

OSCODA-WURTSMITH AIRPORT AUTHORITY

BOARD OF DIRECTORS

January 15, 2026

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 | ABSENT |
| MIKE MUNSON | PRESENT |
| TERRY DUTCHER | PRESENT |
| NIKKI TREGEAR | ABSENT |
| STEVE FRANKS | PRESENT |

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 |
| DAVE DAILEY | |
| MIC BRENOEL | |

III. Oath of office

Mr. Franks was sworn into the OWAA board.

Mr. Dailey was presented with a custom wooden propellor decor and challenge coin for his many years of service on the OWAA board.

IV. Adoption of Agenda

Mr. Boyat provided an amended agenda to change the title under Financial Activities to “A. December 2025 & First Quarter Budget Review, added “B. February Meeting: Rescheduled” under Current Business, and added “C. EGLE” under Updates.

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

V. Approval of Meeting Minutes – December 11, 2025

Mr. Dutcher made a motion to approve the December 11, 2025, meeting minutes. Mr. Munson supported the motion. All in favor. Motion carried.

VI. Financial Activities

A. Financial Activities December 2025 & First Quarter Budget Review

Ms. McNeill and Mr. Munson reviewed the bank statements and financial transactions during December as provided. A list of bills for payment totaling \$120,516.37 was provided. Total deposits of \$159,161.17 were noted. No discrepancies were reported.

Mr. Dutcher made a motion to approve the December 2025 financial activities report, which includes payment transactions totaling \$120,516.37. Mr. Franks supported the motion. Mr. Franks, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

The first quarter budget was provided to board members.

Oscoda-Wurtsmith Airport
 Authority Board Meeting
 January 15, 2026

| FY 26 General Operations Budget | | FY 26 | FY 26 | FY 26 | 1st Quarter |
|--|--|------------------------|-----------------|-------------------------|--------------------|
| 10/1/2025 - 9/30/2026 | | Adopted | Proposed | As of 12.31.2025 | Percent |
| Lease Revenue | | \$ 1,519,892.00 | | \$ 422,101.45 | 28% |
| Fee Revenue | | | | | |
| Landing Fees (Est.) | | \$ 1,600.00 | | \$ 297.50 | 19% |
| Other Fees | | \$ 100.00 | | | 0% |
| Additional Revenue | | | | | |
| Bank Interest (Est.) | | \$ 4,400.00 | | \$ 1,033.90 | 23% |
| Certificate of Deposit Interest | | | | | |
| Transfer from Investment Funds | | | | | |
| Transfer from Oscoda Twp. | | | | | |
| Tenant Water & Sewer | | \$ 100,000.00 | | \$ 24,811.98 | 25% |
| Other Revenue (Est.) | | \$ 30,500.00 | | \$ 12,880.00 | 42% |
| Enterprise Revenue (Est.) | | \$ - | | | #REF! |
| Operating Revenues | | \$ 1,656,492.00 | \$ - | \$ 461,124.83 | 42% |
| Budgeted General Operating Revenues | | \$ 1,656,492.00 | \$ - | \$ 461,124.83 | 42% |

