

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
February 16, 2024
(Rescheduled February 15, 2024 Meeting)**

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
ROB HUEBEL	PRESENT (Via Phone)
BILL PALMER	ABSENT
JOHN SWISE	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT

OTHERS PRESENT:

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

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

Mr. Downes provided an amended agenda with the current date, as this meeting was rescheduled for the previous day due to inclement weather. A motion was requested for the approval of the amended agenda.

Mr. Munson made a motion to approve the amended agenda. Mr. Dailey supported the motion. All in favor, motion carried by voice vote.

IV. Approval of Minutes – January 18, 2024

Chairman Boyat called for approval of the January 18, 2024, regular meeting minutes.

Mr. Beliveau made a motion to approve the January 18, 2024 meeting minutes. Mr. Dailey supported the motion. No further questions or comments. Motion carried by voice vote.

V. Closed Session for Attorney Client Privileged Information

Mr. Munson made a motion to enter into closed session at 10:03 a.m. Mr. Dailey supported the motion. Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Beliveau made a motion to come out of closed session at 11:28 a.m. Mr. Dailey supported the motion. Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

VI. Financial Activities

A. January 2024 Financials

Mr. Beliveau and Mr. Downes have reviewed bank statements and financial transactions during the month of January 2024. A listing of bills processed for payment, totaling \$129,384.79 was provided to the board. Payments of \$20k for auction deposit (reimbursable) and 6k for WMU scholarship, 2k for sweeper repair. Total deposits of \$153,160.65 were also noted, other than lease revenue received includes the sign repayment from LDFA of \$5,713 and tax reimbursement from IOSCO Co. of 8K. No discrepancies noted.

Mr. Munson made a motion to accept the January financial activities report, which includes payment transactions totaling \$129,384.79. Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

VII. Current Business

A. Capital Asset and GASB 87 Lease Capitalization Policy Approval

OWAA was asked by Anderson Tackman to add an asset tracking policy, to track assets over 5K, and to add a lease threshold policy that advises the auditor at what lease rate the auditor should audit that lease. Both policies have been vetted with Cindy Eicher from And/Tack and are approved. The lease number of 150K over the life of the lease, is in keeping with the GASB 87 requirements and covers all of our major leases, Kalitta, USA Jet, Instacoat, Phoenix, and Oscoda Aerospace. Policy has also been vetted through Mr. Eppert.

Mr. Dailey made a motion to approve Resolution 2024-02 authorizing the Director to update, implement and execute the Asset and Lease Capitalization Policy for Oscoda-Wurtsmith Airport Authority. Mr. Munson supported the motion. Mr. Beliveau, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

B. By-Laws Update/Changes Approval

Provided at the previous meeting was a hard copy of the by-laws for overview. The items addressed have been vetted by counsel Mr. Eppert and have been accepted. Items include the update of language describing terms and conditions of eligibility for the trustees to accurately reflect current situation. Additionally covers some financial oversight responsibilities, currently being done but not codified. Finally, it updates the dates and signatories of the document, the current trustees.

Mr. Beliveau made a motion to approve and accept the changes to the By-Laws as presented. Mr. Dailey supported the motion. Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

C. Airport Manager Updates

Mr. Brown updated the board on the new Kalitta Run Up Shelter as well as an update on the airport fencing, where there was a vehicle that ran through airport fencing.

D. Property & Administration Updates

Ms. McNeill updated the board on a lease with USA Jet for Hangar 1, an update to the airport's website with a new website designer, a new janitorial service and quotes for fiber to building no. 140.

E. Closed Session Motion

Mr. Beliveau made a motion to pursue activities necessary to recruit a replacement Airport Director and retain the current Airport Director through the month of May 2024. Mr. Swise supported the motion. Mr. Beliveau, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

VIII. Director Comments



OWAA Director Comments

VIII. Updates and Comments

A. Grant Update / Coordination and Start / March STARTEX

- Grant Signatory = Mr. Boyat
- Grant Admin = Director
- Spending Plan
- First and second Tranche timelines
- List of Vendors / ROWE / OSC Township / M&H / DTE / CE

B. MAMA Update / Spaceport and Licensing

C. AWOS Update Summer of 2024

D. Flight Street Updates / ICRC / ROWE / OSGT

E. Audit Report Homework and Presentation

F. Huron Crossings / Funded and Ready



Discussion regarding Wings and Wheels Event. The board decided to not to have a Wings and Wheels event at this time.

IX. Public Comments

Ms. Willow Newman thanked Mr. Downes for his time and asked position-related questions.

X. Board Member Comments

Mr. Dailey discussed the possibility of providing a synopsis of the recent visit to Michigan Aerospace Manufacturers Association.

XI. Review of Bills and Payments

February – **John Swise**

March - **Kevin Boyat**

April- **Bill Palmer**

Oscoda-Wurtsmith Airport Board Meeting
February 16, 2024

XII. Adjournment

Mr. Beliveau made a motion to adjourn the meeting. Mr. Munson supported the motion. All in favor. Motion carried.

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