

**OSCODA-WURTSMITH AIRPORT AUTHORITY  
BOARD OF DIRECTORS  
March 25, 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 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	ABSENT

**OTHERS PRESENT:**

GARY KELLAN – AIRPORT MANAGER  
JAMIE DOWNES- PROSPECTIVE AIRPORT MANAGER  
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT  
JACK BROWN – ASSISTANT AIRPORT MANAGER  
ROB EPPERT – ATTORNEY  
RYAN HERZOG – OSCODA PRESS  
ERIC MARTIN – PHOENIX COMPOSITE SOLUTIONS  
BRIAN MORK

**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. February 24, 2022 Regular Meeting**

Chairman Boyat called for approval of the February 24, 2022 regular meeting minutes.

**Mr. Beliveau made a motion to approve the meeting minutes of February 24, 2022. Mr. Munson supported the motion. No further questions or comments. Motion carried by voice vote.**

**V. Financial Activity Reports – February 2022**

Mr. Munson and Mr. Kellan reviewed bank statements and financial transactions during the month of February 2022. A listing of bills processed for payment, totaling \$146,136.98, was provided to the Board. These expenditures include payment of wages (approximately \$5,000) to temporary workers that helped move jet engines and other equipment out of buildings that are now leased to USA Jet. Also, the deposits column includes USA Jet’s pre-payment of six-months rent in the amount of \$92,716.00.

**Mr. Huebel made a motion to approve the February 2022 Financial Report which includes payment transactions totaling \$146,136.98. Ms. Richards supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.**

**VI. Iosco County Hazard Mitigation Advisory Committee**

A recent memorandum from the Iosco County Emergency Management Coordinator was provided to the board. In short, the Emergency Management Coordinator has recruited participants to serve as a ‘Hazard Mitigation Advisory Committee.’ The Committee will assist with updating Iosco County’s hazard mitigation plan. Assistant Airport Manager – Mr. Jack Brown, has been attending the ‘Hazard Mitigation Advisory Committee’ meetings. Mr. Brown reported information and answered questions during this meeting.

Mr. Brown reported having attended two meetings. He suggests that the airport should participate in response planning for all disasters. The process is moving forward and could take upwards of two years to develop the written plan. The resulting plan will then be updated and resubmitted to FEMA every five years. Participating in the described program is necessary in order to remain for FEMA funding..

**VII Closed Session For Attorney Client Privileged Correspondence Dated March 16, 2022**

**Mr. Munson made a motion to enter into Closed Session. Mr. Beliveau supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.**

**Mr. Munson made a motion to return from Closed Session. Mr. Beliveau supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.**

**VIII. Current Business**

**A. Annual Financial Audit Services Extension -v- Bidding**

OWAA has been retaining the services of Anderson, Tackman & Company, PLC to provide annual financial auditing services. The initial term of the Anderson Tackman service agreement was for five (5) years (2016 – 2020). That agreement was then extended 1-year – for completing the FY 2021 financial audit.

**Mr. Beliveau made a motion to request an additional proposal from Anderson Tackman & Company, PLC for providing annual auditing services for more five years. Mr. Munson supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.**

**B. Taxiways Rehab – Pavement and Soil Testing – Bid Proposals**

With assistance from the engineering consultant Mead & Hunt - - Oscoda-Wurtsmith Airport Authority is in the process of preparing construction specifications for repaving Taxiways A, B and C. This project includes removing existing asphalt pavement, repairing any deficiencies found within underlying support structure, constructing foundations for wider turning radiuses at pavement intersections and then repaving with new asphalt.

As a result of past releases of Per-and Poly-Fluoroalkyl Substances (PFAS), Oscoda-Wurtsmith Airport is designated as a Part 201 site by Michigan Department of Environment, Great Lakes, and Energy (EGLE). Therefore, OWAA is obligated to exercise “due care” when performing activities so as to mitigate potential exposure and spreading of PFAS.

The status of PFAS contamination within pavements and soils to be disturbed during taxiway rehab is unknown. With approval from the Executive Committee, staff has solicited bid proposals from environmental services consultants. The objective is to retain a qualified consultant to investigate and determine the presence or absence of PFAS within existing taxiway asphalt pavement and nearby soils – prior to soliciting bids for construction services. The results of this investigation will then be disclosed within the construction bid solicitation documents. If PFAS is detected, additional project related response actions will likely become necessary.

The two bid proposals received are listed below.

