

**OSCODA-WURTSMITH AIRPORT AUTHORITY  
BOARD OF DIRECTORS  
Board Meeting Minutes  
July 9, 2020**

Keeping with intentions of Michigan Governor Executive Order Nos. 2020-21 and 2020-75, this meeting was conducted via internet-based website.

**I. CHAIRMAN BOYAT CALLED THE MEETING TO ORDER AT 10:09 A.M.**

**II. ROLL CALL:**

KEVIN BOYAT	PRESENT
KEVIN BELIVEAU	PRESENT
ROB HUEBEL	PRESENT
AARON WEED	PRESENT
JOHN SWISE	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	PRESENT

**OTHERS PRESENT**

GARY KELLAN – AIRPORT MANAGER  
JACK BROWN – ASSISTANT AIRPORT MANAGER  
BRENDA MCNEILL- ADMINISTRATIVE ASSISTANT  
PATRICIA ALVORD- OSCODA PRESS  
GREG SCHULZ  
MARK MILLER  
DAVE HOIN

**III. ADOPTION OF AGENDA**

Chairman Boyat called for adoption of the meeting agenda.

**Mr. Munson made a motion to approve the meeting agenda. Mr. Weed supported the motion. No further comments. Motion carried by voice vote.**

**IV. APPROVAL OF MINUTES – June 11, 2020 Regular Meeting**

Chairman Boyat called for a motion to approve the June 11, 2020 meeting minutes.

**Motion made by Mr. Dailey to approve the June 11, 2020 meeting minutes as presented. Mr. Swise supported the motion. No further comments. Motion carried by voice vote.**

**V. May 2020 Financial Activities Report**

Mr. Munson and Mr. Kellan reviewed bank statements and financial transactions during the month of June 2020. A listing of bills processed for payment during June - - totaling \$ 217,440.88, was provided to the board. That total included three one-time expense payments identified as follows:

Kawkawlin Roofing Co. final payment for replacing the roof covering on Building No. 6.	\$ 75,265.00
DLZ Michigan for preparing an application to MDOT-Aeronautics for 'Categorical Exclusion' status in support of future Hangar development along the south side of losco Apron.	\$ 11,000.00
Mid-Michigan Services for purchasing a 'Tele-handler' vehicle.	\$ 38,500.00
<b>Total</b>	<b>\$124,765.00</b>

Minus the one-time expenses listed above - - general operating costs during June 2020 were approximately \$92,675.88.

Mr. Boyat called for a motion.

**Mr. Beliveau made a motion to accept the June 2020 financial activities report including payment transactions totaling \$ 217,440.88. Mr. Swise supported the motion. Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Weed, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.**

**VI. Current Business**

**A. Building No. 385 – Unit #2 Asbestos Abatement**

Mr. Kellan reported building No. 385 is segregated into three warehouse units. Each unit has 'footprint' spatial area of approximately 4,000 sq. ft. These units typically remain rented and utilized by tenants for unheated storage. Each unit generates \$6,600 per year in rental revenue. Therefore, all three units typically generate approximately \$19,800 in total annual rent.

Building No. 385 - Unit # 2 was recently vacated. A prospective tenant would like to utilize a forklift within the building. The floor is currently covered with 1 and 2 layers of square tiles. It is anticipated that forklift operations would likely damage / break the tile floor covering. As preliminary consideration, Staff has had the floor tiles tested for hazardous materials. The bottom layer of tile has been determined to be made with an Asbestos Containing Material

(ACM). Additionally, the mechanical room has a failed heating system boiler and pipe insulation - - which have also tested positive for ACM. Therefore, Staff recommends completing asbestos abatement within Building No. 385 - Unit #2 and the mechanical room prior to making the space available for use by future tenants.

Staff has secured two price quotes for completing the proposed asbestos abatement.

Dore & Associates Contracting Inc.	\$ 15,700.00
Mid-State Asbestos Removal	\$ 17,200.00

Mr. Kellan noted that within the Capital Improvement Budget the line item for making building improvements currently has \$13,600, which would make a budget adjustment necessary in order to pay for the asbestos removal. Mr. Kellan would present the necessary budget amendment during the next Airport Board meeting.

