

**West Michigan Airport Authority (WMAA)
Meeting Minutes**

January 14, 2008

Members Present: Authority Members Storey, Dykstra, Hoogland, Klunder, Komejan, Bauman (Alternate), Price and Wickman

Member Absent: Authority Member Bush

Others Present: Airport Advisory Board Members Martin, Wiersma and Disselkoen (Ottawa County Representative), Allegan County Representative McNeal, Assistant City Manager Robinson, FBO Ludema, and Executive Assistant O'Connor

Item 1 Consideration of the December 10, 2007 Meeting Minutes.

It was moved by Wickman and supported by Komejan to approve the December 10, 2007 meeting minutes as submitted. This motion was unanimously adopted.

Item 2 Site Plan Review – Challenge Manufacturing Expansion, 1400 S. Pine Avenue.

Mr. Robinson provided background on Challenge Manufacturing and their expansion in the Holland area. The site plan submitted for approval is part of their third expansion and meets specifications. Airport Consultants Mead & Hunt has reviewed the plans and indicated that they meet specifications.

It was moved by Disselkoen and supported by Martin that the Airport Advisory Board recommend to the City of Holland Planning Commission that the site plan for Challenge Manufacturing, 1400 S. Pine Avenue, be approved subject to the following conditions.

1. That the application receives FAA approval and complies with all FAA requirements.
2. That the elevation of the addition, including all rooftop appurtenances, not exceed a height of 720 MSL (Mean Sea Level).
3. That any emission from the building not be visible so as to create hazardous conditions to air traffic.
4. That any external material of the building, including rooftop appurtenances, be non-reflective to reduce glare that could obstruct a pilot's vision.
5. That any external lighting be directed downwards so as not to create any visual hazards for pilots.
6. That any crane utilized during construction be flagged during the day and lowered at night.
7. That, if required by the MDOT Bureau of Aeronautics, a Michigan Tall Structures Act permit be obtained by the applicant.

This motion was unanimously adopted.

It was then moved by Komejan and approved by Wickman of the West Michigan Airport Authority that it be recommended to the City of Holland Planning Commission that the site plan for Challenge Manufacturing be approved subject to the aforementioned conditions. This motion was unanimously approved.

Mr. Ludema informed the committee of the excellent work that Lamar Construction was doing in regards to the filling of appropriate paperwork and insuring everything is done properly. Sufficient details are included and everything is completed according to high standards. Mr. Storey indicated that a note of appreciation should be sent to Carl Blaukamp and George Holmes, owners of Lamar Construction.

Item 3 Marketing Committee.

Mr. Dykstra provided background on the activities of the Airport Authority Marketing Committee. The committee is currently finalizing the materials for providing factual information about Tulip City Airport and the upcoming millage election. These materials will include printed materials and multimedia/web-based promotions. Mr. Dykstra pointed out that the activities of the committee were informational in nature only; no advocacy on behalf of the millage was or would occur as it is prohibited. Upon completion, the Authority members will receive copies of the materials. The Authority members discussed the differences between advocating and informing, including whether an Authority member could respond individually to editorial pieces and public responses as long as they did not use their position with the Authority as basis for the response.

Mr. Storey presented a press release to the Authority members on the results of a survey conducted by Tulip City Airport. Information included economic information (dollars spent, number of visitors, etc.) for the Holland/Zeeland area. The Authority members responded favorably to the information presented and discussed future information to request regarding economic impact of the airport.

Item 5 Report on Recent Holland City Council Action Concerning Authority Recommendations.**A. Brown Transportation Private Fueling Facility Exception.**

Mr. Robinson reported the action taken by Holland City Council on the recommendation regarding Brown Transportation's request for a fueling facility insurance exception. City Council approved \$2 million, not the recommended \$3 million, in a split vote. It is anticipated that the other fueling facilities would be filing exceptions within the coming months.

B. MALSRS Replacement Contract.

A low bid estimate of \$620,000 from a company in Minnesota was approved by City Council and the State of Michigan for the replacement of the MALSRS. It is expected that materials will be order shortly with construction to begin in summer 2008.

Item 6 FBO Report.

FBO Ron Ludema presented a handout that described the fuel sold at the airport and compared these figures to those of the previous year. The report also included estimates of air traffic during the previous month.

Item 7 Chairperson's Comments.

