

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
April 18, 2024**

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	PRESENT (ALTERNATE)
BILL PALMER	PRESENT
JOHN SWISE	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	ABSENT

OTHERS PRESENT:

JAMIE DOWNES	DIRECTOR
BRENDA MCNEILL	PROPERTY & ADMIN. MANAGER
JACK BROWN	AIRPORT MANAGER
ROB EPPERT	LEGAL COUNSEL
WILLOW NEWMAN	OSCODA PRESS/NEWS HERALD
MARK MILLER	

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

Mr. Beliveau made a motion to approve the agenda. Mr. Dutcher supported the motion. All in favor, motion carried by voice vote.

IV. Approval of Minutes – March 21, 2024

Chairman Boyat called for a motion of the March 21, 2024, regular meeting minutes.

Mr. Munson made a motion to approve the 2024 meeting minutes. Mr. Swise supported the motion. No further questions or comments. Motion carried by voice vote.

V. Closed Session for Attorney Client Privilege

Mr. Dutcher made a motion to enter into closed session. Mr. Beliveau supported the motion. Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

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

Mr. Beliveau made a motion to suspend the interview process for Airport Director for six months. Mr. Palmer supported the motion. Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Beliveau made a motion to authorize the Administrator to hire clerical staff at a rate not to exceed \$15.00 per hour. Mr. Palmer supported the motion. Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried

VI. Financial Activities

A. Financial Activities March 2024

Mr. Boyat and I have reviewed bank statements and financial transactions during the month of March 2024. A listing of bills processed for payment, totaling \$113,913.43 was provided to the board. Payments of 11k for Cement hammer and 3K for Spray foam in Madhouse Designs, and 9K for Backhoe repair were noted. Total deposits of \$130,368.07 were also noted, other than lease revenue deposits received included the insurance payment for the fence accident. No discrepancies noted.

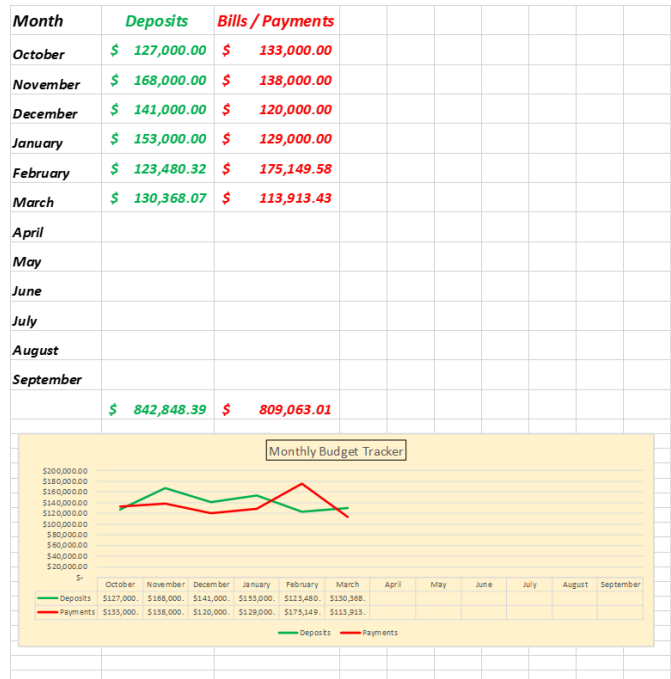
Mr. Swise made a motion to approve the March 2024 financial activities report, which includes payment transactions totaling \$113,913.43. Mr. Munson supported the motion. Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.



OWAA Financial Activities

VI. Financial Activities

- A. Dec Banking 130k / 114k
- B. Quarterly Budget Report FY24 Qtr 2
- C. Resolution 2024 -03 Budget Amendment



B. 2nd Quarter/Mid-Year Budget Brief



OWAA CIB Qtr 2 FY24 Report

	FY 24 Adopted	FY 24 Amended		Percent
Capital Improvement - Expenses				50%
40 General Office Equipment	\$ 2,500.00	\$ 4,000.00	\$ 168.54	7%
41 Radio - NAVAIID Equipment	\$ 3,000.00			0%
42 Landside Infrastructure	\$ 10,000.00		\$ 11,426.00	114%
43 Landside Equipment Purchases	\$ 2,500.00	\$ 12,500.00	\$ 13,920.67	557%
44 Airside Infrastructure	\$ 10,000.00		\$ 6,751.00	68%
45 Airside Equipment Purchases	\$ 2,500.00		\$ 20,000.00	800%
46 Airside Pavement Repairs	\$ 25,000.00			0%
47 Large Equip. Capital Repairs	\$ 30,000.00	\$ 40,000.00	\$ 32,572.74	109%
48 Buiding Improvements	\$ 25,000.00	\$ 40,000.00	\$ 24,987.07	100%
49 Building Demolition	\$ 5,000.00		\$ 99.43	2%
	\$ -			
50 Engineering / Prof. Svces - Capital Imp. Projs.	\$ 30,000.00		\$ 2,687.39	9%
	\$ -			
51 MEDC - Site Readiness Design and Grant Acq	\$ 105,000.00	\$ -		0%
	\$ -			
Budgeted Capital Imp. Expenses	\$ 250,500.00		\$ 112,612.84	45%

