

**OSCODA-WURTSMITH AIRPORT AUTHORITY
BOARD OF DIRECTORS
June 17, 2021 Meeting Minutes**

This meeting was conducted with the option of attending in person at the Airport Terminal Building, located at 3961 E. Airport Drive, Oscoda, Michigan 48750 or via Zoom meeting services.

I. CHAIRMAN BOYAT CALLED THE MEETING TO ORDER AT 10:00 A.M.

II. ROLL CALL:

KEVIN BOYAT	PRESENT
KEVIN BELIVEAU	PRESENT
ROB HUEBEL	PRESENT
ANN RICHARDS	PRESENT
JOHN SWISE	ABSENT
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
TAMMY KLINE- OSCODA TOWNSHIP
JOHN WINFREY – MERRIT SERVICES

III. ADOPTION OF AGENDA

Mr. Kellan requested additions to the agenda under Current Business. Item E.) Wurtsmith Air Museum Fly-in, Item F.) Building No. 291 Roof Covering G.) Additional discussion regarding the bidding of Audit Services.

Chairman Boyat called for adoption of the modified meeting agenda

Mr. Munson made a motion to adopt the agenda with modifications as presented. Mr. Beliveau supported the motion. No further questions or comments. Motion carried by voice vote.

IV. Approval of May 20, 2021 Meeting Minutes

Mr. Boyat called for a motion to approve the May 20, 2021 meeting minutes.

Mr. Huebel made a motion to approve the May 20, 2021, meeting minutes as presented. Ms. Richards supported the motion. No further questions or comments. Motion carried by voice vote.

V. Financial

A. OWAA May 2021 Financial Report

May 2021 Financial Report

Ms. Richards and Mr. Kellan reviewed bank statements and financial transactions during the month of May 2021. A listing of bills processed for payment during May, totaling \$ 87,159.73, was provided to the board.

Mr. Munson made a motion to accept the May 2021 financial activities report - - which includes payment transactions totaling \$ 87,159.73. Mr. Huebel supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

VI. Current Business

A. MDOT Grant for Runway Pavement Sealing and Marking– Resolution No. 2021-04

OWAA periodically participates in an MDOT- Bureau of Aeronautics sponsored program for application of crack sealing and to refresh painted markings on airfield pavements. MDOT-AERO bundles a number of airport projects together, solicits bids and contracts with the pavement sealing and paint marking contractors. OWAA has been invited to participate in the 2021 program – at no cost to the Airport Authority. The primary source of funding is in the form of FAA Block Grant to the State of Michigan. The allocation and cost sharing are demonstrated below.

Federal Share	\$67,921.00
Maximum MDOT Share	\$89.00
Sponsor Share	\$0.00

<i>Estimated</i> Project Cost	\$68,010.00
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MDOT – AERO administers this program by establishing grant agreements with the benefitting airports. A copy of the proposed grant agreement was provided to members of the Board. Additionally, acceptance of MDOT- AERO grant agreements are to be demonstrated by submitting an adopted resolution. Mr. Kellan reported that OWAA Resolution No. 2021-04 has been prepared for that purpose.

Mr. Munson made a motion to adopt Resolution No. 2021-04 which provides authorization for Airport Manager Kellan to sign and submit the proposed grant agreement to MDOT-AERO in order to secure participation in the 2021 pavement crack sealing and paint marking program. Ms. Richards supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes, Motion carried.

Mr. Munson asked Mr. Kellan when this project would take place. Mr. Kellan said after the Grant is put into place the State would then provide dates.

Mr. Beliveau asked Mr. Kellan if comments received from Mr. Eppert were problematic. Mr. Kellan responded that he appreciates Mr. Eppert's assistance with identifying specific grant agreement obligations.

B. Hire a Heavy Equipment Mechanic / Operator

Airport Manager Kellan and Assistant Airport Manager Brown offered a recommendation to hire a heavy equipment mechanic / operator in support of airfield maintenance operations. After evaluating wage scales from Alcona, Iosco and Ogemaw County Road Commissions, Staff is recommending a starting wage of \$23.00 per hour. Therefore, the estimated total annual expense for the additional employee, including benefits, is anticipated to be approximately \$80,000 per year.

