

**OSCODA-WURTSMITH AIRPORT AUTHORITY  
BOARD OF DIRECTORS  
May 20, 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	PRESENT
MIKE MUNSON	PRESENT
DAVE DAILEY	ABSENT

**OTHERS PRESENT:**

GARY KELLAN – AIRPORT MANAGER  
JACK BROWN – ASSISTANT AIRPORT MANAGER  
BRENDA MCNEILL- ADMINISTRATIVE ASSISTANT  
PATRICIA ALVORD- OSCODA PRESS  
MAJOR BLEWETT  
GREG SCHULZ  
ERIC REUTER  
NATHANIEL CAMPBELL  
BT CESUL  
HIRSH KABARIA  
MINORI HIGASHIYAMA

**III. ADOPTION OF AGENDA**

Mr. Kellan proposed two additions to the agenda. Item “C” under Current Business- University of Michigan Rocket Motor Testing and Item “D” NORAD – NORTHCOM Military Exercise.

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 April 22, 2021 Meeting Minutes**

Mr. Boyat called for a motion to approve the April 22, 2021 meeting minutes.

**Mr. Huebel made a motion to approve the April 22, 2021, meeting minutes as presented. Ms. Richards supported the motion. No further questions or comments. Motion carried by voice vote.**

**V. Financial**

**A. OWAA April 2021 Financial Report**

Mr. Munson and Mr. Kellan reviewed bank statements and financial transactions during the month of April 2021. A listing of bills processed for payment during April, totaling \$ 71,317.92, was provided to the board.

**Mr. Swise made a motion to approve the April 2021 financial activities report - - which included payment transactions totaling \$ 71,317.92. Mr. Beliveau supported the motion. Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Boyat, Yes. Motion carried.**

**B. FY 2021 – 2<sup>nd</sup> Quarter Budget Report**

**C. FY 2021 – 3<sup>rd</sup> Quarter Budget Amendment – Resolution No. 2021-03**

Budget reporting matrices were provided to the board. Those documents demonstrated revenue and expenditure activities during 10/1/2020 through 3/31/2021). For the most part expenditures remain within budgeted allocations. During this meeting, Mr. Kellan recommended a few line-item adjustments. The most significant change was proposed within the Capital Improvements budget. Mr. Kellan reminded members of the Airport Board they have previously expressed interest in replacing the conference room furniture. Additionally, the desk and workstation utilized by the Administrative Assistant is in poor condition. The proposed budget adjustment involves adding \$ 7,000.00 to the General Office Equipment line item for purchasing replacement conference room furniture and an office desk / workstation.

**Mr. Munson made a motion to accept the FY 2021 – 2<sup>nd</sup> Quarter Budget Report. Mr. Swise supported the motion. Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.**

**Mr. Swise made a motion to approve the proposed budget adjustments - - via adoption of Resolution 2021-03. Mr. Munson supported the motion. Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.**

**VI. Current Business**

**A. Building 5 – Cell 9 – North Hangar Door Rehabilitation**

Building 5 – Cell 9 is an aircraft hangar that is configured with two large door walls. One door wall is completely disabled. The second door wall is failing. During the April 22, 2021, meeting Staff reported having completed a solicitation for proposals from hangar door maintenance companies. The initial scope of work involved inspecting both hangar doors and developing plans and cost estimates for repair and rehabilitation. Two proposals were submitted for that project and Power Lift Hydraulic Doors was hired to perform the work.

<b>Power Lift Hydraulic Doors</b>	<b>\$ 4,850.00</b>
<b>International Door, Inc.</b>	<b>\$ 9,578.00</b>

Power lift has completed the inspection and submitted a report of findings for both hangar doors. They have also submitted a price quote of \$13,454.00 for rehabilitating the north facing door. Developing a price quote for the south facing door is expected to be more complicated as some of the failed components are no longer available for purchase and will therefore need to be fabricated. Current use and activity at Cell 9 does not require two operational doors.

Mr. Beliveau asked what would happen to the south door. Mr. Kellan reported the south door is down and secured and is inoperable. Mr. Beliveau asked if it was ok to leave the south door inoperable long term. Mr. Kellan responded yes.