Expenses Noted:

- 42 – Valley City Sign (reimbursable)
- 43 – Pipe Threader/Hammer
- 44 – J-RANCK Electrical repairs/parts from 2022-2023
- 45 – Auction Reimbursement (Offset by 30K)
- 47 – Engine Refurb / Transmission Refurb / Backhoe Repair
- 48 – Heating repairs / Heating Units / Gas parts

Resolution 2024-03 Changes:

- Remove MEDC 105K
- Remove TWY A 200K
- Increase 40: \$1,500
- Increase 43: \$10K
- Increase 47: \$10K
- Increase 48: \$15K
- CIB NET INCREASE: \$36.5**



OWAA GOPS Qtr 2 FY24 Report

Budgeted General Operating Expenses	\$ 1,404,600.00	\$ 687,206.72	49%
Operating Revenue	\$ 1,719,100.00	\$ -	46%

Baseline: 50%
 General Staff – 47%
 Supplies and Services – 66% / Insurance
 Professional Services – 38%
 Fleet and Airfield Maint – 37%

Resolution 2024-03 Changes:

Increase 2: \$4k
 Decrease 7: \$2K
 Decrease 9: \$6K
 Increase 20: \$2K
 Decrease 22: \$2.5K
 Decrease 23: \$6K
 Decrease 27: \$10K

GOPS NET DECREASE: \$20.5

Overall Resolution 2024-03 Increase Budget 16.5K

Currently tracking well below planned surplus of 150K

Action Requested: Approve Resolution 2024-03 / Budget changes

C. Resolution 2024-03/Budget Amendment

The following budget --amendments were recommended and briefed. We are administratively removing the MEDC and TWY grant funds from the CIB budget and making additions to category 40, 43, 47 and 48. On the operations side we are decreasing 5 categories and increasing category 2 and 20. All told, CIB will increase \$36.5K and GOPS decrease \$20.5K, for a net increase of \$16K. We are tracking below expected expenses and foresee a surplus moving forward. The additions of events in the spring and confirmation of US Forestry, Hennessey and SCCA will exceed our budgeted other revenues and cover any increases.

Mr. Beliveau made a motion to approve Resolution 2024-03 amending the budget for Fiscal year 2024 from April 18, 2024 until fiscal year end, September 30, 2024 as demonstrated in the second quarter budget report. Mr. Dutcher supported the motion. Mr. Beliveau, Yes, Mr. Swise, Yes, Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

VII. Current Business


A. VIRTOWER Operational Briefing

Operations for the 1st quarter of calendar year 2024 were briefed and discussed.



VIRTOWER Operations Data

- 363 Total Operations
- Type Category
- Operator
- Shared with FBO and Kalitta
- Summary and Full Report



Airport Operations Tracking

Start Date: 01/01/2024 00:00 LT
 End Date: 03/31/2024 23:59 LT

VirTower LLC
 13721 Jetport Commerce Pkwy, Suite 2
 Fort Myers FL 33913
 Phone +1 888 31 70 747
 virtower.com | info@virtower.com

Creation: 04/02/2024 10:29
 User: jamie_downes
 Customer ID: KOSC

Summary

Landings	Take-Offs	Totals
Single Engine: 129	Single Engine: 109	Single Engine: 238
Single Engine Turbine: 4	Single Engine Turbine: 4	Single Engine Turbine: 8
Multi Engine: 6	Multi Engine: 6	Multi Engine: 12
Multi Engine Turbine: 3	Multi Engine Turbine: 3	Multi Engine Turbine: 6
Business Jet: 4	Business Jet: 3	Business Jet: 7
Jet 2: 10	Jet 2: 10	Jet 2: 20
Jet 4: 34	Jet 4: 33	Jet 4: 67
Helicopter: 0	Helicopter: 1	Helicopter: 1
Other: 2	Other: 2	Other: 4
TOTAL: 192	TOTAL: 171	TOTAL: 363

FAA AACI/ADG Summary

Landings	Take-Offs	Totals
A1: 109	A1: 87	A1: 196
A2: 4	A2: 4	A2: 8
B1: 2	B1: 2	B1: 4
B2: 6	B2: 6	B2: 12
C3: 6	C3: 5	C3: 11
D1: 1	D1: 0	D1: 1
D4: 2	D4: 3	D4: 5
DS: 35	DS: 35	DS: 70
HEL: 0	HEL: 1	HEL: 1
UKN: 27	UKN: 28	UKN: 55
TOTAL: 192	TOTAL: 171	TOTAL: 363

