

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
September 30, 2021 Meeting Minutes**

This meeting was conducted within the Airport Terminal Building Conference Room, located at 3961 E. Airport Drive, Oscoda, Michigan 48750 and 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	ABSENT
ANN RICHARDS	PRESENT
JOHN SWISE	PRESENT
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
LARY HOLLAND – TIER4 TECHNICAL SUPPORT
CATHERINE VARLEY – AFCEC
CHRISTINE HEWITT – AFCEC
RYAN MORRISH – CHEROKEE NATION
JIM ROMER – AEROSTAR
PAULA BOND – AEROSTAR
CHRISTINE ROSADO – BUMPY ROAD STUDIOS

III. ADOPTION OF AGENDA

Mr. Kellan requested a correction to the agenda under Current Business “Item E. – MEDC Site Readiness Grant Extension.

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

IV. Mr. Clay Albert Retirement Ceremony

Mr. Boyat recognized and thanked Mr. Albert for his service to OWAA as the airfield lighting system technician and as a member of the building and airfield maintenance team. Mr. Albert is preparing to retire from his position.

V. AFCEC Installation Restoration Action Plans

Dr. Catherine Varley representing the Air Force Civil Engineer Center (AFCEC) and Paula Bond of Aerostar, provided a presentation regarding Air Force plans for implementing environmental restoration actions involving OWA properties. Opportunities for questions and answers were available.

VI. Approval of August 19, 2021 Meeting Minutes

Mr. Boyat called for a motion to accept the August 19, 2021 Meeting Minutes.

Mr. Dailey made a motion to accept the August 19, 2021 Meeting Minutes. Mr. Munson supported the motion. There were no further questions or comments. Motion carried by voice vote.

VII. Financial Business

Mr. Beliveau and Mr. Kellan reviewed bank statements and financial transactions during August 2021. A list of bills processed for payment, totaling \$78,912.04 was provided to the board.

Mr. Dailey made a motion to approve the August Financial Activities Report as presented. Mr. Swise supported the motion. Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

VIII. Current Business

A. Airport Terminal Roof Covering Installation Bids

Mr. Kellan reported that the existing roof covering on the OWA Terminal building is estimated to have been installed 35 – 40 years ago. There are now signs of minor roof water leaks. Therefore, staff has completed a solicitation for bids to have a roof covering installed over the existing roof covering. Four bids have been received. Mr. Kellan reported Streng Construction had the lowest bid. The roof covering will be backed by a 20-year high wind condition warranty provided by the manufacturer.

Company Names	Bid Amounts
Kawkawlin Roofing	\$ 78,500
Thomas Brown & Son Roofing	\$ 52,900
Great Lakes Roofing	\$ 49,725
Streng Construction	\$ 48,000

Mr. Kellan sought authorization to contract with Streng Construction to re-roof Building No. 14 at a price of \$48,000.

Mr. Munson made a motion to provide authorization to contract with Streng Construction for installing a new roof covering on the OWA Terminal building No. 14. for the amount of \$48,000. Mr. Beliveau supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

B. Engineering/Planning Consultant Selection

During the August 19th meeting the Airport Board was informed of an opportunity to secure approximately \$ 7.7 M in grant funds for repaving OWA taxiways. A pre-requisite for securing said funding involves soliciting ‘Statements of Qualifications’ pursuant to retaining an engineering consulting firm to help design and implement the taxiway rehab project. The federal guidelines allow the Airport Authority to also bundle other projects that are envisioned for completion. As a result, the procurement results in retaining a selected consultant for five-years . The projects and services to be provided are summarized as follows:

Airport planning, architectural / engineering design, soliciting construction bids and providing construction inspection / administration services involving the following projects:

- Rehabilitate Taxiway A, Parallel to Runway 7/25, and Connector Taxiways B and C
- Rehabilitate or Reconstruct Lighting along Taxiways A, B, C, D and E
- Rehabilitate East General Aviation Hangar Access Pavement
- Rehabilitate Taxiway E – Phase 2
- Rehabilitate losco Apron – Phase 3
- Rehabilitate General Aviation Apron
- Airfield Paint Marking and Crack Sealing
- Rehabilitate and Modification of Former Military Aircraft Hangars
- Construct General Aviation Hangars

Additional Services: Incidental services, such as minor Airport Layout Plan updates, programming, drainage improvements, environmental review, approach clearing, paint marking, crack sealing, navigation aids, airfield lighting, land acquisition, and/or planning/user survey studies may be performed in association with the listed projects - - as funding and constructability allow. Therefore, the selected Consultant may be asked to perform said additional work as part of this procurement action.

Staff has completed the solicitation for 'Statements of Qualifications'. Those efforts included advertising on the MDOT – Aeronautics website and direct mailing to six (6) engineering consulting firms that specialize in airport support services. As a reference, a copy of the Airport Authority's solicitation had been provided with meeting information materials.

In accordance with FAA procurement guidelines, this initial solicitation is limited to 'Qualification Based Selection'. Therefore, engineering consultant fees are not presented or discussed during this initial selection phase. Instead, fees will be developed and negotiated at the time in which each project is being prepared for implementation. That subsequent process includes efforts to determine if proposed fees are reasonable by securing Independent Fee Estimates from third-party engineering firms.

Two engineering consultant firms submitted 'Statements of Qualifications' in response to the recent OWAA solicitation. Members of the Executive Committee have reviewed and scored those 'Statements of Qualifications' in accordance with specified guidelines. Those efforts have resulted in a recommendation to retain the services of Mead & Hunt Inc.

