

OSCODA-WURTSMITH AIRPORT AUTHORITY

BOARD OF DIRECTORS

July 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 9:59 a.m.

Mr. Boyat mentioned a cell phone courtesy requesting all cell phones should be silent.

Ms. McNeill mentioned due to USPS delivery issues of Board Meeting packets, she recommends changing the distribution of the Board Meeting packets to include email distribution in addition to USPS mail delivery.

II. Roll Call

KEVIN BOYAT	PRESENT
KEVIN BELIVEAU	ABSENT
TERRY DUTCHER	PRESENT (ALTERNATE)
BILL PALMER	PRESENT
JOHN SWISE	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT

OTHERS PRESENT:

STEPHANIE WARD	MEAD & HUNT
JARED KOWALESKY	MEAD & HUNT
BRENDA MCNEILL	ADMINISTRATOR
JACK BROWN	AIRPORT MANAGER
JASON WALKER	ASSISTANT AIRPORT MANAGER
MICHELLE DECHENE	ADMINISTRATIVE ASSISTANT
ROB EPPERT	LEGAL COUNSEL
WILLOW NEWMAN	OSCODA PRESS/NEWS HERALD
MARK MILLER	

III. Adoption of Agenda

Ms. Dutcher made a motion to approve the agenda. Mr. Dailey supported the motion. All in favor. Motion carried.

IV. Meeting Minutes – June 20, 2024

Mr. Dutcher made a motion to approve the June 20, 2024, meeting minutes. Mr. Dailey supported the motion. All in favor. Motion carried.

V. Mead & Hunt Airport Terminal Presentation (ATP) & Discussion

Ms. Stephanie Ward, an aviation planner and pilot with Mead & Hunt Engineering, and Mr. Jared Kowalesky, a fellow Engineer of Mead & Hunt, discussed the potential funding of a new Airport Terminal and in helping OWAA pursue federal funding via a Notice of Funding Opportunity (NOFO) to replace their current airport terminal, which is 8,300 SFT.

Ms. Ward mentioned the meeting was held to focus on three areas:

- 1. Immediate term – what must happen**
- 2. What happens, if successful.**
- 3. What happens, if not successful.**

The Mead & Hunt presentation included a three-page handout:

- 1. Mead & Hunt OWA Tentative Terminal Building Milestones and Definitions**
- 2. Mead & Hunt Tentative Terminal Building Schedule for Funding, Design and Construction**
- 3. Mead & Hunt OSC GA Terminal Building Construction (Approx 2,500 SFT) – Estimated Budget**

Further discussion ensued regarding the airport terminal including size, budget, funding, and seeking letters of support from legislators, the community, and organizations that utilize OWA.

VI. Financial Activities

A. Financial Activities June 2024

Mr. Munson and Ms. McNeill have reviewed bank statements and financial transactions during the month of June 2024. A listing of bills processed for payment, totaling \$105,458.75 was provided. Payments of \$1,850.00 for Detroit SCCA events were prepaid and \$10,860.00 for an Online Auction were noted. Total deposits of \$145,559.85 were also noted. No discrepancies noted.

B. FY 2024 3rd Quarter Budget Report

Mr. Munson made a motion to approve the June 2024 financial activities report, which includes payment transactions totaling \$105,458.75. Mr. Swise supported the motion.

Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.

VII. Current Business

A. MDOT Aeronautics Resolution 2024-04:

There was a discussion and approval of Resolution 2024-04, approving the Airport Manager's authorization and direction to execute Airport Sponsor Contracts with the MDOT Office of Aeronautics on behalf of the Oscoda-Wurtsmith Airport Authority.

Mr. Dailey made a motion to approve the MDOT Aeronautics Resolution 2024-04. Mr. Dutcher supported the motion. All in favor.

Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.

B. Michigan Association of Airport Executives (MAAE) Fall Conference & Attendance

The conference is from Monday, September 30th to Thursday, October 3rd in Ann Arbor, MI at the Ann Arbor Marriott Ypsilanti at Eagle Crest and is attended by the Airport Manager(Jack Brown), Assistant Airport Manager (Jason Walker), and one OWAA Board Member, Mike Munson.

Mr. Munson made a motion to approve three individuals to attend the MAAE Conference attendance, including Jack Brown, Jason Walker, and OWAA Board Member, Mike Munson. Mr. Palmer supported the motion. All in favor.

Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.

Addendum to the Motion to increase the MAAE Fall Conference Attendees from three individuals to four individuals, adding OWAA Board Member, Mr. Dailey, as an MAAE Attendee.

Mr. Munson made a motion to approve the MAAE Conference attendance individuals to include Mr. Dailey. Mr. Palmer supported the motion. All in favor.

Mr. Palmer, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.

VIII. Airport Manager & Airport Administrator Comments

A. August Events per Ms. Brenda McNeill

- 1. Northern Strike August 4th-16th**
- 2. SCCA – Saginaw August 16th, 17th, and 18th**
- 3. Wurtsmith Air Museum Fly-In Event Rotary Pancake Breakfast August 17th and 18th**

B. Online Auction made \$10K and overall Online Auction \$213K per Jack Brown

C. SCCA Area Open to Community Events – Concerts (Rock Fest), etc., and Bleachers were Added as the Public is Welcome - via Jack Brown

D. Runway Edge Repairs + Building #140 Supports discussed by Jason Walker

IX. Public Comments

Willow Newman from the Oscoda Press made positive comments on the OWA Board. Other OWA Board Members confirmed that Willow's comments were appreciated and welcome.

Northern Strike Pictures were requested by Willow Newman for an Oscoda Press Article.

X. Board Member Comments

Mike Munson mentioned Ms. Brenda McNeill's title should change to Manager of Building and Projects.

Mike Munson mentioned the public noise comments received from the SCCA events and the Northern Strike in the past. Ms. Brenda McNeill said airport noise is common for communities near airports.

If the public is interested, Jack Brown offered public tours to the Community to visit sites at the Airport.

Mr. Palmer noted to Willow Newman that his role will end on the OWA Board effective at the end of November. Mr. Palmer mentioned hearing about noise complaints related to the SCCA Detroit event.

Mr. Dailey asked for an update on the Michigan Launch Initiative. Ms. Brenda McNeill mentioned that OWAA has a standing meeting set up for the second Thursday of each month with Mr. Gavin Brown and Ms. Cheree Kiernan. There was a request to have an NDA signed, which Mr. Eppert commented was not

feasible. There is a discussion on lease signing. Ms. Brenda McNeill noted that they will come back to the Board on the next steps.

XI. Review of Bills and Payments

July – **Bill Palmer**

August – **Mike Munson**

September – **Dave Dailey**

XII. Adjournment

Mr. Munson made a motion to adjourn the meeting at 11:50 am. Mr. Palmer supported the motion. All in favor. Motion carried.

Respectfully submitted by Ms. Michelle DeChene on behalf of Ms. Brenda McNeill.