

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
November 17, 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	ABSENT
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT

OTHERS PRESENT:

JAMIE DOWNES - AIRPORT MANAGER
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT
JACK BROWN – ASSISTANT AIRPORT MANAGER

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

Mr. Downes requested the agenda be amended to have item A. New Employee Introduction moved from Current Business to after item IV. Approval of Minutes.

Mr. Munson made a motion to approve the agenda as amended. Mr. Dailey supported the motion. All in favor, motion carried by voice vote.

IV. Approval of Minutes

A. October 20, 2022 Regular Meeting

Chairman Boyat called for approval of the October 20, 2022 regular meeting minutes.

Ms. Richards made a motion to approve the meeting minutes of October 20, 2022, as presented. Mr. Huebel supported the motion. No further questions or comments. Motion carried by voice vote.

New Employee Introduction – Mr. Andrew Franks

Mr. Downes introduced Mr. Franks who started on October 31, 2022. Mr. Franks has been hired as part of the maintenance crew.

Mr. John Swise entered the meeting

V. Closed Session For Attorney Client Privileged Discussion

Ms. Richards made a motion to enter into Closed Session. 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.

VI. Financial Activities

A. October 2022 Financial Activities

Mr. Swise and Mr. Downes reviewed bank statements and financial transactions during the month of October 2022. A listing of bills processed for payment totaling \$161,582.03 was provided to the board. Payments of \$33K for rail removal, \$4,700 for Asbestos analysis (estimated at \$6,900), \$3,300 for half of office copier purchase and \$2,000 for GA ramp asphalt covering. The total deposits of \$236,018.34 were also noted. No discrepancies were reported.

Mr. Munson made a motion to approve the October 2022 financial activities report which includes payment transactions totaling \$161,582.03. Mr. Swise supported the motion. Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes. Motion carried.

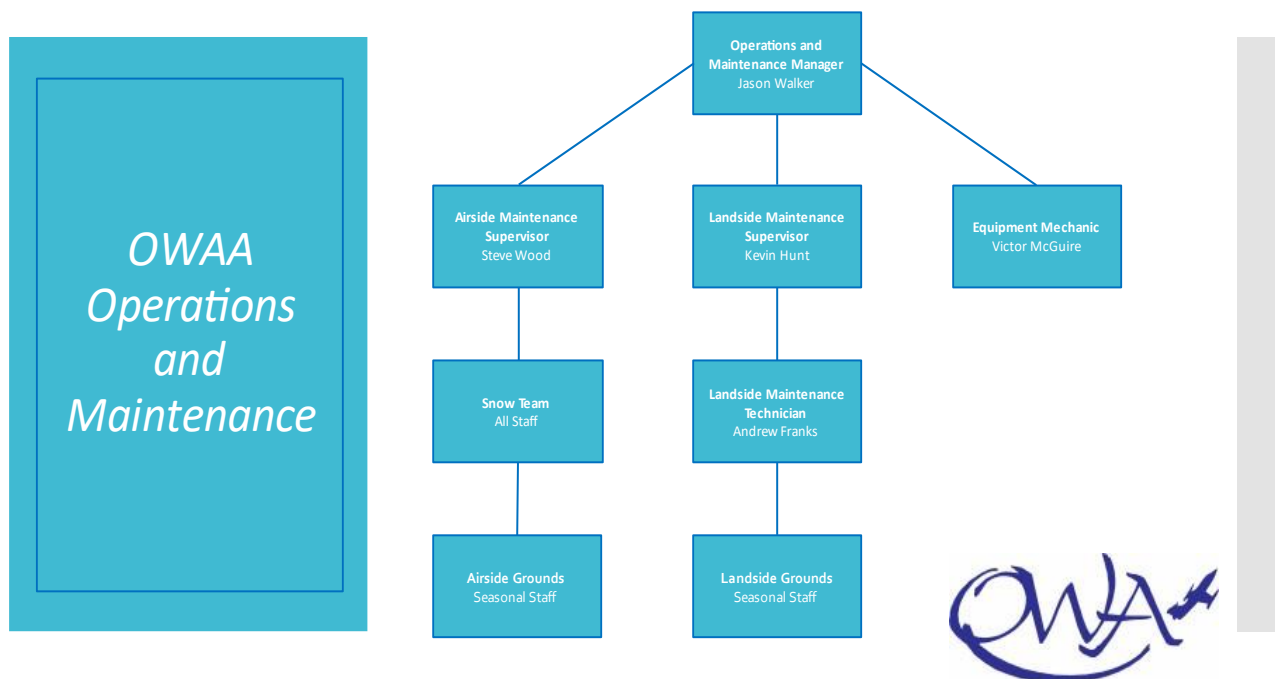
B. LDFA Demolition Funding Wrap-Up

The 2023 LDFA budget has been briefed to and approved by the LDFA board members on October 28, 2022. It included new revenues of over 200k and expenditures of 500k for the future Flight street project and 50 k for the Fuel Farm. Mr. Downes reported having a bid for the Fuel Farm demolition and two additional buildings for \$70,000. The LDFA approved \$50,000 will go towards the total demolition projects of \$70,000, leaving OWAA to cover \$20,000 of the project. The demolition is scheduled to begin in the next two weeks.

