

**FRANKFORT CITY-COUNTY AIRPORT AUTHORITY**

**25 January 2024 Regular Meeting**

Frankfort Dow Memorial Field, Frankfort, MI 49635

**Meeting called to order** at 7:06 p.m., by Chair Coury Carland.

**Members Present:** Coury Carland, Steve Koppin, Tammy May, Brady Olsen, Eric Pekarul, Brooke Trentham Popp.

**Members Absent:** Ken Laurence (via cellular telephone).

**Others Present:** Richard Bayer, Karen Cunningham, Michelle Thompson, Al Popp, John Stroo, of Prein & Newhof arrived after the financial reports.

**Approval of Agenda:** B. Popp moved to approve the agenda, supported by E. Pekarul, all yes, motion passed.

**Approval of Regular Meeting Minutes of 16 Nov. 2023:** B. Popp moved to approve the minutes, supported by B. Olsen, all yes, motion passed.

**Approval of Special Meeting Minutes of 4 Jan. 2024:** C. Carland moved to approve the minutes, supported by T. May, all yes, motion passed.

**Public Input:** None.

**Correspondence:** None.

**County Commissioner Report:** Commissioner K. Cunningham shared a brief report. K. Cunningham shared that Benzie County has \$30,000.00 of American Rescue Plan Act (ARPA) funds still unassigned.

**Financial Reports:** Treasurer M. Thompson presented a balance sheet, a budget report and check detail report for Dec. of 2023. B. Popp moved to approve checks 3675 to 3684 and one electronic funds transfer (EFT) for a total of \$37,314.23, supported by B. Olsen, roll call, all yes, motion passed.

Treasurer M. Thompson presented a balance sheet, a budget report and check detail report for Jan. of 2024. B. Popp moved to approve checks 3685 to 3693 and one EFT for a total of \$14,332.40, supported by B. Olsen, roll call, all yes, motion passed.

Treasurer M. Thompson presented a request to amend the budget for the current fiscal year. B. Popp moved to approve the amendment, supported by B. Olsen, roll call, all yes, motion passed.

Treasurer M. Thompson presented a report for Consumers Energy expenditures, an aviation fuel report and detailed fuel reports for Nov. and Dec. of 2023.

**Airport Administrator/Manager Report:**

- Manager R. Bayer presented the Airport Administration/Management/Technical/Operations Report.
- R. Bayer shared a recent communication from Michigan Department of Transportation (MDOT) regarding Frankfort Dow Memorial Field (FKS) Automated Weather Observing System (AWOS) upgrade.
- C. Carland and R. Bayer discussed the impassible airport road easement.
- R. Bayer also expressed and shared appreciation from hangar tenants for the recent snowplowing event to the plow operators.

**Old Business:**

1. J. Stroo presented:

- The Michigan Aeronautics Commission (MAC) approved a grant in the amount of \$497,788.00 to FKS.
- The grant consists of 2022, 2023, and 2024 allocations of Bipartisan Infrastructure Law (BIL) of Airport Infrastructure Grants (AIG) in the amounts of \$159,000.00, \$145,000.00, and \$144,000.00, respectively.
- Federal grants are matched by the State of Michigan by 5-percent or \$24,894.00 and by the FCCAA of 5-percent or \$24,894.00.
- The BIL provides for airport-related projects as defined under the existing Airport Improvement Grant and Passenger Facility Charge criteria. The money can be invested in runways, taxiways, safety, and sustainability projects as well as terminal, airport-transit connections, and roadway projects.
- The Frankfort City-County Airport Authority (FCCAA) will use the grant money for reimbursement of legal and professional and bond fees accrued and the air easement relating to The Pines settlement.
- At the time of the FCCAA meeting, the receipt of the money was two to three weeks away.
- A resolution will be prepared and presented at the Feb. regular meeting to accept the grant money and assurances.
- Airport Improvement Program (AIP) grants receivable would be amended if discretionary grant monies are received by FKS.
- J. Stroo stated that the project to obtain the avigation easement with The Pines was "one of the move complicated projects."

2. E. Pekrul shared the status of the Airport Administrator Committee. The position has been publicized and four parties expressed interest.

**New Business:** R. Bayer presented a resolution to approve:

- Issuance of bonds to pay the cost of a judgement against FCCAA.

- Authority of officers to sell bonds without further action of FCCAA.
- Other matters deemed necessary to sell and deliver bonds.

B. Popp moved to approve the resolution, supported by B. Olsen, roll call, all yes, motion passed.

**Public Input:** None.

**FCCAA Member Comments:** B. Popp shared MDOT document 1465, General Guidance for Non-Aeronautical Events and that such events were strongly discouraged by the FAA. B. Popp asked the board's permission to create policy for non-aeronautical events at FKS. B. Popp received support and will present the documents at the Feb. regular meeting.