**Mr. Swise made a motion to authorize Staff to hire Dore & Associates Contracting Inc. to perform the described asbestos abatement and disposal at Building No. 385 - - for the quoted price of \$15,700.00. Mr. Huebel supported the motion. Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Weed, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Boyat, Yes. Motion carried.**

Mr. Beliveau asked if the floor in Building No. 385 could support forklift activity. Mr. Kellan said the floor is a cement slab and noted Staff will evaluate the floor weight bearing capacity prior to allowing forklift operations. .

Mr. Munson asked if the boiler system was going to be removed and taken away and if there was any scrap value. Mr. Kellan reported that the asbestos was located inside the boiler and the ACM abatement company would be removing the boiler and pipe.

**B. Oscoda-Wurtsmith Spaceport Workgroup Committee**

Mr. Kellan reported that Michigan Aerospace Manufacturers Association is in the process of performing local site-specific investigations pursuant to securing FAA commercial spaceport licensing. Staff of OWAA and Oscoda Township have been responding to their requests for information. Those efforts have included two work sessions with representatives of Michigan Aerospace and their consultants.

Mr. Kellan noted that the Airport Manager and members of OWAA Executive Committee typically negotiate with prospective tenants regarding building leases and development projects. This spaceport development opportunity has attracted participation from additional members of the Airport Board. Therefore, Staff sought to have the Airport Board determine if OWAA Board

members will continue to participate in spaceport related work sessions. If so, Staff also sought to have the Airport Board specify the 1 – 3 Board Members that are to serve as OWAA’s representatives on the Spaceport Workgroup Committee.

Through the discussions described as follows, the Airport Board collectively determined that members of the OWAA Board would continue to participate in Spaceport related sessions.

Mr. Weed suggested that the Oscoda Township Supervisor, or another appointed representative of Oscoda Township, should participate in Spaceport work sessions. Mr. Boyat expressed agreement.

Mr. Huebel proposed for Mr. Munson represent OWAA.

Mr. Dailey suggested that the board members who are attending the North American Space Summit at the end of August should serve on the Spaceport committee.

Discussion continued with several members sharing differing thoughts and opinions.

Three separate motions were discussed. The first motion was to have Mr. Munson, Mr. Dailey, and the current Oscoda Township Supervisor attend Spaceport work sessions. That motion failed because of concern for not having the OWAA Chairman attending work sessions. The second motion was to have Munson, Dailey and Chairman Kevin Boyat serve on the Spaceport committee. That motion failed because of concern about not including representation from the Charter Township of Oscoda. The third and final motion was to have the OWAA Chairman, the current Oscoda Township Supervisor and Mr. Munson attending Spaceport work sessions.

**Mr. Dailey made a motion for board members, Boyat, Munson and Weed to serve as Oscoda-Wurtsmith Airport representatives on the Spaceport Workgroup Committee. Mr. Beliveau supported the motion. Mr. Beliveau, Yes, Mr. Weed, No, Mr. Munson, Yes, Mr. Huebel, No, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.**

C. North American Space Summit – Participation and Attendance

Mr. Kellan reported that Michigan Aerospace Manufacturers Association is preparing to host a conference event titled ‘North American Space Summit’ (NASS). The NASS is scheduled for August 30<sup>th</sup> – September 3<sup>rd</sup>, 2020. The event will include presentations and panel discussions regarding space industry issues, trends, and technology. It will be conducted at the Grand Traverse Resort, Traverse City, Michigan. A copy of the NASS program / agenda was provided to members of the Airport Board. Additional information about the NASS event can be viewed via internet at [www.thenass.org](http://www.thenass.org) .

Mr. Kellan also reported that the Executive Director of Michigan Aerospace Manufacturers Association has encouraged representatives of OWAA, and constituent boards, to attend and participate in the NASS. The NASS venue includes floor space for displaying marketing exhibits. The Charter Township of Oscoda is offering to share a development property marketing booth with OWAA. The total boot rental fee is \$4,000 and OWAA's cost share would be \$2,000. Additionally, Charter Township of Oscoda Economic Improvement Director is assembling marketing materials and displays for describing business development opportunities in Oscoda.

