

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
April 21, 2022 Meeting Minutes**

This meeting was conducted within the Airport Terminal Conference Room, located at 3961 E. Airport Drive, Oscoda, Michigan 48750.

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	ABSENT

OTHERS PRESENT:

GARY KELLAN – AIRPORT MANAGER
JAMIE DOWNES- PROSPECTIVE AIRPORT MANAGER
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT
JACK BROWN – ASSISTANT AIRPORT MANAGER
ROB EPPERT – ATTORNEY
RYAN HERZOG – OSCODA PRESS
ERIC MARTIN – PHOENIX COMPOSITE SOLUTIONS
BRIAN MORK

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

Mr. Huebel made a motion to adopt the agenda as presented. Mr. Swise supported the motion. All in favor, motion carried.

IV. Approval of Minutes

A. March 25, 2022 Regular Meeting

Chairman Boyat called for approval of the March 25, 2022 regular meeting minutes.

Mr. Beliveau made a motion to approve the meeting minutes of March 25, 2022. Mr. Munson supported the motion. No further questions or comments. Motion carried by voice vote.

V. Closed Session

Ms. Richards made a motion to enter into Closed Session for Attorney Client Privileged Correspondence dated April 14, 2022. Mr. Huebel supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Munson made a motion to return from Closed Session. Mr. Swise supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

VII. Financial Activity Reports

A. March 2022 Financial Activities

Mr. Boyat and I have reviewed bank statements and financial transactions during the month of March 2022. A listing of bills processed for payment, totaling \$101,423.73, was provided to the board. No discrepancies or unusual payments or credits were noted.

Mr. Beliveau made a motion to approve the March 2022 financial activities report which included payment transactions totaling \$101,423.73. Mr. Swise supported the motion. Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

B. FY 2022 2nd Quarter Budget Report

Budget amendments included funding for one additional seasonal staff, increased building maintenance funds for roof repairs, airport cleaning staff, fuel, and others. Budget amendment includes removal of 50K from ACIP funding for building painting, for a total bottom-line amendment of a net 58K increase.

C. FY 2022 3rd Quarter Budget Amendments – Resolution No. 2022-03

Budget amendments include funding for one additional seasonal staff, increased building maintenance funds for roof repairs, airport cleaning staff, fuel, and others. Budget amendment includes removal of 50K from ACIP funding for building painting, for a total bottom-line amendment of a net 58K increase.

Mr. Beliveau made a motion to approve Resolution 2022-03, amending the Airport Capital Improvement budget and the General Operating Budget for the 3rd Quarter, FY22. Mr. Swise supported the motion. Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

VIII. Aviation Scholarship 2022

Mr. Munson reported having received two (2) scholarship applications this year. One of the students is requesting tuition, while the other applicant is requesting Flight School Pilot Training. The scholarship committee consisting of Mr. Munson, Mr. Swise and Mr. Dailey will be meeting to interview the applicants and will make a recommendation to the board at the next meeting.

No action was requested.

IX. Current Business

A. Financial audit contract bid results and extension

OWAA voted previously to request a fee proposal from Anderson, Tackman & Company, PLC to provide annual financial auditing services. The initial term was for five (5) years (2016 – 2020), amended and extended 1-year, completing the FY 2021 financial audit. The board requested a bid for service for (5) years, (2022-2026). A copy of the proposal was provided to the board.

Mr. Swise made a motion to approve the fee proposal from Anderson, Tackman & Company, PLC to extend their services for (5) additional years. Mr. Huebel supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

B. Scheduling SCCA Events through FY22

SCCA has made initial contact with OWAA and is coordinating six events through September of 2022. Events are from Different chapters and, also include an April 30th cleaning and prep event.

No back-to-back weekend events are currently booked or are anticipated to be booked this season.

Mr. Beliveau made a motion to approve the SCCA event schedule and OWA Staff coordination with SCCA for FY22. Mr. Munson supported the motion. Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Boyat, Yes. Motion carried.

X. Airport Manager Comments

A. Flight St. Meeting re-cap

Mr. Downes thanked the board for participating in the brief regarding Flight Street with Rowe Professional Services. Mr. Downes felt that the criticality of Flight Street has been highlighted to the local businesses as well as future infrastructure.

B. LDFA Meeting re-cap

Mr. Downes reported the LDFA board voted at their most recent meeting to approve reimbursement of \$18,600 to Phoenix Flight Services for expenses incurred when contracting to have asbestos containing materials removed from Building No. 60.

C. MAMA OSC/Township letter update

Mr. Downes reported having collaborated with Oscoda Township to write a letter to Mr. Gavin Brown regarding coordination. The letter was signed by the Oscoda Township Supervisor and OWAA Board Chairman. Mr. Downes also reported receiving a phone call from Mr. Gavin Brown after he received the letter and will send an official response within 30-45 days.

D. Tree Harvest Update

Mr. Jack Brown provided an update on the Tree Harvest. He reported the company, TR Timber performed a decent job, with exception of the last week and a half when they brought in another crew to help expedite the project. Mr. Brown reported the site being left with lots of clean up still needing to be performed.

E. May meeting/tour of the shop spaces

Mr. Downes would like to provide tours of USA Jet and OWAA Maintenance Bldg. after the next meeting.

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F. Final meeting acknowledgment for Mr. Gary Kellan

The Board took time to acknowledge and thank Mr. Kellan for his service and announced a Retirement Luncheon to take place on Friday, May 6, 2022 from 11:00 a.m. to 2:00 p.m.

XI. Public Comments

None

XII. Board Member Comments

None

XIII. Review of Bills and Payments

April – Mike Munson

May - David Dailey

XIV. Adjournment

Mr. Swise made a motion to adjourn the meeting at 11:49 a.m. Mr. Beliveau supported the motion. Motion carried by unanimous vote.