**Mr. Munson made a motion to authorize Staff to hire Power Lift Hydraulic Doors to rehabilitate the north facing hangar door on Building No. 5 – Cell 9 for the proposed price quote of \$13,454.00. Mr. Beliveau supported the motion. Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Boyat, Yes. Motion carried.**

## **B. Timber Harvest Proposals**

Mr. Kellan reported tree growth is impacting the airfield security fence. Therefore, Staff has developed a solicitation seeking timber purchase and harvest proposals that bundle the removal of trees along fences along with approximately 75 acres of free-standing trees. Members of the Airport Board were provided with an aerial photograph depicting the locations of proposed tree harvesting.

After publishing newspaper advertising, direct mailing and calling three nearby tree harvesting companies, only one bid proposal has been received. That single bid has been submitted by T.R. Timber of West Branch, Michigan. T.R. Timber is offering to pay \$17,250 for purchasing and removal of trees from Oscoda-Wurtsmith Airport. Mr. Kellan reported that TR Timber had previously worked for OWAA and T.R. Timber performed that previous work in accordance with all project requirements.

**Mr. Munson made a motion to authorize Staff to contract with T.R. Timber for harvesting trees from the identified sites for the quoted price of \$17,250. Mr. Swise supported the motion. Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Boyat, Yes. Motion carried.**

## **C. University of Michigan – Rocket Motor Testing**

University of Michigan (U of M) engineering studies students are preparing to compete in a national competition for rocket motor designs. Representatives of the U of M students are seeking to conduct preliminary rocket motor testing at Oscoda-Wurtsmith Airport. The rocket motors will be attached to a test stand and will not include rocket launches. A copy of the U of M proposal was provided to members of the Airport Board via e-mail.

Mr. Kellan introduced Mr. Hirsh Kabaria who added information regarding the rocket motor testing. Mr. Kabaria reported their team is looking for a site to perform static testing of the types of rockets that will be later launched from Spaceport America during December 2021.

Mr. Munson asked what kind of decibels there would be. Mr. Kabaria said they have not measured the sound yet but estimated it to be equivalent to a 747 taking off at full throttle.

Mr. Boyat reminded the Airport Board that as an Airport there will be noises produced from airport properties.

Mr. Kellan said representatives of U of M have identified the former Alert apron as the desired location for rocket testing. He also added that the schedule for Sports Car Club of America's use of the Alert Facility has been shared with U of M.

Mr. Kellan added, the consulting firm – Kimley-Horn Inc. is providing support for Michigan Aerospace Manufacturer Association in efforts to establish spaceport operations in Michigan. Staff has recruited assistance from Kimley-Horn consultants to also provide review, comments, and questions in response to the U of M rocket motor testing proposal. A copy of Kimley-Horn written considerations and questions have been sent to representatives of U of M for consideration and response.

Mr. Kabaria offered to go over the suggested questions and considerations from Kimley-Horn. It was determined that those questions/considerations would be sent directly to Mr. Kellan.

Mr. Kellan clarified that a June timeframe was still being considered. Mr. Kabaria confirmed that June timeframe or as soon as possible was being considered and the testing would continue into the fall. The dates would consist of 3-4 visits to the former Alert apron and would include approximately 3-4 days of testing during each visit.

Further discussion took place regarding building of a structure for mounting the engine and what that structure should look like and how it might be mounted to the ground.

Mr. Kellan asked the team to put together a site plan utilizing google earth and to consider making a trip to the airfield to view the site.

Mr. Huebel commented on what types of responsibilities the airport would have regarding the testing other than to provide a test location. Mr. Kabaria confirmed the U of M is looking for access/permission to use the site only.

**Mr. Swise made a motion to provide authorization for the Airport Manager to negotiate with the University of Michigan and to issue the Airport Authority's Special Events Use Permit to U of M. Mr. Munson supported the motion. Mr. Beliveau, yes, Ms. Richards, Yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Boyat, Yes. Motion carried.**

**D. NORAD- NORTHCOM – Military Exercise**

Mr. Kellan reported that personnel from the North American Aerospace Defense Command have requested to utilize the airport for a military exercise during July 12-16. Representatives of Kalitta Air and Phoenix Aviation Services have agreed to provide the airfield support services that are being requested by NORAD. Mr. Kellan has informed representatives of NORAD that Oscoda-Wurtsmith Airport does not have Airfield Rescue and Fire Fighting capabilities.