Mr. Dailey made a motion to accept the Executive Committee's recommendation to retain Mead & Hunt Inc. to serve as OWAA's retained Engineering Consultant during design and implementation of the projects listed within the solicitation document. Mr. Beliveau supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

C. Oscoda Engine Services Lease Extension

Oscoda Engine Services leases a jet engine testing facility and six (6) buildings from OWAA . The term of that lease is currently due to expire on September 30, 2021. The lease provides Oscoda Engine Services with options to extend tenancy for two additional 1-year increments. In order to qualify for lease extensions, tenants are required to be current with rent payments and other obligations of the lease agreement. During the term of this lease Oscoda Engine Services has from time-to-time gotten behind on lease payments.

During the most recent rent delinquency, Oscoda Engine Services got 2 -3 months behind. In response to that delinquency, members of the Executive Committee and Staff had a meeting with representatives of Oscoda Engine Services. That discussion resulted in developing a plan for Oscoda Engine Services to catch up on lease payments and other obligations of the lease agreement. Oscoda Engine Services has since satisfied all obligations of that plan.

Mr. Kellan suggested authorizing one additional 1- year lease extension at this time, under the condition that the company continues to perform in accordance with requirements of the lease agreement. The airport will be proactive in monitoring the extension and providing updates to the Airport Board.

Mr. Dailey asked if the extension was not provided, is there another company that would be interested? Mr. Kellan said there has been interest by the Kalitta organization. Mr. Beliveau

cautioned board members that the offer from Kalitta Air would significantly reduce the rent. Mr. Beliveau added that the company's explanation was mostly covid related which grounded a very large portion of their inventories of aviation equipment. When their inventories came back the company was able to make the Airport a priority to get caught up. Mr. Munson and Mr. Boyat expressed agreement with Mr. Beliveau's description.

Ms. Richards made a motion to extend the leasing of OWAA owned facilities by Oscoda Engine Services for an additional one-year term. Mr. Swise supported the motion. Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Boyat, Yes. Motion carried.

D. Airport Director Recruitment – Schedule Special Meetings

The services of Gov HR USA have been retained for recruiting applicants to serve as OWAA Airport Director. Copies of the Consultant's September progress report and implementation schedule were provided to the board. Mr. Kellan reported that the work plan is now approaching Phase 4, as listed within the original schedule and further described within the progress report. In keeping with the schedule, Staff and the Consultant are seeking to now conduct a special meeting of the OWAA Board. The proposed dates for a first special meeting are Monday, October 4, 2021 or Tuesday October 5, 2021. As for the second special meeting, selection of a date during the week of October 25, 2021 was requested.

The board members agreed to schedule the first special meeting for 5:00 p.m. meeting on Tuesday, October 5, 2021.

As for scheduling a meeting date for the week of October 25, the board agreed to hold off scheduling that second meeting until their meeting on October 5, 2021.

E. Site Development Planning Grant – MEDC

Mr. Kellan reminded members of the Airport Board that the Airport Authority was administering a grant from Michigan Economic Development Commission (MEDC). The grant was awarded for Development Site Readiness Planning and it was due to expire during August, 2021. Mr. Kellan reported that the grant had been significantly underspent. Only \$56,000 had been utilized from the \$130,000 budget. Therefore, representatives of MEDC are offering to extend the grant for one additional year. This extension was offered to pay for costs associated with evaluating and planning to rehabilitate the Wurtsmith railroad tracks.

Mr. Beliveau made a motion for Chairman Boyat to sign the grant agreement extension with Michigan Economic Development Commission (MEDC) for one year for planning and rehabilitation of the railway that services the airport properties. Mr. Swise supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

IX. Airport Manager Comments

A. Runway Crack Sealing and Paint Marking
B. Taxiways Crack Sealing and Paint Marking

Mr. Kellan reported that both crack sealing and paint marking projects were complete.

C. Hangar Door Maintenance and Repairs

Mr. Brown reported having the third door for repair completed. He is currently working with the company to get parts and limit switches repaired on cell 9. The starter box on cell 10 has been rewired. Mr. Brown reported cell 12 door to be in the best condition with only cleaning and adjustments needed.

Mr. Brown said, moving forward, he would like to see a preventative maintenance program in place, starting with hangar doors 1 and 2.

D. EGLE Site Readiness Grant Extension

Mr. Kellan reported the grant extension for one year, if needed, for investigating the Hangar No. 10 development site for evidence of vapor intrusion.

E. Timber Harvest

Mr. Kellan reported TR Timber will be harvesting trees from along airport fence lines and some acreage properties. A map outlining the acreage to be harvested was provided to the board. The harvesting will not incur any charges and OWAA will receive approximately \$17,500.

F. Business View Magazine

Mr. Kellan reported that an article about OWA had recently been featured in Business View Magazine. The article provided a history of repurposing the former military airfield and described the vision regarding the potential addition of spaceport operations.

X. Public Comments

Lary Holland - Representing Tier4 Technical Support. Mr. Holland spoke about benefits of having fiber optic cables being installed to serve Oscoda-Wurtsmith properties. Mr. Holland also described the Destination Oscoda website.

XI. Board Members Comments

Mr. Dailey provided a report of his activities and interactions while attending the North American Space Summit.

Mr. Munson also spoke about the benefits of attending the North American Space Summit and the Michigan Airports Conference.

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XII. Review of Bills and Payments

September – Rob Huebel
October – John Swise

XIII. Adjournment

Ms. Richards made a motion to adjourn the meeting at 12:15. Mr. Munson supported the motion. Motion carried by voice vote.

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