

OSCODA-WURTSMITH AIRPORT AUTHORITY

BOARD OF DIRECTORS

April 17, 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. Roll Call

KEVIN BOYAT	PRESENT
JOHN SWISE	PRESENT
KEVIN KUBIK	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	ABSENT
TERRY DUTCHER	PRESENT
NIKKI TREGEAR	ABSENT

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

III. Adoption of Agenda

Mr. Munson provided an amended agenda to move the Huron Community Bank presentation to the next item on the agenda. A motion was requested for the approval of the amended agenda.

Mr. Munson made a motion to approve the amended agenda. Mr. Dutcher supported the motion. Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dutcher, Yes, Mr. Boyat, Yes. Motion carried.

IV. Presentation by Huron Community Bank

Brittany Bissonette from Huron Community Bank spoke about a Repurchase Agreement Account. She mentioned that the account now is earning about \$383 in interest per year, however with this new account \$3,000 or more could be earned in a year with interest with no fees.

Mr. Dutcher made a motion that the Oscoda-Wurtsmith Airport Authority would like to move forward with the Repurchase Agreement Account. Mr. Kubik supported the motion. Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dutcher, Yes, Mr. Boyat, Yes. Motion carried.

V. Closed Session for Attorney Client Privileged Information

Mr. Dutcher made a motion to enter into a Closed session at 10:09 am; Mr. Kubik supported the motion. Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dutcher, Yes, Mr. Boyat, Yes. Motion carried.

Mr. Kubik made a motion to come out of Closed Session at 10:35 am; Mr. Dutcher supported the motion. Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dutcher, Yes, Mr. Boyat, Yes. Motion carried.

VI. Approval of Meeting Minutes – March 20, 2025

Mr. Swise made a motion to approve the March 20, 2025, meeting minutes. Mr. Kubik supported the motion. All in favor. Motion carried.

VII. Financial Activities March 2025

A. Financial Activities March 2025

Mr. Swise and Ms. McNeill reviewed the bank statements and financial transactions during the month of March 2025. A list of bills for payment, totaling \$104,734.73 was provided. Total deposits of \$134,141.29 were noted. No discrepancies were reported.

Mr. Dutcher made a motion to approve the March 2025 financial activities report, which includes payment transactions totaling \$104,734.73. Mr. Kubik supported the motion. Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dutcher, Yes, Mr. Boyat, Yes. Motion carried.

B. 2nd Quarter Budget Review/Amendment

Ms. McNeill reported that the 2nd quarter budget review is complete. Key concerns include utility increases for unoccupied buildings, overtime, and professional services. Budget amendments include:

- Adding \$26,000 to the overtime budget
- An increase of \$1,500 for medical prescriptions, offset by lower life and disability insurance costs
- \$4,500 will be moved to the supplies and services to cover utilities for Building 140 due to heating needs
- An additional \$20,000 allocated for legal fees, though not all may be utilized
- Funds will be sourced from airside, vehicle, and maintenance budgets for heating expenses
- A portion of the Capital Improvement budget, initially set aside for equipment purchases have been reallocated after the decision to opt-out of a few purchases
- Additionally, \$10,000 was moved from engineering to the general operations budget for the remainder of the year



FY 25 Q2 CIB Amendments

Resolution 2025-01 Second Quarter Budget Amendments

	FY 25 Adopted	FY 25 Proposed	FY 25 03.31.2025	1st Quarter Percent
Capital Improvement - Expenses				
General Office Equipment	\$ 6,000.00		\$ 3,452.45	58%
Radio - NAVAID Equipment	\$ 3,000.00		\$ 1,570.00	52%
Landside Infrastructure	\$ 15,000.00		\$ 6,848.00	46%
Equipment Purchases	\$ 35,000.00	\$ (35,000.00)	\$ -	0%
Airside Infrastructure	\$ 10,000.00		\$ 34.31	0%
Airside Equipment Purchases-COMBINED	\$ -			
Airside Pavement Repairs	\$ 25,000.00			0%
Large Equip. Capital Repairs	\$ 40,000.00			0%
Building Improvements	\$ 40,000.00		\$ 8,843.29	22%
Building Demolition/Fuel Farm	\$ 15,000.00		\$ 15,000.00	100%
	\$ -			
Engineering / Prof. Svces - Capital Imp. Projs.	\$ 20,000.00	\$ (10,000.00)	\$ 3,093.00	15%
	\$ -			
MEDC - Site Readiness Design and Grant Acq	\$ -			
	\$ -			
Budgeted Capital Imp. Expenses	\$ 209,000.00			0%
Budgeted MEDC Infrastructure Grant				
Infrastructure Update	\$ 500,000.00			0%
Budgeted Capital Improvement Expenses LDFA and Grant				
FY 25 Flight Street Construction	\$ -			
Budgeted Capital Expenses - Sub-Total	\$ 709,000.00	\$ (45,000.00)	\$ 38,841.05	5%