Other expenses associated with individuals attending the NASS are listed as follows:

Conference Registration	\$ 599.00 each
Three Nights Standard and King Bed Hotel Room \$159.00 / Night + local tax / fees	\$ 500.00
Four Days of Per Diem at GSA Rates 2 partial (\$ 49.50) and 2 Full (\$66.00)	\$ 231.00
P.O.V. Mileage at GSA Rates \$ 0.575 / mile X 168 miles round trip	\$ 96.60
<b>Per Person Sub - Total</b>	<b>\$ 1,426.60</b>

Mr. Kellan stated that the FY 2020 budget would need to be amended if more than one individual attended the NASS.

Mr. Dailey stated his desire to attend. He felt there would be extra members needed to support the exhibitor booth. Mr. Munson requested to attend. Mr. Boyat asked Mr. Weed if he would like to attend. Mr. Weed said he would like to attend.

Mr. Dailey suggested the members attending should receive OWAA labeled shirts, hats, and business cards. Mr. Kellan reported that Oscoda Township staff are working on a combined Oscoda Airport and Oscoda Township logo.

**Mr. Huebel made a motion to authorize Staff to pay half of the exhibitor booth fee at \$2,000 and to authorize Mr. Kellan, Mr. Dailey, Mr. Munson, and Mr. Weed attending the NASS event on behalf of OWAA. His motion included authorization for OWAA to for pay event registration, lodging, business cards, shirts, and travel expenses up to \$1,500 per person. Mr. Munson supported the motion. Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Weed, Yes, Mr. Boyat, Yes. Motion carried.**

D. Hangar Door Modifications – Engineering Services

Mr. Kellan reported that Building Nos. 5, 6 and 60 are multi-cell aircraft hangars that were designed and constructed during the early to mid-1950s. The subject buildings include a total

of twelve (12) hangar cells. Each cell is equipped with two (2) aircraft capable door openings. Among this inventory of doors, there are three (3) different types. Mr. Kellan reported that maintaining the current doors is somewhat complicated, time consuming and expensive. He also noted that some replacement parts are no longer available for direct purchase. According to representatives of Phoenix Aviation Services, the full-size door wall openings are not typically needed for the relatively small aircraft stored in the subject hangars. Rather than continuing to maintain those oversized doors, Phoenix Flight Services and Staff are seeking to modify the hangars by installing a smaller and lighter door that are operated with more recent technology and mechanisms.

Sidock Group is an engineering / architectural firm that specializes in designing and developing remedies for airport facilities. In response to a Staff request, an architect from Sidock Group has inspected the hangar doors and provided a written proposal for designing the requested modifications. A copy of the Sidock Group proposal was provided to the board. In summary, the Sidock Group proposal is to design modifications for two types of hangar doors and to oversee the implantation of one hangar door modification. That door would be located on Cell #9. Sidock Group’s proposed service fees are summarized as follows:

Develop reusable construction drawings and specifications for two types of hangar doors.	\$ 22,500.00
Assist Airport Staff with construction bidding solicitation for the Cell #9 project.	\$ 4,000.00
Provide construction administration and inspection services during the Cell #9 project.	\$ 10,000.00
<b>Total</b>	<b>\$ 36,500.00</b>

Mr. Beliveau asked if there was an estimate of what the doors would actually cost. Mr. Kellan explained the estimate for door modification costs will developed when the reusable construction drawings and specifications have been prepared.

**Mr. Munson made a motion to provide authorization to hire Sidock Group, Inc. in support of preparing designs and specifications for modifying doors on Hangar Cells # 6 through #12. This request also includes seeking authorization for Sidock Group to also assist Staff with construction bidding and construction administration / inspection services for modifying one door on Cell #9 - - in exchange for the fees quoted in the Sidock Group proposal. Mr. Weed supported the motion. Mr. Huebel, Yes, Mr. Dailey, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Weed, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.**

## **VII Airport Manager Comments**

### **A. Spaceport Community Advisory Committee**

Mr. Kellan stated that the Airport Board has previously discussed a request from Michigan Aerospace Manufacturers Association seeking to have a local Spaceport Community Advisory Committee established. The Airport Board agreed to establish the subject committee and directed Staff to move forward with soliciting for applicants. A 'Description of Service' document was provided to members of the Airport Board. Staff intends have members of the existing Spaceport Workgroup Committee help evaluate applications and perhaps conduct interviews with candidates to serve on the Spaceport Community Advisory Committee. Those recommendations will then be presented to the Airport Board for appointing selected individuals to serve on the Spaceport Community Advisory Committee.