Mr. Munson made a motion to authorize Staff to recruit and hire a heavy equipment mechanic / operator with the advertised starting wage being \$23.00 per hour plus full company benefits as set forth within the OWAA Policy and Personnel Policy. Mr. Beliveau supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

C. Airport Manager Notice of Retirement

The Airport Manager contract obligates the Manager to provide three (3) months' notice in advance of an intent to resign - - unless the parties agree otherwise. Mr. Kellan provided a letter to the Board with his notice of intention to retire from OWAA service – as of September 17, 2021. Mr. Kellan also noted that his letter offers to incrementally extend his service beyond that date in the event of the transition to a replacement is not yet complete.

Board members took turns expressing appreciation for Mr. Kellan's service with Oscoda-Wurtsmith Airport Authority and shared best wishes for Mr. Kellan's retirement. Mr. Kellan thanked everyone.

Chairman Boyat called for a motion to accept Mr. Kellan's notice to resign from OWAA service.

Mr. Beliveau made a motion to regrettably acknowledge and accept Mr. Kellan's notice of intent to retire from OWAA service as Airport Manager. Mr. Munson supported the motion with regrets. Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Boyat, Yes. Motion carried.

D. Airport Manager Replacement and Succession Planning

Mr. Kellan reported during previous meetings there has been discussion about supplementing the airport management structure. Those discussions included the concepts of contracting with professional service providers and / or hiring an additional staff administrator.

Mr. Kellan suggested that transition because of his retirement might now be the right time to also reconfigure the Airport management structure. He suggested that the Airport Board might choose to task a committee to work with Staff for developing and implementing an Airport management succession plan. If so, it will be helpful to first define the configuration to be achieved. As an example, the resulting re-configuration might be structured as follows:

1. Establish an Airport Director position to provide focus upon executive, financial, planning and economic development functions.
2. The replacement Airport Manager would then be responsible for the maintenance of buildings, airfield pavements , snow removal operations and for overseeing contracted services.

Mr. Munson and Mr. Beliveau expressed agreement with the suggested re-structuring. Mr. Kellan suggested that Assistant Manager - - Mr. Jack Brown be invited to participate in the succession planning. Chairman Boyat and board members generally expressed agreement.

Chairman Boyat agreed this would be a good time to start and suggested the committee consists of three board members- Chairman, Mr. Munson and Mr. Beliveau or Ms. Richards. Ms. Richards suggested Mr. Beliveau serve on the succession planning committee. Mr. Beliveau agreed.

Chairman Boyat suggested meeting the following week to get started. A meeting date was set for Monday, July 23, 2021 at 9:00 a.m. with Mr. Boyat and Mr. Munson. Mr. Beliveau was not available to participate in the first meeting.

E. Wurtsmith Air Museum Fly-in

Mr. Kellan reported receiving a letter from the Wurtsmith Air Museum - - seeking authorization to host their Annual Pancake Breakfast and Fly-in event during the weekend of August 21st and 22nd, 2021. Mr. Kellan sought permission to issue a Special Events Permit for the event.

Mr. Munson made a motion to authorize Mr. Kellan to issue a Special Events Permit to the Wurtsmith Air Museum for the purpose of a Pancake Breakfast and Fly-in event to take place August, 21st and 22nd, 2021. Mr. Huebel supported the motion. Mr. Huebel, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.

F. Building No. 291 Roof Covering

Building No. 291 is approximately 1,600 square feet building. It is being utilized by a contractor that provides environmental contamination monitoring and remediation support services on behalf of the United States Air Force. That Air Force contract has recently been awarded to a different company. The new company – CTI and Associates Inc. wishes to assume the lease for continued use of Building No. 291. Representatives of CTI and Associates Inc. have inspected the building. They have identified a number of needed repairs - - which includes a suspected roof leak. Therefore, representatives of CTI are seeking a commitment from the Airport Authority to make the needed repairs - - including repair or re-shingling the roof - - if necessary. Mr. Kellan sought authorization from the board to seek bids to re-roof Building No. 291 - - if it is determined to be necessary. .