Mr. Storey informed the Authority that the Michigan Airport Conference, sponsored by the Michigan Department of Transportation, is scheduled for February 20 -21, 2008 in Lansing, Michigan and encouraged members to attend this event, if possible. Those interested in attending should contact Carolyn O'Connor for registration details.

Mr. Storey also informed the Airport Authority members that he was resigning as the City of Holland's representative to the Authority, so he could devote his time to upcoming millage vote. A formal letter would be sent to Mayor McGeehan and the West Michigan Airport Authority within the week. Authority members expressed their appreciation to Mr. Storey for his hard work and efforts on behalf of the West Michigan Airport Authority, Tulip City Airport, and regional air travel and thanked him for his time, energy and service. It was moved by Dykstra and supported by Wickman to accept Mr. Storey's resignation with regret. This motion was approved.

There being no further business, this meeting was adjourned at 12:16pm. The next regularly scheduled meeting of the West Michigan Airport Authority is scheduled for Monday, February 11, 2008 at 11:30am at Westshore Aviation.

Respectfully Submitted,


Amanda Price
WMAA Secretary

**West Michigan Airport Authority (WMAA)
Meeting Minutes**

February 11, 2008

- Members Present:** Authority Members Wiersma, Dykstra, Hoogland, Klunder, Komejan, Bush and Price
- Member Absent:** Authority Member Wickman
- Others Present:** Airport Advisory Board Members Martin, and Groendyk, Assistant City Manager Robinson, FBO Osborn (Alternate), and Executive Assistant O'Connor

The meeting was called to order at 11:31am. Mr. Robinson presented Jim Wiersma as the new Authority representative to the West Michigan Airport Authority.

Item 1 Consideration of the January 14, 2008 Meeting Minutes.

It was moved by Komejan and supported by Klunder to approve the January 14, 2008 meeting minutes as submitted. This motion was unanimously adopted.

Item 2 Election of Chairperson for 2008.

Amanda Price nominated Kurt Dykstra to be the 2008 chairperson of the West Michigan Airport Authority and there were no other nominations. It was then moved by Price and supported by Hoogland to elect Kurt Dykstra as Chairperson of the West Michigan Airport Authority. This motion was unanimously adopted.

Jim Wiersma nominated Vince Bush as Vice-Chair and Amanda Price as Secretary/Treasurer. There were no other nominations. It was then moved by Wiersma and supported by Komejan to elect Vince Bush as Vice-Chair and Amanda Price as Secretary/Treasurer. This motion was unanimously adopted.

Item 3 Site Plan Review – Polly Properties, Southeast Corner of 64th Street and Lincoln Avenue.

Mr. Robinson presented site plan submitted by Polly Properties for a 45,500 square foot building at the southeast corner of Lincoln Avenue and 64th Street. The property does not fall within any building restriction or object-free areas. Airport consultant Mead & Hunt has reviewed this project and notes that the proposed maximum height of 30 feet would not conflict with the airspace requirements for Tulip City Airport. Mr. Robinson recommended that site plan be approved from an airport perspective subject to the standard conditions.

It was moved by Hoogland and supported by Wiersma of the West Michigan Airport Authority to recommend approval of the site plan for Polly Properties. This motion was unanimously approved.

Due to the lack of a quorum, the Airport Advisory Board was unable to vote on the recommendation. A special meeting of the Advisory Board will be scheduled within the next couple of weeks to make a determination on the site plan.

Item 4 Marketing Committee Activities.

Chairperson Kurt Dykstra informed the Authority members of the recent activities of the Marketing/Information Committee. The FAQs (Frequently Asked Questions) sheet and other materials have been finalized and will likely be presented to the Authority at the next regularly scheduled meeting. Governmental units will receive the materials upon final approval.

This report was accepted as information.

Item 5 Presentation of FY 2009 Operating and Capital Budget.

Mr. Robinson presented the preliminary information regarding the Municipal Airport Operating Budget for review. A detailed discussion will occur at the next meeting. The Authority discussed various funding issues, capital projects and the need to clarify to the public how the millage funding will be used.

It was moved by Wiersma and supported by Hoogland to table this item to the next regularly scheduled meeting of the Authority. This motion was approved.

Item 6 FBO Report.

FBO Alternate Osborn presented a handout that described the fuel sold at the airport and compared these figures to those of the previous year. He also discussed the impact of the recent snowstorms in the Holland/Zeeland area in regards to Tulip City Airport. Mayor Hoogland commented about the airport remaining open during the storms when other airports closed.

