

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
July 20, 2022 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
TERRY DUTCHER	ABSENT (Alternate for Huebel)
ANN RICHARDS	PRESENT
JOHN SWISE	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT

OTHERS PRESENT:

JAMIE DOWNES - AIRPORT MANAGER
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT
JACK BROWN – ASSISTANT AIRPORT MANAGER
RYAN HERZOG – OSCODA PRESS
ROB EPPERT - ATTORNEY

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

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

IV. Approval of Minutes

A. June 23, 2022 Regular Meeting

Chairman Boyat called for approval of the June 23, 2022 regular meeting minutes.

Ms. Richards made a motion to approve the meeting minutes of June 23, 2022, as submitted. Mr. Beliveau supported the motion. No further questions or comments. Motion carried by voice vote.

V. Closed Session For Attorney Client Privileged Information

Ms. Richards made a motion to enter into closed session. 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.

Mr. Beliveau made a motion to return from closed session. Mr. Dailey supported the motion. Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Boyat, Yes. Motion carried.

VI. Financial Activities

A. June 2022 Financial Activities

Mr. Swise and Mr. Downes reviewed bank statement and financial transactions during the month of June 2022. A listing of bills processed for payment, totaling \$155,768.14 was provided to the board. Large payments of \$48K (Terminal Roof), \$9.2K (Bldg. 43 HVAC), \$1,464 (Museum Hgr. Door repair) were noted. Total deposits of \$109,425.93 were also noted. No discrepancies were found.

Mr. Dailey made a motion to approve the June 2022 financial activities report which includes payment transactions totaling \$155,768.14. Mr. Munson supported the motion. Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

B. FY 2022 Q3 Quarterly Budget Report

Mr. Downes reported on Quarter 3 and the need for increased capital improvements expenditure moving forward to ensure our buildings and airport infrastructure keep up with our demand for space and acreage, and father time. Currently on staff, OWAA has added seven seasonal workers to mow grass and keep up on landscaping. The full-time staff are working equipment operation.

Mr. Downes shared the goals and procedures moving forward IRT budgeting, reporting and oversight of expenditures. This will involve a monthly vs. quarterly staff discussion and forecasting session. Mr. Downes reported not having plans on requesting amendments or changes to the original budget, but to request expenditure if needed and then, at either the quarterly or annual budget roundup, brief the board on budget progress and hot spots that will need to exceed the budget. An expenditure that was not accounted for in the budget will be

briefed for approval along with the category or line item it will be associated with, thus giving the board awareness of current category progress as well. A boots on the ground approach and look at the budget monthly and at years end will demonstrate where we are missing the mark.

For example: The board voted on a roof replacement award for Bldg. 43 and it will be allocated into the CIP building improvements funding line and will put OWAA around 190K of expenditures in this line item, 40K over the budgeted 150K. Mr. Downes reported that at years end, he would not want to assume that the new budget line should now be 190K but make the board aware and highlight the shortfall and brief any changes to that line based on the next years projection, not what was spent the prior year.

Approved/Pending approval items increasing expenditure

120K to Building Maintenance for Bldg. 43 Roof Replacement
50K to CIP for fuel farm demolition and power install (LDFA supplement)
55K to CIP for equipment/Infrastructure approved in June

C. FY 2022 Q3 Budget Amendment Discussion

There will only be one change to the amended previous budget. This will be an update to the MEDC grant revenue line in DIP. MEDC has authorized 100K for usage. No resolution was required or amendment approval.

VII. Current Business

A. Bldg. 43 RFP's USA Jet bid Award

Bids were solicited through the airports RFP process using approved Durolast contractors. Bids were opened on June 30th with Thomas Brown & Son's submitting the lowest bid. Contracts are through legal and ready for execution with an estimated completion of October 1, 2022.

Mr. Dailey made a motion to approve Building No. 43 roofing replacement and expenditure of \$120,000. 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. Museum Roof Replacement

Bids were solicited through the airports RFP process using approved Duro last Contractors. Bids were opened June 30th with Thomas Brown & Son's submitting the lowest bid. Contracts are through legal and ready for execution with an estimated completion of October 1, 2022. Mr.

Beliveau asked that the motion be contingent upon verifying Thomas Brown & Sons are certified Duro last contractor's and that the roof would have a warranty when completed.

Mr. Munson made a motion contingent upon Thomas Brown & Son's Drollest certification to approve the Air Museum roofing replacement and expenditure of \$64K, reimbursed by AIG insurance (59K) and Air Museum Deductible (5K) reimbursed by the Wurtsmith Air Museum. 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.

