

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
May 18, 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	PRESENT
BILL PALMER	PRESENT
JOHN SWISE	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT

OTHERS PRESENT:

JAMIE DOWNES
BRENDA MCNEILL
JACK BROWN
ROB EPPERT
OSCODA PRESS REPORTER
CATHY WUSTERBARTH

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

Mr. Downes requested the addition of one item: Air Force IRA overview/Packet Handout

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

IV. Approval of Minutes- April 20, 2023

Chairman Boyat called for approval of the April 20, 2023 regular meeting minutes.

Mr. Beliveau made a motion to approve the meeting minutes of April 20, 2023, as presented. Mr. Dailey supported the motion. No further questions or comments. Motion carried by voice vote.

V. CLOSED SESSION for Attorney Client Privilege Information

Mr. Beliveau made a motion to enter into closed session. Mr. Munson supported the motion. Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Palmer, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Munson made a motion to come out of closed session. Mr. Dailey supported the motion. Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Palmer, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

VI. Financial Activities

A. April 2023 Financials

Mr. Munson and Mr. Downes reviewed bank statements and financial transactions during the month of April 2023. A listing of bills processed for payment, totaling \$207,440.38 was provided to the board. Payments of 6k (half) for the Run-Up Shelter CATEX, 31K for Bldg. 43 roof completion and 64 k for Museum roof completion were noted. Total deposits of \$179,213.46 were also noted, highlighting deposits, other than lease revenue include the ARPA funds of 32K and 17K for the Museum Insurance Payout for roof replacement..

Mr. Dailey made a motion to approve the April 2023 financials report, which includes payment transactions totaling \$207,440.38. Mr. Huebel supported the motion. Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Palmer, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

VII. Current Business

A. LDFA Payment Request – Asbestos Abatement 5328/228

Asbestos analysis and removal were completed at building 5328, recently leased, as well as building 228, in hopes of a future rental. Costs were \$650/\$3,800 for building 5328 and \$4,700 respectively. Mr. Downes requested those costs to be absorbed by the OWAA-LDFA account, as they are for building improvements, outside the fence line and can directly support increased tax revenues etc. Mr. Downes added that recently funds were used from the OWAA-LDFA for other asbestos projects, as recently as the FBO last year.

Mr. Munson made a motion to provide the Airport Manager with approval to request from the OWA-LDFA, \$9,150.00 to cover the asbestos testing and removal costs for building numbers 5328 and 228. Mr. Beliveau supported the motion. Mr. Beliveau, Yes, Mr. Palmer, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

B. Personnel and Policy Update

The Personnel and Policy Handbook was provided to the board at the April Meeting. Mr. Downes solicited comments, questions and concerns.

Mr. Dailey questioned the overtime and employees not receiving overtime for hours worked over eight hours. Further discussion took place. No changes were made to the policy as written.

Mr. Beliveau recognized the work and time that went into the policy changes. Mr. Beliveau questioned the accumulative sick time that includes 720 hours to be paid out to an employee. Mr. Beliveau said this is a huge liability for the airport if someone were to actually reach the 720 hours. Mr. Boyat asked if Mr. Eppert had an opportunity to look at the draft changes to the handbook. Mr. Downes said he had not sent it to Mr. Eppert. Mr. Boyat said he would feel better if Mr. Eppert reviewed the changes prior to finalizing. Mr. Beliveau said his other concerns were somewhat minor and left his marked copy with Mr. Downes.

Mr. Downes reported he would bring a final draft to the June Board meeting for final approval.

C. Car and Driver Approval/Blanket Event Approval

Car and Driver are interested in renting our TWY for high-speed runs, EV and conventional vehicle testing in mid-August. It will be a 3-day event (\$3,750), about 30 cars, and will include one staff member for safety. Insurance will be required, as usual for events, with both payment and insurance paid before arrival.

Additionally, Mr. Downes requested to have blanket approval to coordinate and schedule events for the rest of 2023. Events are sometimes short notice and will all be confirmed with the Exec Comm before final approval. The Board approved blanket approval last summer, and it helped to have flexibility with short notice event coordination.

