

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
October 19, 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

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

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

IV. Approval of Minutes- September 21, 2023

Chairman Boyat called for approval of the September 21, 2023 regular meeting minutes.

Mr. Huebel made a motion to approve the meeting minutes of September 21, 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 to discuss Attorney Client Privileged information. Mr. Palmer 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.

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

VI. Financial Activities

A. September 2023 Financials

Mr. Swise and Mr. Downes have reviewed bank statements and financial transactions during the month of September 2023. A listing of bills processed for payment, totaling \$127,682.44, was provided to the board. Payments of 8k for Historical survey HGR 1, 10K for fuel farm demo, 2.5K for the oil removal from the fuel farm electrical box were noted. Total deposits of \$150,519.70 were also noted, highlighting deposits, other than lease revenue include the MIANG payment of 3K, and the SCCA Payment of \$500.

Mr. Swise made a motion to accept the September 2023 financial activities report, which includes payment transactions totaling \$127,682.44. Mr. Beliveau supported the motion. Mr. Palmer, Yes, Mr. Huebel, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes, Mr. Dailey, Yes, Mr. Beliveau, Yes. Motion carried.

B. FY 2023 Wrap-up

Mr. Downes provided a synopsis for the 2023 FY.

Overall Budget Wrap-Up FY23



Capital Improvement:

- EOY Expenditures: **\$990K**
- Original Amended Budget: \$ 1.02m
- Revenue **\$195K / Overage \$790K**
- Overages in Airfield Equipment, Landside Capital and Radio NAVAID

Note: TWY, Clean Slate and Demo, Roofing.

General Operations:

- EOY Expenditures: **\$1.4m**
- Original Amended Budget: \$1.45m
- Revenue **\$1.69m / Surplus \$269K**
- Overages in Overtime, Supplies and Service Water/Sewer/Utilities, Fuel, and Taxes.

Overall Budget:

- EOY Expenditures: **\$2.4m**
- **EOY Revenue: \$1.88m (\$205K better than best year, 2021)**
- Total Overage (**\$520K**)

As of Sept 30, 2023 / \$1.73M

*Note: Operation Clean slate (120K), building demo (50K), TWY A project (370K)!
SAGE close-out, record other revenue, record lease revenue .*

HCB = \$382,000.00
HUNT = \$1,350,000

VII. Current Business

A. Resolution 2024-01/ALP Grant Signatory Authority

MDOT/FAA requirement to enter into an agreement utilizing BIL (Bipartisan Infrastructure Law) money to perform the ALP (Airport Layout Plan) with Mead & Hunt Engineering. The project is estimated at approximately \$380,000 for a two-year period which will begin next spring. The grant agreement requires a Resolution approving the Director to sign and enter into the agreement.

B. Meeting Schedule

Mr. Downes provided a copy of the 2024 meeting Schedule for OWAA with meetings being held on the third Thursday of each month, with the exception of December 2024 being the second Thursday due to the holidays. Board members were asked to review the schedule and comment at the November 2023 meeting.

C. Bills sign up

Mr. Downes provided a sign-up sheet for board members to schedule themselves for review of the airport monthly bills. The sign-up sheet will be available through the end of the November meeting.

D. Project Updates – Brown

Mr. Brown provided updates on the Kalitta Run Up Shelter construction which is currently underway. The Perimeter Road paving project is complete. Mr. Brown reported the maintenance staff have been painting the runway markings and have currently completed 31,000 square feet. A new FBO gate has been installed. The taxiways B,C & A and safety shoulders have been crack sealed. The runway is 100% complete for crack sealing. The online auction began this week and the taxiway lighting is almost complete.

E. Leasing Updates- McNeill

Ms. McNeill reported the lease for Hangar 1 is complete and is ready for review and signature with USA Jet.

No other updates at this time.

VIII. Director Comments

A. Grant submissions

Mr. Downes reported on grant funding that is available through the MEDC (Michigan Economic Development Corporation). The grant is for infrastructure and the airport has submitted two applications so far for a building demolition and a building rehab. Mr. Downes will be submitting two additional applications for building demolition and infrastructure improvements.

B. ACIP Lansing Meeting

Mr. Downes and Mr. Brown attended the annual ACIP meeting in Lansing with Mead & Hunt and MDOT. Discussions included airport project for the next five years.

IX. Public Comments

None

X. Board Member Comments

Mr. Dailey reported receiving a text message from Gavin Brown of MAMA (Michigan Aerospace Manufacturing Association) who said he would provide an update within two weeks.

Mr. Huebel reported the Iosco County Commission on Aging has a program that will pay a portion of water bills. ICOA is located in Hale.

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Mr. Palmer reported the local FISH group also assists with utilities and gas and would also be able to utilize the ICOA program for assistance in the future.

XI. Review of Bills and Payments

October - **Palmer**
November - **Munson**
December – **Huebel**

XII. Adjournment

Mr. Dailey made a motion to adjourn the meeting at 11:43 a.m. All in favor. Motion carried.

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