This report was accepted as information.

Item 7 Other Business.

Mr. Robinson reminded the Authority members that ballot language for the upcoming millage vote is due to the County Clerks by Wednesday (February 13th). Representatives from each governmental unit indicated that their language had already been submitted to the appropriate clerk.

It was moved by Klunder and supported by Price to appoint Jim Wiersma to the Operations Committee. This motion was approved. It was then moved by Price and supported by Komejan to appoint Kurt Dykstra to the Executive Committee. This motion was also approved.

There being no further business, this meeting was adjourned at 12:30pm. The next regularly scheduled meeting of the West Michigan Airport Authority is scheduled for Monday, March 10, 2008 at 11:30am at Westshore Aviation.

Respectfully Submitted,



Amanda Price
WMAA Secretary

**West Michigan Airport Authority (WMAA)
Meeting Minutes**

March 10, 2008

- Members Present:** Authority Members Wiersma, Dykstra, Hoogland, Klunder, Komejan, Bauman (Alternate), and Price
- Member Absent:** Authority Members Wickman and Bush
- Others Present:** Airport Advisory Board Members Martin, Groendyk, Wiersma and Disselkoen (Ottawa County Representative), Assistant City Manager Robinson, FBO Ludema, City of Holland Youth-On-Boards Representative Westhuis, and Executive Assistant O'Connor

The meeting was called to order at 11:31am. Chairperson Dykstra introduced Spencer Westhuis, who will be attending the West Michigan Airport Authority meetings as a representative of the City of Holland Youth-On-Boards Program.

Item 1 Consideration of the February 11, 2008 Meeting Minutes.

Mr. Disselkoen asked for his name to be removed from "Others Present" in the minutes as he was absent from the February meeting. It was then moved by Komejan and supported by Klunder to approve the February 11, 2008 meeting minutes as amended. This motion was unanimously adopted.

Item 2 Operations Committee: 2008/09 Fuel Flowage Fee Recommendation.

Mr. Robinson presented the Operations Committee's determination regarding the 2008 Fuel Flowage Fee. Due to an increase in expenses at Tulip City Airport, it is being recommended that the 2008 fuel flowage fee be increased to 9.5 cents per gallon from April 1, 2008 to October 31, 2008. The end of the increase will correspond to end of the FBO's contract. After a brief discussion, it was moved by Price and supported by Bauman to accept the recommendation of the Operations Committee and approve the fuel flowage fee increase. This motion was approved unanimously.

Item 3 Information Committee:

A. Millage Vote Informational Materials.

Mr. Dykstra presented the Airport Authority members with the informational handouts prepared by the Information Committee pertaining to the upcoming millage election in May. Authority members were encouraged to submit any additions or changes that might be necessary. Mr. Dykstra reaffirmed that all information and materials being submitted by the Committee were millage vote neutral and encouraged members to be familiar with the information contained within should they be asked questions. Ms. Price requested that #9 of the Frequently Asked Questions document be revised by deleting "without the funding flexibility provided by local tax support." This request was granted. The report was accepted as information.

B. Budget for Distribution of Information.

Mr. Dykstra and Mr. Robinson explained the budget and the cost for each item contained within. The purpose of the report was to ensure the Authority members understand each aspect of the information plan and how much was being spent. Mr. Robinson explained that, due to the lack of marketing of Tulip City Airport in the past, a lot more was being spent on media to get the message out. After discussion, it was moved by Wiersma and supported by Hoogland to recommend to Holland City Council that the Information Budget be approved as presented. This motion was unanimously adopted.

Item 4 Presentation of the FY2009 Operating and Capital Budget.

Mr. Robinson presented the FY2009 Tulip City Airport Operating and Capital Budget and the basis for the information. After discussion regarding various aspects of the budget, it was moved by Hoogland and supported by Wiersma to approve the FY2009 Tulip City Airport Operating and Capital Budget as presented. This motion was approved unanimously.

Item 5 FBO Report.

FBO Ludema presented a handout that described the fuel sold at the airport and compared these figures to those of the previous year. The report was accepted as information.

Item 6 Other Business

* Mr. Jim Storey from the Jobs and Economy Team (JET) presented the work of the group in regards to the upcoming millage vote. He also submitted a letter of request to utilize Tulip City Airport for an open house at the airport on April 26th to talk about the airport and other items in relation to the millage vote process. Mr. Robinson explained that the Authority and City Council needed to approve the request. It was moved by Klunder and supported by Bauman to approve the request from JET to host an open house at Tulip City Airport. This motion was approved.

