

OSCODA-WURTSMITH AIRPORT AUTHORITY

BOARD OF DIRECTORS

October 23, 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	PRESENT (ALTERNATE)
BILL PALMER	PRESENT
JOHN SWISE	ABSENT
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT
OTHERS PRESENT:	
BRENDA MCNEILL	ADMINISTRATOR
JACK BROWN	AIRPORT MANAGER
ROB EPPERT	LEGAL COUNSEL
AMANDA HANEY	MONUMENT FINANCIAL SERVICES

III. Adoption of Agenda

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

IV. Closed Session for Attorney Client Privileged Information

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

Mr. Beliveau made a motion to return from Closed Session. Mr. Munson supported the motion. Mr. Palmer, Yes, Mr. Beliveau, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.

Meeting Minutes – September 19,2024

Mr. Dutcher made a motion to approve the September 23, 2024, meeting minutes. Mr. Beliveau supported the motion. All in favor. Motion carried.

V. Financial Activities

A. Financial Activities September 2024

Mr. Munson and Ms. McNeill have reviewed bank statements and financial transactions during the month of September 2024. A list of bills process for payment, totaling \$220,817.35 is provided for you. Total deposits of \$156,769.33 were also noted. Aside from lease revenue, an insurance refund check in the amount of \$107.00 and a zoning application in the amount of \$150.00 was received. Monthly expenses included an additional payroll, Heights Machinery, Franklin Paint, United Rotary Brush, Shumaker Technology, Mead and Hunt and Health Insurance payouts. No discrepancies were reported.

Ms. McNeill and Mr. Brown discussed the overall outcome of the General Operations budget and the Capital Improvement budget for 2024 covering budget percentages and category outcomes.

Mr. Dailey made a motion to approve the September 2024 financial activities report, which includes payment transactions totaling \$220,817.35. Mr. Dutcher supported the motion. **Mr. Palmer, Yes, Mr. Beliveau, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.**

VI. Current Business

A. FEMA Visit

Mr. Brown reported FEMA representatives visited the airport in September and were given a tour. Their purpose was to find a Regional Depo that could potentially serve six counties and allow for the storage of approximately 350 semi-trailers in the event there were ever a disaster or need for assistance. Mr. Brown stated that the representatives were tasked with specific criteria that needed to be met. Further discussion took place regarding the criteria.

Mr. Palmer asked what type of potential revenue could be generated if FEMA were to utilize the airport for storage. Mr. Brown stated that the airport is unable to charge the government as part of the airport's grant assurances and would be a service to the community. The area identified for potential storage is an approximately eight-acre ramp inside of the airfield.

Mr. Brown reported that a decision would be made on the chosen location within a few weeks.

B. Airport Terminal Planning Study

Mr. Brown reported the study was completed and submitted on October 11, 2024. The architectural renderings were provided to the board and discussion regarding the design etc. took place. No action was taken.

C. Administrative Assistant Position

Ms. McNeill sought approval to post the vacant Administrative Assistant position and starting salary.

Mr. Beliveau made a motion for the Administrator to post the full-time vacant position with an hourly rate beginning at \$18.00 per hour. **Mr. Palmer, Yes, Mr. Beliveau, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.**

D. FBO Roof Replacement

Mr. Brown reported a leak in the roof of Building #60 Hangar #5. The building has a steel roof. An RFP was developed with assistance from Duro Last roofing, and a site visit took place on October 8, 2024. The bids are due October 25, 2024 by 4:00 p.m. The completion date is April 2025. No action taken.

VII. Updates

A. Phase II Concrete GA Ramp

The board viewed pictures of maintenance work completed in the past month. Mr. Brown discussed the projects, and a brief discussion took place.

B. Space Harbor

Mr. Brown reported there is no update on Space Harbor.

C. MAAE Conference

Mr. Brown and Mr. Munson provided information on the recently attended MAAE conference.

IX. Public Comments - None

X. Board Member Comments

Mr. Palmer reported that a foam fractionation system is currently being installed at Ken Ratliff Park. This takes the water that is pumped out and it is churned to make foam, and this goes through a process to eliminate that foam, which is high concentration PFAS. This essentially cuts down on the PFAS that goes to the Central Treatment Plant and should extend the life of carbon filters.

Mr. Palmer expressed his appreciation and noted it was a pleasure being involved with the airport board. He noted there are a lot of positive things happening at the airport under the direction of Mr. Brown and Ms. McNeill and thus a benefit to Oscoda Township overall.

Mr. Beliveau expressed his appreciation for the opportunity to serve on the airport board and is a great board to work with. He noted he likes everything about the airport and the work that is being done and Mr. Brown and Ms. McNeill have stood up firm to taking over from the absence of Mr. Downes. He feels this has worked out very well.

The board concurred that the November 21, 2024 board meeting would be changed to November 19, 2024 so that Mr. Beliveau and Mr. Palmer may attend as their final meeting.

XI. Review of Bills and Payments

October – **Kevin Beliveau**

November – **Dave Dailey**

December – **Terry Dutcher**

XX. Adjournment

**Mr. Dailey made a motion to adjourn the meeting at 11:51 a.m. All in favor.
Motion carried.**

Respectfully submitted by Ms. Brenda McNeill.