**Next Meeting:** 7 p.m., 22 Feb. 2024, at Frankfort Dow Memorial Field, in Frankfort, Mich.

**Adjourned:** C. Carland motioned to adjourn the meeting at 8:08 p.m., supported by B. Olsen, all yes, motioned passed.

Submitted by: Brooke Trentham Popp, Secretary



**FRANKFORT CITY-COUNTY AIRPORT AUTHORITY  
REGULAR MEETING**

**7:00 February 22, 2024**

Frankfort Dow Memorial Field

650 Airport Road

Frankfort, MI 49635

**AGENDA**

**1. Call to Order & Roll Call**

**2. Approval of Meeting Agenda**

**3. Approval of Minutes**

3.1 FCCAA Board Meeting of January 2024

**4. Public Input**

**5. Correspondence**

5.1 none

**6. County Commissioner Karen Cunningham**

**7. Financial Reports**

7.1 Balance Sheet January 2024

7.2 Check Detail January

**8. Airport Administrator/Manager Report**

8.21 February Report

**9. Old Business**

9.1 Prein Newhof

9.2 Airport Administrator Committee report

**10. New Business**

10.1 resolution

**11. Public Input – Agenda Items Only**

**12. FCCAA Member Comments**

**13. Next Meeting: March 28, 2024, 7:00 PM, Dow Memorial Field**

**14. Adjournment**



# **AIRPORT ADMINISTRATION, MANAGEMENT, TECH/OPERATIONS REPORT**

## **February 22, 2024**

### **ADMINISTRATIVE:**

- Working with attorney and consultant on Runway 15 tree clearing.
- Working with attorney and consultant on bond payment.
- All hangars are leased to 100% capacity and am receiving queries for hangar space.
- The crew car is still in for repair with NMC auto. Spring 2024 is the estimated time of completion.
- The south entrance to the airport has been blocked off by a neighboring landowner.
- Working on grant and discretionary funds procurement.
- Bond proposal has been finalized and payments are set up.
- Went to MAAE conference in Lansing with board chairman
- Request to consider raising landing fees and to investigate hangar rates also
- Plane pass

### **AIRPORT MANAGEMENT:**

Takeoff and landings: (please note the airport is mostly unattended, and these numbers are an approximation)

- Single engine piston 12
- Multi engine 2
- Helicopter 2
- Missed operations (estimate) 4
- Total Operations 20
- FUEL: we have sold 44.36 gal. since our last meeting.
- NOTAMs have been issued, up to date.
- MDOT is satisfied with our progress to resolve air obstructions, per ACIP.
- Repaired front end hydraulic problem

### **OPERATIONS:**

- Maintain General Utility (provisional) airport status.
- Fuel tank sumping/testing is ongoing.
- Minor landscaping, with front-end loader, on the northwest corner to make mowing easier anticipated in spring.
- snow removal ongoing.

### **ONGOING:**

- Daily inspections, periodic runway reports, NOTAM updates.
- Runway 15 tree removal is 2026.
- The utility vehicle and crew car on wish list.

# Frankfort City-County Airport Authority

650 Airport Rd., Frankfort, MI 49635

## NON-AERONAUTICAL EVENTS RESOLUTION

Resolution Number: 02-22-2024 #\_\_\_\_\_

Date: Feb. 22, 2024

**WHEREAS** the Chapter 259 of the Aeronautics Code of the State of Michigan Act 327 of 1945 stated intent is to further the public interest and aeronautical progress by providing for the protection and promotion of safety in aeronautics; and

**WHEREAS** acceptance of Federal Airport Improvement Program (AIP) grant funds is conditional and obligates Frankfort City-County Airport Authority (FCCAA) receiving the funds to compliance with specific grant assurances, and

**WHEREAS** the FCCAA has the primary responsibility for safe operation of aircraft at Frankfort Dow Memorial Field (FKS) during the progress of any event. Grant Assurance 19 prohibits FCCAA from permitting any activity or action at FKS which would interfere with FKSs intended use as an airport, and

**WHEREAS** it is the shared position of Michigan Department of Transportation (MDOT), Office of Aeronautics and the Federal Aviation Administration (FAA) that non-aeronautical events and activities on ferally obligated airports are strongly discouraged. MDOT recognizes that to become financially self-sustaining airports seek to expand the relevance of an airport within the community to include certain non-aeronautical events and activities, and

**WHEREAS** all non-aeronautical events for airports covered by the state block grant program must first be coordinated through the Office of Aeronautics, and

