

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
March 18, 2021 Meeting Minutes**

In an effort to mitigate potential spreading of Corona Virus, this meeting was conducted remotely utilizing Zoom Meeting Service.

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
GREG SCHULZ
DOUG CHEEKS – ALCONA COUNTY ECONOMIC DEVELOPMENT COMMITTEE
CRAIG JOHNSTON - ALCONA COUNTY ECONOMIC DEVELOPMENT COMMITTEE
TIM KISSEL – KALITTA AIR
STEVE VETTE – KALITTA AIR
DON NOLAN – KALITTA AIR
LARY HOLLAND
GAVIN BROWN – MICHIGAN AEROSPACE MANUFACTURES ASSOCIATION

III. ADOPTION OF AGENDA

Chairman Boyat called for adoption of the meeting agenda.

Mr. Beliveau made a motion to adopt the agenda as presented. Ms. Richards supported the motion. No further questions or comments. Motion carried by voice vote.

IV. APPROVAL OF MINUTES – FEBRUARY 18, 2021 MEETING

Chairman Boyat called for a motion to approve the February 18, 2021 meeting minutes.

Motion made by Mr. Huebel to approve the February 18, 2021 meeting minutes as presented. Mr. Swise supported the motion. No further comments. Motion carried by voice vote.

V. Financial Business – February 2021 Financial Activities Report

Mr. Beliveau and Mr. Kellan reviewed bank statements and financial transactions during the month of February 2021. A listing of bills processed for payment during February, totaling \$94,669.26, was provided to the board.

Ms. Richards made a motion to accept the February 2021 Financial Activities Report. Mr. Huebel supported the motion. Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

VI. Michigan Launch Initiative Activities Report

Mr. Gavin Brown, representing the Michigan Launch Initiative provided an update and was available to answer questions.

Mr. Brown reported Michigan Aerospace Manufacturers Association has moved forward with the FAA to begin the licensing application process. Mr. Brown invited board members to navigate to the FAA website where there are listings of proposed launch sites and find that Oscoda is officially entered into the records as a proposed horizontal site. He indicated that the FAA application and determination process is expected to require 18-months for completion.

Mr. Brown stated that Michigan Aerospace Manufacturers Association is actively recruiting companies to utilize space vehicle launch services. He indicated that letters of intent and memorandums of understanding were being established in order to demonstrate the anticipated commercial and DoD demand for space vehicle launch site services. Mr. Brown also mention that there is interest in establishing facilities in support of testing hypersonic speed - capable devices.

Mr. Brown indicated that private funding is being assembled as a consortium in support of Launch Site Operations . An offer has been extended to Oscoda-Wurtsmith Airport to be part of the consortium. Mr. Brown further reported that the FAA license will be issued to Michigan Aerospace Manufacturers Association. There will be strong public relations related to providing

5G network for both rural, commercial and DoD use as well as the focus on hypersonic speed vehicles and removal of space debris from Lower Earth Orbits (LEO).

Mr. Brown reported, that moving forward, there will be meetings with the FAA and OWAA to provide updates on the licensing as well as upgrading the Airport's Master Plan. Mr. Brown said when talking to the public he will include the OWAA Board as a local partner. The investments coming into the community will include additional housing, industrial sites, research and development and private companies co-locating to be part of the spaceport ecosystem that is will be created in Oscoda. Mr. Brown provided an opportunity to answer questions.

Mr. Dailey asked Mr. Brown if this was an appropriate time to pursue additional acreage from the State of Michigan. Mr. Brown said yes, everything should be put together and processed so that it can be included in the proposal.

Mr. Dailey thanked Mr. Brown for all of his work towards the Spaceport. Mr. Brown said that this is a process that we will be moving at a speed of business. Mr. Brown said the FAA is agreeing to move as fast as we are willing to move on this. From the start of April, we will receive an 18-month timeline to have the license in place.

Mr. Brown reported that he will have a group of Architects and Designers visiting OWA on April 20, 2021 for a tour. A full agenda will be provided.

