

**City of Charlotte
Fitch H. Beach Municipal Airport
1325 Island, Charlotte MI 48813**

**Airport Advisory Board
Meeting**

**January 26, 2026
8:00A**

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval Minutes of the meeting held on October 20, 2025**
- 4. Call to the Public**
- 5. Agenda Items**
 - A. Airport Master Plan Update
 - B. Airport Hangar Update
 - C. Runway Crack Sealing and Fence Update
 - D. Airport Terminal Grant Update
- 6. Airport Manager's Report**
- 7. Financial Report**
- 8. Board Member Comments**
- 9. Adjournment**

City of Charlotte
Fitch H. Beach Municipal Airport
1325 Island, Charlotte MI 48813

Airport Advisory Board
Meeting

October 20, 2025
8:00A

Agenda

1. Call to Order

- Chair Pray called the meeting to order at 8:04am.

2. Roll Call

- Present: Joseph Pray (Chair), Mitch Maltz, Dave Roberts, Richard Deer
- Absent: Jeff Wildren
- Others Present: Todd Cotter (Airport Manager), Stephanie Whitney (Director of Public Works), Jeffrey Shaud (public attendee)

3. Approval Minutes of the meeting held on July 21, 2025

- The minutes from the July 21, 2025 meeting were not available, as no written record was taken. The Board acknowledged the absence of the minutes and agreed to record this note in the current meeting's minutes.

4. Call to the Public

- No public comments.

5. Agenda Items

A. Parking Lot and Entrance Road Improvement Update

- Cotter updated the board on the parking lot and entrance improvements. The contractors on site removing concrete.

B. Gasoline & Oil

- Whitney stated that she is going to take AvFuel to the next council meeting as soul source.

C. Gas Pump Issues

- Cotter stated that there were still issues with the credit card machine for the gas pump. Whitney is going to investigate the issue.
- The board would like to add Cam Robinson as a new board member to fill the current vacancy.

6. Airport Manager's Report

- Cotter have a brief overview of operations at the airport.

7. Financial Report

- Whitney handed out the financial report. No Comments.

8. Board Member Comments

- No Comments

9. Adjournment

- Meeting was adjourned at 9:06am

IIJA Competitive Grant Project Information

General

Airport Name: Fitch H Beach Airport

LOCID: FPK

Point of Contact's Name: Stephanie Whitney

Point of Contact's Title: Director of Public Works

POC's Phone Number: (517) 543-8855 **Extension:**

POC's Email Address: swhitney@charlottemi.org

Project Overview

Applicable Program(s) (choose any): ATP FCT

Project Type (choose one): Terminal Tower

Multi-Modal Terminal: Yes No

Current Project Stage (choose one):
 Planning Environmental Design Construction

Project Description (600 Characters Maximum):

This project will renovate and modernize the outdated general aviation terminal at Fitch H. Beach Airport (FPK) to improve passenger safety and comfort, ADA accessibility, and operational efficiency in accordance with inspection reports. Improvements include installing ADA-compliant restrooms, bringing the airport entrance and electrical infrastructure up to code, installing an energy-efficient HVAC system, and renovating interior finishes and layout with more sustainable materials. Improvements will allow FPK to meet growing needs with an entertainment venue (The Quarry) being built nearby.

Target Timeframes

Date Project Costs Known: Month: 1 Year: 2027

Date Grant Fully Executed: Month: 4 Year: 2027

Construction Start Date: Month: 4 Year: 2028

Project Status

Total (Estimated) Project Cost: \$ 650,000

Amount of Funding Requested: \$ 617,500

Match Available: Yes No

Delivery Method (choose one):

Design/Bid Design/Build CM at Risk Other:

Bid or GMP: Yes No. If "No," Estimated bid/GMP date: Month: Year:

Phased Project: Yes No. If "Yes," Phase: of

Do you have a comprehensive financial plan? Yes No

Is this project phased and/or associated with an approved IIJA, AIP or PFC project?

Yes No

If "Yes," provide the grant number(s), and/or PFC application number, along with the amount of existing funding in the table below.