**WHEREAS** all events and activities held at FKS will be subject to MDOT Special Event Sponsor Certification Form 1465 and FAA Form 7460-1 to serve as certification that FCCAA is in full compliance with FAA Order 5190.6B, Section 7.21 b and c and submission will be at least ninety (90) days prior to the scheduled date of the event; and

**NOW, THEREFORE, BE IT RESOLVED** that the FCCAA Board of Directors adopts this Non-Aeronautical Events Resolution.

**Moved by:** \_\_\_\_\_

**Seconded by:** \_\_\_\_\_

**Roll Call Vote:**

Coury Carland, Board Chair: \_\_\_\_\_

Brooke Trentham Popp, Secretary: \_\_\_\_\_

Steve Koppin, Director: \_\_\_\_\_

Ken Laurence, Director: \_\_\_\_\_

Tammy May, Director: \_\_\_\_\_

Brady Olsen, Director: \_\_\_\_\_

Erik Pekrul, Director: \_\_\_\_\_

The Chair declared this resolution conducted and duly adopted.

\_\_\_\_\_  
Brooke Trentham Popp, Secretary





## **GENERAL GUIDANCE FOR NON-AERONAUTICAL EVENTS AT FEDERALLY OBLIGATED AIRPORTS**

Acceptance of Federal Airport Improvement Program (AIP) grant funds is conditional and obligates the Airport Sponsor receiving the funds to compliance with specific grant assurances. A copy of the Grant Assurances is available on the FAA website.

All events and activities held on an airport must strictly adhere to these terms and conditions.

The Airport Sponsor has the primary responsibility for the safe operation of aircraft on the airport during the progress of any event. Grant Assurance 19 (Operation and Maintenance) prohibits the Sponsor from permitting any activity or action on an airport which would interfere with the airport's intended use as an airport.

It is the shared position of the MDOT, Office of Aeronautics and the Federal Aviation Administration (FAA) that non-aeronautical events and activities on federally obligated airports are strongly discouraged. We recognize that, in an effort to become financially self-sustaining, Airport Sponsors have increasingly sought to expand the relevance of the airport within the community to include certain non-aeronautical events and activities. Examples of non-aeronautical events may include hosting car shows, model airplane races, county fairs and concerts, to name a few.

Compliance with grant assurances for non-aeronautical events is no different than those required when operating the airport for aeronautical events. It all starts with agency coordination. ALL non-aeronautical events for airports covered by the state block grant program (i.e. non-primary airports) must first be coordinated through the Office of Aeronautics. Events at primary airports are coordinated through the FAA, Airports District Office Program Manager.

To ease in the review/coordination of a request to conduct a non-aeronautical event at a state block grant airport, a sponsor certification form has been developed. The sponsor certification form is based in large part on FAA Order 5190.6B, Airport Compliance Manual, section 7.21 b & c. This review will also serve as a certification that the Sponsor is in full compliance of all grant assurances during the progress of the event.

**PLEASE SUBMIT REQUEST AT LEAST 90 DAYS PRIOR TO THE SCHEDULED DATE OF AN EVENT.**

## SPECIAL EVENT SPONSOR CERTIFICATION

By submitting this application for approval, the \_\_\_\_\_,  
(Sponsor Name)  
Sponsor of the aviation facility officially known as \_\_\_\_\_,  
(Airport Name)  
hereby certifies that the following conditions have been thoroughly reviewed, addressed and satisfied as they relate  
to the event known as \_\_\_\_\_,  
(Event Name)  
and that support documentation indicating such can be made available for review upon request:

1. The need to conduct the event at the airport is justified.	<input type="checkbox"/>
2. Details of the event are provided on <a href="#">FAA Form 7460-1</a> for an operational safety and airspace review. Note: Airspace determination will not be issued until all coordination with FAA is complete.	<input type="checkbox"/>
3. The event is widely supported by the airport tenants and the community at large.	<input type="checkbox"/>
4. Event will not adversely affect aviation activity at the facility.	<input type="checkbox"/>
5. There is a quantifiable, documented financial and local benefit to the airport.	<input type="checkbox"/>
6. Adequate insurance policies will be in force during the event.	<input type="checkbox"/>
7. Any damage resulting from the event will be repaired to pre-event condition.	<input type="checkbox"/>
8. Appropriate NOTAMS will be issued <i>(As applicable)</i> .	<input type="checkbox"/>
9. Notification of FAA Flight Standards Office, if needed.	<input type="checkbox"/>

The Sponsor hereby certifies, to the best of their belief and knowledge, that the proposed activity, as planned, does not violate any assurances as defined in the Terms and Conditions of Accepting Airport Improvement Program Grants. The Sponsor further agrees to make available, upon request, any and all information required to support the accomplishment of above noted conditions, if necessary.