C. Bldg. 228 Asbestos Survey Bids

Bldg. 228, Education Center requires an asbestos analysis. Mr. Downes reported a client has expressed interest in leasing property and needs to access possible costs associated with their lease agreement. Regardless of current client interest, OWA believes assessing the current asbestos issues in that building and either abating or having available for possible clients is important moving forward. Mr. Downes said OWAA has the budget to complete the survey.

Mr. Downes reported that Mid-State Asbestos has provided a bid for the analysis and abatement and Northern Analytical will provide only the analysis of the space. Mid-State has provided a bid for building no. 228 for \$6,500 and will also include in that price, building no. 3025, Advanced Car Audio. Building No. 3025 has old pipes and a boiler that need to be examined for asbestos and removed, if necessary.

Mid-State Asbestos is also providing a removal quote for Building No. 5065. In the past few year's quotes were provided on the abatement of asbestos in the roof ranging from \$200,000 - \$300,000 for just the abatement. It has not been determined for certain whether or not the roof contains asbestos, and Mid-State was taking a sample of the material and will be testing it. If it comes back with no asbestos, the demolition of Building No. 5065 will be much more cost effective.

If Northern Analytical does not exceed or is less than \$6,500 for Building No. 5065, Mr. Downes would like to consider them but keeping in mind, they will not provide abatement work. If Northern Analytical exceeds the \$6,500 quote, Mr. Downes requested permission to go with Mid-State Asbestos. Mr. Downes was unsure whether discussion was needed as the money is available in the Engineering budget but it is over the allowable \$5,000 expense for the Airport Manager.

Mr. Dailey made a motion to approve the asbestos analysis in building no. 228 and Building No. 3025 for an amount not to exceed \$6,575. Mr. Swise supported the motion.

Motion was held for further discussion.

Ms. Richards questioned why we would not wait for a quote from Northern Analytical. Mr. Downes said he was expecting a quote within the next couple of weeks. The money is in the budget but it is over the \$5,000 expenditure for the Airport Manager's approval.

Mr. Dailey rescinded his motion.

Ms. Richards made a motion to rescind Mr. Dailey's previous motion and Mr. Swise's support. 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.

Ms. Richards made a motion to award Mid-State Asbestos Removal a contract to perform and asbestos analysis for building no. 228 and building no. 3025 for the amount of \$6,500. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

D. MI ANG Hot Pit Approval

MI ANG is requesting a Hot Pit fueling event on or about August 17th. Event specifics were included in the brief but will have CRTC ARFF and ANG fuel truck on site for use during the event. Coordination and discussion are ongoing. TWY A/B/C and the Hammerhead are the main training areas being proposed for use. Kalitta and FBO are onboard and tracking.

Mr. Swise made a motion to approve the proposed MI ANG event taking place on or about August 17 2022 contingent upon OWAA Legal approval regarding the MOU . Mr. Dailey supported the motion. Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

E. September Board Meeting Date Change

MAAE event is scheduled from September 12-16 in Mackinaw, MI. OWAA Staff will attend and would require a meeting date change to the following week, September 22, 2022.

Mr. Beliveau made a motion to approve the proposed new board meeting date of September 22, 2022. Ms. Richards supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes Mr. Boyat, Yes. Motion carried.

VIII. Airport Manager Comments

A. Fuel Farm

Mr. Downes discussed the work he would like to take place on the former fuel farm, which is approximately 10 acres. With an overhead for board members to view, Mr. Downes said he is currently seeking bids to tear out the former fuel yard. The bids would be to tear out the former cement and structures within the fuel yard fence and rent a machine to turn the cement into gravel in order to then fill in the former fuel yard. He has also spoken with MDOT and Lake State Railway regarding the tracks that runs through the property and adjacent areas to make certain that the airport owns the tracks. Mr. Downes reports they have given him the approval to remove the tracks and MDOT is willing to assist with repaving of the roadway where the tracks are removed.

B. Seasonal work crew

Mr. Downes shared pictures of the seasonal crew who have been hired for the summer months. He reported that trees, shrubs and fencing and buildings have been cleared out and offered board members the opportunity to take a drive by to see the completed work.

IX. Public Comments

Ryan Herzog, of the Oscoda Press asked where the best place would be to view the MI ANG Hot Pit Operation. Mr. Downes offered Mr. Herzog to ride along with airport staff during the event.

X. Board Member Comments

XI. Review of Bills and Payments

July – Kevin Beliveau
August – Mike Munson
September – Kevin Beliveau

XII. Adjournment

Ms. Richards made a motion to adjourn the meeting at 11:16 a.m. Mr. Dailey supported the motion. All in favor. Motion carried.

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