* Mr. Dykstra explained that Congressman Hoekstra was unable to visit the Authority as originally planned, but that he may be attending an upcoming meeting of the Authority.

There being no further business, the meeting was adjourned at 1:00pm. The next regularly scheduled meeting of the West Michigan Airport Authority is scheduled for Monday, April 14, 2008 at 11:30am at Westshore Aviation.

Respectfully Submitted,



Amanda Price
WMAA Secretary

**West Michigan Airport Authority (WMAA)
Meeting Minutes**

April 21, 2008

Members Present: Authority Members Wiersma, Dykstra, Hoogland, Klunder, Komejan, Bush, Price and Wickman

Member Absent: None.

Others Present: Airport Advisory Board Members Wiersma and Disselkoe (Ottawa County Representative), Allegan County Representative Burns (alternate), Assistant City Manager Robinson, FBO Ludema, City of Holland Youth-On-Boards Representative Westhuis, Executive Assistant O'Connor, Mr. Jon DeWitte, Congressman Hoekstra's Office, and Mr. Al Friend, Holland Area Taxpayer (HAT)

Item 1 Consideration of the March 10, 2008 Meeting Minutes.

It was moved by Bush and supported by Klunder to approve the March 10, 2008 meeting minutes as submitted. This motion was approved unanimously.

Item 2 Public Comments.

Mr. Jon DeWitte from Congressman Peter Hoekstra's office spoke on behalf of the Congressman regarding his support of the West Michigan Airport Authority millage. He presented an opinion editorial that was being submitted to the Grand Rapids Press as a rebuttal to a previously published editorial. Chairperson Dykstra asked Mr. DeWitte to pass on the Authority's appreciation for the Congressman's assistance in securing federal dollars for Tulip City Airport.

Item 3 Request from Holland Area Taxpayers to Use Airport on April 26th.

Chairperson Dykstra presented a request from the Holland Area Taxpayers to set-up a table at the Airport during the Jobs & Economy Team (JET) Open House. Mr. Al Friend was present at the meeting on behalf of Holland Area Taxpayers. Mr. Robinson explained the details of the request. It was recommended that the request from Holland Area Taxpayers be denied with the option to schedule for another day as the event is sponsored by JET and not affiliated with the West Michigan Airport Authority.

It was moved by Wiersma and supported by Wickman to approve the recommendation and authorize Mr. Robinson to approve an alternate date. Mr. Friend asked whether HAT could walk through the group handing out materials. Mr. Dykstra stated it must be in a public space (normally open to the public) and not interfering with the airport operations or the open house.

Item 4 Presentation by Information Committee on Public Information Activities.

Chairperson Dykstra and Mr. Robinson presented the various types of media being utilized for the authority millage information campaign. Mr. Bush thanked the Information Committee for their work and for keeping the Authority informed.

Item 5 Status of Current Airport Capital Projects.

Mr. Robinson provided an update on the capital projects planned for FY2008 and FY2009 in relation to grants, contracts and other items. After a brief discussion, the report was accepted as information.

Item 6 FBO Report.

FBO Ludema presented the monthly Fixed Base Operator report describing fuel sales and various airport operations. The report was accepted as information.

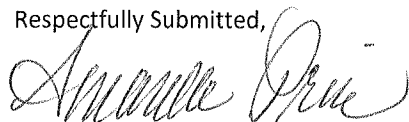
Item 7 Other Business.

It was moved by Price and supported by Hoogland for the Authority members to meet at Holland City Hall on May 8th to await the results of authority millage election. This motion was approved unanimously. Mr. Robinson stated that those who wished to be

notified by telephone should let him know prior to election day.

There being no further business, the meeting was adjourned at 12:15pm. The next regularly scheduled meeting of the West Michigan Airport Authority is scheduled for Monday, May 12, 2008 at 11:30am at Westshore Aviation.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Amanda Price".

Amanda Price
WMAA Secretary

West Michigan Airport Authority
Meeting Minutes
June 9, 2008

The West Michigan Airport Authority met at 11:30am at the WestShore Aviation Conference Room at Tulip City Airport.

Present: Authority Members Dykstra, Wickman, Price, Wiersma, Hoogland, Klunder, Komejan, and Bush

Absent: None.