| | | FY 26 | FY 26 | FY 26 | |
|------------------------------|---|----------------------|-----------------|-------------------------|----------------|
| Expenditures | | Adopted | Proposed | As of 12.31.2025 | Percent |
| General Staff Expense | | | | | |
| | Wages , Full Time | \$ 490,000.00 | | \$ 100,993.53 | 21% |
| | Wages , Over Time | \$ 63,000.00 | | \$ 7,286.13 | 12% |
| | Wages , Part Time | \$ 50,000.00 | | \$ - | 0% |
| | Medicare | \$ 9,900.00 | | \$ 1,260.68 | 13% |
| | Social Security | \$ 40,000.00 | | \$ 5,390.48 | 13% |
| | Medical Insurance | \$ 178,000.00 | | \$ 45,967.83 | 26% |
| | Medical Prescription Reimbursements | \$ 3,500.00 | | \$ 692.61 | 20% |
| | Life Insurance/Disability Ins. | \$ 11,500.00 | | \$ 2,327.07 | 20% |
| | Workers Comp. Insurance | \$ 13,000.00 | | \$ - | 0% |
| | Retirement | \$ 59,000.00 | | \$ 5,038.69 | 9% |
| | Unemployment Benefits | \$ - | | \$ - | #DIV/0! |
| | Casual Labor | \$ - | | \$ - | #DIV/0! |
| | Sub- Total | \$ 917,900.00 | \$ - | \$ 168,957.02 | 18% |
| Supplies and Services | | | | | |
| 1 | Operating Administrative Supplies | \$ 10,000.00 | | \$ 1,701.84 | 17% |
| 2 | IT, Fiber & Telephones | \$ 32,000.00 | | \$ 5,582.10 | 17% |
| 3 | Postage | \$ 1,000.00 | | \$ 141.98 | 14% |
| 4 | Travel and Transportation | \$ 7,500.00 | | \$ - | 0% |
| 5 | Insurance | \$ 105,000.00 | | \$ 4,799.00 | 5% |
| 6 | Utilities | \$ 70,000.00 | | \$ 14,448.47 | 21% |
| 9 | Custodial Supplies/Building Janitorial Svs. | \$ 12,000.00 | | \$ 1,380.10 | 12% |
| 10 | Refuse Service | \$ 6,000.00 | | \$ 1,063.16 | 18% |
| 11 | License, Fees, Dues and Subscriptions | \$ 8,500.00 | | \$ 380.66 | 4% |
| 12 | Uniforms & Safety Equipment | \$ 4,500.00 | | \$ 2,616.65 | 58% |
| 13 | Property Taxes | \$ 4,000.00 | | \$ 3,136.15 | 78% |
| 14 | Meals and Entertainment | \$ 5,000.00 | | \$ 1,220.68 | 24% |
| 15 | Safety, Compliance and Training | \$ 7,500.00 | | \$ - | 0% |
| | Sub- Total | \$ 273,000.00 | \$ - | \$ 36,470.79 | 13% |

Ms. McNeill reviewed the first quarter financials with Mr. Brown. Noticeable updates were that revenue is at 28% of the budget, while other revenue is at 42%, mainly due to collections of past due leases revenue. Overall, revenue remains on track. Staff costs are 18%. Property taxes are at 78% due to unoccupied buildings 25, 5109 as well as T-hangars which are paid by the airport. Ms. McNeill mentioned the audit is complete at 82%, with just a 990-form due. She mentioned that the audit results will be presented at the February meeting. Fleet and airfield maintenance are also on schedule at 15%.

In capital projects, the airfield lighting project is at 98%, with the airports' share paid. This was a significant in-house LED lighting upgrade, offering longer life and lower power use. Delays did occur due to weather and health issues, but progress is steady. Large equipment repairs are at 34% due to blower and broom repairs

Mr. Brown explained category 50, which reviews engineering projects, like the Kalitta shop expansion and the Kalitta restrooms. By doing the studies through the airport instead of through Kalitta, the environmental assessments were expedited from 12-14 weeks to 8, keeping the projects on track, which brought the category to \$6,133.44. Reimbursements are pending, and future budget amendments will cover unreimbursed expenses, such as the historical study.

Mr. Boyat raised concerns about an upcoming project related to the airport's minimum standards, rules, and regulations, which would also be funded from category 50. Mr. Brown mentioned he had spoken with Mead and Hunt about completing this project, noting that the minimum standards, rules and regulations have not been updated since August 1997. He expressed a desire to have it completed before retiring. Mr. Brown also pointed out that this work would be costly, as the FAA does not fund rules, regulations or minimum standards, making it an out-of-pocket expense for the airport. Mr. Boyat added that the executive board had previously discussed this project with Mr. Eppert, who suggested that drafting the documents could be done by him. Mr. Eppert expressed this could reduce costs significantly, potentially by thousands or even tens of thousands of dollars compared to other options. The board did agree that this was the best approach and indicated it would be further discussed at a later date.

