

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
July 15, 2021 Meeting Minutes**

This meeting was conducted with the option of attending in person at the Airport Terminal Building, located at 3961 E. Airport Drive, Oscoda, Michigan 48750 or 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	PRESENT
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
TAMMY KLINE- OSCODA TOWNSHIP
BOB STALKER – GovHR USA
RICK RUTH – OSCODA ROTARY
BRIAN MORK

III. ADOPTION OF AGENDA

Mr. Kellan requested additions to the agenda under Current Business. Item E.) MAAE Conference, Item F.) Reschedule September Board Meeting

Chairman Boyat called for adoption of the modified meeting agenda

Mr. Munson made a motion to adopt the agenda with modifications as presented. Mr. Dailey supported the motion. No further questions or comments. Motion carried by voice vote.

IV. Approval of June 17, 2021 Meeting Minutes

Mr. Boyat called for a motion to approve the June 17, 2021 meeting minutes.

Mr. Beliveau made a motion to approve the June 17, 2021, meeting minutes as presented. Mr. Munson supported the motion. No further questions or comments. Motion carried by voice vote.

V. Financial

A. OWAA June 2021 Financial Report

June 2021 Financial Report

Mr. Munson and Mr. Kellan reviewed bank statements and financial transactions during the month of June 2021. A listing of bills processed for payment during June, totaling \$ 194,288.18, was provided to the board. The list includes a one-time payment to Streng Construction, in the amount of \$95,700 for installing a roof covering over Cell No. 4 of Building 60.

Mr. Munson made a motion to accept the June 2021 financial activities report - - which includes payment transactions totaling \$ 194,288.18. Ms. Richards supported the motion. Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

VI. Current Business

A. Financial Auditing Services – Anderson, Tackman & Co. Extension Proposal

During the June 17, 2021 meeting the Airport Board agreed to obtain a fee quote from Anderson, Tackman & Co. for extending their current professional services agreement in support of providing FY 2021 financial auditing services. A copy of the Anderson, Tackman & Co. fee proposal was provided to the board. Anderson, Tackman & Co. are offering to provide annual audit services for \$4,200 - - which is the same amount charged for conducting FY 2020 audit services.

Mr. Kellan sought board authorization to extend the professional services contract with Anderson, Tackman & Co. for one additional year, with the fee being \$4,200.

Mr. Munson asked Mr. Kellan if there have been any issues with the company. Mr. Kellan said there have been no issues.

Mr. Munson made a motion to provide authorization to extend the professional services contract with Anderson, Tackman & Co. for one year - - with the fee remaining at \$4,200.00. Mr. Beliveau supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

B. North American Space Summit Attendance / Participation

Michigan Aerospace Manufacturers Association (MAMA) has identified Oscoda-Wurtsmith Airport as a preferred development site for establishing spaceport launch and support facilities. MAMA also promotes aerospace business related development by hosting an annual event that is named North American Space Summit (NASS). According to the published event program, the NASS is organized to provide an educational and networking forum for aerospace stakeholders from academia, government and commercial organizations. The summit will be held over 2 ½ days with presentations and panels on Space industry issues, trends and technology. The NASS is scheduled for August 30th – September 1st, 2021. It is being conducted at the Grand Traverse Resort, Traverse City, Michigan. Additional information can be viewed via internet at www.thenass.org.

The Executive Director of MAMA is encouraging representatives of Oscoda to utilize the NASS gathering for promoting / attracting aerospace business development opportunities at Oscoda-Wurtsmith Airport and our surrounding community. The exhibitor booth fee is \$4,000.00. Charter Township of Oscoda is once again offering to share a booth and to split the fee with OWAA (\$2,000.00 each).

Other expenses associated with individuals attending the NASS are listed as follows:

Conference Registration	\$ 599.00 ea.
Two Nights Standard or King Bed Hotel Room \$179.00 / Night + local tax / fees	\$ 400.00
Three Days of Per Diem at GSA Rates 1 partial (\$ 49.50 ea.) and 2 Full (\$66.00 ea.)	\$ 181.50
Airport Vehicle or P.O.V. Mileage At GSA Rates \$ 0.575 / mile X 274 miles round trip	\$ 157.55
Group Matching Shirt with Embroidered Logo	\$ 50.00 ea.
Per Person Sub - Total	\$ 1,388.05

Mr. Beliveau made a motion to Authorize Staff to share and pay half of the exhibitor booth fee (\$2,000.00) at the NASS. Mr. Dailey supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Beliveau made a motion for Mr. Kellan, Mr. Munson and Mr. Dailey to attend the NASS on behalf of OWAA and provide authorization for OWAA to pay event registration, lodging and travel expenses - - up to \$1,400.00 per person. Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Boyat, Yes. Motion carried.