Consultant		Fee Proposal
Envirolab Services	Oscoda, MI	\$47,905
Tri Terra	Lansing, MI	\$91,300

**Mr. Beliveau made a motion to award the subject contract to Enviro- Lab Services of Oscoda, Michigan for the proposed fee of \$47,905. Mr. Munson supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.**

**C. Phoenix Composite Solutions – Additional Property Request**

Space Street currently serves as the west boundary of property, including Building No. 5008, which is leased to Phoenix Composite Solutions. After OWAA having contracted to demolish neighboring Building No. 5006, the west side of Space Street is now a vacant lot.

Phoenix Composite Solutions has submitted a letter that requests extending the west boundary of their leased property across Space Street and into the vacant land. A preliminary site plan was provided to the board. This proposal includes closing and vacating Space Street from the inventory of public streets. Therefore, Staff has contacted the Manager of Iosco County Road Commission regarding the application process for closing and vacating a public street or road. A copy of that email correspondence was provided to the board. In short, Iosco County Road Commission will need a formal request from OWAA - - in order to initiate the process.

Mr. Kellan introduced President of Phoenix Composite Solutions - Mr. Erik Martin, Mr. Martin described their plans and reasons for enlarging Building No. 5008. Mr. Kellan reminded the board that the discussion was preliminary and would need to circle back to the board for site lease approval and site plan approval by the Airport Joint Zoning Board. Mr. Kellan noted that additional evaluation still needs to be performed as it relates to existing underground utilities.

**Mr. Beliveau made a motion in support of the proposed project, if feasible for Phoenix Composite Solutions, to include abandoning Space Street. Mr. Munson supported the motion. Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Boyat, Yes. Motion carried.**

**D. Lease Default Equipment Distribution**

Mr. Kellan reminded members of the Airport Board of their previously approving the eviction of Oscoda Engine Services (OES) including taking possession of an extensive inventory of jet engines, jet engine parts, tools and other items (Personal Property).

In addition to Personal Property owned by OES, the building contents include items that are owned by customers of OES. Representatives of OES and customers are now seeking to recover their Personal Property. With assistance from the Airport's Attorney, a 'Consent to Access and Equipment Removal' contract is being developed. Additionally, discussions with representatives of OES and customers are underway. This item was added to the meeting agenda as a place holder in case Airport Board decision(s) and / or actions were needed.

No action was taken

**IX. Airport Manager Comments**

**A. OWA LDFA 2021 Annual Report**

Mr. Kellan provided the board with the OWA LDFA 2021 Annual Report. The LDFA is required to conduct at least two public information meetings each year. The FY 2021 annual report is being shared with the taxing authorities that are impacted by OWA-LDFA tax increment captures. In short the tax increment capture for FY 2021 totals \$180,514. That deposit increases the LDFA bank account to approximately \$508,000. The LDFA will be meeting to discuss utilizing the money for the reconstruction of Flight Street.

**B. Tree Harvest**

Mr. Kellan reminded the board that TR Timber, a commercial harvester, was hired to remove trees along fences and designated acreage areas. Mr. Kellan reported the tree harvest started during 2021 and the work is now continuing.

**C. USA Jet Building No. 43 Renovation**

Mr. Kellan reported that USA Jet continues to perform renovation in building No. 43. The renovation includes completely resurfacing floors and repainting. Mr. Kellan discussed arranging a tour of the facility.

**Building No. 5071 – Kalitta Training Facility**

Mr. Kellan reported that Kalitta Air is renovating Building No. 5071. He stated that the renovation work is nearly complete and suggested that a tour of that facility.

**Michigan Launch Initiative**

Mr. Kellan reported that the Spaceport Work Group had recently received a presentation from a engineering and planning company by the name of AECOM. Representatives of AECOM shared ideas that representatives of OWAA and Oscoda Charter Township might benefit from - - when preparing for spaceport related development proposals. As a result of those discussions, the work group was developing a letter to be sent to representatives of Michigan Aerospace Manufacturing Association. The purpose of that letter is to request additional information and to establish some structured response deadlines.

**X. Public Comments**

None

**XI. Board Member Comments**

None

**XII. Review of Bills and Payments**

March- Kevin Boyat  
April – Mike Munson

**XIII. Adjournment**

Mr. Munson made a motion to adjourn the meeting at 11:44 a.m. Mr. Beliveau supported the motion. Motion carried by unanimous vote.