PRINTED NAME AND TITLE	CONTACT PHONE NUMBER	E-MAIL ADDRESS	
DULY AUTHORIZED REPRESENTATIVE OF SPONSOR		EVENT DATE	TODAY'S DATE

**FORM INSTRUCTIONS**

1. The need to conduct the event at the airport is justified – Sponsor certifies that an objective evaluation of comparable venues has been conducted and no other venues exist within the community to reasonably accommodate the event.
2. Details of the event are provided on [FAA Form 7460-1](#) for an operational safety and airspace review. Sponsor has filed the required information including a sketch of event limits and coordinate/elevation information necessary to conduct a detailed airspace analysis. For non-aeronautical events submit an explanation with the supporting diagram, including maps of the airport and its surrounding area, depicting precisely where and how the airport property will be used for the non-aeronautical event/activity. All comments and recommendations provided by the Office of Aeronautics subsequent to the review will be implemented in their entirety. FAA Form 7460-1 Notice of Proposed Construction or Alteration is located at: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.
3. The event is widely supported by the airport tenants and community at large – Sponsor certifies that adequate coordination with tenants, airport users and the aviation community at large has taken place and all tenants have been made aware of the event and input has been solicited. Expressed concerns have been addressed.
4. Event will not adversely affect aviation activity at the facility – Sponsor certifies that all reasonable accommodations will be made to maintain normal airport operations and tenants will not be adversely affected by the event. The airport will remain operational and available to accept previously scheduled traffic with reasonable notice (e.g. 20 minutes). Diverted air traffic can be accommodated by other area airports. Submit a safety, security and emergency plan.
5. There is a quantifiable, documented financial benefit to the airport – Sponsor can identify financial and other benefits that will accrue to the airport as a result of the event. Fair Market Value for the event will be received.
6. Adequate insurance policies will be in force during the event – Sponsor certifies that event promoters/coordinators/organizers have obtained adequate insurance to protect the airport from damages, injuries and lawsuits arising from the conduct of the event.
7. Any damage resulting from the event will be repaired to pre-event condition – Sponsor certifies that any and all damage to airport facilities (pavements, lights, NAVAIDS, etc.) occurring during the conduct of the event will be repaired by event promoters/coordinators/organizers to the satisfaction of the Sponsor.
8. Appropriate NOTAMS will be issued (as applicable) – Notices to Airmen will be issued, as applicable, for any procedural/operational changes or flight restrictions resulting from the progress of the event.
9. Certificated airports are required to notify Flight Standards District Office.

**Please submit completed form to:** [CarnarvonM@Michigan.gov](mailto:CarnarvonM@Michigan.gov)

Any questions on this process contact: Michael Carnarvon, Inspection and Licensing Unit Supervisor

Phone: (517) 242-2936

E-mail: [CarnarvonM@Michigan.gov](mailto:CarnarvonM@Michigan.gov)

**For questions about FAA Form 7460-1**, please contact: Hilary Hoose, Airspace Analyst

Planning & Development

Section Phone: (517) 242-2494

E-mail: [HooseH@Michigan.gov](mailto:HooseH@Michigan.gov)





## NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION

### § 77.7 Form and time of notice.

(a) If you are required to file notice under §77.9, you must submit to the FAA a completed FAA Form 7460-1, Notice of Proposed Construction or Alteration. FAA Form 7460-1 is available at FAA regional offices and on the Internet.

(b) You must submit this form at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.

(c) If you propose construction or alteration that is also subject to the licensing requirements of the Federal Communications Commission (FCC), you must submit notice to the FAA on or before the date that the application is filed with the FCC.

(d) If you propose construction or alteration to an existing structure that exceeds 2,000 ft. in height above ground level (AGL), the FAA presumes it to be a hazard to air navigation that results in an inefficient use of airspace. You must include details explaining both why the proposal would not constitute a hazard to air navigation and why it would not cause an inefficient use of airspace.

(e) The 45-day advance notice requirement is waived if immediate construction or alteration is required because of an emergency involving essential public services, public health, or public safety. You may provide notice to the FAA by any available, expeditious means. You must file a completed FAA Form 7460-1 within 5 days of the initial notice to the FAA. Outside normal business hours, the nearest flight service station will accept emergency notices.

### § 77.9 Construction or alteration requiring notice.

If requested by the FAA, or if you propose any of the following types of construction or alteration, you must file notice with the FAA of:

(a) Any construction or alteration that is more than 200 ft. AGL at its site.

