

## Meeting of the Frankfort City-County Airport Authority

### Frankfort Dow Memorial Airport

May 23, 2019 – 7:00 p.m.

On Thursday, May 23, 2019, the Frankfort City-County Airport Authority (FCCAA) met in regular session at Dow Memorial Airport, Frankfort, Michigan. Chairman Coury Carland called the meeting to order at 7:00 p.m.

**1. Roll Call of Members Present:** Coury Carland, Ken Laurence, Brooke Popp, Joey Dobrzynski, Tammy May, Dave VanHammen and Susan Tonner

Others Present: Dick Bayer, Bob Nelesen (Prein & Newhof), Michelle Thompson, John & Kindra Allinder, Mike Gray

**2. Approval of May 23<sup>rd</sup> Meeting Agenda.** Motion to approve the Agenda (as amended) made by Carland, seconded by Popp, unanimously approved.

**3. Approval of April 25<sup>th</sup> Minutes.** Motion to approve the March 2019 Regular Meeting Minutes by Dobrzynski, seconded by Laurence, unanimously approved.

#### 4. Public Input

None.

#### 5. Correspondence

5.1 Carland and Bayer discussed correspondence from Betsy Steudle (MDOT) which, among other things, outlined coverage for drones (i.e., drone signal jamming).

5.2 Bayer covered the FOIA requests that had been received since the April meeting from Jay Darling. The requests were answered by Bayer.

#### 6. Financial Reports

6.1 Balance Sheet.

Treasurer Michelle Thompson presented the FCCAA Balance Sheet current as of April 30, 2019. Popp offered a motion to accept the Balance Sheet, seconded by Dobrzynski, and unanimously accepted.

## 7.2 FCCAA Check Detail

Ms. Thompson provided a written report detailing checks drawn on behalf of the FCCAA for the time period of April 2019 (2 EFTs (4/17 & 4/18) and checks #2950 - #2962), totaling \$14,742.11. The report offered by Popp, seconded by Dobrzynski, unanimously approved.

## 8. Airport Administrator, Management, Tech/Operations May 23, 2019 Report

8.1 A report was provided by Airport Administrator Bayer which contained an overview of take-offs and landings. In addition, among the items covered: 1) completion of hangar door weather seals; (2) a successful Township spring clean-up was held at the Airport and was successful; and, (3) ongoing testing and sumping of the fuel tank. VanHammen offered a motion to approve the report, Carland seconded the motion, and it was unanimously approved.

## 9. Advisory Committees

9.1 Finance. The Finance Committee presented the draft budget for the upcoming year. This proposed budget will be voted on by the FCCAA at the June 2019 meeting.

9.2 Technical/Operations.

None.

9.3 Consultant Report

Bob Nelesen (Prein & Newhof) provided a report on meetings with FCCAA's legal counsel and their progress in finalizing Airport land acquisitions (i.e., The Pines and Van Meter parcels). Nelesen expects that these acquisitions will be completed on 4 June 2019.

## 10. Old Business

10.1 Land Acquisition Update. See 9.3 Consultant Report above.

10.2 Entrance Sign

Laurence is scheduled to meet with the sign man ("Don") to finalize the scope of work for the Airport Sign -- the installation deadline is 4 July 2019.

10.3 Electronic Video Surveillance Retention Policy

Research into standard retention policies for security tapes is ongoing and will be presented to the Board for approval at a later date. The standard is generally 30 days.

10.4 Hangar Maintenance

See agenda item #8.1 (above).

## **11. New Business**

11.1 Minimum Standards Commercial Aeronautical Activities. Subject to future review and approval by FCCAA.

### **11.2 New Lease: Hangar and Terminal Office**

The FCCAA discussed the following arrangement for the Eclipse Air flight school: a one-year lease for the hangar being leased by the Eclipse Air flight school will be \$500 per month. The rent for the Terminal office is TBD but will be based on "fair market value" – their share of the utility costs will be charged on a pro rata basis. A motion to approve this arrangement was made by Carland and seconded by Dobrzynski. The plan was unanimously approved.

### **11.2 Rules and Regulations**

Amendments to the Airport's "Rules and Regulations" (FDMA Rules #1 - #6) regarding Airport safety were outlined. A motion to approve these changes was offered by Carlandm, seconded by Popp, and unanimously approved by the FCCAA.

## **12. Public Input – Agenda Items Only**

None

## **13. FCCAA Member Comments**

None.

## **14. Next meeting – June 23, 2019, 7:00 p.m. – Frankfort Dow Memorial Field**

## **15. Adjournment – 8:15 p.m.**

Respectfully submitted,

Susan K. Tonner, Secretary to the FCCAA