

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
SPECIAL MEETING
January 5, 2022 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 was also made available via Zoom meeting services.

I. Chairman Boyat called the meeting to order at 12:00 p.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
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT
GREG SCHULZ
ROB EPPERT – ATTORNEY
BOB STALKER – GovHr
KEITH NEWELL – via ZOOM
MARY ED – Via ZOOM

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

Mr. Munson made a motion to adopt the meeting agenda as presented. Mr. Swise supported the motion. No further questions or comments. Motion carried by voice vote.

IV. Closed Session for Attorney client privilege correspondence

Mr. Swise made a motion to enter into Closed Session for Attorney Client Privilege Correspondence at 12:04 p.m. 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.

Mr. Munson made a motion to return from Closed Session at 2:05 p.m. Mr. Swise supported the motion. No further questions or comments. Motion carried by voice vote.

V. Current Business

- A. Oscoda Engine Services**
- B. Airport Manager Replacement**

Chairman Boyat announced if there were no objections, items A & B would be rescheduled to the January 20, 2022 board meeting.

Mr. Dailey made a motion objecting to rescheduling item B to the January 20, 2022 meeting. Mr. Dailey’s motion did not receive a second in support. Therefore, Chairman Boyat declared that motion failed.

Mr. Munson made a motion to move items A & B to the January 20, 2022 meeting. Mr. Swise supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, No, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, No. Motion carried.

C. Great Lakes Trade Expo Attendance

Mr. Kellan reported that airfield pavement maintenance programs include applying weed control herbicides. Some herbicides may only be purchased and applied by a state licensed applicator. Airport employees - - Mr. Kevin Hunt and Mr. Steve Wood maintain state licenses in support of OWAA’s weed control program.

Maintaining state license requires attendance at continuing education programs. A variety of seminars regarding herbicide application and turf management strategies are offered during the annual Great Lakes Trade Expo (GLTE). The 2022 GLTE will be conducted January 24th – 26th, 2022 at the Radisson Hotel and Conference Center, in Lansing. This event provides attendees with opportunity to participate and document their annual training requirements during a single trip.

The estimated costs for both employees attending this conference are listed as follows:

Conference Registration	\$225.00 ea.	\$ 450.00
Radisson Hotel – 3 Nights	\$457.50 ea.	\$ 915.00
Parking – 4 Days x \$16		\$ 64.00
Fuel – Shared Airport Vehicle		\$ 60.00
Travel Per Diem (Sun. – Wed.) @ \$51/day	\$204.00 ea.	\$ 408.00
Total	\$950.50 ea.	\$ 1,897.00

Mr. Munson made a motion to authorize Mr. Hunt and Mr. Wood attending the 2022 Great Lakes Trade Expo and Education Conference, with related costs being paid by OWAA. Total costs are not expected to exceed \$2,000. 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.

D. Michigan Airports Conference Attendance

The winter Michigan Airport Conference will be conducted February 16th and 17th, 2022. Conference registration, two nights hotel stay, meals and transportation expenses are anticipated to be less than \$700.00 per person. Mr. Kellan sought authorization for Assistant Airport Manger – Jack Brown to attend this conference on behalf of OWAA. Additionally, Mr. Dailey and Mr. Munson expressed interest in attending the conference.

Conference Registration	\$200.00
Kellogg Hotel & Conference Center x 2 Nights	\$260.00
Fuel	\$60.00
Travel Per Diem (Tuesday – Thursday) (Breakfast & Lunch Provided)	\$116.00
Total:	\$636.00

Mr. Swise made a motion to authorize Mr. Jack Brown and any Board Members wishing to attend the winter Michigan Airport Conference - - and for the Airport Authority to pay for conference attendance related expenses. 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. Public Comments

None

VII. Board Member Comments

Mr. Munson asked if a decision was needed for Board Member review of January financial transactions. Mr. Kellan stated that the January volunteer will be determined during the January 20, 2022 meeting.

VIII. Adjournment

Mr. Swise made a motion to adjourn the meeting at 2:15 p.m. Motion carried by voice vote.

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