C. Airport Capital Improvement Plan – Annual Review

In order to remain eligible for grant funding from the FAA and MDOT – Aeronautics, Michigan airports are required to maintain Airport Capital Improvement Plans (ACIP) that forecast 5-years of projects. With assistance from the Airport Authority’s retained engineering firm – Mead & Hunt, the OWA - ACIP is updated each year. A matrix that lists proposed projects, implementation cost estimates and cost sharing strategies was provided to the board.

Mr. Kellan provided a presentation describing all of the proposed projects.

The total cost for implementing all of the proposed ACIP projects is estimated to be approximately \$28,211,226.00 - - over the next five-years. That amount includes approximately \$ 7,071,226 for rehabilitating the twelve hangars that are located within Building Nos. 5, 6, and 60. Staff has submitted an application to the FAA – Military Airport Program seeking to secure a 95% grant for those hangar rehabilitation needs. If funded, OWAA’s 5% cost share would be approximately \$353,562.00.

Mr. Kellan presented the remaining list of projects involving pavement rehabilitation work that is estimated to cost approximately \$21,140,000 – over five-years. Because those costs are beyond the funding capacity of OWAA, the Airport Authority will need to compete for grant funding. If all identified pavement rehabilitation projects were to be funded, the Airport Authority’s local cost share is estimated to be approximately \$1,190,380.00.

Staff recommends submitting all of the proposed ACIP projects to representatives of the FAA and MDOT – Aeronautics for initial project planning discussions. Those planning discussions often result in recommended changes. Any proposed changes will then be brought back to the Airport Board for further discussion and approval consideration.

Mr. Dailey questioned the age of some of the infrastructure being 70+ years old and the cost to repair the hangar’s is 7 million dollars. He asked how much it would cost to instead build new hangars. Mr. Kellan said you can certainly build more efficient hangars and the topic would be worth discussing. Mr. Dailey said demolition and rebuilding should be considered. Mr. Munson reminded board members that demolition of an older building can be an added expense in addition to building new. He also reminded board members that these buildings are occupied and the current tenants would be displaced.

Mr. Dailey suggested putting up another section of T-Hangars. Mr. Beliveau asked if the Military Airport Program would cover both demolition and constructing of new t-hangars. Mr. Kellan said he would need to investigate further in order to provide a response.

Mr. Dailey said there is room to build new. Mr. Kellan said the adopted Airport Layout Plan identifies locations additional hangar development. Mr. Kellan said the T-Hangars are usually 100% occupied and there is likely a business case, as there are at least 3-5 people on a waiting list for a T-Hangar.

Mr. Munson suggested making a motion to investigate building new T-Hangars. Mr. Kellan informed the board the Mr. Brown has given Mr. Kellan a cost estimate on T-Hangars to be built into the budget for next year. Mr. Beliveau agreed that Staff should look into adding capacity to the T-Hangars.

Mr. Munson made a motion to approve submitting the proposed Airport Capital Improvement Plan for years 2022 – 2026 to the FAA and MDOT – Aeronautics. Mr. Dailey supported the motion. Mr. Huebel, Yes Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Dailey made a motion to investigate a proposal for an additional 10 Unit T-Hangar. Mr. Munson supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

D. Airport Director Recruitment Proposal

During the June 17, 2021 meeting, Chairman Boyat, Kevin Beliveau and Mike Munson agreed to serve as a committee for soliciting applicants seeking to serve as the Airport Director. The envisioned recruiting strategy would include advertising within Michigan and beyond. Therefore, members of the Committee have met with a representative of a consulting firm that provides executive recruiting services across the country. The company name is GovHR USA (www.govhrusa.com). As a result of that meeting, GOVHR USA has provided a service proposal. A copy of that document was provided to the board.

