

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
April 20, 2023
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 | ABSENT |
| BILL PALMER | PRESENT |
| JOHN SWISE | PRESENT |
| MIKE MUNSON | PRESENT |
| DAVE DAILEY | ABSENT |

OTHERS PRESENT:

JAMIE DOWNES - AIRPORT MANAGER
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT
JACK BROWN – ASSISTANT AIRPORT MANAGER
ROB EPPERT – ATTORNEY
OSCODA PRESS REPORTER
GREG SCHULZ
CATHY WUSTERBARTH

III. ADOPTION OF AGENDA

Chairman Boyat requested a change to the agenda that included discussing the salary of the Airport Manager under Current Business, item C.

Chairman Boyat called for the adoption of the agenda with changes as presented.

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

IV. Approval of Minutes- March 31, 2023

Chairman Boyat called for approval of the March 31, 2023 regular meeting minutes.

Mr. Beliveau made a motion to approve the meeting minutes of March 31, 2023, as presented. Mr. Munson supported the motion. No further questions or comments. Motion carried by voice vote.

V. CLOSED SESSION - REMOVED FROM AGENDA

VI. Financial Activities

A. March 2023 Financials

Mr. Swise and Mr. Downes reviewed bank statements and financial transactions during the month of March 2023. A listing of bills processed for payment, totaling \$146,068.18 was provided to the board. Payments of 2.8K for sweeper wheels, 1.5K for radio servicing, 1K for runway lighting globes and 2K for accounting services were noted. Total deposits of \$200,886.47 were also noted. No other than lease revenue deposits noted.

Mr. Swise made a motion to approve the March 2023 financials report, which includes payment transactions totaling \$146,068.18 Mr. Munson supported the motion. Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Palmer, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

B. 2nd Quarter Budget Review

A. Budgets are tracking on or below where to be expected. Items of note include tenant water and sewer, which continue to rise, fuel and overtime wages that are increasing and need attention for 2024. We have made substantial and impactful Capital projects and asset purchases this year will pay off in the long run.

Other revenue is tracking higher than normal. The airport has received approximately \$40,000 - \$50,000 in asset sales that have been recovered from engine sales from the Oscoda Engine eviction. Mr. Downes reported any items sold as asset items such as engines or auction items are being reported in the budget under capital improvement revenue. All other revenue is being reported under operations revenue.

Building improvements for roofing at the museum and building no. 43 are complete and payments will be made to Thomas and Brown Roofing. As a reminder, the museum was an insurance claim and there was not out of pocket expense for OWAA and the museum paid the deductible.

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Other revenue for operations includes CRSSA and ARPA funds. The total revenue is tracking higher than projected with added lease revenues.



**FY 23 QTR 2
 Capital
 Improvement
 Budget Review**

Revenue / Review:

- Synovous Sale 25K
- OES Sale 200+K

Expense / Review:

- Clean Slate upcoming
- Museum Roof 64K
- Bldg 43 Roof 31K
- Fuel Farm Completion

| FY 23 Capital Improvement Budget 10/1/2022 - 9/30/2023 | FY 23 Adopted | FY 23 Amended 3/31/2023 | FY 23 Actual YTD March 31 | Baseline Percent 50% |
|---|------------------|-------------------------------|---------------------------------|----------------------------|
| Capital Improvements - Revenue | | | | |
| Tenant Contributions | \$ - | | \$ - | |
| Other Income | \$ - | | \$ - | |
| Grant - FAA Tech Ops - Reimbursable | \$ - | | \$ - | |
| Grant - MDOT Aero | \$ - | | \$ - | |
| Grant - MEDC Site Readiness Program | \$ 105,000.00 | | \$ - | 0% |
| OWA LDFA Contributions | \$ 550,000.00 | | \$ 50,000.00 | |
| Other Revenue | \$ - | | \$ 9,500.00 | |
| Asset Sales | \$ 92,000.00 | \$ 92,000.00 | \$ 93,309.70 | 101% |
| | \$ - | | | |
| Budgeted Capital Revenue | \$ 747,000.00 | | | #REF! |
| Total Capital Improvement Revenue | \$ 747,000.00 | | \$ 152,809.70 | 20% |
| | | | | |
| | | | | |
| | | | | |
| Capital Improvement - Expenses | | | | |
| 40 General Office Equipment | \$ 7,500.00 | | \$ 7,256.99 | 97% |
| 41 Radio - NAVAD Equipment | \$ 5,000.00 | | \$ 1,544.05 | 31% |
| 42 Landside Infrastructure | \$ 10,000.00 | | \$ 3,000.00 | 30% |
| 43 Landside Equipment Purchases | \$ 30,000.00 | \$ 30,000.00 | \$ 29,835.13 | 99% |
| 44 Airside Infrastructure | \$ 25,000.00 | \$ 25,000.00 | \$ 19,549.03 | 78% |
| 45 Airside Equipment Purchases | \$ 30,000.00 | | \$ 33,525.00 | 112% |
| 46 Airside Pavement Repairs | \$ 5,000.00 | | \$ - | 0% |
| 47 Large Equip. Capital Repairs | \$ 15,000.00 | | \$ 15,851.98 | 104% |
| 48 Building Improvements | \$ 283,000.00 | \$ 283,000.00 | \$ 116,890.31 | 41% |
| 49 Building Demolition | \$ 75,000.00 | | \$ 38,379.65 | 51% |
| | \$ - | | | |
| 50 Engineering / Prof Svces - Capital Imp. Projs | \$ 55,000.00 | \$ 55,000.00 | \$ 7,898.50 | 14% |
| | \$ - | | | #DIV/0! |
| 51 MEDC - Site Readiness Design and Grant App | \$ 105,000.00 | | \$ - | 0% |
| | \$ - | | | |
| Budgeted Capital Imp. Expenses | \$ 645,500.00 | | \$ 273,330.64 | 42% |