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

Chairperson Dykstra called the meeting to order at 11:34am. He expressed appreciation and gratitude to the voters of City of Zeeland, Park Township and the City of Holland for their support and pledged to use taxpayer money wisely and operate the airport in a way that will enhance the local community and encourage other governmental units to join the Authority in the future.

08.06.01 Minutes Approval

It was moved by Wickman and supported by Klunder to approve the April 21, 2008 meeting minutes as submitted. This motion was unanimously adopted.

08.06.02 Public Comments

Mr. Jim Storey of the Jobs Economy Team (JET) shared his thoughts on the recent Airport Authority millage election. Chairperson Dykstra expressed his appreciation to Mr. Storey and others who campaigned on behalf of the airport and presented a small token of appreciation to him on behalf of the City of Holland Airport Advisory Board and the West Michigan Airport Authority in recognition of his years of service to the Board and Authority.

08.06.03 Airport Authority Millage Election Review

Mr. Robinson presented a table showing the breakdown of votes in relation to the Airport Authority Millage Election for City of Holland, City of Zeeland, Park Township and Holland Township and shared with the Authority members the process and results of the recount that occurred in the City of Zeeland. After a brief discussion, the report was accepted as information.

08.06.04 Organizational Items for Formation and Transition of the West Michigan Airport Authority.

Mr. Robinson presented the next steps the Authority would be following for the formation and transition of airport responsibilities to the West Michigan Airport Authority for the City of Holland. These matters will include the size of the Authority membership, staffing and legal responsibilities, financial matters and other aspects of airport and authority management. All of these steps will need to occur over the next several months. This report was accepted as information.

08.06.05 Resolution Requesting Millage Levy by Member Units.

Mr. Robinson presented the resolution to request a millage levy by each of the participating governmental units. The cities are being requested to levy this millage as soon as possible so that revenues will be collected in the summer tax bill. Park Township is being requested to levy this millage on the winter tax bill. The Authority members inquired why different levy dates were being requested, and Mr. Komejan explained that each governmental unit levies the taxes, not the Authority. As such, it is included with the regular schedule of property taxes. It was moved by Price and supported by Wiersma to formally request that the City of Holland, Park Township and City of Zeeland levy the airport millage in the amount of .10 of a mill. Upon a roll call vote, the motion was approved with 7 yeas and 1 nay.

08.06.06 Approval of the Revised Budget Pro Forma.

Mr. Robinson presented and reviewed the proposed revised FY2009 budget. Mr. Klunder noted that the City of Zeeland portion of the millage will be about \$20,000 less than indicated in the budget. It was moved by Hoogland and supported by Wickman to approve the proposed budget as revised. This motion was approved with 7 yeas and 1 nay.

08.06.07 Approval of the Airport Authority Investment Policy.

Mr. Robinson recommended that the Authority adopt an Investment Policy very similar to that of the City of Holland. This policy identifies the investment objectives of the Authority and the manner within which funds will be invested. It was moved by Wiersma and supported by Hoogland to adopt the Investment Policy as presented. This motion was unanimously adopted.

08.06.08 Approval of Authorizing Signatures for Various Banking Documents.

It was moved by Klunder and supported by Bush to authorize Chairperson Kurt Dykstra and Secretary Amanda Price to sign all necessary banking documents. This motion was approved unanimously.

08.06.09 Approval of Authority Purchasing Director and Finance Director.

It was moved by Price and supported by Bush to approve Jerry Van Slooten of the City of Holland to be Purchasing Director and Tim Vagle of the City of Holland to be Finance Director. This motion was approved unanimously.

08.06.10 FBO Report.

FBO Ludema presented the monthly Fixed Base Operator (FBO) report describing fuel sales and various airport operations. He recommended that the Authority approve Jim Harris to handle the support for the ILS system. A motion to approved this recommendation was made by Price and supported by Hoogland. This motion was approved unanimously.

08.06.11 Other Business.

Chairperson Dykstra presented a couple of articles relating to the airport. He brought special attention to the article regarding the high demand for the completion of private jet interiors.

Mr. Ludema inquired as to the latest news regarding the state approval of capital project funds. There was a concern that failure to pass the bill would hinder the receipt of federal entitlement funds. Mr. Robinson said he would keep the Authority members updated on this matter.

Ms. Price inquired as to whether WestShore Aviation was still an appropriate site for the Authority to hold its public meetings. Mr. Dykstra stated the Authority was unchanged after the vote as all meetings have and continue to be open to the public. Mr. Hoogland requested that the Authority consider rotating its meeting locations. Mr. Dykstra said it would be discussed at future meetings.

