Rick Reichenbach advised that the radio transmissions are poor and scratchy. Pekrul suggested a possible antennae position or terrain issue. Carland advised speaking to Dave Beaton regarding the transmissions. Carland also advised they are still waiting on the fire department for the new windsock.

**FCCAA Member Comments:** No FCCAA member comments.

**Adjournment**

The next meeting of the FCCAA will be 6:00 p.m., Thursday, May 22, 2025.

**Olsen moved to adjourn the meeting at 6:46 p.m. Carland supported. All ayes. Motion approved.**

Respectfully submitted,  
Keelee Beaudet  
Secretary