

**OSCODA-WURTSMITH AIRPORT AUTHORITY  
BOARD OF DIRECTORS  
March 21, 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	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
AMANDA BECK-HANEY	MONUMENT FINANCIAL SERVICES
KEN TALSMA	ANDERSON TACKMAN & CO.
MARK MILLER	
GREG SCHULZ	

**III. ADOPTION OF AGENDA**

Chairman Boyat called for the adoption of the agenda.

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

**IV. Approval of Minutes – February 15, 2024**

Chairman Boyat called for approval of the February 15, 2024, regular meeting minutes.

**Mr. Beliveau made a motion to approve the February 15, 2024 meeting minutes. Mr. Dailey supported the motion. No further questions or comments. Motion carried by voice vote.**  
**V. Audit Presentation – Mr. Ken Talsma, Anderson Tackman & Co.**

FY23 Accounting audit is complete and conducted by Anderson Tackman. Mr. Ken Talsma will be on Teams to present the findings and answer questions. A copy of the audit results was provided during the February meeting with positive results. Overall, the Airports liabilities decreased and value increased substantially.

**Mr. Beliveau made a motion to accept and approve the Fiscal Year 2023 Audit Results. Mr. Swise supported the motion. Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.**

**VI. Closed Session for Attorney Client Privileged Information**

**Mr. Beliveau made a motion to enter into Closed Session; Mr. Dailey supported the motion. Mr. Plamer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.**

**Mr. Munson made a motion to come out of Closed Session; Mr. Swise supported the motion. Mr. Palmer, yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.**

**VII. Financial Activities**

**A. Financial Activities February 2024**

Mr. Swise and Mr. Downes have reviewed bank statements and financial transactions during the month of February 2024. A listing of bills processed for payment, totaling \$175,149.58 is provided with this memorandum. Payments of 6k for Valley City Sign and 75K for Arbury Auto/Inland Marine and Building Insurance were noted. Total deposits of \$123,480.32 were also noted, no other than lease revenue received. No discrepancies noted.

**Mr. Swise made a motion to approve the February 2024 financial activities report, which includes payment transactions totaling \$175,149.58. Mr. Dutcher supported the motion. Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.**



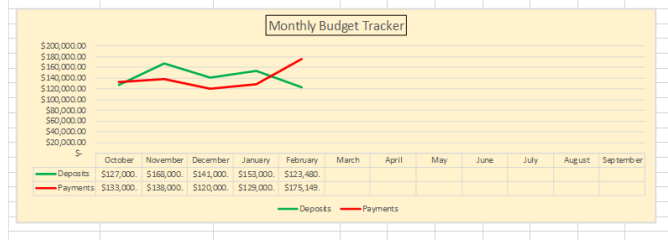
## OWAA Financial Activities

### VII. Financial Activities

A. Feb Banking 123k / 175k

*\*\*75K Insurance Annual Payment*

Month	Deposits	Bills / Payments
October	\$ 127,000.00	\$ 133,000.00
November	\$ 168,000.00	\$ 138,000.00
December	\$ 141,000.00	\$ 120,000.00
January	\$ 153,000.00	\$ 129,000.00
February	\$ 123,480.32	\$ 175,149.58
March		
April		
May		
June		
July		
August		
September		
	\$ 712,480.32	\$ 695,149.58



### VIII. Current Business

#### A. MEDC Grant Update/Bank DACA

Currently, we are awaiting the ROWE project estimate and will forward it to the EDA and MEDC. Following that, we will discuss the option of leveraging the MEDC grant against a much larger grant with the EDA to allow us to complete all of the construction portion also. For now, the Airport needs to open a second account with Huntington, enter into a DACA agreement with the MEDC allowing them access to that account, as their requirement for payment. As we move forward, we will be allocating funds into this account from MEDC only and transfer into the OWAA account for payment to vendors etc. More updates should follow in April.

**Mr. Beliveau made a motion to approve the Chairman and Director to open a bank account and enter into the DACA agreement to allow the MEDC access to the account. Mr. Swise supported the motion. Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.**



## OWAA MEDC SSRP GRANT

### Grant Requirements

#### A. Grant Update / Coordination and Start / STARTEX TBD / Need Account and DACA ASAP

- Grant Signatory = Mr. Boyat
- Grant Admin = Director
- Spending Plan
- First and second Tranche timelines
- List of Vendors / ROWE / OSC Township / M&H / DTE / CE
- Huntington Bank Account / MEDC DACA Agreement / Need approval for opening MEDC Account and sign
- 2K Start / \$375 Monthly – Covered by 5% Admin in SSRP Grant
- Leverage total MEDC against total EDA larger grant

#### **B. Newsletter Update**

Mr. Downes provided a copy of the annual OWAA newsletter. The newsletter covers all events and projects that have been completed throughout the year and will be provided to all tenants and airport partners.

#### **C. Airport Manager Update -Brown**

Mr. Brown provided updates on OWAA building no. 140 for eventually home of the OWAA maintenance crew. Maintenance staff have continued to keep up on mulching on airport properties near Rea Road and removing stumps. Phase II of the ramp concrete project has begun. A drop hammer was purchased to attach to the skid steer making the project move along at a faster pace.

#### **D. Property & Administrative Updates – McNeill**

Ms. McNeill provided updates on Hangar 1 asbestos removal, a fiber install to buildings 16, 20 and 140. Updates were also provided for airport buildings 5 and 6 with Kalitta Air moving from building 5 to building 6 and taking over the utilities for that building. The airport is working with Phoenix Composite to eventually lease cell 5 within building 6.

**IX. Airport Director Comments**

Mr. Downes provided an update to the Director hiring process.

Mr. Munson and Mr. Dailey provided updates to the recent meeting with the Michigan Aerospace Manufacturers Association (MAMA). Further discussion took place on the topic.

Mr. Downes provided updates on the (ALP) Airport Layout Plan

**X. Public Comments**

Mr. Miller proposed several questions that he will be emailing to the Director for response.

Mr. Schulz commented on the Spaceport

**XI. Board Member Comments**

None

**XII. Review of Bills and Payments**

April- **Bill Palmer**

May- **Rob Huebel**

June- **Mike Munson**

**XIII. Adjournment**

**Mr. Swise made a motion to adjourn the meeting at 11:32. Mr. Beliveau supported the motion. All in favor. Motion carried.**

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