**FY 25 Q2
 GOPS
 Amendments
 Resolution 2025-01
 Second Quarter
 Budget
 Amendments**

General Staff Expense					
Wages - Full Time	\$ 500,000.00		\$ 221,206.21	44%	
Wages - Over Time	\$ 25,000.00	\$ 26,000.00	\$ 35,029.06	140%	
Wages - Part Time	\$ 32,000.00		\$ 36.00	0%	
Medicare	\$ 9,000.00	\$ 500.00	\$ 3,713.75	41%	
Social Security	\$ 33,500.00	\$ 1,500.00	\$ 15,879.52	47%	
Medical Insurance	\$ 178,000.00		\$ 85,295.41	48%	
Medical Prescription Reimbursements	\$ 2,000.00	\$ 1,500.00	\$ 1,401.83	70%	
Life Insurance/Disability Ins.	\$ 17,500.00	\$ (1,500.00)	\$ 4,440.73	25%	
Workers Comp. Insurance	\$ 12,000.00		\$ -	0%	
Retirement	\$ 49,000.00	\$ 2,000.00	\$ 26,456.76	54%	
Unemployment Benefits	\$ -		\$ -		
Casual Labor	\$ -		\$ -		
Sub- Total		\$ 858,000.00	\$ 30,000.00	\$ 389,462.27	46%
Supplies and Services					
1 Operating Administrative Supplies	\$ 8,000.00		\$ 4,402.80	56%	
2 IT, Fiber & Telephones	\$ 30,000.00		\$ 13,389.77	45%	
3 Postage	\$ 1,000.00		\$ 325.92	33%	
4 Travel and Transportation	\$ 10,000.00		\$ 3,293.99	33%	
5 Insurance	\$ 85,000.00		\$ 67,030.00	79%	
6 Utilities, Occupied Buildings	\$ 45,000.00		\$ 25,550.75	57%	
7 Utilities, Unoccupied Buildings	\$ 10,000.00	\$ 4,500.00	\$ 12,025.70	129%	
8	\$ -		\$ -		
9 Custodial Supplies/Building Janitorial Svs.	\$ 8,000.00		\$ 2,312.98	29%	
10 Refuse Service	\$ 4,000.00		\$ 1,897.92	47%	
11 License, Fees, Dues and Subscriptions	\$ 7,500.00		\$ 4,463.35	60%	
12 Uniforms & Safety Equipment	\$ 5,500.00		\$ 2,840.53	48%	
13 Property Taxes	\$ 4,000.00		\$ 816.46	20%	
14 Meals and Entertainment	\$ 5,000.00		\$ 1,807.79	36%	
15 Safety, Compliance and Training	\$ 7,500.00		\$ 5,322.93	71%	
Sub- Total		\$ 230,500.00	\$ 4,500.00	\$ 146,270.89	63%
Professional Services					
16 Audit and Accounting	\$ 5,600.00		\$ 4,500.00	80%	
17 Legal	\$ 20,000.00	\$ 20,000.00	\$ 17,457.00	87%	
18 Radio - NAVAID Maintenance	\$ 6,000.00		\$ 1,317.78	22%	
19 Engineering & Consultants	\$ 5,000.00		\$ -	0%	
20 Advertising & Marketing	\$ 9,000.00		\$ 354.13	4%	
21 Accounting / Bookkeeping Services	\$ 32,000.00		\$ 13,100.00	41%	
22 Other Professional Service	\$ 5,000.00		\$ 300.00	6%	
23 Scholarships	\$ 6,000.00		\$ 6,000.00	100%	
24	\$ -		\$ -		
Sub- Total		\$ 88,600.00	\$ 20,000.00	\$ 43,028.91	49%
Fleet and Airfield Maintenance					
25 Airside Maintenance and Repair	\$ 65,000.00	\$ (5,000.00)	\$ 18,817.85	29%	
26 Landside Maintenance and Repair	\$ 10,000.00		\$ 3,739.26	37%	
27 Vehicle Maintenance and Repair	\$ 40,000.00		\$ 13,605.00	34%	
28 Airfield Lighting Maintenance and Repair	\$ 10,000.00	\$ (2,000.00)	\$ 803.04	8%	
29 Building Maintenance and Repair	\$ 25,000.00		\$ 17,125.09	69%	
30 Vehicle Fuel	\$ 50,000.00	\$ (2,500.00)	\$ 16,968.52	34%	
Sub- Total		\$ 200,000.00	\$ (9,500.00)	\$ 71,058.76	36%
Operating Expenses		\$ 1,377,100.00	\$ 45,000.00	\$ 653,820.83	47%

Mr. Dutcher made a motion to approve the 2nd Quarter Budget Amendment 2025-01. Mr. Kubik supported the motion. Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Munson, Yes, Mr. Dutcher, Yes, Mr. Boyat, Yes. Motion carried.

VIII. Current Business

A. ALP Review

Mr. Brown provided an update on the Airport Layout Plan. Last Tuesday, the executive board met with Meed and Hunt. As part of the process, updates occur every twenty years. All necessary updates have been completed; they are currently gathering additional data and will present their findings to the board for approval soon.

IX. Updates

Mr. Walker presented updates on various ongoing projects, accompanied by photographs to illustrate the progress. The projects included the removal of stumps and addition of mulch along Reia Road, both inside and outside the fence. Concrete is being replaced on the apron too, with the goal of completing this work before the SAA's arrival. The ripped-up concrete is being stored in the airport's dump area, following suggestions from CTI. Additionally, the new Duralast roof on Cell 5 is expected to be finished by the end of the week.

X. Public Comment

No public comments were made at this time.

XI. Board Member Comments

No board comments were made at this time.

XII. Review of Bills and Payments

April: Kevin Kubik

May: Dave Dailey

XIII. Adjournment

Mr. Dutcher made a motion to adjourn the meeting at 10:58 am. Mr. Kubik supported the motion. All in favor. Motion carried

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