VII. Alcona County Economic Development Committee Presentation

Mr. Craig Johnston and Mr. Doug Cheeks, asked to be included on this meeting agenda for providing a presentation about on-going efforts of the Alcona County Economic Development Committee. They described initiatives in support of attracting economic development. Current efforts include focus upon extending access to Broadband capable internet service.

VIII. Current Business

A. Short-Term Storm Water Characterization Study

Mr. Kellan reported that portions of Oscoda-Wurtsmith Airport are equipped with drainage collection structures and pipelines that carry drainage to an outfall that discharges into surface waters of Van Ettan Creek. Authorization to drain into Van Ettan Creek involves maintaining a 'National Pollutant Discharge Elimination System' (NPDES) permit. NPDES permitting and compliance is administered by Michigan Department of Environment and Great Lakes Energy (EGLE). NPDES permits require periodic renewal. During the most recent renewal EGLE added a requirement that involves conducting a 'Short-Term Storm Water Characterization

Study' (STSWCS). The STSWCS requirements involve developing a sampling plan, securing EGLE approval for said sampling plan and then conducting a minimum of three (3) sampling events. The samples then need to be analyzed for pollutants that the Permittee has reason to believe could potentially be present within the drainage collection area.

In response to the new STSWCS requirements, Staff has solicited proposals from environmental service consultants. Those efforts netted two proposals. Both consulting firms demonstrated clear understandings of the project. Likewise, they both demonstrated applicable capabilities and work history. Their fee proposals are demonstrated within the table below.

Consultants	Task No. 1 Prepare the STSWCS Plan	Task No. 2 Implement the STSWCS Plan	Total Fee
Soil Materials Engineers, Inc. Bay City, MI	\$ 2,800.00	\$ 11,000.00	\$13,800.00
AKT Peerless Saginaw, MI	\$ 2,800.00	\$ 10,500.00	\$ 13,300.00

Mr. Munson asked if OWA has previously conducted business with AKT Peerless. Mr. Kellan said Oscoda Township has previously utilized AKT Peerless in support of evaluating Wurtsmith PFAS related issues. Also, representatives of AKT Peerless have donated time and services in support of OWAA efforts in response to the Michigan Launch Initiative. Mr. Munson asked if SME was a new environmental services contractor. Mr. Kellan said that SME is an established firm that has previously supported a number of airfield pavement improvement projects at OWA. Mr. Munson explained that he asked the questions so as to avoid always utilizing the same company. He said since there was only a \$500 difference that maybe it would be possible for SME to lower their bid. There was no further discussion or comments.

Mr. Beliveau made a motion to provide authorization to hire the lowest bidding consultant - - AKT Peerless to prepare and implement a Short-Term Storm Water Characterization Study in accordance with Michigan Department of EGLE requirements for a total fee not to exceed \$13,300. Mr. Swise 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. Airport Layout Plan Revisions – Mead & Hunt Service Proposal

Mr. Kellan explained that airports receiving federal government grants are obligated to maintain a current set of airport drawings that are known as the Airport Layout Plan (ALP). Copies of an Airport's ALP are maintained on file with the Federal Aviation Administration (FAA) and MDOT-Office of Aeronautics (Aeronautics). Construction projects proposed within the boundaries of

an airport are then evaluated by representatives of the FAA and Aeronautics in comparison to the ALP on file. Said evaluations are conducted for the purpose of determining if proposed construction is compatible with protected air space, current airport facilities and operations - - as well as being consistent with future airport development plans.

Mr. Kellan stated that there are three development projects currently being proposed for OWA that were not envisioned when the existing set of ALP drawings were prepared.

1. Kalitta Air Line Maintenance Support Facility: Kalitta Air is seeking to develop an aircraft maintenance support building along the southwest corner of losco Apron. The current ALP depicts that location for future development of a jet engine run-up pad. In order to change that land use, the ALP would need to be amended.
2. Identify a Different Location for Future Development of a Jet Engine Run Up Pad: In conjunction with Item No. 1 above, a safe and efficient replacement location would need to be identified for establishing a future jet engine run up-pad.
3. Space Vehicle Support Operations: Representatives of Michigan Launch Initiative are expressing interest in developing space vehicle support facilities within the area that is commonly identified as the 'Former Alert Apron'. That property is currently zoned and identified for general industrial land uses. The proposed amendment would add Space Vehicle Support Operations to those allowable land uses.

