

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
November 18, 2021 Meeting Minutes**

This meeting was conducted within the Airport Terminal Building Conference Room, located at 3961 E. Airport Drive, Oscoda, Michigan 48750. Remote access and participation were also made available via Zoom meeting services.

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:

GARY KELLAN – AIRPORT MANAGER
JACK BROWN – ASSISTANT AIRPORT MANAGER
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT
PATRICIA ALVORD – OSCODA PRESS
GREG SCHULZ
ROB EPPERT – ATTORNEY
LARY HOLLAND

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

Mr. Beliveau made a motion to approve the meeting agenda. Mr. Munson supported the motion. No further questions or comments. Motion carried by voice vote.

IV. Approval of Meeting Minutes

A. October 21, 2021

Mr. Munson made a motion to approve the minutes from the regular board meeting that was conducted on October 21, 2021. Mr. Huebel supported the motion. No further questions or comments. Motion carried by voice vote.

B. October 26, 2021 Special Meeting

Mr. Beliveau made a motion to approve the minutes from the special meeting that was conducted on October 26, 2021. Mr. Huebel supported the motion. No further questions or comments. Motion carried by voice vote.

C. November 10, 2021 Special Meeting

Mr. Munson made a motion to approve the minutes from the special meeting that was conducted on November 10, 2021. Mr. Beliveau supported the motion. No further questions or comments. Motion carried by voice vote.

V. Financial Activities

A. October 2021 Financial Report

Mr. Swise and Mr. Kellan have reviewed bank statements and financial transactions during October 2021. A list of bills processed for payment, totaling \$87,700.92 had been provided for review by members of the Airport Board.

Ms. Richards made a motion to accept the October 2021 financial report. Mr. Beliveau supported the motion. Mr. Dailey, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

B. FY 2021 4th Quarter Budget Report

Meeting information materials included matrices that demonstrate line-item revenue and expenditure activities during FY 2021 (October 1, 2020 through September 30, 2021). Mr. Kellan also presented summarized information for some specific line-item activities. The combined impacts of FY 2021 General Operating and Capital Improvement fund activities are summarized within a table on the following page.

Results of Implementing the FY 2021 Budget			
FY 2021	Revenue	Expenditures	Totals
General Fund	\$ 1,389,666.45	[\$ 1,001,977.20]	\$ 387,689.25
Capital Improvements Fund	\$ 228,826.22	[\$ 389,687.96]	[\$ 160,861.74]
Net Total	\$ 1,618,492.67	[\$ 1,391,665.16]	\$ 226,827.51

Mr. Huebel made a motion to accept the FY 2021 4th Quarter Budget Report. Mr. Dailey supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.

VI. Closed Session for Attorney-Client Privilege Correspondence

Mr. Beliveau made a motion to suspend the regular meeting to go into closed session for Attorney-Client discussion at 10:15 a.m. Ms. Richards supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Munson made a motion to return from closed session at 11:15 a.m. Mr. Dailey supported the motion. Motion carried by voice vote.

Mr. Beliveau left the meeting during closed session.

VII. Current Business:

A. Airport Director / Manager Recruitment:

Ms. Richards made a motion to pause Airport Manager recruiting efforts by GovHR until further notice. Mr. Munson supported the motion. Mr. Huebel, Yes, Mr. Dailey, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

B. Defer Annual Election of Officers

Mr. Kellan reported that the December meeting agenda typically includes an annual election of Board Officers for the coming new year. Mr. Kellan noted that both Iosco County and Alcona County Board of Commissioners do not typically appoint representatives to serve on the OWAA Board until their first meeting during January of the new year. Therefore, it was recommended that OWAA defer the annual election of officers until after both County Board of Commissioners have appointed representatives to serve on the OWAA Board during the coming new year.

Mr. Munson made a motion to defer the Annual Election of Board Officers until the January 2022 meeting of OWAA. Ms. Richards supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.

B. Remote Meeting Service

Mr. Kellan sought discussion regarding the Board’s desire to continue offering remote access to OWAA Board Meetings. Board members discussed the benefits of the public being able to participate via remote meetings. Mr. Kellan clarified that business action items that involved a consultant or board members who were unable to attend in person could potentially still utilize zoom. Further discussion took place regarding the possible suspension of remote meeting services. The board came to a general agreement that the services would continue for the time being. No formal action was taken.

