

**OSCODA-WURTSMITH AIRPORT AUTHORITY  
BOARD OF DIRECTORS  
October 20, 2022 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
ANN RICHARDS	ABSENT
JOHN SWISE	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	ABSENT

**OTHERS PRESENT:**

JAMIE DOWNES - AIRPORT MANAGER  
BRENDA MCNEILL – ADMINISTRATIVE ASSISTANT  
JACK BROWN – ASSISTANT AIRPORT MANAGER  
RYAN HERZOG – OSCODA PRESS

**III. ADOPTION OF AGENDA**

Chairman Boyat called for the adoption of the agenda.

**Mr. Munson made a motion to approve the agenda as presented with input changes in the detailed informational letter provided to the board. Mr. Beliveau supported the motion. All in favor, motion carried by voice vote.**

**IV. Approval of Minutes**

**A. September 22, 2022 Regular Meeting**

Chairman Boyat called for approval of the September 22, 2022 regular meeting minutes.

**Mr. Beliveau made a motion to approve the meeting minutes of September 22, 2022, as presented. Mr. Huebel supported the motion. No further questions or comments. Motion carried by voice vote.**

**V. Closed Session For Attorney Client Privileged Discussion**

**Cancelled**

**Ms. Ann Richards entered the meeting**

**VI. Financial Activities**

**A. September 2022 Financial Activities**

Mr. Beliveau and Mr. Downes reviewed bank statements and financial transactions during the month of September 2022. A listing of bills processed for payment, totaling \$133,295.50 was provided to the board. Payments of \$4,965.00 for a septic, \$3,850.00 for stump & tree removal, \$7,500.00 for the Sweepster and \$3,000.00 for a gravel drive were noted. Total deposits of \$108,902.75 were also noted. No discrepancies were found.

**Mr. Munson made a motion to approve the September 2022 financial activities report which includes payment transactions totaling \$133,295.50. Mr. Swise supported the motion. Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.**

**B. End of Year Wrap-Up**

Mr. Downes reported on the revenues and expenses from FY 2022.

**Capital Improvement:**

- EOY Expenditures: \$390K
- Original Amended Budget: \$50K
- Budget Surplus \$60K
- Overages in Airfield Equipment, Landside Capital and Radio NAVAID

Note: Skidsteer, Mulcher, Beacon, Sweepster, Water Line, Septic.

**General Operations:**

- EOY Expenditures: \$1.34m
- Original Amended Budget: \$1.46m
- Budget Surplus \$130K
- Overages in Supplies and Service Utilities, Fuel and Airfield Maintenance, Refuse, Scholarships and Taxes.
- Note: Water, Sewer, Fuel and GA Ramp Concrete, Taxes OES, Refuse OES, holdover scholarship.

**Overall Budget:**

- EOY Expenditures: \$1,761,851.25
- EOY Revenue: \$1,522,105.31
- Overage (\$239,745.94)
- Note: Skidsteer, Mulcher, Beacon, Sweepster, Water Line, Septic, No SAGE or OES Revenue coupled with the associated eviction expenses

**As of Oct 17, 2022 / \$2,301,632.35**

**HCB = \$381,243.80**

**HUNT = \$1,920,388.55 (Oct 2021 \$2.1m)**

**Budget Takeaways FY23 and Beyond**

- Expected Upward Swing in Revenue (Leases / OES / SAGE / Auction)
- Steady Increase in Capital Improvement Expenditure (Repair and Removal)
- Increased Cost to Beautify and Sustain (Seasonal vs. Full-Time Duties)
- Increased Flight Hours = Increased Staff Hours
- Financing the “Take back” of Airport Infrastructure for their intended purposes (GA Ramp / Cell 11 / 140 / Aprons)

**VII. Current Business**

**A. Roofing and Asset Sales Budget Amendments**

Previous approvals for roofing projects included new roofs for Bldg. 43 (USA Jet) and the Museum. The supply chain has pushed both roof completions off into FY23. The current CIB (Building Improvement Budget) does not include the \$64k Museum roof expenditure and Bldg. 43 (USA Jet) roof expenditure of \$119,185, approved for FY22. The amendment would allocate an additional \$64k and \$119k to the \$100k budget for FY to cover the approved roof expenditure from 2022. Additionally, the Auction proceeds north of \$92k will be added to the “Asset Sales” category in our CIB. This money will be used for various Capital Improvement projects and equipment purchases throughout the year.

