

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
December 16, 2021 Meeting Minutes**

This meeting was conducted within the Airport Terminal Building Conference Room, located at 3961 E. Airport Drive, Oscoda, Michigan 48750. Remote access and participation were also made available via Zoom meeting services.

I. Chairman Boyat called the meeting to order at 10:00 a.m.

II. Roll Call:

KEVIN BOYAT	PRESENT
KEVIN BELIVEAU	ABSENT
ROB HUEBEL	PRESENT
ANN RICHARDS	PRESENT
JOHN SWISE	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT

OTHERS PRESENT:

GARY KELLAN – AIRPORT MANAGER
JACK BROWN – ASSISTANT AIRPORT MANAGER
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT
PATRICIA ALVORD – OSCODA PRESS
GREG SCHULZ
ROB EPPERT – ATTORNEY
JAMES MINER
BOB STALKER – GovHr

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

Mr. Munson made a motion to approve the meeting agenda. Mr. Swise supported the motion. No further questions or comments. Motion carried by voice vote.

IV. Approval of Meeting Minutes

A. November 18, 2021

Mr. Munson made a motion to approve the minutes from the regular board meeting that was conducted on November 18, 2021. Ms. Richards supported the motion. No further questions or comments. Motion carried by voice vote.

V. Financial Activities

A. November 2021 Financial Report

Mr. Swise and Mr. Kellan have reviewed bank statements and financial transactions during November 2021. A list of bills processed for payment, totaling \$133,670.63 was provided for review by members of the Airport Board.

Mr. Munson asked about a payment made to Road Saver for \$15,000. Mr. Kellan clarified the payment was for crack sealing material that is generally “stockpiled” each year for repairs.

Mr. Munson made a motion to accept the November 2021 financial report. Mr. Swise supported the motion. Mr. Dailey, Yes, Mr. Swise, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

VI. Closed Session for Attorney – Client Privilege Correspondence

Mr. Swise made a motion to suspend the regular meeting to enter into closed session for Attorney – Client Discussion at 10:05 a.m. Mr. Munson supported the meeting. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

Internet connection was lost with Mr. Huebel during the closed session.

Mr. Munson made a motion to return to open session. Mr. Dailey supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

VII. Airport Director /Manager Applicant Interview

Mr. Swise made a motion to authorize Mr. Bob Stalker of GovHr to conduct an interview with Mr. Jack Brown, OWAA Assistant Airport Manager for the position of OWAA Airport Manager/Director. Mr. Munson supported the motion. There were no further questions or comments. Motion carried by voice vote.

Mr. Stalker led the interview with Mr. Jack Brown.

VIII. Current Business

A. Airport Director/Manager Replacement

Mr. Munson made a motion to defer the decision on the Airport Director/Manager replacement until January when all board members could be present. Mr. Swise supported the motion.

Ms. Richards sought clarification of the motion regarding whether the meeting in January 2022 would be to discuss the Airport Director/Manager replacement further or to act. Ms. Richards also asked if a special meeting would take place prior to the January 2022 meeting to discuss the replacement position further.

Mr. Munson amended his motion to post-pone a final decision on the replacement of the Airport Director/Manager until a special meeting that will take place on December 22, 2021 at 12:00. Mr. Swise amended his support for the Mr. Munson’s amended motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Kellan asked if the board would like to have Mr. Rob Eppert, Attorney present at the December 22, 2021 meeting. The general consensus is to have Mr. Eppert, Attorney and Mr. Stalker, GovHr present at the December 22, 2022 meeting.

B. MDOT Grant Agreement for Repaving Taxiways A, B and C Resolution No. 2021-02

Mr. Kellan previously reported Staff has been pursuing FAA funding, via MDOT Aeronautics for repaving Taxiways A,B and C. In response, MDOT has issued a proposed Grant Agreement for funding assistance in support of preparing project designs, specifications and soliciting construction bids. The proposed cost sharing for this initial phase is demonstrated below.

Federal Share	\$367,390.00
Maximum MDOT Share	\$4,471.00
SPONSOR Share.....	\$4,472.00
<i>Estimated PROJECT COST</i>	\$376,333.00

Aeronautics requires an adopted resolution that demonstrates grant acceptance. Said resolution also needs to demonstrate the local financial match obligations and identify individuals that are authorized to sign project related documents. Resolution No. 2021-06 has been prepared to satisfy such requirements.

