

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
January 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 (10:03)
ROB HUEBEL	ABSENT
BILL PALMER	PRESENT
JOHN SWISE	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT

OTHERS PRESENT:

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

III. ADOPTION OF AGENDA

Chairman Boyat called for the adoption of the agenda.

Mr. Downes requested the Closed Session be moved ahead of the Approval of Minutes due to time constraints.

Mr. Palmer made a motion to approve the agenda with changes. Mr. Munson supported the motion. All in favor, motion carried by voice vote.

IV. Closed Session For Attorney Client Privilege Information

Mr. Munson made a motion to enter into Closed Session at 10:02 a.m. Mr. Dailey supported the motion. Mr. Palmer, Yes, Mr. Muson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Beliveau arrived at Closed Session at 10:03 a.m.

Mr. Dailey made a motion to return from Closed Session at 10:24 a.m. Mr. Palmer supported the motion. Mr. Palmer, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

V. Approval of Meeting Minutes- December 2023

Chairman Boyat called for approval of the December 14, 2023, regular meeting minutes.

Mr. Dailey made a motion to approve the December 14, 2023 meeting minutes. Mr. Munson supported the motion. No further questions or comments. Motion carried by voice vote.

VI. Financial Activities

A. December 2023 Financials

Mr. Munson and Mr. Downes have reviewed bank statements and financial transactions during the month of December 2023. A listing of bills processed for payment, totaling \$120,923.38 was provided to the board. Payments of \$5k for sign deposit (reimbursable) and 12k for heating units, labor, and parts, 2.5k for truck tires. Total deposits of \$141,300.07 were also noted. No discrepancies noted.

Mr. Beliveau made a motion to accept the December 2023 financial activities report, which includes payment transactions totaling \$120,923.38. Mr. Palmer, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

B. FY24 1st Quarter Budget Presentation

An overview of expenditures and revenue from FY24 QTR 1. An overview of the first 3 months of expenditures and deposits. Baseline % is 24%. Revenue is tracking at 24%, spot on and expenses are below at 23%. Hard copies and brief provided at meeting.

VII. Current Business

A. Scholarship Update- Western Michigan Agreement

OWAA has worked with WMU to outline terms of an aviation scholarship that would support students in both aviation pilot courses and aviation administration curriculum.

The terms outlined are a 5-year plan at 6k per year, paid each spring for a following fall/winter use. This plan would give priority to particular counties or northern students in that order. These students are the administrator of airports all over Michigan currently, employees at MDOT Aero and more. This will help promote OWAA and support our future needs etc. This program was budgeted for 12K this year but I would recommend we stay at 6k annually. This is currently budgeted and well within our capability. We will also be notified of the recipients and hope for fly-ins and visits by those students.

B. By-Laws Handout and Changes

Provided at the 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. Please provide feedback via email by February 8th.

C. Project Updates

Mr. Brown reported the new heating system in the maintenance building is up and running. Programmable thermostats have been installed and the system is set for efficiency.

D. Property Manager Updates

Ms. McNeill reported following up on a potential tenant for the former fuel farm. There had been interest in leasing the property for a potential batch plant.

Over the next few months Kalitta is planning to move from cell 10 to 11 and the FBO will add an additional space, cell ten. The airport had previously utilized cell eleven for equipment storage and has since moved to building 140 which allowed cell eleven to be leased, adding additional lease revenue.

The U.S. Forest Service has expressed an interest in coming back to the airport this spring and utilizing the terminal building and apron for staging of staff and equipment. An agreement is being worked on with terms and conditions.

The National Guard has also expressed an interest in operating another Northern Strike Operation at the airport this summer. Mr. Downes will update at a later time.

VIII. Director Comments

Mr. Downes reported Operation Northern Strike Pre-Meeting will take place this week and is scheduled for August 5-16, 2024.

Mr. Downes reported being contacted by the MEDC (Michigan Economic Development Corporation) regarding the SSRP (Strategic Site Readiness Program) grant that the airport applied for. The MEDC requested that airport to gather letters of support for the application. Mr. Downes reached out to various organizations for those letters. In addition, the Governor’s Office called and requested information regarding the airport and its activities.

IX. Public Comments

Mr. Holland complimented the board and its functionality and ability to get things done.

X. Board Member Comments

Mr. Dutcher asked Mr. Downes about the Michigan Launch Initiative and Mr. Whitmier. Mr. Downes explained that Mr. Whitmier is tied into the State Leadership in an effort to bring back Michigan Launch Initiative (MLI). This does not necessarily mean Horizontal Launch as it is not a profitable model, although it does involve bringing DoD and other entities into Michigan.

XI. Review of Bills and Payments

January- **Kevin Beliveau**
February – **John Swise**
March - **Kevin Boyat**

XII. Adjournment

Mr. Palmer made a motion to adjourn the meeting at 11:06 a.m. Mr. Munson supported the motion. All in favor. Motion carried.

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