

**OSCODA-WURTSMITH AIRPORT AUTHORITY**

**BOARD OF DIRECTORS**

**December 11, 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 10:00 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          |
| JASON WALKER    | ASSISTANT MANAGER        |
| ROB EPPERT      | LEGAL COUNSEL            |
| CHRISTINE TOBON | ADMINISTRATIVE ASSISTANT |
| GAYLYNN BRENOEL | OSCODA PRESS/IOSCO NEWS  |
| NANCY HOWSE     | OSCODA TOWNSHIP          |

**III. Adoption of Agenda**

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

**IV. Approval of Meeting Minutes – November 20, 2025**

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

**V. Financial Activities**

**A. Financial Activities November 2025**

Ms. McNeill and Mr. Dailey reviewed the bank statements and financial transactions during November as provided. A list of bills for payment totaling \$102,330.19 was provided. Total deposits of \$109,515.36 were noted. The deposits included a \$2,500.00 deposit for property taxes. No discrepancies were reported.

**Mr. Munson made a motion to approve the November 2025 financial activities report, which includes payment transactions totaling \$102,330.19. Mr. Dutcher supported the motion. Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.**

**VI. Current Business**

**A. Election of Board Officers**

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

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

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

**B. Election of At-Large Members: Alcona & Iosco County**

**Mr. Munson made a motion to nominate Mr. John Swise as the Alcona County At-Large member. Mr. Dutcher supported the motion. Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.**

**Mr. Dutcher made a motion to nominate Mr. Mike Munson as the Iosco County At-Large member. Mr. Kubik supported the motion. Mr. Swise, Yes, Mr. Kubik, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.**

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

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

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

OWA BOARD MEMBER REVIEW OF BILLS AND PAYMENTS  
SCHEDULE



January-December 2026

| Month     | Reviewer      |
|-----------|---------------|
| January   | Kevin Kubik   |
| February  | Terry Dutcher |
| March     | John Swise    |
| April     | Mike Munson   |
| May       | Terry Dutcher |
| June      | Kevin Boyat   |
| July      | Mike Munson   |
| August    | John Swise    |
| September | Terry Dutcher |
| October   | Mike Munson   |
| November  |               |
| December  | Kevin Kubik   |

**E. 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 with the conflict-of-interest policy and asked to fill out and sign the attached form.

## F. 2026 OWA Meeting Schedule

**OSCODA-WURTSMITH AIRPORT  
AUTHORITY**

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MEETING SCHEDULE 2026

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The Oscoda-Wurtsmith Airport Authority holds their regular meetings on the **3<sup>rd</sup> Thursday of each month**. Meetings are held at the Oscoda-Wurtsmith Airport Conference Room, located at 3961 East Airport Drive, and **begin at 10 AM**. During 2026 these Regular Meetings are scheduled as follows:

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**JANUARY 15, 2026**

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**FEBRUARY 19, 2026**

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**MARCH 19, 2026**

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**APRIL 16, 2026**

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**MAY 21, 2026**

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**JUNE 18, 2026**

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**JULY 16, 2026**

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**AUGUST 20, 2026**

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**SEPTEMBER 17, 2026**

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**OCTOBER 15, 2026**

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**NOVEMBER 19, 2026**

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**DECEMBER 10, 2026\***

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\*December Meeting is on the second not third Thursday due to the holiday season



**Mr. Kubik motioned to approve the OWAA 2026 meeting schedule. Mr. Munson supported the motion. All in favor. Motion carried.**

## VII. Updates

Mr. Brown spoke about the Friction Tester. He mentioned it has been providing objective, real-time data that improves safety and aligns with larger airports. It measures friction values and has performed well in recent tests, including after the most recent snowstorms. The system helps with runway condition assessments that are then sent to an email distribution list. Mr. Walker presented an assessment to the board and explained how it is read.

Mr. Brown discussed the recent release of the NOFO on the 8<sup>th</sup> for the airport terminal plan, which he is reviewing and plans to resubmit with more details by October 26, 2026. He noted that this is their last chance to submit. Mr. Brown spoke about alternatives to building a new terminal, mainly updating the existing ones of ADA compliant bathrooms, which would require extensive renovations due to structural issues, asbestos, and non-compliance. The current buildings condition makes a full rebuild costly. Mr. Brown noted that the existing terminal has a limited lifespan, and

funding options like discretionary money could finance major projects without a large cost to the airport.

Ms. McNeill recapped that on June 24, 2025, the airport entered a GACO for addressing Per and Polyfluoroalkyl substances in industrial storm water discharges to surface waters. Per the GACO compliance program, sample results for each discharge point were reviewed by EGLE and were found to exceed criteria for specific PFAS pollutants. Therefore, ongoing quarterly monitoring compliance at the discharge point is required to be sampled quarterly. Ms. McNeill mentioned that the first quarter monitoring began in October and the first sample was taken on November 21, 2025. The airport is working locally with Enviro Lab to secure the samples and received the sample results recently that will need to be sent to EGLE. Ms. McNeill also reminded the board the Air Force is planning to seal joints in the stormwater pipe, and it is expected to begin in the spring of 2026.

#### **VIII. Public Comment**

**Nancy Howse:** Provided an update on recent meetings with state officials, including with Mr. Kalitta and a potential third after the new year depending on schedules, which would mean good news for the ongoing housing development interest. She emphasized that regional housing needs are recognized across the county, with efforts needed to create affordable housing options, to support community growth and socialization. Ms. Howse also discussed uncertainty around the MEDC's Match on Main program, as recent legislative bills threaten its continuation, which impacts local business improvement funding. She is preparing to assist local businesses with application but cannot proceed until funding is confirmed.

#### **IX. Board Member Comments**

**Mr. Munson:** Mentioned that the next RAB meeting, usually held every three months at the Methodist Church, has been canceled due to the government shutdown. The upcoming meeting on December 17<sup>th</sup> will be virtual, starting at 5pm and lasting a couple of hours. The next in-person meeting is likely scheduled for March. Mr. Munson mentioned he would send the board members a virtual link via email.

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

December: Terry Dutcher

January: Kevin Kubik

#### **XI. Adjournment**

**Mr. Munson made a motion to adjourn the meeting at 10:40 a.m. Mr. Dutcher supported the motion. All in favor. Motion carried**

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