(b) Any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:

(1) 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway more than 3,200 ft. in actual length, excluding heliports.

(2) 50 to 1 for a horizontal distance of 10,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway no more than 3,200 ft. in actual length, excluding heliports.

(3) 25 to 1 for a horizontal distance of 5,000 ft. from the nearest point of the nearest landing and takeoff area of each heliport described in paragraph (d) of this section.

(c) Any highway, railroad, or other traverse way for mobile objects, of a height which, if adjusted upward 17 feet for an Interstate Highway that is part of the National System of Military and Interstate Highways where overcrossings are designed for a minimum of 17 feet vertical distance, 15 feet for any other public roadway, 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for a private road, 23 feet for a railroad, and for a waterway or any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it, would exceed a standard of paragraph (a) or (b) of this section.

(d) Any construction or alteration on any of the following airports and heliports:

(1) A public use airport listed in the Airport/Facility Directory, Alaska Supplement, or Pacific Chart Supplement of the U.S.

Government Flight Information Publications;

(2) A military airport under construction, or an airport under construction that will be available for public use;

(3) An airport operated by a Federal agency or the DOD.

(4) An airport or heliport with at least one FAA-approved instrument approach procedure.

(e) You do not need to file notice for construction or alteration of:

(1) Any object that will be shielded by existing structures of a permanent and substantial nature or by natural terrain or topographic features of equal or greater height, and will be located in the congested area of a city, town, or settlement where the shielded structure will not adversely affect safety in air navigation;

(2) Any air navigation facility, airport visual approach or landing aid, aircraft arresting device, or meteorological device meeting FAA-approved siting criteria or an appropriate military service siting criteria on military airports, the location and height of which are fixed by its functional purpose;

(3) Any construction or alteration for which notice is required by any other FAA regulation.

(4) Any antenna structure of 20 feet or less in height, except one that would increase the height of another antenna structure.

Mail Processing Center  
Federal Aviation Administration  
Southwest Regional Office  
Obstruction Evaluation Group  
10101 Hillwood Parkway  
Fort Worth, TX 76177  
Fax: (817) 222-5920

Website: <https://oeaaa.faa.gov>



## INSTRUCTIONS FOR COMPLETING FAA FORM 7460-1

PLEASE TYPE or PRINT

ITEM #1. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #2. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #3. New Construction would be a structure that has not yet been built.

Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and lighting, a change to power and/or frequency, or a change to the height. The nature of the alteration shall be included in ITEM #21 "Complete Description of Proposal".

Existing would be a correction to the latitude and/or longitude, a correction to the height, or if filing on an existing structure which has never been studied by the FAA. The reason for the notice shall be included in ITEM #21 "Complete Description of Proposal".

ITEM #4. If Permanent, so indicate. If Temporary, such as a crane or drilling derrick, enters the estimated length of time the temporary structure will be up.

ITEM #5. Enter the date that construction is expected to start and the date that construction should be completed.

ITEM #6. Please indicate the type of structure. DO NOT LEAVE BLANK.

ITEM #7. In the event that obstruction marking and lighting is required, please indicate type desired. If no preference, check "other" and indicate "no preference" DO NOT LEAVE BLANK. NOTE: High Intensity lighting shall be used only for structures over 500' AGL. In the absence of high intensity lighting for structures over 500' AGL, marking is also required.

ITEM #8. If this is an existing tower that has been registered with the FCC, enter the FCC Antenna Structure Registration number here.

ITEM #9 and #10. Latitude and longitude must be geographic coordinates, accurate to within the nearest second or to the nearest hundredth of a second if known. Latitude and longitude derived solely from a hand-held GPS instrument is NOT acceptable. A hand-held GPS is only accurate to within 100 meters (328 feet) 95 percent of the time. This data, when plotted, should match the site depiction submitted under ITEM #20.

ITEM #11. NAD 83 is preferred; however, latitude and longitude may be submitted in NAD 27. Also, in some geographic areas where NAD 27 and NAD 83 are not available other datum may be used. It is important to know which datum is used. DO NOT LEAVE BLANK.

ITEM #12. Enter the name of the nearest city and state to the site. If the structure is or will be in a city, enter the name of that city and state.

ITEM #13. Enter the full name of the nearest public-use (not private-use) airport or heliport or military airport or heliport to the site.

ITEM #14. Enter the distance from the airport or heliport listed in #13 to the structure.

ITEM #15. Enter the direction from the airport or heliport listed in #13 to the structure.