Federal Grant or PFC Number	Amount (dollars)

Is the project on an approved ALP?

Yes No. If "Yes," enter the approval date: Month: 5 Year: 2023

Is environmental determination complete?

Yes No. If "Yes," enter the approval date: Month: Year:

Is airspace approval complete?

Yes No N/A.

If "Yes," enter the airspace case number:

Approved Forecasted Enplanements: 3,500

Year: 2026

Existing Square Footage: 864

Proposed Square Footage: 1,200

Airport Terminal Program (ATP)

Note: If you check a box below, you must describe how the project satisfies the criteria. Check all that apply to the proposed project.

Increase Capacity and Passenger Access. Description (450 Characters Maximum):

The project will increase square footage by ~39% (864 to 1200 sft), enhancing the airport's capacity to support recreational and business general aviation users. Plans will also improve circulation, accessibility, and services such as a pilot briefing room, pilot lounge, vending area, ADA-compliant restrooms, and an improved general lobby space (soft seating, work areas, meetings rooms, etc.) to accommodate projected venue traffic.

Replacing Aging Infrastructure. Description (450 Characters Maximum):

The existing terminal was constructed in 1970s; upgrades will help FPK meet modern expectations for energy efficiency, comfort, and long-term operational needs. Vestibules will be added at parking lot and airside entrances to improve weather protection, accessibility, and energy efficiency. Original insulation, windows, and outdoor HVAC will be replaced with energy-efficient infrastructure to reduce maintenance demands and enhance user comfort.

Achieves Compliance with Americans with Disabilities Act and Expands Accessibility for Persons with Disabilities. Description (450 Characters Maximum):

This project prioritizes accessibility for all users. Improvements include more and fully ADA-compliant restrooms, ADA-compliant airside and landside entrances, improved circulation and clearances, and vestibules designed to support accessibility and passenger comfort. These upgrades will remove barriers for individuals with specific travel needs, ensure compliance with current ADA requirements, and promote comfort for all terminal users.

Improves Airport Access for Historically Disadvantaged Populations.

Description (450 Characters Maximum):

Improves Energy Efficiency. Description (450 Characters Maximum):

Replacing the outdated, inefficient HVAC, windows, and lighting systems with modern, energy-efficient models will reduce operational costs and environmental impact. Current conditions result in high energy loss, inconsistent interior temperatures, frequent maintenance issues and costly repairs, and increased operating costs. Upgrades are projected to increase efficiency rates ~30-50% (per industry benchmarks).

Improves Airfield Safety through Terminal or Tower Relocation.

Description (450 Characters Maximum):

Encourages Actual and Potential Competition. Description (450 Characters Maximum):

An updated terminal can offer better training facilities (MDOT Aeronautics, AWOS maintenance training), accommodate increased capacity, and attract more military training contracts (Civil Air Patrol, National Guard). With a new entertainment venue (The Quarry) being built 3 miles from FPK, upgraded amenities will allow the City of Charlotte and the airport to remain competitive, retaining passenger who could select other regional airports.

FAA Contract Tower Program (FCT)

If the project is for a tower, also complete this section of the form.

Project Type. The project type for this grant application (choose one or both).

Airport Owned, Contract Tower Program

Airport Owned, Other. Describe staffing:

Tower Construction Year:

Siting Study. Has a Siting Study been completed for a new Airport Traffic Control Tower Project?"

Yes No N/A

Project Objectives (choose all that apply):

New Relocate Reconstruct Repair Improve

Impact on the National Airspace System. Description (600 Characters Maximum):

Certifications

By entering my name below, I hereby certify that I am authorized to submit this form on behalf of the airport sponsor, all information is true and accurate to the best of my knowledge, and have or will follow, all procurement processes required under 2 CFR 200.