B. Snow Tracker and Personnel Hours



SNOWTRACKER Update

SNOW TRACKER FY 2024								
Month	Date	Reg Hours / \$26	O/T Hours / \$40	Holiday / \$65	Personnel	Man-Hours	Estimated Cost	Snow type
November 2023	26-Nov	8			5	40	\$ 1,040.00	Slush
	26-Nov		3		5	15	\$ 600.00	
	27-Nov		4		5	20	\$ 800.00	Ice/slush
December 2023								
January 2024								
	1-Jan			4	5	20	\$ 1,300.00	Ice
	2-Jan			4	1	4	\$ 260.00	Ice
	9-Jan	8			5	40	\$ 1,040.00	Mix
	9-Jan		2		5	10	\$ 400.00	Mix
	10-Jan	8			5	40	\$ 1,040.00	Mix
	10-Jan		2		5	10	\$ 400.00	Mix
	11-Jan	8			5	40	\$ 1,040.00	Mix
	11-Jan		2		5	10	\$ 400.00	Mix
	13-Jan		9		5	45	\$ 1,800.00	Mix
	14-Jan		9		5	45	\$ 1,800.00	Mix Con't
	15-Jan	8			5	40	\$ 1,040.00	Mix Con't
	22-Jan	8			6	48	\$ 1,248.00	Mix
	22-Jan		1.5		6	9	\$ 360.00	Mix
	23-Jan	8			6	48	\$ 1,248.00	Mix
	23-Jan		7		6	42	\$ 1,680.00	Mix
	24-Jan	8			6	48	\$ 1,248.00	Mix
	30-Jan		0.5		6	3	\$ 120.00	Mix
	30-Jan	8			5	40	\$ 1,040.00	Slush / Heavy
February 2024								
	15-Feb	8			6	48	\$ 1,248.00	Slush / Heavy
			5		6	30	\$ 1,200.00	Slush / Heavy
March 2024								
	10-Mar		4.5		6	27	\$ 1,080.00	Slush/Light
	Holiday pay							
	Regular							
	Overtime							
	Totals	56	49.5	8		722		
	Estimated Cost	\$ 11,832.00	\$ 10,040.00	\$ 1,980.00			\$ 23,432.00	

2023

Total Hours-940
 O/T-13K
 Holiday-6K
 Reg-13K
Total 32K

2024

Total Hours-722
 O/T-10K
 Holiday-1.5K
 Reg-12K
Total 23K

A. Airport Manager Update -Brown

AuSable Ramp- Mr. Brown reported on concrete replacement for AuSable ramp. This is phase two of the project. Phase one was the breaking up of 61 concrete slabs. Staff are now filling with sand and compacting. Staff will begin pouring of concrete at the beginning of next week.

Building #140- Plumbers have begun to rough in the bathroom and work on the mezzanine will begin.

Plane Scrapping - Bolle Contracting has begun to scrap the interiors of the two MD80 planes.

B. Property & Administrative Updates – McNeill

Ms. McNeill provided updates regarding the Forestry agreement. The agreement will be for a five-year term and will provide use of the GA Apron and terminal building.

The National Guard has contacted OWAA in regard to the temporary closing of the Selfridge and Alpena Airports. They are looking for ramp space, a stall for AARF and room for a temporary tower . More information to follow.

Ms. McNeill reminded the board that a separate account will soon be opened at Huntington Bank for the MEDC grant funds. Signers on the account will be Mr. Boyat, Ms. McNeill and Mr. Brown.

IX. Airport Director Comments

Mr. Downes reported the AWOS (Automated Weather Observation System) contract has been signed. The contract includes an update to the system which will begin in June.

X. Public Comments

Ms. Newman asked about the Director position. Mr. Boyat shared that Ms. McNeill and Mr. Brown would be covering the role temporarily and will be reevaluated in 6 months.

Ms. Newman asked about building no. 1600 and ACC (Alpena Community College) utilizing it as a dormitory. Ms. McNeill confirmed that ACC is interested in the building and has been searching for grant monies to rehabilitate the building.

XI. Board Member Comments

Board members thanked Mr. Downes for all of his support as Director and wished him luck in his future endeavors.

Mr. Beliveau thanked Ms. McNeill and Mr. Brown for stepping up in the interim.

XII. Review of Bills and Payments

April- **Bill Palmer**
May- **Rob Huebel (Terry Dutcher)**
June- **Mike Munson**

XIII. Adjournment

Mr. Munson made a motion to adjourn the meeting at 12:00 p.m. Mr. Dutcher supported the motion. All in favor. Motion carried.

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