**FY 23 QTR 2
 General
 Operations
 Budget Review**

Revenue / Review:

- Tracking over Budgeted Revenue
- ARPA; Test; DoD Rental

| FY 23 General Operations Budget (GOPS) 10/1/2022 - 9/30/2023 | FY 23 Adopted | FY - 23 Amended 3/31/2023 | FY - 23 Actual YTD March 31 | Baseline Percent 50% |
|---|------------------|---------------------------------|-----------------------------------|----------------------------|
| Lease Revenue | \$ 1,500,000.00 | | \$ 788,086.41 | 51.21% |
| Fee Revenue | | | | |
| Landing Fees (Est.) | \$ 15,000.00 | | \$ 6,368.97 | 42.46% |
| FBO Fees (Est.) | | | | |
| Other Fees | \$ 100.00 | | \$ 120.00 | 120.00% |
| Additional Revenue | | | | |
| Bank Interest (Est.) | \$ 500.00 | | \$ 2,956.61 | 591.32% |
| Certificate of Deposit Interest | | | \$ - | |
| Transfer from Investment Funds | | | \$ - | |
| Transfer from Oscoda Twp. | | | \$ - | |
| Tenant Water & Sewer | \$ 70,000.00 | | \$ 45,484.80 | 64.98% |
| Other Revenue (Est.) | \$ 10,000.00 | | \$ 24,848.42 | 248.48% |
| Enterprise Revenue (Est.) | \$ - | | \$ - | #DIV/0! |
| Operating Revenues | \$ 1,595,600.00 | \$ - | \$ 847,865.21 | 53.14% |
| Budgeted General Operating Revenues | \$ 1,595,600.00 | \$ - | \$ 847,865.21 | 53.14% |

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FY 23 QTR 2
General
Operations
Budget Review

GSE / Review:

- Overtime / Snow Tracker
- Water / Sewer Increases
2024 Line-Item Change
- Taxes for OES / TIMCO

S and S / Review:

- Clean Slate upcoming
- Museum Roof 64K
- Bldg 43 Roof 31K
- Fuel Farm Completion