VIII Airport Manager Comments

A. Kalitta Air – Line Maintenance Support Facilities – ALP Amendments

During the March 18, 2021 meeting Mr. Kellan described the Airport’s obligation to maintain a current set of airport drawings - - which are known as the Airport Layout Plan (ALP). Copies of an Airport’s ALP are maintained on file with the Federal Aviation Administration (FAA) and MDOT- Office of Aeronautics (Aeronautics). Construction projects proposed within the boundaries of an airport are then evaluated by representatives of the FAA and Aeronautics in comparison to the ALP on file. Said evaluations are conducted for the purpose of determining if proposed construction is compatible with protected air space, current airport facilities and operations - - as well as being consistent with the Airport’s master plan for future development.

Mr. Kellan further described three proposed development projects that are not currently supported by the existing set of ALP drawings. Those projects were again summarized as follows:

1. Kalitta Air Line Maintenance Support Facility: Kalitta Air is seeking to develop an aircraft maintenance support building along the southwest corner of Iosco Apron. The current ALP depicts that location as being reserved for future development as a jet engine run-up pad. Therefore, the current ALP should be amended if the site is now developed with a line maintenance support facility.

2. Identify a Different Location for Future Development of a Jet Engine Run Up Pad: In conjunction with making the change proposed for Item No. 1 above, a safe and efficient replacement location should be identified for establishing a future jet engine run up-pad.

3. Space Vehicle Support Operations: Representatives of Michigan Launch Initiative are expressing interest in developing space vehicle support facilities within the area that is commonly identified as the 'Former Alert Apron'. That property is currently zoned and identified for general industrial land uses. The proposed amendment would add Space Vehicle Support Operations to those allowable land uses.

B. Industrial Development Site Readiness Planning Grant

Mr. Kellan reminded members of the Airport Board that OWAA is collaborating with Charter Township of Oscoda on this Industrial Development Site Readiness Planning Grant project. The funding has been provided in the form of a grant from Michigan Economic Development Corporation. The funds are being utilized for preliminary planning and cost estimating for extending utilities to serve additional industrial development sites. This work is being completed by the consultant, Rowe Professional Services. Mr. Kellan reported having recently reviewed a draft copy of the Rowe report. Mr. Kellan suggests conducting a joint work session with members of Charter Township of Oscoda's Board of Trustees Oscoda- - during which representatives of Rowe Professional Services would provide a presentation of the final report.

C. Airfield Services Road Development

Mr. Kellan reported that a number of previous airport construction projects have resulted in an accumulation of residual soil and crushed pavement materials now being stored on Airport land. He reported that recent commitments among representatives of Kalitta Air, B & B General Contracting and OWAA staff have resulted in an opportunity to reduce the amounts of accumulated material. It will be utilized as foundation base for constructing service roads. In summary, B&B General Contracting was provided use of deactivated pavements for temporary storage of crushed concrete and crushed asphalt during site development for Hangar No. 10 construction. In exchange, Kalitta Air is paying B&B General Contracting to utilize accumulated soil and crushed paving materials for building service roads leading across nearby grass lands- - providing more direct access to stored aircraft.

D. Kalitta Air Hangar 10 Development

Mr. Kellan reported the foundation work is still progressing.

E. Michigan Launch Initiative

There was no updated news to report on this topic.

VIII. Public Comments

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Patricia Alvord- Oscoda Press asked if the board would expand on the decision to pause the recruitment process for the Airport Manager position. Chairman Boyat declined to comment on the topic at this time.

Lary Holland- presented information on Spaceport activity and complimented the Board on their continuing efforts.

Board Comments

Mr. Munson reported on the recent RAB meeting. His report was about the soil removal and replacement project that the Air Force is implementing at the former firefighter training area.

IX. Review of Bills and Payments

November – Ann Richards
December- Kevin Boyat

XI. Adjournment

Mr. Munson made a motion to adjourn the meeting at 11:43. Mr. Huebel supported the motion. Motion carried by voice vote.

Prepared by Brenda McNeill, Administrative Assistant
Respectfully submitted by Gary Kellan, OWAA Board Secretary