Two of the three projects described above are in being proposed in response to development plans of Kalitta Air. Mr. Kellan invited the Kalitta Air Director of Aircraft Maintenance - - Mr. Tim Kissel, to describe those development plans and to answer questions. Mr. Kissel explained that the pending development of Hangar No. 10 will displace the current location for performing aircraft line-maintenance activities. Therefore, Kalitta Air is proposing the west end of losco Apron for development of line-maintenance support facilities. He also confirmed that Kalitta Air is likewise seeking to work with the Airport Authority to determine a safe and efficient location for performing jet engine run-up testing. Mr. Kissel and the on-site Manager of Aircraft Line Maintenance – Mr. Steve Vette expressed their appreciation for being provided with this opportunity to participate in the Airport Board meeting.

Mr. Kellan explained, when proposed construction projects conflict with the ALP, it is difficult for representatives of the FAA, Aeronautics, and local Zoning Board to provide approval for construction. Therefore, Staff is seeking to procure professional airport planning services for evaluating the proposed development sites and to provide assistance with pursuing FAA and Aeronautics approval for amending the ALP accordingly.

As members of the Airport Board may recall, during 2019 Mead & Hunt Inc. was retained to provide airfield planning and engineering services for OWA during the subsequent five-years. Therefore, Mead & Hunt has been asked to provide a description of services and fee proposal for amending the ALP for OWA. A copy of the Mead & Hunt proposal is provided with this memorandum. The proposed project fee is \$12,094.90.

Mr. Kellan reported that representatives of Kalitta Air have confirmed that Kalitta Air agrees to pay half for half of the Mead & Hunt service fees.

Mr. Munson made a motion to authorize Staff to issue a notice to proceed to Mead & Hunt pursuant to amending the Oscoda-Wurtsmith Airport Layout Plan. Mr. Dailey 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.

C. Annual Financial Audit Services Extension – v- Bidding

Prior to year 2016, OWAA retained ‘Stephenson, Gracik & Company’ to provide annual financial auditing services. During the year 2016 OWAA solicited competitive bids for annual financial auditing services. A copy of the resulting bid tabulation was provided with meeting information materials. ‘Anderson, Tackman & Company’ had provided the lowest competitive bid and was therefore hired to provide auditing services for FY 2016 through FY 2020. Mr. Kellan reported that the five-year agreement with Anderson, Tackman & Company was complete with completion of FY 2020 auditing services.

A letter on behalf of Stephenson & Company was provided - - requesting the Airport Board to consider seeking bids for completing the FY 2020/2021 financial audit.

Mr. Boyat agreed that it would be beneficial to solicit bids from other financial auditing services. Mr. Dailey agreed with Mr. Boyat. Mr. Dailey directed discussion to the previous bid tabulation that was provided. He commented that Anderson, Tackman & Company has already saved the Airport over \$100,000 compared to the Stephenson and Gracik bid proposal.

Mr. Boyat said it would not hurt to compare pricing. Mr. Munson agreed. Mr. Beliveau added that AuSable Township went through the bid process last year for financial services with Stephenson & Co. providing a bid and they were not successful in winning the bid process. Mr. Beliveau added it is good business practice to go out for bids periodically. Mr. Beliveau asked if Anderson, Tackman & Company has reached out to the Airport for an extension. Mr. Kellan said they have not been in touch regarding an extension and the Airport has not reached out to them as well.

Mr. Beliveau added that if an opportunity were available to hire local services then the Airport Authority certainly would want to support that or any other local business.

Mr. Kellan asked the board if there was a preference on the number of years to contract. Mr. Beliveau suggested a one-year contract with the Airport retaining the option to renew each year. Mr. Swise agreed.