Signature: **Stephanie
Whitney**

Digitally signed by
Stephanie Whitney
Date: 2026.01.14 14:54:42
-05'00'

Date: 01/14/2026

Name: Stephanie Whitney

Title: Director of Public Works

REVENUE AND EXPENDITURE REPORT FOR CHARLOTTE CITY

Balance As of 12/31/2025

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	Amended Budget	YTD Balance 12/31/2025	Activity For 12/31/2025	Balance 12/31/2025 Normal	Available 12/31/2025 (Abnormal)	% Bdg't Used
		Normal	(Abnormal)	Increase (Decrease)			
Fund: 295 AIRPORT FUND							
Account Category: Revenues							
Department: 000.000							
295-000.000-529.000	FEDERAL GRANTS	0.00	83,018.24	0.00	(83,018.24)		100.00
295-000.000-645.000	FUEL SALES	65,000.00	19,595.45	0.00	45,404.55		30.15
295-000.000-667.000	AIRPORT HANGER RENT	41,520.00	18,870.00	1,570.00	22,650.00		45.45
295-000.000-667.001	RENT EARNED-CITY PROPERTY	0.00	18,000.00	3,000.00	(18,000.00)		100.00
295-000.000-699.101	CONTRIBUTION FROM GENERAL FUND	90,000.00	45,000.00	22,500.00	45,000.00		50.00
Total Dept 000.000		196,520.00	184,483.69	27,070.00	12,036.31		93.88
Revenues							
Total Dept 000.000		196,520.00	184,483.69	27,070.00	12,036.31		93.88
Account Category: Expenditures							
Department: 595.000 AIRPORT							
295-595.000-704.100	STAFF - OVERTIME	443.80	0.00	0.00	443.80		0.00
295-595.000-706.000	CITY LABOR - DPW	5,000.00	2,014.04	972.65	2,985.96		40.28
295-595.000-721.000	FICA/MEDICARE - CITY SHARE	151.25	151.25	72.94	0.00		100.00
295-595.000-725.604	DENTAL & HEALTH BENEFITS	127.92	280.15	132.76	(152.23)		219.00
295-595.000-728.000	RETIREMENT PLANS	293.28	601.59	290.54	(308.31)		205.12
295-595.000-731.000	MATERIALS & SUPPLIES	6,000.00	5,677.88	1,573.27	322.12		94.63
295-595.000-734.000	GASOLINE & OIL	60,000.00	36,061.03	12,429.00	23,938.97		60.10
295-595.000-741.000	MAINTENANCE - EQ/BLDG/GRNDS	15,000.00	0.00	0.00	15,000.00		0.00
295-595.000-743.000	TAXES	13,000.00	0.00	0.00	13,000.00		0.00
295-595.000-801.000	PROFESSIONAL SERVICES	6,000.00	1,056.32	(4,300.00)	4,943.68		17.61
295-595.000-810.000	CONTRACTUAL SERVICES	32,879.00	(15,392.22)	(40,641.13)	48,271.22		(46.81)
295-595.000-850.000	TELEPHONE & INTERNET	5,835.00	2,590.74	766.88	3,244.26		44.40
295-595.000-920.000	UTILITIES	11,279.79	3,488.46	621.40	7,791.33		30.93
295-595.000-941.000	MVP EQUIPMENT RENTAL	4,686.96	4,686.96	2,577.42	0.00		100.00
295-595.000-955.001	INSURANCE & BONDS	11,000.00	0.00	0.00	11,000.00		0.00
295-595.000-963.000	MISCELLANEOUS	4,100.00	2,366.24	1,013.00	1,733.76		57.71
295-595.000-971.000	CAP. OUTLAY-IMPROVEMENTS	20,723.00	0.00	0.00	20,723.00		0.00
Total Dept 595.000 - AIRPORT		196,520.00	43,582.44	(24,491.27)	152,937.56		22.18
Expenditures							
Total Dept 595.000 - AIRPORT		196,520.00	43,582.44	(24,491.27)	152,937.56		22.18
Fund 295 - AIRPORT FUND:							
TOTAL REVENUES		196,520.00	184,483.69	27,070.00	12,036.31		93.88
TOTAL EXPENDITURES		196,520.00	43,582.44	(24,491.27)	152,937.56		22.18
NET OF REVENUES & EXPENDITURES:		0.00	140,901.25	51,561.27	(140,901.25)		