Mr. Beliveau made a motion to provide approval for Car and Driver Magazine to utilize taxiway A for high-speed runs and vehicle testing in mid-August and for the Airport Manager to approve future special events for the remainder of 2023. Mr. Swise supported the motion. Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Palmer, Yes, Mr. Boyat, Yes. Motion carried.

D. Lease Updates

Ms. McNeill reported building #5328 lease with Powersports Plus was signed May 16, 2023. The lease was written for a five-year term with two (2) two (2) year options. The lessee will perform leasehold improvements including exterior painting, updating the heating and water heating systems and interior modifications to the office space and bathroom.

Alpena Community College has expressed continued interest in building #1600 for a possible dormitory. They are currently looking into grant funding for the project.

Kalitta Air Run-up Shelter lease is complete, and construction will begin in early June.

Kalitta Salvage land lease is currently in progress. They have reported they will use the acreage for a/c storage, tire shredding, a/c parts storage and aggregate storage.

E. Clean Slate Project Updates

Mr. Brown provided an update on the clean slate project. Total tonnage moved was 39,374 in 18 days. The total cost per yard with OWAA completing the work was \$3.16 and the quoted amount was \$9.00 per yard.

Phase 1 included removing old spoil piles from the closed ram and haul it to the alert facility, back fill the larger grassy areas with sand and gravel and grade it to the proper elevation to gain more salvage area for the tenant.

Building #5009 received a new road totaling approximately 30 x 900 ft.

Building #5328 received a new parking lot.

1000 cubic yards of topsoil was hauled to the dump for future use.

Removed and relocated 3500 tons of crushed asphalt from an area near building #5098 that had been stored for approximately 20 years.

Cleaned up numerous broken concrete piles from around Kalitta Hangar 10 and also around the airport and hauled to the dump.

300' of fencing has been started at the former Alert Facility for security

Crack seal material and concrete have been budgeted for phase 1

F. Air Force IRA Overview/Packet Handout

Mr. Downes asked the board to review the packet and handouts and further discussion will be brought to the June board meeting.

VIII. Airport Manager Comments

A. Compass Rose

Mr. Downes reported he is working with a volunteer group of women that travel around the country and will paint a Compass Rose. The airport would provide the paint and the airport's engineering firm, Mead & Hunt will set the magnetic pins in the concrete.

B. Snowmobile Route Change

With the changes in fencing due to the new Kalitta Salvage area, the snowmobile route will need to be changed. Mr. Downes will be meeting with representatives of Iosco County next week to discuss changes.

C. Scholarship Flight Schedule

Mr. Munson is working with the Scholarship candidate to complete a discovery flight next week.

D. Air Force Items

1. Vapor Intrusion- Study going on in Hangar 1, Hangar 3 and buildings 43 and 25. This includes up to 30-60 holes drilled into the concrete with vapor testing devices with caps on them that will be removed periodically to be inspected.

2. Building/Tank Removal- located by the old fire fighting area will be removed this summer.
3. Deed Priority- The Air Force is currently working on getting deeds to the airport for areas of land that the airport would like to expand, such as Flight Street.
4. Hangar 7 Sanitary Line Cleaning- Late summer cleaning
5. Wells- Along Perimeter Road and new building will go up late summer or possibly this fall.
6. Zoning- Mr. Downes would like to add Mr. Ryan Morrish who is employed by an Air Force contractor to become involved in the OWAA Zoning process. Mr. Morrish will offer guidance regarding Restrictive Covenants. Mr. Eppert suggested also utilizing Michigan EGLE for guidance.

IX. Public Comments

Mr. Munson provided updates from the Restoration Advisory Committee (RAB). Concern regarding UXO were discussed.

Ms. Cathy Wusterbarth thanked Mr. Downes for arranging a discussion for the IRA support letter at this meeting. Ms. Wusterbarth assured the board that there would not be monies moved from one project to another and that the Air Force has the capabilities to do the IRA's right now.

X. Board Member Comments

Mr. Palmer expressed disappointment that the Air Force and not following up with what they are supposed to be doing in relation to the townships storm sewer usage.

XI. Review of Bills and Payments

May - Kevin Beliveau
June – Dave Dailey
July -

XII. Adjournment

Mr. Munson made a motion to adjourn the meeting at 11:50 a.m. Mr. Dailey supported the motion. Motion carried.

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