

**OSCODA-WURTSMITH AIRPORT AUTHORITY**

**BOARD OF DIRECTORS**

**January 16, 2025**

**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 10:01 a.m.**

**II. Oath of Office**

- A. Mr. Terry Dutcher**
- B. Mr. Kevin Kubik**
- C. Mr. Alexander Hardy**

**III. Roll Call**

KEVIN BOYAT	PRESENT
JOHN SWISE	PRESENT
KEVIN KUBIK	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT (ARRIVED 10:15AM)
TERRY DUTCHER	PRESENT
TOM MAXWELL	ABSENT
ALEXANDER HARDY	PRESENT(ALTERNATE)

**OTHERS PRESENT:**

BRENDA MCNEILL	ADMINISTRATOR
JACK BROWN	AIRPORT MANAGER
ROB EPPERT	LEGAL COUNSEL
CHRISTINE TOBON	ADMINISTRATIVE ASSISTANT
JASON WALKER	ASSISTANT AIRPORT MANAGER
AMANDA HANEY	MONUMENT FINANCIAL SERVICES
GILLIAN FARVER	MONUMENT FINANCIAL SERVICES

**IV. Adoption of Agenda**

Mr. Boyat provided an amended agenda to correct the current year to 2025 instead of 2024, add Mr. Hardy to the Oath of office, and remove the closed

session for Attorney Client Privilege as it is no longer needed. A motion was requested for the approval of the amended agenda.

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

**V. Approval of Meeting Minutes – November 19, 2024 (Cancelled December 2024)**

**Mr. Dutcher made a motion to approve the November 19, 2024, meeting minutes. Mr. Munson supported the motion. All in favor. Motion carried.**

**VI. Financial Activities**

**A. Financial Activities November 2024**

Mr. Dailey and Ms. McNeill have reviewed bank statements and financial transactions during the month of November 2024. A list of bills proof of payment, totaling \$105,762.50 was provided to board members. Total deposits of \$160,498.77 were noted. Aside from lease revenue, a deposit in the amount of \$21,715.00 was received as a result of the airport hosting Northern Strike activities in August of 2024. No discrepancies were reported.

**Mr. Munson made a motion to approve the November 2024 financial activities report which includes payment transactions totaling \$105,762.50. Mr. Dutcher supported the motion. Mr. Boyat, Yes, Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dutcher, Yes. Motion carried.**

**Mr. Dailey Arrived 10:15am**

**B. Financial Activities December 2024**

Mr. Dutcher and Ms. McNeill have reviewed the bank statements and financial transactions during the month of December 2024. A list of bills for payment, totaling \$94,083.96 was provided to board members. Total deposits of \$137,032.13 were also noted. Aside from lease revenue, a check in the amount of \$422.40 from Rifkin Steel for scrap material was received and a check from Isuzu in the amount of \$4,612.50 for vehicle testing on Taxiway A. No discrepancies were reported.

**Mr. Munson made a motion to approve the December 2024 financial activities report which includes payment transactions totaling \$137,032.13. Mr. Swise supported the motion. Mr. Boyat, Yes, Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Dutcher, Yes. Motion carried.**

**C. First Quarter Budget Review**

**An overview of expenditure and revenue from quarter one. Hard copies and brief provided at the meeting.**

**VII. Annual Business Meeting Actions**

**A. Election of Board Officers**

**Mr. Munson made a motion to nominate Mr. Kevin Boyat as Chairman. Mr. Dailey supported the motion. Mr. Boyat, yes, Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Dutcher, Yes. Motion carried.**

**Mr. Kubik made a motion to nominate Mr. John Swise as Vice Chairman. Mr. Munson supported the motion. Mr. Boyat, Yes, Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Dutcher, Yes. Motion carried.**

**Mr. Munson made a motion to nominate Ms. McNeill as Treasurer and Secretary. Mr. Dailey supported the motion. Mr. Boyat, Yes, Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes. Mr. Dailey, Yes, Mr. Dutcher, Yes. Motion carried.**

**B. Executive Committee: Appointments and Charge and Limits of Authority**

**Mr. Boyat made a motion to keep the Executive Board as Mr. Boyat, Mr. Munson and Mr. Swise. Mr. Dailey supported the motion. Mr. Boyat, Yes, Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dailey Yes, Mr. Dutcher, Yes. Motion carried.**

**C. Schedule Board Members Monthly Review of Bills and Bank Statements**

**OWA BOARD MEMBER REVIEW OF BILLS AND PAYMENTS SCHEDULE**



January-December 2025

<b>Month</b>	<b>Reviewer</b>
January	John Swise
February	Kevin Kubik
March	Mike Munson
April	Kevin Kubik
May	David Dailey
June	Terry Dutcher
July	Mike Munson
August	John Swise
September	Tom Maxwell
October	Mike Munson
November	Dave Dailey
December	Terry Dutcher