ITEM #16. Enter the site elevation above mean sea level and expressed in whole feet rounded to the nearest foot (e.g. 17'3" rounds to 17', 17'6" rounds to 18'). This data should match the ground contour elevations for site depiction submitted under ITEM #20.

ITEM #17. Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 17'3" rounds to 18'). The total structure height shall include anything mounted on top of the structure, such as antennas, obstruction lights, lightning rods, etc.

ITEM #18. Enter the overall height above mean sea level and expressed in whole feet. This will be the total of ITEM #16 + ITEM #17.

ITEM #19. If an FAA aeronautical study was previously conducted, enter the previous study number.

ITEM #20. Enter the relationship of the structure to roads, airports, prominent terrain, existing structures, etc. Attach an 8-1/2" x 11" non-reduced copy of the appropriate 7.5 minute U.S. Geological Survey (USGS) Quadrangle Map MARKED WITH A PRECISE INDICATION OF THE SITE LOCATION. To obtain maps, contact USGS at 1-888-275-8747 or via internet at "<http://store.usgs.gov>". If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

ITEM #21.

- For transmitting stations, include maximum effective radiated power (ERP) and all frequencies.
- For antennas, include the type of antenna and center of radiation (Attach the antenna pattern, if available).
- For microwave, include azimuth relative to true north.
- For overhead wires or transmission lines, include size and configuration of wires and their supporting structures (Attach depiction).
- For each pole/support, include coordinates, site elevation, and structure height above ground level or water.
- For buildings, include site orientation, coordinates of each corner, dimensions, and construction materials.
- For alterations, explain the alteration thoroughly.
- For existing structures, thoroughly explain the reason for notifying the FAA (e.g. corrections, no record or previous study, etc.).

Filing this information with the FAA does not relieve the sponsor of this construction or alteration from complying with any other federal, state or local rules or regulations. If you are not sure what other rules or regulations apply to your proposal, contact local/state aviation's and zoning authorities.

**Paperwork Reduction Work Act Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid OMB Control Number. The OMB control number for this information collection is 2120-0001. Public reporting for this collection of information is estimated to be approximately 19 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are mandatory for anyone proposing construction or alteration that meets the criteria contained in 14 CFR 77. This information is collected to evaluate the effect of proposed construction or alteration on air navigation and is not confidential. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Please Type or Print on This Form



U.S. Department of Transportation  
Federal Aviation Administration

Failure To Provide All Requested Information May Delay Processing of Your Notice

## Notice of Proposed Construction or Alteration

FOR FAA USE ONLY

Aeronautical Study Number

### 1. Sponsor (person, company, etc. proposing this action):

Attn. of \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### 2. Sponsor's Representative (if other than #1):

Attn. of \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Notice of: ☐ New Construction ☐ Alteration ☐ Existing

4. Duration: ☐ Permanent ☐ Temporary ( \_\_\_\_ months, \_\_\_\_ days)

5. Work Schedule: Beginning \_\_\_\_\_ End \_\_\_\_\_

6. Type: ☐ Antenna Tower ☐ Crane ☐ Building ☐ Power Line  
☐ Landfill ☐ Water Tank ☐ Other \_\_\_\_\_

### 7. Marking/Painting and/or Lighting Preferred:

☐ Red Lights and Paint ☐ Dual - Red and Medium Intensity  
☐ White-Medium Intensity ☐ Dual - Red and high Intensity  
☐ White -High Intensity ☐ Other \_\_\_\_\_

8. FCC Antenna Structure Registration Number (if applicable): \_\_\_\_\_

9. Latitude: \_\_\_\_\_  
\_\_\_\_\_

10. Longitude: \_\_\_\_\_

11. Datum: ☐ NAD 83 ☐ NAD 27 ☐ Other

12. Nearest: City: \_\_\_\_\_ State: \_\_\_\_\_

13. Nearest **Public-use** (not private-use) or Military Airport or Heliport: \_\_\_\_\_

14. Distance from #13. to Structure: \_\_\_\_\_

15. Direction from #13. to Structure: \_\_\_\_\_

16. Site Elevation (AMSL): \_\_\_\_\_ ft.

17. Total Structure Height (AGL): \_\_\_\_\_ ft.

18. Overall Height (#16 + #17) (AMSL): \_\_\_\_\_ ft.

19. Previous FAA Aeronautical Study Number (if applicable): \_\_\_\_\_

-OE

20. Description of Location: (Attach a USGS 7.5 minute Quadrangle Map with the precise site marked and any certified survey)

### 21. Complete Description of Proposal:

Frequency/Power (kW)

Notice is required by 14 Code of Federal Regulations, part 77 pursuant to 49 U.S.C., Section 44718. Persons who knowingly and willingly violate the notice requirements of part 77 are subject to a civil penalty of \$1,000 per day until the notice is received, pursuant to 49 U.S.C., Section 46301(a)

I hereby certify that all of the above statements made by me are true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking & lighting standards as necessary.