Mr. Dailey asked if a member of the Airport Board should be appointed to the Community Advisory Committee. Mr. Boyat responded by stating that it was his understanding that the Community Advisory Committee would not include Airport Board members.

### **B. MEDC Site Readiness Program**

Mr. Kellan reported working with Oscoda Township on a Request for Qualifications that has been prepared to solicit proposals from Engineering Firms to provide planning assistance for extending infrastructure to additional industrial development sites.

### **C. Michigan Launch Initiative**

Mr. Kellan reported both the Oscoda Township and the Airport have responded to questions regarding the properties as the process of where to locate components for the Spaceport Facilities. Mr. Kellan said as the information is investigated he will be able to bring further information back to the Airport Board.

### **D. Iosco Apron- Phase II Resurfacing Project**

Mr. Kellan reported that the project started on July 6, 2020. The primary contractor is setting up a portable batch plant for mixing the concrete that will be applied on Iosco Apron. Mr. Kellan expressed appreciation for the OWA Airfield Maintenance Crew for their efforts with removing blast fencing to make room for the project. The milling off of old asphalt has started in preparation for rebuilding the apron. Mr. Munson also thanked Mr. Brown and the crew for their efforts in support of this project.

E. Taxiway E- Phase I Resurfacing Project

Mr. Kellan stated that this project is scheduled to start during September of 2020.

F. Building No. 5006 Demolition

The pre-construction site visit has taken place with the contractor - - Dore and Associates. They are currently working on a revised timeline for implementation. The project is expected to be completed before the end of October.

G. Special Projects Coordinator

Mr. Kellan reminded the Airport Board about discussion during the June meeting regarding the potential need to secure additional staff support assistance in order to keep up with spaceport development and other pending projects. Mr. Kellan stated that he and Chairman Boyat had not yet gotten together for discussion. Mr. Kellan acknowledged that the Spaceport initiative includes technical or environmental considerations that are beyond his work experience.

H. 2020 Pilot Training & Aerospace Education Scholarship

It was reported that only one application was received for the Scholarship. The Scholarship recruitment was put on hold due to COVID. Mr. Kellan will be contacting the interview committee members to meet with that individual and talk about moving forward. Mr. Munson proposed putting the 2020 Scholarship on hold until next year and perhaps increasing the Scholarship amount.

I. Budget Preparation

Mr. Kellan reminded the board that it is time to review the budget and he will be reaching out to the Executive Committee members to assist with developing a proposed budget for FY 2021.

**VIII Public Comments**

Pat Dailey introduced herself as an elected official and resident of Greenbush Township. Ms. Dailey asked how the Greenbush community would be represented in relation to the Spaceport Community Advisory Committee. Mr. Kellan responded by stating the description of service specifically includes the need to have representation on behalf of the communities of from Alcona County. Ms. Dailey continued to add that she would like to see full representation from all Township's to all committees. She ended with ensuring that Greenbush will provide representatives to serve on any committee.

Mark Miler introduced himself as an Oscoda Resident. He reported being favorably impressed by Mr. Dailey's Executive presence at the MAMA Conference last September and during OWAA Board meetings. He also indicated that Mr. Dailey's skill sets will be missed on the Spaceport Work Committee.

Mr. Miller expressed support for securing additional assistance for the Airport Authority. He added that recruitment efforts need to be advertised and the selection process should be fully transparent. Mr. Miller stated he will supply names to Mr. Kellan for the Community Advisory Committee as he wishes to avoid getting the "usual suspects" for this committee.

## **IX Board Member Comments**

Mr. Beliveau commented on the decisions that were made regarding the workgroup committee. He stated that Mr. Dailey has put a lot of energy into the Spaceport activities thus far and he indicated disappointment that Mr. Dailey felt he needed to volunteer stepping back from the Spaceport Committee in favor of ensuring representation by Oscoda Township. Mr. Beliveau indicated that perhaps the results of the November election might result in changes being made to the Spaceport workgroup committee.

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

July- John Swise

August- Rob Huebel

## **XI. Adjournment**

Mr. Munson made a motion to adjourn. Support was provided by Mr. Dailey. All in favor, the meeting was adjourned by voice vote at 11:26 a.m.

Prepared by Brenda McNeill, Administrative Assistant  
Respectfully submitted by Gary Kellan, OWAA Board Secretary