**D. Conflict of Interest**

**The Conflict-of-Interest Policy is designed to help employees of the Oscoda-Wurtsmith Airport Authority identify situations that present potential conflicts of**

**interest and to provide Oscoda-Wurtsmith Airport Authority with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though an employee has or may have a conflict of interest with respect to that decision. Board members were provided the Conflict-of-Interest Policy and asked to fill out sign attached form.**

## **VIII. Current Business**

### **A. Taxiway Lighting Project**

The original \$3.2 million taxiway lighting project has been removed from the funding priority list by the FAA. The project will now be completed in-house. MDOT offers a category for small purchase repairs, which allows the airport to get 425 lights, transformers, and splice kits. A quote was obtained from Blue Globes, which was the most cost-effective option, saving \$60,000 compared to airfield lighting options. The quote was initially quoted in September and remains valid; however, progress was delayed due to the MDOT project manager falling ill. The project funding will come from the airport's 2022 entitlement money, which MDOT has given for this purpose. Although upfront payment is required, the expenses will be reimbursed once the necessary paperwork is completed by mid-summer, causing the airport's share to be only \$7,500.00 after an initial \$146,123.50 payment is made. The project will have medium intensity LED lights, which will be cost saving and have enhanced efficacy.

**Mr. Dailey motioned to approve spending 146,123.50 to complete the project. Mr. Swise supported the motion. Mr. Boyat, Yes, Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Dutcher, Yes. Motion carried.**

### **B. Museum F-16 Display**

The Airport Manager and Wurtsmith Air Museum curator Mike Jones have discussed the potential for a static display of wartime era aircraft to enhance the museum and promote community engagement. Mike highlighted efforts to secure an aircraft for this display, including an opportunity for an F-16 Thunderbird from a separate Airforce base. It was mentioned that many museums across the U.S. are competing for the same aircraft, but that the local museum currently has a claim on it. A Salvage operator in Texas is required to disassemble the F-16, with an estimated cost of \$10,000.00. Transportation of the disassembled aircraft will cost less than \$2,000.00, as a truck can be leased from Penske and a trailer has been lent to the Airport. The museum aims to contribute half of the \$10,000.00 needed for the salvage operation, meaning the Airport will only have to pay \$5,000.00. A discussion point was made on how the display would directly benefit the airport authority. It was suggested that including the airports name on a plaque at the display and potentially using it for promotional purposes would demonstrate this

benefit, such as emphasizing the importance of making the airport a destination for visitors with the F-16 Thunderbird being a significant draw.

**Mr. Dailey proposed a motion to spend \$5,000.00 to assist the museum with the F-16 display, including a sign stating something along the lines of.. In cooperation with the Museum and Wurtsmith Airport Authority, this display was brought in for the benefit of the community. Mr. Kubik supported the motion. Mr. Boyat, Yes, Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Dutcher, Yes. Motion carried.**

### C. Building 140 Rehab

Jason Walker and Jack Brown shared some insights from the building 140 rehab project and shared images. Currently building 140 has significant water damage. Repairs are currently underway, including the priming of floors. The 2x12s affected by water damage are also being addressed. The intention is to create a large tool room, kitchen, and break room. Framing has been completed in preparation for these spaces. A concrete grinder has been tested and performed well, although the condition of the flooring remains hazardous in areas, particularly where heaters used to be. The building shows severe deterioration, including rotted rafters and a sagging support wall. A new load-bearing wall will be added, along with additional support columns to stabilize the structure. Necessary repairs are being prioritized to prevent total collapse. For the next steps plans are in place to proceed with drywall installation after completing current repairs. All new studs are in place and electrical work is pending. Russo has been working with the Airport Authority to help with the structural engineering components, ensuring compliance with code. Structural integrity will be maintained using steel I-beams as specified by the engineers' guidelines. The current budget has been rearranged but is stretched. There is a need to consider finding additional funding or allocating funds from future budgets to complete the project. The estimated costs for the complete rehabilitation project will be around \$100,000.00. Once completed, there has been discussion about income from renting out buildings 15, 16 and 20, which are occupied by Airport Authority maintenance staff. Insulation costs for the building are projected at approximately \$41,000.00 for materials only, not including labor. Bill Hansen, who is retired but previously worked with insulation, recommended addressing structural fixes first over full insulation. Bill Hanson will also be helping with in-house labor, providing a maximum of 2 hours a day to help with training and consultation at a rate of \$75 an hour. Spray foam options were considered but are too expensive at \$4 per square-inch. The board agreed that further detailed measurements and costs are needed. It was also agreed to bring back additional figures and vision renderings for the project, including CAD designs for the tool room, break room, and bathroom layout. **No further action was taken on the topic.**