Date

Typed or Printed Name and Title of Person Filing Notice

Signature





8:36 AM

02/22/24

Accrual Basis

## FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

## Balance Sheet

As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
002.000 · Central State Bank MMKT	48,461.45
580. · CSB Checking	260.10
Total Checking/Savings	48,721.55
Accounts Receivable	
040.000 · Accounts Receivable	2,060.00
062.00 · Lease Receivable - Current	21,735.47
Total Accounts Receivable	23,795.47
Other Current Assets	
368.000 · Inventory -AV Fuel	13,212.96
Total Other Current Assets	13,212.96
Total Current Assets	85,729.98
Other Assets	
147.000 · Accumulated Depreciation	(1,661,256.76)
159.000 · Capital Assets	3,271,497.01
Total Other Assets	1,610,240.25
<b>TOTAL ASSETS</b>	<b>1,695,970.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
202.000 · Accounts Payable	13,997.80
Total Accounts Payable	13,997.80
Total Current Liabilities	13,997.80
Total Liabilities	13,997.80
Equity	
390.000 · Retained Earnings	253,825.42
399.000 · Investment in Capital Assets	1,449,101.93
Net Income	(20,954.92)
Total Equity	1,681,972.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,695,970.23</b>

# FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

## Budget Report

	Jul '23 - J...	Budget	% of Budget
Ordinary Income/Expense			
Income			
360.00 · Deferred Inflows (Leases)	0.00	0.00	0.0%
540.000 · State Reimbursements	32,000.00	125,000.00	25.6%
580.000 · City of Frankfort	12,000.00	15,000.00	80.0%
580.001 · Crystal Lake Township	15,000.00	15,000.00	100.0%
580.002 · Benzie County	12,000.00	12,000.00	100.0%
607.000 · User Fees	4,145.00	6,000.00	69.1%
642.000 · Aviation Fuel Sales	43,919.82	48,000.00	91.5%
665.000 · Interest	34.56	300.00	11.5%
667.000 · Hangar Rents	32,441.00	60,000.00	54.1%
668.000 · Tower Rent	37,166.42	37,000.00	100.4%
677.000 · Misc. Income	253.53	3,000.00	8.5%
678.000 · Donations/Grants	0.00	0.00	0.0%
Total Income	188,960.33	321,300.00	58.8%
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.0%
Gross Profit	188,960.33	321,300.00	58.8%
Expense			
727.000 · Office Supplies	708.07	1,500.00	47.2%
801.000 · Management Services	0.00	0.00	0.0%
802.000 · Professional Services			
802.100 · The Pines	71,052.67	0.00	100.0%
802.200 · Van Meter	217.00	0.00	100.0%
802.000 · Professional Services - O...	4,980.00	66,000.00	7.5%
Total 802.000 · Professional Services	76,249.67	66,000.00	115.5%
803.00 · Administrator / Maint wages	26,791.38	53,000.00	50.5%
828.000 · Insurance	11,629.00	15,000.00	77.5%
850.000 · Weather Observation System	1,708.34	2,500.00	68.3%
851.000 · Communication Tower	24,970.67	26,700.00	93.5%
852.000 · Telephone	715.12	2,000.00	35.8%
853.00 · Internet Service	945.00	1,300.00	72.7%
860.000 · Travel/Conference Expenses	240.50	1,500.00	16.0%
923.00 · Cool LED	0.00	0.00	0.0%
924.000 · Electric Service	5,951.97	11,000.00	54.1%
925.000 · Fuel Oil/Propane	1,325.20	4,000.00	33.1%
930.000 · Maintenance	1,172.28	17,800.00	6.6%
954.000 · Conference Expenses	0.00	0.00	0.0%
956.000 · Credit Card Fees	1,220.69	2,000.00	61.0%
957.000 · Sales Tax on AV Fuel Sales	1,374.29	2,000.00	68.7%
958.000 · Miscellaneous	800.00	2,000.00	40.0%
967.000 · AV Fuel	35,187.07	42,000.00	83.8%
968.000 · Depreciation	0.00	0.00	0.0%
970.00 · Land Acquisition			
970.001 · Air Easement Acquisition	18,926.00	0.00	100.0%
970.00 · Land Acquisition - Other	0.00	70,000.00	0.0%
Total 970.00 · Land Acquisition	18,926.00	70,000.00	27.0%
972.000 · New Equipment	0.00	1,000.00	0.0%
Total Expense	209,915.25	321,300.00	65.3%
Net Ordinary Income	(20,954.92)	0.00	100.0%