Mr. Dailey made a motion to solicit competitive bids for the OWAA annual financial auditing services for one-year with 4 one-year options. 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.

D. United States Air Force – Mobility Guardian 2021 Exercise

Mr. Kellan reported that discussions are underway with representatives of the United States Air Force – Air Mobility Command (USAF - AMC) regarding a proposal for establishing a temporary base of operations on OWA . This item was included on the meeting agenda in case Airport Board actions might be necessary. Mr. Kellan informed the Board that discussions are still underway and Airport Board actions may be proposed during a future meeting.

No action was taken.

IX. Airport Manager Comments

A. Tree Harvest

Mr. Kellan shared screen views of potential tree harvesting areas. He explained that trees are growing into the perimeter fence along Rea Road and F-41. This creates somewhat of a challenge for tree harvesting companies that utilize large tree removal equipment. Mr. Kellan suggested that in order to make the harvesting project more attractive, perhaps the Airport Authority will need to combine fence line tree removal with tree removal from additional tracts of land. Mr. Kellan pointed out forested areas that could be combined with fence line tree removal work. The total land area is approximately 75 acres. Mr. Kellan asked for discussion regarding the proposed strategy for attracting tree harvesting bind.

Mr. Dailey agreed with Mr. Kellan and asked if, due to the location of some of the acreage, an ammunition disposal company would need to be involved. Mr. Kellan said one of the areas would need to be looked at further, but all other locations were outside of areas that would

require on-site support from Explosive Ordinance Disposal professional . There were no further comments or discussion.

B. Site Readiness Program – ROWE Professional Services

Mr. Kellan reminded board members that OWAA is collaborating with Oscoda Charter Township on a development site readiness planning project. The Township has hired Rowe Professional Services to implement the planning study. Mr. Kellan reported that a project “Kick-Off” meeting has been conducted. He informed the Board that Rowe is currently working on site mapping. Mr. Kellan stated that a drone aircraft has been utilized to assemble aerial photography.

C. Taxi-Way E

Mr. Kellan reported the paint markings for Taxiways A, B, C, D and E still need to be applied. This work will be scheduled during warmer weather.

D. 2022 Construction Season

Mr. Kellan reported working on a potential design project for the General Aviation area of the airport. The pavements are concrete and are in poor condition and Mr. Kellan states a project for rehabbing those during the 2022 construction season is being planned.

Mr. Swise left the meeting at 11:15 a.m.

X. Public Comments

Lary Holland – Discussed 5G network.

XI. Board member comments

Mr. Dailey reminded Board members that Mr. Gavin Brown suggested that now is a good time to pursue additional acreage from the State of Michigan. Mr. Dailey asked if the Board should put together a committee for this. Mr. Boyat and Mr. Kellan suggested using the committees that are already in place, the Launch Committee, or the Executive Committee. Mr. Dailey suggested using the Launch Committee.

Ms. Richards reported that she will be out of town for April meeting - Steve Wusterbarth will be serving as her alternate.

Mr. Munson Described recent efforts by Wurtsmith RAB Chairman - - Mr. Mark Henry, seeking to allow members of the RAB participate in early development of strategies for Wurtsmith environmental clean-up. Mr. Henry's efforts have included sending letters to Senator Stabenow, Senator Peters and Congressman Kildee. Mr. Munson reported that Senator Stabenow has contacted and received response from the Deputy Assistant Secretary of Air Force Installations. Mr. Munson provided a summarized description of that response letter. In short, the response indicated that current practices satisfy the RAB requirements.

There was then general discussion, including additional comments from Mr. Munson, Ms. Richards and Mr. Huebel - - all indicating that perhaps some progress has been achieved by Mr. Henry but perhaps additional improvements could be made on behalf of the Wurtsmith RAB.

XII. Review of Bills and Payments

March- John Swise
April- Mike Munson

XIII Adjournment

Mr. Munson made a motion to adjourn the meeting. Support was provided by Mr. Dailey. All in favor, the meeting was adjourned by voice vote at 10:37 a.m.

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