#### D. Spray Foam Insulation Machine

Jack Brown proposed a discussion to purchase an entry-level spray foam machine, including a trailer, hookups, and PPE for approximately \$44,000.00. It was estimated that 28 sets of chemicals would be needed to foam building 140, with costs projected at around \$80,000.00 if contracted out. The spray foam machine would not only benefit building 140 but also be used for other buildings that may become available. The plan includes knocking down walls, repainting, and insulating the interiors to make winter leasing more affordable for tenants. Concerns have been raised by current tenants regarding winter heating, with many expressing a desire to stay but finding heating costs to take from profits. As buildings become empty, with this machine there can be an action plan to rehabilitate them which includes foaming, installing new LED lights, repainting exteriors, and repainting doors. The rehabilitation efforts would take approximately 90 days (about 3 months) per building and cost around \$10,000.00 per building, during this time they would be taken off the market until completion. The spray foam was also noted to have structural properties, providing benefits beyond insulation. Further discussion and evaluation regarding the purchase of the spray foam machine and the costs will happen soon, such as a review of funding sources and adjustments to the budget to purchase the machine. **No further action was taken on the topic.**

#### E. Consumers Energy Discussion: Solar Development

The Oscoda-Wurtsmith Airport Authority was contacted by Rich Castle, representative for Consumers Energy in our area, regarding solar development at the airport. No formal decision was made to pursue the discussion further, but the possibility of scheduling a meeting later was discussed. **No further action was taken on the topic.**

#### F. Great Lakes Trade Expo

Two representatives from the airport are sent to Grand Rapids each year for pesticide licensing training. The certifications are valid for three years, after which the certified person must pass a recertification exam. One team member is scheduled to receive certification next Monday. A sheet was passed around with the prices.

**Mr. Dailey motioned to approve the participation of the Great Lakes Trade Expo. Mr. Dutcher supported the motion. Mr. Boyat, Yes, Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dailey, Yes, Mr. Dutcher, Yes. Motion carried.**

## GREAT LAKES TRADE EXPO

January 20, 2025-January 23, 2025

303 Monroe Ave. NW Grand Rapids, MI 49503



Name	AMWAY HOTEL	PIER DIEM	EXPO	MDARD TESTING	TOTAL
Andrew Franks	\$487.23	\$280.00	\$269.10	\$10.00	\$1,046.33
Steve Wood	\$487.23	\$280.00	\$269.10		\$1,036.33
	\$ 974.46	\$ 560.00	\$ 538.20	\$ 10.00	\$2,082.66



Pier Diem: \$60  
For Travel Days,  
\$80 for Expo  
Days

### IX. Updates

Mr. Boyat announced that Jack Brown, Airport Manager, will be retiring on May 16, 2026.

### X. Public Comments

**No public comments.**

### XI. Board Member Comments

**Mr. Dailey:** During our discussions about the issues related to EGLE, I'd like to clarify a few points regarding what must be purchased to test rainwater. It is important to note that we should not be obligated to buy anything for their studies. **Mr. Munson:** Inquired about potential funding sources. **Mr. Boyat:** Reached out to Ryan previously to inform him about the situation with EGLE and has confirmed that the airport has a DRC on file indicating that the airport is not liable, and they could just be conducting a check-in. **Mr. Brown:** Believes it would be beneficial to invite Ryan, from Cherokee Federal, to explain the situation further. EGLE previously sent a letter, and a 90-day extension has been requested from January 7<sup>th</sup>.

**Mr. Munson:** Announced that a RAB meeting is scheduled for February 19<sup>th</sup> at the United Methodist Church, starting at 5pm and ending around 8pm.

**Attorney Rob Eppert:** Provided an update regarding Oscoda Engine Services. Currently he is working on finalizing the language for the bill of sale with the U.S. Treasury. Approval is needed from the Bank, which is expected to take a few days. Once this approval is secured, the board will be able to proceed with issuing two checks; one for \$150,000.00 to the Treasury and another for \$150,000.00 to the Airport Authority. Board members then expressed their appreciation to Rob for his diligent efforts in negotiating the terms and successfully achieving a 50-50 split from the original proposal.

### XII. Review of Bills and Payments

- A. January – John Swise**
- B. February – Kevin Kubik**

**XIII. Adjournment**

**Mr. Boyat made a motion to adjourn the meeting at 12:00 p.m. Mr. Munson supported the motion. All in favor. Motion carried.**

Respectfully submitted by Ms. Christine Tobon on behalf of Ms. Brenda McNeill.