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02/22/24

Accrual Basis

## FRANKFORT CITY-COUNTY AIRPORT AUTHORITY Budget Report

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	<u>Jul '23 - J...</u>	<u>Budget</u>	<u>% of Budget</u>
Other Income/Expense			
Other Income			
189.00 · Lease Receivable (Long Term)	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u>(20,954.92)</u>	<u>0.00</u>	<u>100.0%</u>

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# FRANKFORT CITY-COUNTY AIRPORT AUTHORITY

## Check Detail

January 2024

Num	Date	Name	Account	Paid Amount
eft	01/11/2024	Michigan Dept of Treasury	580. · CSB Checking	
	01/19/2024		957.000 · Sales Tax on AV F...	(76.22)
TOTAL				(76.22)
EFT	01/11/2024	Clark Hill	580. · CSB Checking	
	01/10/2024		970.001 · Air Easement Acqui...	(18,926.00)
TOTAL				(18,926.00)
3694	01/11/2024	AVFUEL CORPORATION	580. · CSB Checking	
	12/20/2023		958.000 · Miscellaneous	(40.00)
TOTAL				(40.00)
3695	01/11/2024	Chris Etc.	580. · CSB Checking	
	01/05/2024		958.000 · Miscellaneous	(160.00)
TOTAL				(160.00)
3696	01/11/2024	CONSUMERS ENERGY	580. · CSB Checking	
	01/03/2024		924.000 · Electric Service	(286.92)
			924.000 · Electric Service	(42.22)
			924.000 · Electric Service	(38.29)
			924.000 · Electric Service	(32.01)
			924.000 · Electric Service	(52.36)
			924.000 · Electric Service	(31.69)
			924.000 · Electric Service	(37.98)
			924.000 · Electric Service	(32.31)
			924.000 · Electric Service	(33.38)
			924.000 · Electric Service	(29.82)
			924.000 · Electric Service	(31.69)
			924.000 · Electric Service	(29.24)
			924.000 · Electric Service	(29.95)
			924.000 · Electric Service	(31.69)
TOTAL				(739.55)
3697	01/11/2024	Eclipse Communications	580. · CSB Checking	
	01/01/2024		852.000 · Telephone	(102.16)
TOTAL				(102.16)
3698	01/11/2024	Grand Traverse Garage D...	580. · CSB Checking	
	01/03/2024		930.000 · Maintenance	(189.96)
TOTAL				(189.96)
3699	01/11/2024	Sondee, Racine & Doren, ...	580. · CSB Checking	
	12/31/2023		802.000 · Professional Services	(380.00)
	12/31/2023		802.100 · The Pines	(661.43)
TOTAL				(1,041.43)

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FRANKFORT CITY-COUNTY AIRPORT AUTHORITY  
Check Detail  
January 2024

Num	Date	Name	Account	Paid Amount
3700	01/11/2024	VISA	580. · CSB Checking	
	12/31/2023		930.000 · Maintenance	(69.98)
			802.100 · The Pines	(28.75)
			727.000 · Office Supplies	(8.75)
TOTAL				(107.48)
3701	01/25/2024	AVFUEL CORPORATION	580. · CSB Checking	
	01/22/2024		958.000 · Miscellaneous	(40.00)
TOTAL				(40.00)
3702	01/25/2024	BLARNEY CASTLE OIL CO	580. · CSB Checking	
	12/04/2023		925.000 · Fuel Oil/Propane	(665.70)
TOTAL				(665.70)
3703	01/25/2024	CONSUMERS ENERGY	580. · CSB Checking	
	01/08/2024		924.000 · Electric Service	(113.53)
			924.000 · Electric Service	(32.17)
			924.000 · Electric Service	(31.56)
TOTAL				(177.26)
3704	01/25/2024	Mary Goethals	580. · CSB Checking	
TOTAL				0.00

22,265.76



FRANKFORT CITY-COUNTY AIRPORT AUTHORITY  
Inventory Valuation Detail  
January 1 - 30, 2024

Type	Date	Name	Num	Qty	Cost	On Hand	Avg Cost	Asset Value
Inventory								
Fuel (Fuel Inventory)	01/03/2024	AVFUEL R...	2203	-18		1,517.6	0.00	0.00
Sales Receipt	01/27/2024	AVFUEL R...	2206	-5		1,512.6	0.00	0.00
Total Fuel (Fuel Inventory)						1,512.60		0.00
Total Inventory						1,512.60		0.00
TOTAL						1,512.60		0.00

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