Although corporate offices of GovHR USA are located in the State of Illinois, the primary consultant and point of contact for the OWA project would be Mr. Robert Stalker. Mr. Stalker formerly served as Superintendent of Charter Township of Oscoda. As such, Mr. Stalker is very familiar with Oscoda-Wurtsmith Airport and the challenges associated with on-going efforts to redevelop the former Wurtsmith A.F.B. properties. Mr. Kellan stated that Mr. Stalker's knowledge of the Airport will likely benefit this recruiting process.

Mr. Kellan offered Mr. Stalker the opportunity to discuss GovHR USA and their proposal. Mr. Stalker reported GovHR is a national firm in which he has been affiliated with since 2018. The main focus is on governmental recruitments. Mr. Stalker highlighted the differences between the two proposals his company was asked to provide.

The GovHR USA proposal offers two tiers of services to choose from. Those tiers identified as 'Full Scope Recruitment' (Fee \$22,000) ' and 'Limited Scope Recruitment' (Fee \$19,000). The full scope recruitment provides a brochure versus a flyer and there would not be a background investigation completed with a limited scope recruitment. Mr. Stalker noted, most importantly, that a guarantee is provided with the full scope recruitment. This would mean that GovHR would come back and repeat the recruiting process, minus the cost of expenses, if position is not filled during the recruiting process or if a selected employee leaves within 12-months of being hired.

In addition, assistance with the interview process is provided with the full scope recruitment that includes interview questions and facilitation of the process. Mr. Stalker thanked the board for the opportunity to provide a proposal.

Members of the Airport Board then initiated discussion about the GovHR proposal. Mr. Boyat indicated that he is in favor of hiring GovHr to provide the Full Scope Recruitment” services. Mr. Munson and Mr. Beliveau agreed. Mr. Beliveau indicated that the deliverables provided with the Full Scope Recruitment out way the additional cost. In addition, Mr. Beliveau said there may be further costs related to the interview process such as travel, therefore he felt that the project could cost should be increased up to as much as \$25,000.

Mr. Huebel offered comments and discussion regarding the recruitment of the past Airport Manager. Mr. Beliveau estimated that the recruiting process could take approximately 90-100 days. Mr. Stalker said it typically can take a little longer in relation to scheduling interviews. Mr. Stalker mentioned that efforts to assist with establishing competitive salary range would be included as par to the GovHR services.

Mr. Dailey made a motion to retain the services of GovHr USA with “Full Scope Recruitment” with the cost limit not to exceed \$25,000. Mr. Beliveau supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

E. Michigan Association of Airport Executives (MAAE) Conference Attendance.

Mr. Kellan informed the Airport Board that the annual Michigan Association of Airport Executives is scheduled for September 13th to 17th. The deadline for early registration discounts is August 13, 2021. An estimated cost per person was provided as follows:

Conference Registration Fee	\$225.00
Hotel Room \$145/Night x 4 Nights	\$580.00
+ 6% State Tax \$34.80 5% DVB Tax \$29.00 9% Service Fee \$52.20	\$116.00
Five Days of Per Diem at GSA Rates 2 partial Days @ \$49.50 and 3 Full (\$66.00 ea.)	\$297.00
Airport Vehicle or P.O.V. Mileage at GSA Rates \$0.575 x 308 Miles Round Trip	\$177.10
Per Person Sub Total	\$1,395.00

Mr. Kellan requested board approval for Mr. Brown and Mr. Kellan to attend the Michigan Association of Airport Executives (MAAE) Annual Conference as well as any board members who wish to attend the conference.

Mr. Munson expressed interest in attending the event. Mr. Dailey and Mr. Boyat agreed.

Mr. Munson made a motion to approve Mr. Kellan, Mr. Brown and Mr. Munson to attend the Michigan Association of Airport Executives (MAAE) Annual Conference September 13 – 17, 2021 along with related expenses. Mr. Beliveau supported the motion. Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Boyat, Yes. Motion carried.

F. Reschedule September 2021 Board Meeting

Mr. Kellan reported the September 2021 Board Meeting will occur on September 16, 2021. Due to the scheduling conflict with the MAAE Annual Conference, Mr. Kellan requested the meeting be moved to September 30, 2021.

