

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
February 24, 2022 Meeting Minutes**

This meeting was conducted within the Airport Terminal Conference Room, located at 3961 E. Airport Drive, Oscoda, Michigan 48750. Remote access and participation was 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 (ZOOM)
ROB HUEBEL	ABSENT
ANN RICHARDS	PRESENT
JOHN SWISE	ARRIVED SHORTLY AFTER ROLL CALL
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT

OTHERS PRESENT:

GARY KELLAN – AIRPORT MANAGER
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT
JACK BROWN – ASSISTANT AIRPORT MANAGER GREG SCHULZ
ROB EPPERT – ATTORNEY
GREG SCHULZ
RYAN HERZOG – OSCODA PRESS
DOUG WELTON- ANDERSON, TACKMAN & COMPANY, PLC

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

Ms. Richards made a motion to adopt the agenda as presented. Mr. Dailey supported the motion. All in favor, motion carried.

IV. Approval of Minutes

A. January 20, 2022 Regular Meeting

Mr. Munson made a motion to approve the meeting minutes of January 20, 2022. Mr. Dailey supported the motion. No further questions or comments. Motion carried by voice vote.

B. February 3, 2022 Special Meeting

Mr. Dailey made a motion to approve the meeting minutes of the February 3, 2022 Special Meeting. Mr. Munson supported the motion. No further questions or comments. Motion carried by voice vote.

C. February 18, 2022

Ms. Richards made a motion to approve the meeting minutes of the February 18, 2022 Special Meeting. Mr. Munson supported the motion. No further questions or comments. Motion carried by voice vote.

Mr. Swise arrived at the meeting.

V. Financial Activity Reports

A. FY 2021 Annual Financial Audit Presentation

Representatives of the auditing firm Anderson, Tackman & Company, PLC have recently completed an audit of OWAA financial activities and record keeping for FY 2021. A draft copy of the resulting audit report was provided to the board. Mr. Doug Welton, of Anderson, Tackman & Company presented the audit report via Zoom. He informed the Board that the Auditors Opinion of OWAA financial operations is the highest available. He also reported the Airport's financial statements are true and accurate in all respects.

Mr. Munson made a motion to accept the 2021 financial audit report. 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.

B. Filing FY 2021 Federal Tax Report

The services provided by Anderson, Tackman & Company, PLC include translating the Airport Authority's annual financial statements into Internal Revenue Service income tax reporting and electronic filing procedures. A draft copy of the tax return was provided to the board. The tax return will then be finalized and filed.

Mr. Daily made a motion to authorize Staff to work with Anderson, Tackman & Co., to proceed with filing the proposed annual income tax report with the Internal Revenue Service. Mr. Munson supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

C. FY 2022 – 1st Quarter Budget Report

Mr. Kellan reported that after completing the 1st quarter (25%) of FY 2022, general operating revenue is tracking slightly higher than budgeted - - as 29% of anticipated annual revenue had been collected during the 1st quarter.

Mr. Kellan then identified seven (7) General Fund expenditure line items with documented expenditures exceeding, or on-track to exceed, budgeted allocations. Mr. Kellan explained that a majority of those additional expenses were related to over-time responses for snow and ice removal from the airfield. Also, there had been significant cost overruns resulting from the eviction of Oscoda Engine Services. In response, Mr. Kellan proposed budget amendments for increasing allocations for the cited line items. Total impact for increasing all of the cited line items added \$97,500 to the General Fund expenditures budget. Therefore, Mr. Kellan also recommended the addition of a balancing amount (\$ 97,500) to be added to the revenue line item for allocating contributions from cash reserves.

Mr. Kellan then reported the status of 1st quarter financial activities involving Capital Improvement Fund allocations. He reminded the Board that subsequent to adopting the FY 2022 budget, representatives of the FAA and MDOT – Aeronautics have offered to grant funding for resurfacing Taxiways A, B and C. As a result, another project that was planned, and funding budgeted, is now being differed until future years. Specifically, the deferred project involves resurfacing General Aviation area pavements. Therefore, Mr. Kellan suggested amending the Capital Improvements budget so as to remove the amounts (totaling \$395,500) that had been allocated for resurfacing General Aviation area pavements.

D. FY 2022 – 2nd Quarter Budget Amendments/Resolution No. 2022-01

Mr. Dailey made a motion to adopt Resolution No. 2022-01 approving budget amendment during the second quarter of FY-2022. 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.

E. January 2022 Financial Activities

Mr. Munson and Mr. Kellan reviewed bank statements and financial transactions during the month of December 2021. A listing of bills processed for payment, totaling \$173,915.85, was provided to the Board. That amount includes a previously approved purchase of a track driven skid-steer loader (\$58,900) and \$25,847 that was refunded to Oscoda Engine Services . After excluding those one-time payments, general operating expenses totaled approximately \$86,406.23.

Mr. Beliveau made a motion to approve the January 2022 Financial Report. Mr. Dailey supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

VI. Current Business

A. ASOS and Snow Removal Academy Training

The American Association of Airport Executives (AAAE) offers a number of airport management and airfield operator training opportunities. Information about upcoming “Airport Safety and Operations Specialist” (ASOS) and Airfield Snow Removal Training opportunities was provided to the board. Mr. Kellan was seeking authorization for Mr. Jack Brown, Mr. Kevin Hunt and Mr. James Downes to attend the AAAE training. He reported that the expense is not expected to exceed \$2,500 per person.

Mr. Beliveau made a motion to authorize Assistant Airport Manager Mr. Jack Brown to attend AAAE’s Airport Safety and Operations Specialist (ASOS) training and for Mr. Kevin Hunt and future replacement Airport Manager, Mr. James Downes to attend AAAE’s Snow Academy. Registration, travel, lodging and per diem expenses are not to exceed \$2,500 each. Mr. Munson supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

B. Airport Director Appointment – Resolution No. 2022-02

During the February 18, 2022 special meeting, the OWAA Board offered Mr. James Downes the position of OWAA Airport Manager. Mr. Downes has accepted the offer. Therefore, Resolution No. 2022-02 has been prepared to formally demonstrate OWAA Board of Directors authorization for Mr. James Downes to serve and administer OWAA.

Mr. Munson made a motion to formally adopt Resolution No. 2022-02 authorizing Mr. James Downes to serve as the Business Representative for Oscoda-Wurtsmith Airport Authority. Mr. Swise supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

VII Airport Manager Comments

Taxiway A,B & C Repaving: Mr. Kellan reported that Airport Staff has recently had a meeting with project engineers for the Taxiway A,B & C project. The engineering team is preparing project designs and specifications in preparation for soliciting competitive construction bids. It is anticipated that construction bidding will be completed during this coming summer.

VII. Public Comments

None

IX. Board Member Comments

Mr. Munson provided a summarized reporting of topics discussed during the February 2022 MAAE Conference. He stated that there will be additional funding availability as a result of the 'Bipartisan Infrastructure Law' . As a result there will be new / additional requirements associated with administering the associated Airport Improvement Grants.

X. Review Bills

February 2022	Dave Dailey
March 2022	Kevin Boyat

XI. Adjournment

Mr. Munson made a motion to adjourn the meeting at 11:15 a.m. Mr. Dailey supported the motion. Motion carried by unanimous vote.