

**OSCODA-WURTSMITH AIRPORT AUTHORITY  
BOARD OF DIRECTORS  
May 19, 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	ABSENT
ROB HUEBEL	PRESENT (Phone)
ANN RICHARDS	PRESENT
JOHN SWISE	ABSENT
MIKE MUNSON	PRESENT
DAVE DAILEY	ABSENT

**OTHERS PRESENT:**

JAMIE DOWNES - AIRPORT MANAGER  
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT  
JACK BROWN – ASSISTANT AIRPORT MANAGER  
THOMAS O'REILLY  
TIM POTTS  
SANFORD SWEET – PHOENIX FLIGHT SERVICES  
RYAN HERZOG – OSCODA PRESS

**III. ADOPTION OF AGENDA**

Chairman Boyat called for the adoption of the agenda.

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

**IV. Approval of Minutes**

**A. April 21, 2022 Regular Meeting**

Chairman Boyat called for approval of the April 21, 2022 regular meeting minutes.

**Ms. Richards made a motion to approve the meeting minutes of April 21, 2022, as submitted. Mr. Munson 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 for Attorney Client Privileged Correspondence. Mr. Dailey supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.**

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

**Ms. Richards made a motion to allow Sage Control Ordnance, Inc. until the end of August 2022 to vacate their buildings and to enforce penalties if the buildings are not left adequately clean per lease agreement. Mr. Dailey supported the motion. Mr. Dailey, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.**

## **VII. Financial Activity Reports**

### **A. April 2022 Financial Activities**

Mr. Munson and I have reviewed bank statements and financial transactions during the month of April 2022. A listing of bills processed for payment, totaling \$176,603.77, was provided to the board. Large payments of \$69.5k to OSC Township for Rowe Services and \$9k for HVAC work for USA Jet Building 43 were noted. Total deposits of \$222 were also noted. No discrepancies were found.

**Mr. Dailey made a motion to approve the April 2022 financial activities report which included payment transactions totaling \$176,603.77 Ms. Richards supported the motion. Mr. Dailey, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.**

## **VII. Aviation Scholarship Award**

### **A. Scholarship Board Recommendation**

Two applications were received for the Airport Authority's 2022 Scholarship Program. Interviews were conducted with each candidate by Mr. Swise, Mr. Munson and Mr. Boyat with the recommended awardee, Ms. Audrey Alexander. Ms. Alexander is a senior at Tawas Area High School and has plans to attend Michigan Tech in the fall and eventually become an Aerospace Engineer. She plans to use the scholarship toward her tuition.

### **B. Resolution 2022-04**

**Ms. Richards made a motion to approve Resolution 2022-04 approving a \$6,000 Aviation Scholarship to Ms. Audrey Alexander to be executed during FY 2022/2023. Mr. Dailey supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.**

**VIII. Current Business**

No current business at this time

**IX. Airport Manager Comments**

**A. USA Jet HVAC/Roof RFP's and Signage Zone Permit Approval**

**Signage has been through the Zoning process and is expected to be in place within the next month and a half.**

**B. Snow Symposium Re-cap**

Mr. Downes reported traveling to Buffalo, New York for five days to a Snow Symposium with Mr. Brown and Mr. Hunt through the NEC of the AAAE. The first two days covered Part 139 basic ASOS Course. Mr. Downes reported learning about lighting, marking and signage for an airport. The course spurred ideas for projects at the airport involving signage and beacon work. Mr. Downes turned the re-cap over to Mr. Brown who shared the current Snow Removal plan for OWAA. Mr. Brown stated that Mr. Hunt will take over maintaining the plan for the Bureau of Aeronautics. After reviewing the current plan, Mr. Brown states Staff were doing fairly well but there is always room for improvement. Mr. Hunt is excited to begin to make changes to the plan moving forward.

**C. Terminal Roof Schedule**

Mr. Downes has attempted to reach out to the contractor several times as the contract was written to be executed by June 15, 2022. Mr. Downes plans to cancel the contract if he does not hear back from the contractor. The roof would be re-bid next spring for work to begin early next summer.

**D. TXWY A Pre-Bid Site visit May 26<sup>th</sup>**

Mr. Downes reported all paperwork has been submitted. The site visit will bring together all interested bidders who will go out to the taxiway and spend the day looking at the site and shortly thereafter, prepare their bids. Mr. Downes anticipates a July to August award and potentially writing a check this year for the airport's portion instead of next year.

**E. MI ANG Site Visit/Expected MOU/Operating Guidance**

Mr. Downes reports having the memorandum of understanding with Alpena to provide AARF for anyone showing up. We are expecting F16's and A10's and potentially working through the fall with a new mission called ACE which is a mobility exercise.

**F. Admin space re-vamp and shop tour**

Mr. Mirani of Instacoat has assisted in a flooring project at the maintenance shop. A tour of that project will take place after the meeting.

**X. Public Comments**

None

**XI. Board Member Comments**

**Munson** – provided an update on RAB activity.

**Boyat** – Thanked Ms. McNeill for the work done to host Mr. Kellan's Retirement party.

**XIII. Review of Bills and Payments**

May - David Dailey  
June – John Swise  
July - Kevin Beliveau

**XII. Adjournment**

Mr. Munson made a motion to adjourn the meeting at 11:04 a.m. Mr. Dailey supported the motion. Motion carried by unanimous vote.

**XIV. Shop Tour**

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