Mr. Swise made a motion to adopt Resolution No. 2021-06 - - MDOT Aeronautics Grant Agreement for funding assistance in support of preparing project designs, specifications

and soliciting construction bids. Mr. Dailey supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

C. Mead & Hunt Contract for Professional Engineering Services

During the September 30, 2021 meeting, the Airport Board accepted and approved the Executive Committee's recommendation to retain Mead & Hunt to continue serving as OWAA's Engineering Consultant. The first project to be completed involves repaving Taxiways A, B and C. Therefore Mead & Hunt has developed the specific scope of work and proposed fees in preparation for planning and implementing this project. This information has been inserted into a contract document that satisfies format and content of the FAA and MDOT – Aeronautics. For review by members of the Airport Board, a copy of that contract document was provided to the board.

The scope of work is segregated into two phases.

1. Phase I – Project Design and Bid Solicitation. Within the attached contract, Attachment 'C' provides a cost break down of Mead & Hunt's proposed fee for providing Phase I services - which totals \$372,832.38.
2. Phase II – Construction Inspection and Administration. An acceptable fee for providing Phase II services will be negotiated / determined , with MDOT assistance, after the project has been designed and construction bids have been received.

FAA and MDOT – Aeronautics regulations include a process for determining reasonable professional services fees. That process involves securing an 'Independent Fee Estimate' (IFE) from a non-competing engineering firm. In accordance with said requirements, an IFE has been secured from the engineering firm RS& H Inc. The RS&H total fee estimate for providing Phase I services is \$415,906.00. Therefore, representatives of MDOT – Aeronautics have determined Mead & Hunt's proposed fee of \$372,832.38 to be reasonable.

A similar IFE process will need to be completed after construction bids have been secured and prior to amending the Mead & Hunt contract so as move forward with Phase II – Construction Administration services.

Mr. Munson made a motion to provide authorization for Chairman Boyat to sign the proposed contract with Mead & Hunt for engineering design services and soliciting construction bids in support of implementing the Taxiways A, B and C repaving project - -with the agreed upon total fee being \$372,832.38. Ms. Richards supported the motion.

**Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Ms. Richards, Yes, Mr. Boyat, Yes.
Motion carried.**

X. Airport Manager Comments

FBO Training Room for Flight School

Mr. Kellan reported having met with representatives of Phoenix Flight Services- FBO. They operate a Pilot Lounge near the fuel farm. In this space there is an adjacent space that was used as a mechanical room. The space has not been in use since base closure. Phoenix Flight Services would like to expand the Pilot Lounge into that area to create a training room for the Flight School and to also put beds in the room for a Pilot rest area. The space has been inspected and surveyed for asbestos. Prior to expansion into the space an Asbestos Contractor will be necessary. Phoenix Flight Services has obtained proposals for an Asbestos Abatement Contractor that OWAA has utilized in the past, Mid State Asbestos. Mr. Kellan reported the Contractor did a respectable job. Mid-State Asbestos is willing to complete the removal for \$17,750.00. Phoenix is willing to cover the cost of the Asbestos Abatement and the cost of the remodeling. Mr. Kellan said he would be bringing information to the January meeting to either cover the Asbestos Abatement work or at least cost share the work.

Compliance Communication EGLE

Mr. Kellan reported receiving communication from Michigan EGLE. They are suggesting via a form letter to Airports to begin performing a Short-Term Characterization Study to sample drainage coming off the Airport for PFAS materials. Mr. Kellan has communicated with EGLE that there is already a responsible party, which is the Air Force. Mr. Kellan's communication with the department was that the process could be wasteful and have he has received verbal communication they would be receptive of receiving reports from the Air Force.

Mr. Kellan reminded the board the January meeting action items would be to adopt the Annual Calendar. In addition, Mr. Swise has agreed to be available and is willing to serve another two years and Mr. Munson has agreed to be available and is willing to serve another two years. The Annual Audit Report will be available at the January meeting as well.

XI. Public Comments

Greg Schulz – Commented that he is happy to see the Board is considering filling the Airport Manager/Director meeting from within.

James Miner – Introduced himself as an Iosco County Commissioner and Alternate to Mr. Huebel.

XII. Board Member Comments

Dave Dailey – Reported information regarding Michigan Launch Initiative.
Mr. Munson – Wished everyone a Merry Christmas and Happy New Year.

Oscoda-Wurtsmith Airport Board Meeting
December 16, 2021

XIII. Review of Bills and Payments

December- Kevin Boyat
January- TBD

XIV. Adjournment

Mr. Munson made a motion to adjourn the meeting at 12:37 p.m. Ms. Richards supported the motion. Motion carried by voice vote.

Prepared by Brenda McNeill, Administrative Assistant
Respectfully submitted by Gary Kellan, OWAA Board Secretary