Mr. Dutcher made a motion to accept the FY 2026 1st Quarter Budget. Mr. Franks supported the motion. Mr. Franks, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

VII. Current Business

A. MAAE Conference

The winter Michigan Airport Conference will be conducted February 18th and 19th, 2026. Information about the conference agenda was provided to the board members. Conference registration, two-night hotel stay, meals and transportation expenses are anticipated to be less than \$700.00 per person.

Mr. Dutcher motioned to approve Brenda McNeill and Jason Walker to attend the winter Michigan Airport Conference and for the authority to pay for conference attendance related expenses. Mr. Franks supported the motion. Mr. Franks, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

B. February Meeting: Rescheduled

Due to the Michigan Airports Conference being conducted February 18th to the 19th, the February 19th meeting was rescheduled to February 26th.

Mr. Dutcher motioned to approve to move the February 19th board meeting to Thursday, February 26th 2026. Mr. Munson supported the motion. Mr. Franks, Yes, Mr. Dutcher, Yes, Mr. Munson, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.

VIII. Updates

A. ALP Update

Mr. Brown reported that the Airport Layout Plan (ALP) has been successfully completed, a process that began in 2023. He noted that the project was fully funded through grants, incurring no out of pocket costs, and it incorporates all recent updates, including the terminal and future development plans. Ms. McNeill brought a large, updated graphic into the conference room of the updates, and the board agreed it should be enlarged and displayed in accessible locations around the airport. Mr. Brown also mentioned he would contact Mead and Hunt to inquire if additional graphics will be sent.

B. Airport Terminal Grant Update

Mr. Brown provided an update on the airport terminal grant, noting that all application materials were due by January 15th, with the application submitted in December. The first round of funding is scheduled for around February 1st, but he believes it is unlikely they will meet this timeline. Additionally, a MAP grant for military airport projects was also submitted, as Mr. Brown believes applying for both grants increases the likelihood of securing funding. He is currently awaiting further updates.

C. EGLE

Ms. McNeill provided an update on the PFAS testing grant, submitted in August to cover testing and cleanup costs. She learned on January 13th that the grant was not awarded, with a representative citing the airport's GACO agreement as the reason. The initial testing cost was \$800.00, and future quarterly tests are expected to cost around \$400.00 each, which is the goal to repair the pipe which would then eliminate ongoing testing.

Mr. Munson noted that the Air Force was initially reluctant to cover testing costs, but thanks to RAB representative Steve Willis, the project was pushed forward. Ms. McNeill also mentioned that the township board was expected to sign an agreement with the Air Force, but it did not appear on the agenda at the recent meeting as expected.

Mr. Munson emphasized that the storm drain agreement between the Air Force and township is crucial, as contamination issues could transfer liability to the airport under existing agreements. He added that the Air Force has agreed to pay for repairs, specifically the storm drain joints, which they believe will reduce contaminant flow. However, the contract must be signed by the storm drain sewer owners, the township, to proceed.

IX. Public Comment

Nancy Howse: Provided an update on behalf of the township. She mentioned that the township board approved their 2026 budget at the December 22nd meeting. She announced the appointment of Lisa Sutton and Andy Roy to the LDFA. She is working on housing projects with the land bank and expects to have updates next month. Ms. Howse also discussed ongoing master plan efforts for Iosco County and Oscoda Township, with public hearings and approvals scheduled before year end. She promoted the Develop Iosco networking event for January 29th and reported that the Michigan Economic Development Corporation will continue sponsoring Match on Main, with applications due on March 1st. Additionally, Ms. Howse mentioned the townships work on Redevelopment Ready Community Certification and that Mike Jones has resigned as Air Museum chair, replaced by Rick Hawn. Finally, she shares that the

township is seeking to repair the non-functioning electric sign at Township Hall, with a company scheduled to assess it on January 23rd, aiming to extend its life or to secure funding for a replacement.

X. Board Member Comments

Mr. Franks: Thanked the board for his first meeting and is excited about what is to come.

XI. Review of Bills and Payments

January: Kevin Kubik

February: Terry Dutcher

XII. Adjournment

Mr. Dutcher made a motion to adjourn the meeting at 10:53 a.m. Mr. Franks supported the motion. All in favor. Motion carried

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