

# FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

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

## REGULAR MEETING

6:00 p.m., Thursday, November 21, 2024

**Call to Order:** The meeting was called to order at 6:22 p.m.(delayed), by Chairperson Coury Carland.

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

**Others present:** Karen Cunningham, Brooke Trentham-Popp, Benzie County Treasurer Kelly Long, Allen Popp, Joshua Toms, and Keelee Beaudet.

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

**Approval of October 24, 2024, FCCAA meeting minutes:** Koppin made the motion to approve the 10/24/2024 FCCAA meeting minutes as presented. Motion supported by Spragens. All ayes. Motion approved.

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

### Correspondence:

- *Provisional License Corrective Action Plan*—From Stephanie Whiting (MDOT). MDOT sent a Provisional License extension through 11/30/2025.
- *State/Local Program Grant*—From MDOT. The State of Michigan has provided a one-time General Fund appropriation of \$4 million to help address unfunded airport maintenance, capital development, revenue generation, and equipment needs at general aviation airports.  
Popp put together a list of the deficiencies regarding the trees, crack-seal and mark the pavement, and runway lights for a total request \$308,300.00. It has been submitted to John Stroo for review.

**County Commissioner's Report:** K. Cunningham shared highlights from her report, not airport specific.

### Financial Reports:

October financial reports were presented including a Balance Sheet, Budget v. Actual Report for October, 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 (email).

Kelly Long noted the net income amount for October was \$50,949.38.

**Motion was made by Olsen to approve the Check Detail Report for check numbers 3808 through 3820 and one EFT8 payment, totaling \$14,710.14. Supported by Koppin. Roll call: Carland, yes; Spragens, yes; May, yes, Koppin, yes; Olsen, yes. Motion approved.**

### Airport Manager Report:

Popp advised that MDOT approved the action plan through 11/30/2025. Popp advised that the remaining 5 hangar door chain hoists would be installed on 12/04/2024. Popp spoke about the Huntington Bank investment account, the FCCAA audit completion and the FKS ACIP presentations to the City, County, and Township. Popp advised about putting an advertisement in the newspaper regarding the Airport being a public charity and ways to donate with an option to donate directly on the website.

Steve Koppin advised that the rotating beacon on Graves Rd. is not working. The board advised Popp to contact Eclipse for a service call.

Carland asked if there were any developments on "The Pines" aviation obstruction removal. Popp advised that she sent correspondence to Mika Meyers, John Stroo, and Jeff Jocks.

#### **Old Business:**

- *Consultant procurement selection, Motion-* Board reviewed recommendation to approve Prein&Newhof to provide professional engineering services to FKS.

**Motion was made by Carland to approve Prein&Newhof to provide professional engineering services to FKS. Supported by Koppin. Roll Call: May, yes; Koppin, yes; Olsen, yes; Carland, yes; Spragens, yes. All ayes. Motion approved.**

- *Hangar meter consolidation, Resolution-* The board reviewed Bishop Electric, Martell Electric, and Windemuller proposals for consolidating electrical meters on the box hangar and the t-hangar building.

**Motion was made by Olsen to approve Bishop Electric for the above meter consolidation for a total cost of \$7,000.00. Supported by Koppin. Roll Call: Spragens, yes; Olsen, yes; Carland, yes; May, yes; Koppin, yes. All ayes. Motion approved.**

- *AT&T Contract Review-* Board reviewed the AT&T/MD7 Lease options 1-3 with amendments made by Figura.

**Motion was made by Carland to forward the above-mentioned FCCAA Option 1 and Terms to AT&T/MD7. Supported by Koppin. All ayes. Motion approved.**

- *Airport Manager Contract Committee Review-* Review on hold until January 2025.

**New Business:** none

**Public Comments:** none

**FCCAA Member Comments:** none

**Adjournment:** The next meeting of the FCCAA will be at 6:00 p.m., Thursday, January 23, 2025.

**Carland moved to adjourn the meeting at 6:56 p.m. Olsen supported. All ayes. Motion approved.**

Respectfully submitted,  
Keelee Beaudet  
Secretary