Mr. Kellan introduced Major Blewett of NORAD-NORTHCOM who presented specific information about the exercise. There were no further questions from the board. Mr. Kellan confirmed with Major Blewett that NORAD-NORTHCOM would be providing their own airfield rescue and fire fighting crews during the July 12-16 exercise. Major Blewett confirmed this.

**Mr. Munson made a motion to authorize Chairman Boyat and Mr. Kellan to sign the land use agreements with NORAD. Mr. Swise supported the motion. Ms. Richards, yes, Mr. Munson, Yes, Mr. Huebel, Yes, Mr. Swise, Yes, Mr. Beliveau, Yes, Mr. Boyat, Yes. Motion carried.**

## **VIII. Airport Manager Comments**

### **A. Taxiways Crack Sealing and Paint Marking**

Mr. Kellan reported that scope of work associated with repaving portions of Taxiway E, during 2020, included application of crack sealing materials and repainting pavement markings on Taxiways A, B, C and D. This work has been scheduled twice and the weather has not cooperated. Therefore, the crack sealing and an paint marking work has been deferred. Mr. Kellan reported the project is likely to be scheduled for completion during late July or August of 2021.

In addition, Mr. Kellan reported that OWAA has been approved for a grant to pay for crack sealing and paint marking on the runway. Mr. Kellan anticipates bringing that grant agreement for Airport Board approval during the June 2021 meeting.

### **B. USAF Mobility Guardian 2021 Exercise at OWA**

Mr. Kellan reported the operation is in full operation. USAF has been conducting flight operations. OWAA is keeping the runway and ramps swept and vacuumed. The logistics support is operating out of the terminal building. Mr. Kellan reported having met the Commanding Officer who shared very positive comments regarding the support being provided by Airport Authority, Kalitta Air and Phoenix Aviation Services personnel.

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

Mr. Kellan reported there was no new news regarding the Michigan Launch Initiative.

D. Kalitta Air – Hangar 10 Development

Mr. Kellan reported the lease agreement has been signed by both parties. The construction crew has started removing portions of losco Apron in order to construct the hangar foundation. The removed concrete and asphalt is being relocated to deactivated pavements located adjacent to the General Aviation Terminal Apron. Portable pavement crushing equipment will be brought to the same location for reducing the material to smaller pieces. The resulting crushed concrete will then be returned to the hangar construction site to serve as supporting aggregate base material.

Mr. Kellan also reported that losco Apron is bordered with asphalt pavement. Therefore, the removed asphalt will also be crushed. There is no immediate reuse for the asphalt. Mr. Kellan anticipates that the crushed asphalt is then likely to be utilized as supporting base material when building parking lots.

E. Alpena County Regional Airport – Oshkosh Truck and Runway Broom Donation

Mr. Kellan reported that Alpena County Regional Airport is donating a 2004 OSHKOSH runway broom truck to OWAA. Mr. Kellan suggested that the Chairman and himself, and any other board members who wished to attend, should make a trip to Alpena in order to personally thank the Alpena County Board of Commissioners for this generous donation. It is estimated the value of the broom truck is approximately \$100,000.

IX. PUBLIC COMMENTS

None

X. BOARD MEMBER COMMENTS

Munson – reported that he has been flying with scholarship recipient, Mr. Jason Livvix. He is progressing well. Mr. Munson said the Scholarship is appreciated.

XI. REVIEW OF BILLS AND PAYMENTS

May- Ann Richards  
June- Rob Huebel

XII. ADJOURNMENT

Oscoda Wurtsmith Board Meeting  
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**Mr. Munson made a motion to adjourn the meeting. Mr. Beliveau supported the motion. All in favor. Meeting adjourned by voice vote at 11:00 a.m.**

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