Mr. Beliveau made a motion to approve Resolution 2023-01, amending the Capital Improvement Budget- Building Improvement line item for a total of \$283, and the revenue section, adding the final auction proceeds to the “Asset Sales” line item. Ms. Richards supported the motion

**B. Aviation Camporee Annual Event Approval**

Mr. Downes sought approval for Mr. Pete Mapes to hold an annual Aviation Camporee event in the third week of August each year. Mr. Mapes will provide annually, the dates and schedule for the event.

Mr. Munson made a motion to approve the annual Aviation Camporee event to be held the third week of August each year with Mr. Pete Mapes providing the dates and schedule for the event annually in advance of the event. Event Permit and requirements will apply. Mr. Swise supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

**C. Employment application overview**

Mr. Downes sought approval to add an Airport Maintenance employee as previously discussed during the annual budget meeting in August. As Airport requirements and retirements will take place over the coming years, replacement is paramount to the future success of OWAA and continued workload accomplishments.

Mr. Swise made a motion to authorize Staff to hire an Airport Maintenance employee within the budgeted and approved range of \$19.50-\$21.50 /hr. plus full company benefits as set forth within the OWAA Personnel Policy. Mr. Beliveau supported the motion.

**D. T&K, Contract Accountant Services ending Dec 31<sup>st</sup>, 2022 /Seeking RFPs**

Mr. Downes reported T&K Services has decided to retire and not renew their December 31, 2022 contract. Staff is currently working on a Request for Proposal for a replacement bookkeeper and should have a selection for the board at the November 17, 2022 meeting.

**VIII Airport Manager Comments**

**A. B-52 Cancellation HHQ Tasking**

The event has been cancelled.

**B. Sweepster update**

The Sweepster purchased from Flint- Bishop Airport is running great. A few connections were cleaned up, new brushes were added along with an oil change. Mr. Downes announced that only \$14,000 of the approved \$20,000 budget had been utilized.

**C. GA Concrete Completion**

Phase 1 concrete replacement has been completed on the General Aviation ramp. This is a cost savings to the airport as OWAA maintenance staff have been performing the repairs.

**D. Railway Removal**

The railway removal near Instacoat and Oscoda Plastics has been completed. The project took approximately 2- 2 ½ weeks to complete. The crossings will be completed in the spring. The bidding on the fuel farm removal is taking place. The funds for this project will come from the LDFA funds and OWAA.

**E. TIAA Engine Removal**

Mr. Downes reported 13 engines from TIAA will be transported soon. This still leaves a large number of parts in Hangar 1 that TIAA is hoping to sell to USA Jet.

**F. Isuzu**

Mr. Downes reported the Isuzu testing that took place went well. The testing netted the airport \$5,800.

**G. FY in review**

Be an airport first.

Action = Opportunity. Let's do things to bring people here.

Check out the new website. It is currently being updated with new pictures and information.

**IX. Public Comments**

Mr. Herzog inquired about the open maintenance position and how many applications were received.

Mr. Herzog inquired about the cancellation of the B-52 event.

**X. Board Member Comments**

None

**XI. Review of Bills and Payments**

Oscoda-Wurtsmith Airport Board Meeting  
October 20, 2022

**October – John Swise**  
**November – Rob Huebel**

**XII. Adjournment**

**Mr. Beliveau made a motion to adjourn the meeting at 10:50 a.m. Mr. Munson supported the motion. All in favor. Motion carried.**

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