| General Staff Expense | | | | | | |
|-----------------------|---|---------------|--------------|----------------------|----------------------|---------------|
| | Wages, Full Time | \$ 475,000.00 | | \$ 223,774.49 | 47.11% | |
| | Wages, Over Time | \$ 15,000.00 | | \$ 18,443.84 | 122.96% | |
| | Wages, Part Time | \$ 48,000.00 | \$ 48,000.00 | \$ 10,893.21 | 22.69% | |
| | Medicare | \$ 9,000.00 | | \$ 3,885.43 | 40.73% | |
| | Social Security | \$ 33,000.00 | | \$ 15,872.88 | 47.49% | |
| | Medical Insurance | \$ 150,000.00 | | \$ 65,529.10 | 43.69% | |
| | Medical Prescription Reimbursements | \$ 2,500.00 | | \$ 623.72 | 24.95% | |
| | Life Insurance/Disability Ins. | \$ 17,500.00 | | \$ 7,792.23 | 44.53% | |
| | Workers Comp. Insurance | \$ 8,000.00 | | \$ 3,050.00 | 38.13% | |
| | Retirement | \$ 50,000.00 | | \$ 23,848.43 | 47.70% | |
| | Unemployment Benefits | \$ 5,000.00 | | \$ - | 0.00% | |
| | Casual Labor | \$ - | | \$ - | #DNV! | |
| | Sub- Total | | | \$ 813,000.00 | \$ 373,293.11 | 45.92% |
| Supplies and Services | | | | | | |
| 1 | Operating Administrative Supplies | \$ 5,000.00 | | \$ 1,785.84 | 35.71% | |
| 2 | Telephones / Internet Service | \$ 9,000.00 | | \$ 6,474.80 | 71.94% | |
| 3 | Postage | \$ 1,500.00 | | \$ 584.93 | 37.66% | |
| 4 | Travel and Transportation | \$ 21,000.00 | \$ 21,000.00 | \$ 2,543.02 | 12.11% | |
| 5 | Insurance | \$ 85,000.00 | | \$ 73,908.00 | 86.95% | |
| 6 | Utilities, Occupied Buildings | \$ 45,000.00 | | \$ 33,722.24 | 74.94% | |
| 7 | Utilities, Unoccupied Buildings | \$ 12,000.00 | | \$ 7,651.92 | 63.77% | |
| 8 | Tenant Water & Sewer | \$ 70,000.00 | | \$ 45,896.22 | 65.57% | |
| 9 | Custodial Supplies/Building Janitorial Svs. | \$ 14,000.00 | | \$ 5,417.63 | 38.70% | |
| 10 | Refuse Service | \$ 4,500.00 | | \$ 1,555.57 | 34.57% | |
| 11 | License, Fees, Dues and Subscriptions | \$ 4,500.00 | | \$ 2,940.77 | 65.35% | |
| 12 | Uniforms & Safety Equipment | \$ 8,500.00 | | \$ 3,121.17 | 36.72% | |
| 13 | Property Taxes | \$ 4,000.00 | | \$ 11,400.78 | 285.02% | |
| 14 | Meals & Entertainment | \$ 4,000.00 | \$ 4,000.00 | \$ 2,140.43 | 53.51% | |
| 15 | Safety, Compliance and Training | \$ 10,000.00 | | \$ 5,893.74 | 58.94% | |
| | Sub- Total | | | \$ 296,000.00 | \$ 204,816.87 | 69.19% |



FY 23 QTR 2
General
Operations
Budget Review

Prof Services / Review:

- Bookkeeping Savings

Fleet & AF / Review:

- Fuel Tracking Heavy

GOPS / Review:

- Expenses on Track
- Revenue Tracking Higher
- Overall Positive Revenue Surplus

| Professional Services | | | | | | |
|--------------------------------|--|-----------------|--------------|------------------------|----------------------|----------------------|
| 16 | Audit and Accounting | \$ 5,800.00 | \$ 5,800.00 | \$ 4,300.00 | 76.79% | |
| 17 | Legal | \$ 35,000.00 | | \$ 5,737.50 | 16.39% | |
| 18 | Radio - NAVAID Maintenance | \$ 3,000.00 | | \$ 1,845.92 | 61.53% | |
| 19 | Engineering & Consultants | \$ - | \$ - | \$ - | #DNV! | |
| 20 | Advertising & Marketing | \$ 7,500.00 | | \$ 2,393.78 | 31.92% | |
| 21 | Prior Accounting / Bookkeeping Services | \$ 12,588.92 | | \$ 12,588.92 | 100.00% | |
| 22 | Current Accounting / Bookkeeping Services | \$ 40,431.08 | | \$ 6,160.00 | 15.24% | |
| 23 | Other Professional Service | \$ 10,000.00 | | \$ 7,500.00 | 75.00% | |
| 24 | Scholarships | \$ 6,000.00 | | \$ - | 0.00% | |
| | Sub- Total | | | \$ 120,100.00 | \$ 40,506.10 | 33.73% |
| Fleet and Airfield Maintenance | | | | | | |
| 25 | Airside Maintenance and Repair | \$ 80,000.00 | \$ 80,000.00 | \$ 35,492.78 | 44.37% | |
| 26 | Landside Maintenance and Repair | \$ 10,000.00 | | \$ 3,484.61 | 34.85% | |
| 27 | Vehicle Maintenance and Repair | \$ 40,000.00 | | \$ 28,286.78 | 70.67% | |
| 28 | Airfield Lighting Maintenance and Repair | \$ 10,000.00 | | \$ 1,032.41 | 10.32% | |
| 29 | Building Maintenance and Repair | \$ 25,000.00 | | \$ 5,359.04 | 21.44% | |
| 30 | Vehicle Fuel | \$ 53,000.00 | \$ 53,000.00 | \$ 35,723.58 | 67.40% | |
| | Sub- Total | | | \$ 218,000.00 | \$ 108,359.16 | 50.16% |
| | Operating Expenses | \$ 1,447,100.00 | \$ - | \$ 727,975.24 | 50.31% | |
| | Budgeted General Operating Expenses | | | \$ 1,447,100.00 | \$ 727,975.24 | 50.31% |
| | Operating Revenue | \$ 1,595,600.00 | \$ - | \$ 847,865.21 | 53.14% | |
| | Total Operating Revenue | | | \$ 148,500.00 | \$ - | \$ 119,665.37 |