Ms. Richards asked who the contractor was that was awarded the demolition of the fuel farm. Mr. Downes said it was awarded to AuSable Services. Mr. Downes reported that a competitive quote was also given for \$138,000 and was only the demolition of the fuel farm. Ms. Richards asked where the materials that are removed from the fuel farm going? Mr. Downes reported all materials removed from the fuel farm will be hauled off site to a dump. Mr. Downes also reported having received approval from EGLE and the Air Force to remove materials from the fuel farm. Mr. Beliveau and Ms. Richards asked what dump specifically? Mr. Downes said he would seek clarification on where the removed materials would be dumped. Ms. Richards suggested Mr. Downes request a sign off from the dump/landfill where AuSable Services would be taking the materials. Mr. Beliveau and Ms. Richards sought reassurance that the materials would not be taken to the AuSable Services site, as it is not a certifiable landfill.

VII. Current Business

A. New Employee Introduction/Personnel Organization



Mr. Downes presented recent changes in roles and responsibilities in the Operations and Maintenance Department. Mr. Downes reported that he will be presenting in December or January the leadership roles and responsibilities. Discussions will take place within the

Executive Committee to talk about where the roles will be going and how to get there. Putting the right people in the right positions will be key.

The job requirements and responsibilities for the restructure have been briefed and job descriptions and the employee handbook will be written/updated in the coming months.

B. Accounting Services RFP results

Mr. Downes reported having sent five Requests for Proposals for Accounting Services. Out of the five sent, there were four received back.



OWAA Current Business / Accounting RFP

RFP's Received to Date (4 of 5 requested)

- A. Gracik and Gracik
- B. Monument Financial
- C. Jonathan Jack
- D. Graham Accounting

Accounting Service RFP						
Service Provider / RFP	Weekly Hours Estimate	Monthly Hours Estimate	Annual Hours Estimate	Contracted Rate / Hourly Rate	Annual Cost Estimate	Notes
Current Provider	15 - 20	60 - 80	720 - 960	\$4,190 / \$70	\$50,275.00	Set Cost / No back up / Not automated
Gracik and Gracik, PC	5.5	22	296	\$77.00	\$22,792.00	
Monument Financial	6 - 10	24 - 40	288 - 480	\$80.00	\$23,040 - \$38,400	\$3,600 Maximum Rate
Jon Jack, CPA	13.25	53	671	\$55.00	\$36,905.00	Single staff
Graham Accounting and Tax	10 - 15	40 - 60	480 - 720	\$100.00	\$48,000 - \$72,000	Expe nsive

Mr. Downes discussed the required terms of the new Accounting Service as follows:

1. Start on November 28, 2022 to work with Auditor and current Bookkeeper
2. Payroll turned over to new service by the middle of December
3. Current Bookkeeper's last day will be December 31st
4. Surety Bond \$100,000 required
5. Monthly budgeting vs. quarterly

Mr. Beliveau suggested the awarded accounting service contract be for one year and reevaluate the processes.

Ms. Richards suggested that when considering the accounting service award to stress the CPA component and clarifying the weekly hours vs. the hourly rates.

Mr. Downes will work with the Executive Committee to make a decision on awarding a new accounting service. If challenges occur, the final decision will be brought to the full board.

Ms. Richards made a motion to authorize the Executive Committee along with Airport Manager to review and make recommendation to award the new accounting service. 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.

VIII Airport Manager comments

A. Fuel Farm Update

Project will start in the next few weeks.

B. Fencing Removal

All of the fence has been removed from around the Kalitta parking lot. The fence has been donated to the Iosco County Humane Society.

C. Concrete Completion, Ramps, Crocks and Sewer repair

All of the projects have been completed involving Flight Street sewer repair, ramps around the General Aviation area and crock replacement in the Kalitta area.

D. Roofing Updates- USA Jet, Museum

All areas that were leaking involving the Musuem and USA Jet roof have been repaired by Instacoat Products.



E. Leasing Updates- McNeill

Ms. McNeill has been working lease updates and attempting to extend them for longer periods of time.

There is an interest in buildings 228 and 1600 involving the manufacturing of small homes.

Building 5335 will be leased in January to a business who operates CNC machinery and possibly powder coating.

Building 385 has been emptied and a lease is being drawn with Instacoat Products for storage and possible manufacturing in the future.

The fuel farm will be demolished and will be available as vacant land. There has been interest in the vacant land involving the manufacturing of small homes.

Mr. Downes provided an update on USA Jet and a possible extension of services along with a temporary building in the future.

F. Christmas Party Update

Mr. Downes discussed the planning of a Christmas party for staff and board members on December 13, 2022 @ 6 p.m. Further information to follow.

IX. Public Comments

None

X. Board Member Comments

Mr. Munson updated the board on the recent RAB Meeting.

XI. Review of Bills and Payments

November – Rob Huebel

December – Kevin Boyat

January - TBD @ December Meeting

XII. Adjournment

Mr. Beliveau made a motion to adjourn the meeting at 11:53 a.m. Mr. Munson supported the motion. All in favor. Motion carried.

Respectfully submitted by Ms. Brenda McNeill on behalf of Mr. Jamie Downes.