

West Michigan Airport Authority
Meeting Minutes
April 13, 2009

The West Michigan Airport Authority met at 11:30am at the Howard Miller Community Center, 14 S. Church Street in Zeeland, Michigan

Present: Authority Members Price, Wickmann, Hoogland, Klunder, Wiersma, Mitchell and Dykstra

Absent: None.

Others Present: Ottawa County Representative Disselkoen, Allegan County Representative Burns, Assistant City Manager Robinson, FBO Ludema and Executive Assistant O'Connor

The meeting was called to order at 11:36am.

09.04.01 Consideration of the March 9, 2009 Meeting Minutes.

It was moved by Wickmann and supported by Klunder to approve the March 9, 2009 meeting minutes as submitted. This motion was unanimously adopted.

09.04.02 Public Comments.

There were no public comments.

09.04.03 Public Hearing and Approval of Resolution on the FY 2010 Operating and Capital Budget.

Mr. Robinson highlighted a few portions of the FY2010 Operating and Capital Budget as submitted to Authority at the March 2009 meeting. It is anticipated that the revenues from the .10 mil will be \$245,000 in FY2010, which will be used predominantly for contingency and capital projects.

Chairperson Dykstra declared the public hearing to be open. Then, Mr. Dykstra declared the public hearing to be closed.

It was moved by Hoogland and supported by Price to approve the resolution adopting the FY2010 Operating and Capital Budget as submitted. This motion was unanimously adopted.

09.04.04 Approval of the Resolution Certifying FY2010 Millage Amounts.

It was moved by Klunder and supported by Wickmann to approve the resolution certifying the millage amount of .10 mil for FY2010. This motion was adopted.

09.04.05 Airport Fueling Rules and Regulations.

Mr. Robinson highlighted key pieces of the Airport's Fueling Rules and Regulations as currently written. The Authority was being asked to formally approve the rules and regulations to allow staff to proceed with issuing permits. Tulip City Airport currently has three fueling facilities: Tulip City Air Services, Brown Transport and Westshore Aviation. The Authority members discussed various concerns and issues with the regulations and whether a redrafting should occur prior to approval.

It was moved by Price and supported by Wiersma to approve the Fueling Rules and Regulations as submitted. It was then moved by Price and supported by Hoogland to table the motion to approve to the May 2009 West Michigan Airport Authority meeting. This motion was adopted.

09.04.06 Agreement with Mead & Hunt for Survey & Property Map Update.

Mr. Robinson explained that, although the agreement with Mead & Hunt had been approved a couple months ago, a change had occurred regarding the survey portion of the agreement. A local surveyor was utilized for a project with the City of Holland, and a quote from the surveyor for the airport survey came in substantially less than the firm recommended by Mead & Hunt. Grant documents from the Michigan Department of Transportation (MDOT) Aeronautics Division have not been received and are anticipated for June 2009.

It was moved by Wiersma and supported by Wickmann to approve the revised agreement with Mead & Hunt for the survey and updated property map for Tulip City Airport. This motion was approved.

It was then moved by Wickmann and supported by Klunder to proceed with the projects while awaiting the MDOT grant documents. This motion was approved.

09.04.07 Automated Clearing House (ACH) Electronic Transaction Policy.

It was moved by Klunder and Wiersma to approve the ACH Electronic Transaction Policy and Resolution as submitted. This motion was unanimously adopted.

09.04.08 Fixed Base Operator (FBO) Report.

Mr. Ludema presented the monthly FBO report describing fuel sales and miscellaneous airport activities. Although air traffic is down in comparison to 2008, the month of April has started off to be quite busy.

09.04.09 Monthly Budget & Investment Report.

Mr. Robinson presented the monthly budget and investment report. This was accepted as information.

09.04.10 Other Business.

- Mr. Dykstra reviewed the additional articles included in the airport packet.
- Mr. Hoogland inquired about the frequency of helicopter landings. Mr. Ludema replied that most landings were hospital-related, specifically Aero Med, due to the helicopter pad at Holland Hospital not being approved by the FAA.
- Ms. Price inquired about the status of stimulus monies for the Airport. Mr. Robinson replied that MDOT has indicated that Tulip City Airport will not be receiving any stimulus dollars for any of the capital projects in our five-year plan.
- Mr. Robinson provided an update on the Marketing Committee's work with The Image Group. Currently, the marketing plan is in the strategy/planning phase, and it is anticipated that the work will be soon.
- The Airport Layout Plan (ALP) Work Team will be meeting on April 30th at 8:00am at Holland City Hall.
- Mr. Mitchell inquired about the impact of the Large Aircraft Security Plan (LASP) and aircraft fees currently being looked at by the Federal Government. It was anticipated that neither policy would have an impact on the Authority or how it manages the airport.
- Mr. Hoogland inquired about the status of the tunnel repairs. Mr. Robinson replied that a quote was being requested from K & R Construction, but no further work has been completed as of the meeting.
- Mr. Robinson requested Authority members to keep the group apprised on any matters that the Authority should take a position on or need to be concerned about. Such matters can be discussed at an Authority meeting.
- Mr. Robinson provided an update on various matters as requested by various Authority members:
 - The FBO Agreement is currently being reviewed by the Attorney's Office.
 - MDOT – Aero and the Federal Aviation Administration (FAA) have been contacted regarding using vacant T-hangars for non-aircraft-related purposes. It was stated that it was possible if three conditions were met:
 - a. Revenues generated must be used for Airport purposes.
 - b. Airport-related uses take priority over non-airport-related uses.
 - c. T-hangars must be vacant with no waiting list for the hangar.

- In regards to the carbon sequestration project, the Holland Board of Public Works has received the engineering feasibility study, which focused on the economics related to various sites. The Authority members requested that a copy of the study be forward to members as soon as it is released.
- Ms. O'Connor will be maintaining the West Michigan Airport Authority website on an interim basis until the marketing study is completed and the new website goes live.
- The Building & Development Committee should plan on meeting after Tulip Time to discuss various matters.

09.04.11 Adjournment.

It was moved by Wickmann and supported by Wiersma to adjourn the meeting. This motion was unanimously adopted. The next regularly scheduled meeting of the West Michigan Airport Authority will be Monday, May 11, 2009 at 11:30 am at Park Township Hall.

Respectfully Submitted,

Amanda Price
WMAA Secretary