Mr. Munson made a motion to accept the 2nd quarter budget review as presented. Mr. Swise supported the motion. Mr. Beliveau, Yes, Mr. Palmer, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

VII. Current Business

A. Scholarship Discussion and Voting

The scholarship nominee is a very well rounded, smart and eager young man with a lot of potential. He is just discovering his interest in aviation and the Airport would be doing its due diligence by offering a discovery flight, to ensure there is genuine interest before committing to the cost. Additional comments and discussion took place by scholarship committee and board members.

Mr. Beliveau made a motion to approve the addition of a discovery flight to the application process and for this year's scholarship recipient to receive a discovery flight at a cost not to exceed \$165.00. And in addition, allow the Airport Manager to continue to coordinate potential scholarship award and execution pending final board approval in May. Mr. Swise supported the motion. Mr. Palmer, Yes, Mr. Munson, abstained, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

B. Personnel and Policy Update and Review

The Policy and Personnel Handbook needs updating and eventual approval. Board Members were provided with a working copy, showing changes, to take with them and provide any feedback or thoughts. An updated copy will be on the agenda for approval in May, which will include approving the new leadership and personnel structures and associated policies. A summary of changes and hard copy of Handbook were provided with the Board package and to take away.

C. Director/Manager Annual Evaluation

Mr. Boyat discussed the Airport Manager evaluation process. He addressed making changes for the upcoming year which would involve board members sitting down with the Airport Manager and conducting a face-to-face interview. Mr. Boyat added that the current process does not bring about much discussion and does not allow the Airport Manager to express their thoughts and ideas.

Mr. Boyat read the evaluation scores and comments. He reported all comments were good and offered board members the opportunity to see the overall results.

Mr. Munson said he felt this type of position could be abused by a manager who is very proactive and steps out of bounds without running things by the board. Mr. Munson said Mr. Downes is very aggressive but also makes a point to run things by the board.

Mr. Boyat said the only item he wanted to mention was that Mr. Downes would like things to happen very quickly and that just cannot always happen.

Mr. Boyat discussed Mr. Downes salary and requested the board raise his salary to \$95,000.

Mr. Munson made a motion to accept the written evaluation for Mr. Downes as submitted. Mr. Palmer supported the motion. Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Palmer, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Beliveau made a motion to adjust the Director's salary to \$95,000 annually. Mr. Palmer supported the motion. Mr. Beliveau, Yes, Mr. Palmer, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

VIII. Airport Manager Comments

A. Snow Tracker

Mr. Downes discussed the data collected for snow events. The spreadsheets will keep track of the date, the type of event as well as the hours worked by staff over a 5-month period.



Clean Slate Updates



IX. Public Comments

Ms. Cathy Wusterbarth, Leader for the non-profit, Need our Water action group that addresses PFAS contamination.

Ms. Wusterbarth discussed signage for the GAC Plants. An action item listed as part of the Wurtsmith RAB committee requests that the USAF add signage to the buildings to more easily identify them to the public.

X. Board Member Comments

Mr. Beliveau commented that it is nice when the airport makes decisions that create the best economic use for the assets on the airport, but it was brought to my attention that there was a situation where the best economic use of some properties and facilities were at the cost of ongoing general aviation that is already in use. Mr. Beliveau's understanding was that a Lessor was favored over general aviation use for the sake of economic value. Mr. Beliveau said we need to be conscientious of the cost of and activities in general aviation here. If we are minimizing or eliminating the facilities, rent

or purchase then we will essentially wipe out general aviation. We need to have a certain amount of facility available for general aviation and at some time that is going to come at the expense of best economic value.

Mr. Palmer reported to the board that the Oscoda Township Fire Department is very excited to have the building that was offered for fire training facility.

XI. Review of Bills and Payments

May - Kevin Beliveau

June – Dave Dailey

XII. Adjournment

Mr. Munson made a motion to adjourn the meeting at 11:22 a.m.

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