

**OSCODA-WURTSMITH AIRPORT AUTHORITY**

**BOARD OF DIRECTORS**

**August 22, 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 10:03 a.m.**

**II. Roll Call**

KEVIN BOYAT	PRESENT
KEVIN BELIVEAU	PRESENT
TERRY DUTCHER	ABSENT (ALTERNATE)
BILL PALMER	PRESENT
JOHN SWISE	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	ABSENT
<b>OTHERS PRESENT:</b>	
BRENDA MCNEILL	ADMINISTRATOR
JACK BROWN	AIRPORT MANAGER
AMANDA BECK-HANEY	CONTRACTED ACCOUNTANT MONUMENT FINANCIAL SERVICES
MICHELLE DECHENE	ADMINISTRATIVE ASSISTANT
ROB EPPERT	LEGAL COUNSEL
WILLOW NEWMAN	OSCODA PRESS/NEWS HERALD
JEFF TIEDE	AUSABLE SERVICES

**III. Adoption of Agenda**

**Mr. Munson made a motion to approve the agenda. Mr. Beliveau supported the motion. All in favor. Motion carried.**

**IV. Meeting Minutes – July 18, 2024**

**Mr. Beliveau made a motion to approve the July 18, 2024, meeting minutes. Mr. Palmer supported the motion. All in favor. Motion carried.**

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

**Mr. Munson made a motion to enter into Closed Session at 10:04 am; Mr. Swise supported the motion. Mr. Palmer, Yes, Mr. Beliveau, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.**

Mr. Beliveau made a motion to come out of Closed Session at 10:47 am; Mr. Munson supported the motion. Mr. Palmer, Yes, Mr. Beliveau, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

VI. AuSable Services – Mr. Boyat requested Mr. Tiede from AuSable Services provide the Board with any texts or email correspondence that Mr. Tiede received prior from OWAA Director, Jamie Downes, on requested services. Mr. Tiede agreed to do so. Mr. Boyat noted that he would review everything Mr. Tiede can provide and that the Board will make a decision on any pending payments owed to AuSable Services for prior delivered services.

VII. Financial Activities

A. Financial Activities July 2024

Mr. Palmer and Ms. McNeill have reviewed bank statements and financial transactions during the month of July 2024. A listing of bills processed for payment, totaling \$115,847.19 was provided. Total deposits of \$133,940.48 were also noted. No discrepancies noted.

B. FY 2025- Proposed Budget Presentation – Adopting Amended Resolution No. 2024-05

With assistance from the Airport Manager and contracted accountant-Monument Financial Services, the proposed General Operations and Capital Improvement budgets have been developed for FY 2025.

1. OWAA Cash Reserves: As of July 31, 2024, OWAA cash reserves are demonstrated below.

Huron Community Bank	\$ 382,644.92
Huntington Bank	\$ 1,448,948.44
Total	\$1,831,593.36

2. General Operating Revenue: Tenant rent payments continue to serve as the primary source of revenue in support of OWAA operating expenses. Additional lease revenues include scheduled rent increases and the rent for Hangar 1 recently leased to Kalitta Air and for Cell 10 recently leased to Phoenix Composite Solutions- Phoenix Flight Services (FBO).

3. General Operating Expenses:

a. Employee Wage and Benefit Expenses: Within the proposed budget, the schedule of employee wages and benefits exceeds the 2024 allocation by

approximately \$ 28,000.00. The additional expenses include a 3.5% increase for existing hourly wage employees and includes an estimated increase in medical insurance as costs continue to rise. Staff have been working with Security First Benefits to provide additional alternatives if this trend continues.

b. Phones/IT/Fiber Expenses: Within the proposed budget, the schedule of Phones/IT/Fiber exceeds the 2024 allocation with the addition of fiber being added to OWAA buildings #140 and #20.

c. Other General Operating Expenses: The proposed allocations for other general operating expenses are relatively consistent with past annual budgets.

**4. Capital Improvements Budget:**

a. Revenue: The proposed Capital Improvements budget forecasts one outside source of revenue during FY 2025. That funding is \$500,000.00 for a grant awarded from the Michigan Economic Development Corporation (MEDC) for the Strategic Site Readiness Program (SSRP).

b. Expenditures: The proposed Capital Improvements Budget includes allocations for completing the projects and purchases listed below.

Line Items	Proposed Allocation	Remarks
Building Improvements	\$65,000	Bldg. 140 Renovations FBO Roof Replacement
Fleet Maintenance	\$35,000	Stake Rack Truck

Discussion and adoption of Resolution 2024-05 which establishes the proposed financial budget for FY 2025. Mr. Beliveau made a motion to approve the amended Resolution 2024-05. Mr. Palmer supported the motion. Mr. Palmer, Yes, Mr. Beliveau, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

**VIII. Current Business**

A. ALP – Crosswind Runway: Mr. Brown discussed the necessary changes within the current Airport Layout Plan which includes a request to remove the crosswind runway.

There was a discussion and approval of the removal of the Crosswind Runway project. Mr. Munson made a motion to approve, and Mr. Swise supported the motion. All in favor.

Mr. Palmer, Yes, Mr. Beliveau, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

#### **B. Space Harbor**

Mr. Brown provided an update on Space Harbor and the request to locate a refueling pad location.

Mr. Beliveau made a motion to approve for future expansion. Mr. Swise supported the motion. All in favor.

Mr. Palmer, Yes, Mr. Beliveau, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

#### **C. Terminal Design Committee**

Mr. Brown explained that a Terminal Design Committee needs to be formed. The Committee will consist of Mr. Brown, Ms. McNeill, Mr. Swise, Mr. Munson, and Alternate Mr. Boyat.

### **IX. Administrator & Airport Manager Updates**

#### **A. Northern Strike August 4th-16<sup>th</sup>**

**B. New Website Launch – Ms. McNeill will email out Shumaker Group’s OWAA Draft Website Link to OWAA Board Members for review.**

### **X. Public Comments**

Willow Newman from the Oscoda Press discussed attending the Northern Strike event and taking pictures for an Oscoda Press article. Ms. Newman noted that a P80 Jet Fighter plane from WWII 1947 washed ashore, and she is meeting with an Aviation Historian, Dave Trojan, on this.

### **XI. Board Member Comments**

Mr. Munson noted updates on the RAB Meeting discussions from the previous evening. PFAS vapors are a concern.

Mr. Beliveau discussed that he heard Hennessey pays \$500/hour for renting the runway for events. He asked if there is OWAA’s Liability document is sufficient. Ms. McNeill noted that Hennessey cancelled their event. Mr. Eppert confirmed that OWAA’s documents are solid when they work with SCCA for events.

### **XII. Review of Bills and Payments**

August – **Mike Munson**

September – **Dave Dailey**

October – **John Swise**

**XIII. Adjournment**

**Mr. Boyat made a motion to adjourn the meeting at 12:12 pm. Mr. Munson supported the motion. All in favor. Motion carried.**

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