Mr. Beliveau made a motion to authorize Staff to seek bids in preparation to re-roof building No. 291. Mr. Munson supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.

G. Auditing Services

Mr. Kellan reminded the board that the professional services agreement with Anderson, Tackman & Associates , for providing annual financial auditing, is complete. The Airport Board has previously directed Staff to solicit competitive proposals from public accounting firms for providing annual financial audit services. Mr. Kellan suggested that with upcoming Airport Management transition, that the Board might consider extending the Anderson, Tackman & Associates agreement through the Airports management transition. Mr. Kellan said if the board were agreeable, he would ask Anderson, Tackman & Associates to provide a proposal for extending the auditing services agreement for one more year.

Mr. Munson made a motion to allow Staff to request a proposal for an additional year of auditing services for the 2021 fiscal year from Anderson, Tackman & Associates. Mr. Beliveau supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.

VII Airport Manager Comments

A. Taxiway Crack Sealing and Paint Markings

Mr. Kellan reported the project is tentatively scheduled for late July or early August.

B. USAF Mobility Guardian 2021 Exercise at OWAA

Mr. Kellan reported the exercise has been completed and OWA received many positive remarks from representatives of the Air Force. He reported that there has already been some discussion about the Air Force utilizing OWA for similar training exercises.

C. NORAD-NORTHCOM Military Exercise at OWA

Mr. Kellan reminded the Airport Board that they have previously provided authorization for NORAD-NORTHCOM to perform military exercises at OWA. He reported that the exercise is still on schedule to take place during mid-July, 2021.

D. Michigan Launch Initiative

No additional information to report on the Michigan Launch Initiative at this time.

Mr. Kellan reported that Michigan Aerospace Manufacturer's Association will again be hosting the annual "North American Space Summit" (NASS) . He reminded board members that OWAA and Charter Township of Oscoda shared an exhibitor's booth during the 2020 NASS. Mr. Kellan has been in contact with Oscoda Township Economic Improvement Coordinator, Mr. Dickerson regarding their desire to share an exhibitor's booth once again. Mr. Kellan said he is planning to bring information about this year's NASS event during July board meeting.

Mr. Munson asked when the North American Space Summit would take place. Mr. Kellan said he believes it takes place during the final week of August.

Mr. Boyat asked Mr. Kellan for clarification on the FAA application for the Launch Operator License. Mr. Kellan said the application process was originally planned to start during June 2021. It is his understanding that the application process is now scheduled to commence during July of 2021. It is estimated to be an 18-month process, therefore Staff does not anticipate an FAA determination until sometime during the year 2023

E. Kalitta Air- Hangar 10 Development

Mr. Kellan reported that the Hangar No. 10 construction project is underway. The construction crew has been breaking and pulling out concrete sections of Iosco Apron. Mr. Kellan reported that it was his understanding that the construction company anticipates completing the foundation during this 2021 construction season.

F. FBO Cell #4 Roof Covering

This project is complete. Mr. Kellan reported receiving notice from Duro last Roofing Company, who is the manufacturer, that the roof has passed their inspections and they will be issuing a full high wind coverage 20-year warranty.

G. FBO Cell #9- Hangar Door Rehabilitation

This project is scheduled to start on June 28, 2021.

VII. PUBLIC COMMENTS

John Winfrey, Merritt Network- Michigan based fiber network provider

Mr. Winfrey discussed services provided by Merritt Network.

Patricia Alvord, Oscoda Press

Ms. Alvord asked if there was further information regarding the U of M Rocket Launch permit. Mr. Kellan said a site visit has been conducted and a preferred location has been selected with further discussions to take place.

IX. BOARD MEMBER COMMENTS

None

X. REVIEW OF BILLS AND PAYMENTS

June- Rob Huebel
July- David Dailey

XI. ADJOURNMENT

Mr. Munson made a motion to adjourn the meeting. Ms. Richards supported the motion. All in favor. Meeting adjourned by voice vote at 10:58 a.m.

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