

FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

Regular Meeting
-July 25, 2019
Frankfort Dow Memorial Field
Frankfort, Michigan 49635

1. **Call to Order - Roll Call:** Meeting called to order at 7:10 p.m. by Coury Carland.

Members Present: Coury Carland, Susan Tonner, Tammy May, Dave VanHammen, Ken Laurence, Paul Luedtke.

Members Absent: Joey Dobrzynski, Brooke Popp

Others Present: Dick Bayer, Michelle Thompson, Mary Goethals, Stephanie Green and Bob Nelesen of Prein & Newhof, Karrie Zeits of Sondee, Racine & Doren, John ? (signature illegible), Rebecca Modine.

2. **Approval of Meeting Agenda:**

3. **Approval of Minutes**

3.1 Board Meeting May 2019. Following review, on a motion by May and supported by Laurence, the minutes of the May 23, 2019 meeting were approved as amended.

3.2 Board Meeting June 2019. Following review, on a motion by Laurence and supported by Tonner, the minutes of the June 25, 2019 meeting were approved as amended.

4. **Public Input:** None.

5. **Annual Board Election:**

5.1 Officers

- A. Chairman - Nomination of Carland for Chairman by VanHammen, seconded by Tonner no further nominations. Roll call vote unanimous to approve Coury Carland as Chairman.
- B. Vice-Chairman - Nomination of Laurence for Vice- Chairman by Carland, seconded by VanHammen, no further nominations. Roll call vote unanimous to approve Ken Laurence as Vice-Chairman.
- C. Secretary - Nomination of May for Secretary by Carland, seconded by Laurence, no further nominations. Roll call vote unanimous to approve Tammy May as Secretary.

Discussion initiated by Sue Tonner as to responsibility for preparation and submission of Board minutes. Clarification made that minutes are to be prepared by a Recording Secretary who is an employee and not by the by the FCCAA Secretary as outlined in the

By-Laws. Following this discussion, on a motion by Carland to hire Mary Goethals as Recording secretary and supported by Laurence, the motion was approved.

D. Approval of By-Laws - No amendments were submitted. On a motion by Tonner, supported by Laurence, to approve By-Laws as existing, the motion was carried unanimously.

5.2 Meeting Schedule - Bayer presented the meeting schedule for fiscal year 2019-2020 beginning in July with o changes proposed.

5.3 FOIA Coordinator - On a motion by Carland, supported by Laurence, Dick Bayer was appointed FOIA coordinator, motion passed unanimously.

7. Financial Reports:

7.1 Balance Sheet - Treasurer Michelle Thompson presented the FCCAA Balance Sheet as of June 30, 2019.

7.2 FCCAA - Check Detail - Ms. Thompson presented a report outlining checks drawn on behalf of the FCCAA for the time period of June 2019 (2 ETF's 6/15 & 6/17), and checks 2977

to 2992 totaling \$23,179.49. Motion by Carland, supported by Tonner, to approve as submitted, approved unanimously by roll call.

10. OLD BUSINESS:

10.1 Prein & Newhof - Motion by Carland, supported by Tonner, to enter into closed session

to consider the purchase of real property as permitted by MCL 15.268(d), unanimously approved.

CLOSED SESSION: Board members commenced closed session at 7:40 p.m.

OPEN SESSION: The meeting was reconvened at 7:55 p.m. On a motion by Carland to authorize Prein & Newhof to negotiate purchase of the Pines property consistent with closed session discussion, supported by Laurence, the motion was passed unanimously by roll call Vote.

10.2 Entrance Sign - The new sign has been installed. Magnetic signage will also be placed on airport vehicles.

10.3 Power Lift Doors - Dick Bayer circulated a quote submitted by Powerlift for \$8,237 for replacement of seals on bifold doors and was requested to obtain one more quote prior to approval. Question raised regarding preventative maintenance and it was noted that \$11,000 has been budgeted for PM, and the current broken door is to be repaired now.

10.4 Jay Darling FOIA Appeal - Mr. Bayer reported receipt of a FOIA appeal for 1099's and W2's for all airport employees and contractors. He recommended denial of this appeal as this information is not available on contractors but has already been provided on employees as requested. Motion by Carland, seconded by Tonner, to deny this appeal with explanation as stated, motion approved unanimously.

10.5 FOIA Policy - pend for August meeting.

10.6 Electronic Video Surveillance Policy - pend until August meeting. John (name illegible) questioned the rationale for the policy, explained that it deals with length of Surveillance tape retention.

11. **NEW BUSINESS:** None

12. **Public Input:** None.

13. **FCCAA Member Comments:** None

14. **Next Meeting:** August 22, 2019, 7:00 p.m., Dow Memorial Field

15. **Adjournment:** 8:35 p.m.

Respectfully submitted,

Mary A. Goethals
Recording Secretary