Mr. Munson made a motion to move the September 16, 2021 meeting to September 30, 2021. Mr. Dailey supported the motion. Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

VII. AIRPORT MANAGER COMMENTS

A. Taxiways Crack Sealing and Paint Markings

Mr. Kellan reported that the Taxiway Crack Sealing and Paint Markings project is estimated to be implemented during mid to late August of 2021. The exact date is yet to be determined.

B. NORAD- NORTHCOM Military Exercise at OWA

Mr. Kellan reported that the military exercise was underway. One KC 135 aircraft is on the airfield.

C. Michigan Launch Initiative

Mr. Kellan reported that he has been requesting written proposal(s) from Michigan Aerospace Manufacturers Association - - that specifically identify requested development sites properties and infrastructure development requirements. Board members encouraged putting something in writing so as to satisfy questions and concerns of members of the community.

D. Kalitta Air – Hangar 10 Development

Mr. Kellan reported that the project is underway. Removal of concrete and asphalt sections of losco Apron is complete. The construction crew is now installing under floor piping systems and building forms to build support footings. It is his understanding the Construction Contractor is planning to have the foundation constructed before winter of 2021 – 2022.

E. FBO Cell #9 – Hangar Door Rehabilitation

The rehabilitation of the north door on Building No. 5 – Cell 9 is complete. Mr. Brown provided an update. He stated that the door is in very good condition. The primary problem involved the door support cables being out adjustment. The door pulleys and motors have now been re adjusted and greased. As a result, the hangar door now operates smoothly. Mr. Brown said he was 100% satisfied with the work performed and would like to see a maintenance program established for the other hangar doors.

Mr. Dailey and Mr. Munson asked additional questions about the status of large hangar doors. Mr. Brown agreed to evaluate all hangar doors on Buildings 5, 6 and 60 and to develop a prioritized list of hangar door maintenance and repair projects. Mr. Dailey agreed. Mr. Boyat asked Mr. Brown if he could get a schedule for the doors and discuss at the next meeting. Mr. Brown agreed.

VIII. PUBLIC COMMENTS

Rick Ruth - Mr. Ruth of the Oscoda Rotary introduced himself. He is working with the staff at Oscoda High School and has formed a Rocket Club. The Club has applied for and become an official chapter of the National Association of Rocketry, which allows for five million dollars of insurance for events. The Club has been launching rockets at the Oscoda High School soccer fields, which works most of the time. They are looking for a larger open space to launch the rockets. Mr. Ruth is seeking Special Use Permit from the Airport Board in order to host their rocket launch activities from Oscoda-Wurtsmith Airport.

Mr. Dailey asked what height the rockets would go. Mr. Ruth said the highest they would go would be approximately 2,000 ft. and the lowest they would go would be approximately 200 ft. Mr. Dailey asked on if FAA permission was needed for rockets reaching to 2,000 ft. Mr. Ruth said you do not need FAA permission when the weight of the rocket is less than 3-4 pounds. He said the Club would only be launching paper and balsa wood rockets which weigh typically less than a pound. Mr. Ruth allowed the board to pass around a sample rocket.

Mr. Boyat suggested the board discuss the request further and bring back to the next meeting. Mr. Daily also suggested checking with the Airport insurance carrier as well as Kalitta Air and Phoenix Composite Solutions.

Mr. Munson expressed concerns relating to having a regular area for something other than a fixed wing or conventional airplane, although there have been Special Events in the past.

Further discussion regarding how often the events would take place and how the events may impact aviation took place. The general consensus of board members was to have Staff check further into the airport insurance requirements and the item could be discussed at a future meeting.

Brian Mork – Thanked the Airport Board for allowing him to attend the meeting. Mr. Mork identified as being a long-term associate of the area but more newly associated with attention to what is being accomplished at the airport.

Tammy Kline- Introduced herself as the temporary Interim Superintendent for Oscoda Township. Mr. Dailey thanked Ms. Kline for filling in and doing such fine work.

IX. BOARD MEMBER COMMENTS

Dave Dailey - Announced he is happy to be back to in-person meetings without masks.

X. REVIEW OF BILLS AND PAYMENTS

July- David Dailey
August- Rob Huebel

XI. ADJOURNMENT

Mr. Beliveau made a motion to adjourn the meeting. Mr. Dailey supported the motion. All in favor. Meeting adjourned by voice vote at 11:28 a.m.

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