

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
December 15, 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	ABSENT

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 to have an item added to the closed session agenda.

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

IV. Approval of Minutes

A. November 17, 2022 Regular Meeting

Chairman Boyat called for approval of the November 17, 2022 regular meeting minutes.

Ms. Richards made a motion to approve the meeting minutes of November 17, 2022, as presented. Mr. Beliveau supported the motion. No further questions or comments. Motion carried by voice vote.

V. T & K Arnold Presentation

Mr. Downes presented T & K Arnold with a gift recognizing their years of contracted services to the Airport. Board members and staff thanked T & K Arnold and wished them luck.

Mr. Downes introduced Amanda Beck- Haney of Monument Financial Services.

VI. Closed Session for Attorney Client Privileged Information

Ms. Richards made a motion to enter into Closed Session at 10:15 a.m. to discuss Attorney Client Privileged Information. Mr. Beliveau supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Beliveau made a motion to come out of Closed Session with Attorney at 11:08 a.m. Mr. Munson supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

VII. Financial Activities

A. Financial Activities November 2022

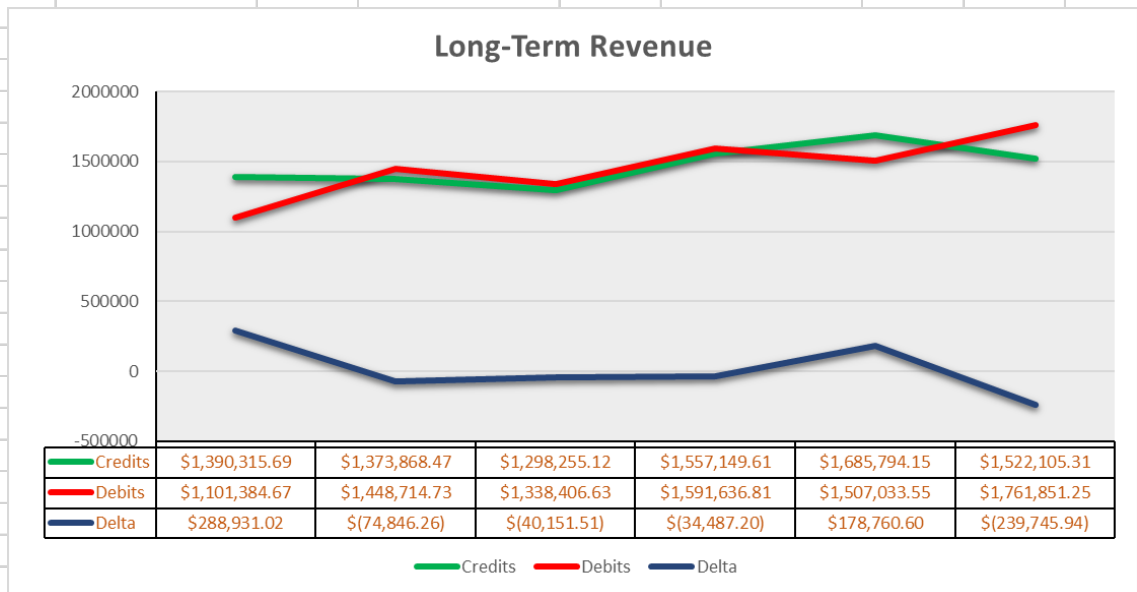
Mr. Huebel and Mr. Downes reviewed the bank statements and financial transactions during the month of November 2022. A listing of bills processed for payment, totaling \$261,315.98 was provided to the board. Payments of \$3k for non-budged sewer repair, \$6k for sweeper parts, \$3,300 for the additional half of the new copier purchase, \$15k for 2023 Crack Seal, \$18k for partial annual insurance and \$113k for roofing and flooring building improvements. The total deposits of \$127,346.59 were also noted. No discrepancies were noted.

Ms. Richards made a motion to approve the November 2022 financial activities report, which includes payment transaction totaling \$261,315.98. Mr. Beliveau supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

B. Overall Revenue Picture

A visual reference of the last six years of credits and debits and delta was presented.

Long-Term Revenue Tracker						
FY		CREDITS		DEBITS		DELTA
2017		\$ 1,390,315.69		\$ 1,101,384.67		\$ 288,931.02
2018		\$ 1,373,868.47		\$ 1,448,714.73		\$ (74,846.26)
2019		\$ 1,298,255.12		\$ 1,338,406.63		\$ (40,151.51)
2020		\$ 1,557,149.61		\$ 1,591,636.81		\$ (34,487.20)
2021		\$ 1,685,794.15		\$ 1,507,033.55		\$ 178,760.60
2022		\$ 1,522,105.31		\$ 1,761,851.25		\$ (239,745.94)



VIII Current Business

A. 2023 Financial Activities Board Review Schedule

A template was presented at this meeting for board members to sign up for reviewing monthly financials.

B. 2023 Meeting Schedule

Day	Date
Thursday	January 19, 2023
Thursday	February 16, 2023
Thursday	March 16, 2023
Thursday	April 13, 2023
Thursday	May 18, 2023
Thursday	June 15, 2023
Thursday	July 20, 2023
Thursday	August 17, 2023
Thursday	September 21, 2023
Thursday	October 19, 2023
Thursday	November 16, 2023
Thursday	December 14, 2023

Ms. Richards made a motion to approve the FY2023 OWAA Meeting Schedule as presented. Mr. Munson supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

C. Accounting Services Contract – Monument Services

As previously discussed, T & K Services has decided to retire and not renew their December 31st, 2022 contract. An RFP was sent out shortly after the previous OWAA

board meeting which has a deadline of November 15th, 2022. Requests for Proposals were received from four out of five contacted. After further contact and deliberation and discussion with the Executive Committee, Monument Financial Services was selected to provide accounting services to OWAA.

Ms. Richards made a motion to approve the contract with Monument Financial Services for Accounting Services. Mr. Huebel supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

IX. Airport Manager Comments

Fuel Farm demolition is underway. AuSable Services started the demolition a few days ago and they will begin with concrete and tree removal.

Mr. Downes reported meeting with USA Jet regarding future projects at OWAA. USA Jet has received their 145 Certificate which allows them to work on engines owned by other companies. USA Jet will be working toward changing their name to USA Jet Power. They are also planning for additional space and employees to perform work at the airport. Mr. Downes will report further information as it becomes available.

Mr. Downes reported beginning discussions with Consumers Power regarding possible solar activity on the airport. Further information will be brought to the board at a future meeting.

X. Public Comments

None

XI. Board Member Comments

Mr. Beliveau commented positively on the OWAA Christmas Party outcome

Mr. Boyat expressed his gratitude for being able to serve on the OWAA board for an additional four years.

XII. Review of Bills and Payments

December – Kevin Boyat
January - TBD

XIII. Adjournment

Oscoda-Wurtsmith Airport Board Meeting
December 15, 2022

Mr. Beliveau made a motion to adjourn the meeting at 11:43 a.m. Ms. Richards supported the motion. All in favor. Motion carried.

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