08.06.12 Resignation of Vice-Chairperson Bush.

It was moved by Hoogland and supported by Wickman to accept with regret the resignation of Vice-Chairperson Vince Bush. This motion was approved. Mr. Dykstra extended his appreciation to Mr. Bush for his service to the Authority.

The Authority discussed whether the Vice-Chair position needed to be filled immediately, and it was determined that this could be completed at the next meeting.

08.06.13 Adjournment.

It was moved by Klunder and supported by Wiersma to adjourn the meeting. This motion was approved unanimously.

Respectfully Submitted,

Amanda Price
Secretary

West Michigan Airport Authority
Meeting Minutes
July 14, 2008

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

Present: Authority Members Hoekstra (alternate), Wickman, Price, Wiersma, Hoogland, and Klunder

Absent: Authority Member Dykstra.

Others Present: Airport Advisory Board Member Groendyk, Allegan County Commissioner Burns, Mead & Hunt Representative Gehman, FBO Ludema, and Assistant City Manager Robinson

08.07.01 Consideration of the June 9, 2008 Meeting Minutes.

It was moved by Klunder and supported by Wickman to approve the June 9, 2008 Meeting Minutes as submitted. This motion was unanimously adopted.

08.07.02 Public Comments.

There were no public comments expressed at this meeting.

08.07.03 Holland Township Resolution and Release of Township from Authority.

Assistant City Manager Robinson presented a resolution from Holland Charter Township indicating that because their voters did not approve the millage request of the West Michigan Airport Authority, it is the intent of the township to no longer participate in the Authority, effective immediately. According to the Authority formation documents, the Authority Board will need to adopt a resolution releasing Holland Charter Township from the West Michigan Airport Authority. This resolution will be presented to the Authority at its next regular meeting.

It was moved by Hoogland and supported by Wiersma to accept the resolution from Holland Charter Township as information. This motion was unanimously adopted.

08.07.04 Elect Vice-Chairperson.

Les Hoogland nominated Tim Klunder for the Vice-chairperson position. This position became vacant when Vince Bush of Holland Charter Township resigned due to the township no longer being apart of the Authority. There being no other nominations, it was moved by Hoogland and supported by Wiersma to close the nominations. This motion was unanimously adopted. It was then moved by Hoogland and supported by Wiersma that Tim Klunder be appointed to serve as Vice-Chairperson of the Authority. This motion was unanimously adopted.

08.07.05 FY2009 Insurance.

Laura Jensen and Bob Lavelle of HUB International Insurance presented the proposed airport insurance program for FY2009. HUB has served as the City of Holland's insurance agent for a number of years, and Assistant City Manager Greg Robinson is recommending that HUB continue in this role for the Airport Authority and that the Authority can determine after this fiscal year whether it wishes to consider other insurance agents. However, HUB has provided excellent service to the City of Holland and the airport, and, frankly, has provided activities beyond simply obtaining the best coverage and premiums. The proposed property covered premium is \$6,292, which is a slight increase over that of FY2008. The general liability coverage is actually less than the premium for FY2008 resulting in a property and liability coverage total of \$10,252, which is less than the \$10,370 for FY2008. The final piece to the coverage is the public official public liability for board members and staff. Previously, this coverage was provided through the City of Holland's plan, and, if this had continued as it had in past years, the premium for FY2009 would have been \$13,896, but this is not possible since the Authority will now be come its own board separate from the City of Holland. The HUB representatives reviewed several alternatives for this public official's liability coverage and the Authority members felt the \$5 million coverage is the most desired. The premium for this coverage is \$6,370. As a result, the total West Michigan Airport Authority insurance package for FY2009 will be \$17,622, including \$1,000 for flood and earthquake coverage. This coverage does not include an additional \$7,500 for terrorism liability coverage. The Operations Committee will consider whether this coverage is necessary and report back to the Authority Board.

It was moved by Hoekstra and supported by Hoogland to adopt the FY2009 Insurance Program as presented. This motion was unanimously adopted.

08.07.06 MDOT Construction Grant Amendment.

Assistant City Manager Robinson explained that, in September 2007, the Authority and City Council approved a grant with MDOT for improvement at Tulip City Airport, which included modifications to the east end of the runway and taxiway, replacement of the Medium Intensity Lighting System, and runway and blast pad. The total grant contract, including the 2.5% local match, was \$2,229,895.

The construction bids and contracts have been approved, resulting in a construction cost of \$179,257 higher than estimated. This is due to change orders in the project to provide a connector taxiway at the east end of the apron and for various other project additions that will be advantageous to the airport. This brings the total grant to \$2.5 million, and MDOT has required a contract amendment.

It was moved by Wickman and supported by Hoogland to approve a contract amendment with MDOT for a total grant amount of \$2.5 million for improvements at Tulip City Airport, and that the local match of \$600,753 be appropriated from the working capital and the airport operations fund. This motion was unanimously adopted.

08.07.07 Update to Five-Year Capital Plan.

Bill Gehman of Mead & Hunt and Assistant City Manager Robinson reviewed a summary sheet of proposed capital projects at the airport over the next five years. This is an annual process that includes a meeting with

MDOT representatives to review the submitted capital needs. MDOT then determines which of these projects will be funded and the timing for this funding.

It was moved by Hoekstra and supported by Wiersma to approve the 2009-2013 Capital Projects submittals as discussed to MDOT. This motion was unanimously adopted.

08.07.08 Airport Layout Plan Update.

Mr. Gehman also commented that Mead & Hunt is ready to begin working with the Authority Board to update the Airport Layout Plan (ALP). This plan is very important to determining future needs at the Airport and the location of various facilities on the field in the coming years. It is estimated that the ALP update will cost approximately \$121,000 and that a grant has been approved through MDOT for this purpose. At the next board meeting, the board will be presented with the details of the ALP update and will discuss next steps to move this preparation forward.

08.07.09 Organizational Action Items.

Mr. Robinson presented a revised five-year budget projection based on the anticipated tax revenues from the three participating local governmental units. He also commented that as soon as the Authority begins receiving tax revenues, the "interim period" will end and the Authority will begin sole governance of Tulip City Airport. It is anticipated that this will occur in mid-August 2008. Mr. Robinson also asked that the Authority appoint various subcommittees to advise the full board as necessary on various work activities and operational issues facing the airport. The subcommittee membership will be discussed at the next board meeting.

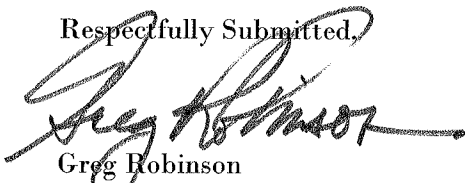
08.07.10 FBO Report.

FBO Ron Ludema presented his report which indicated that fuel sales had been increasing somewhat over recent weeks. Air traffic has remained relatively stable.

08.07.11 Adjournment.

There being no further business, it was moved by Hoekstra and supported by Wickman to adjourn this meeting. This motion was unanimously adopted.

Respectfully Submitted,



Greg Robinson
Assistant City Manager

West Michigan Airport Authority
Meeting Minutes
August 11, 2008

The West Michigan Airport Authority met at 11:30am at the West Shore Aviation at Tulip City Airport in Holland, Michigan.

Present: Authority Members Dykstra, Wiersma, Hoogland, Klunder, Price and Wickman

Absent: None.

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

08.08.01 Consideration of the July 14, 2008 Meeting Minutes.

It was moved by Klunder and supported by Wickman to approve the July 14, 2008 Meeting Minutes as submitted. This motion was unanimously adopted.

08.08.02 Public Comments.

There were no public comments expressed at this meeting.

08.08.03 Resolution Releasing Holland Charter Township from Authority.

Mr. Robinson reviewed the status of the formation process and presented the background for the resolution, which releases Holland Charter Township from the West Michigan Airport Authority. It was moved by Hoogland and supported by Price to approve the resolution releasing Holland Charter Township from the West Michigan Airport Authority, reduce the membership of the Authority from 8 members to 6 members, and revise the Authority by-laws accordingly. This motion was approved.

08.08.04 Airport Layout Plan.

Mr. Robinson introduced Stephanie Ward and Gary Siegfried from airport consultants Mead & Hunt to discuss the process involved with preparing the new Airport Layout Plan (ALP). Ms. Ward explained the scope of work and the next steps for the process, including the formation of an advisory committee. Authority members discussed the composition of the advisory committee including the involvement of the Building & Development Committee, JCI, and planning staff from all participating governmental units. Mr. Robinson informed the Authority that the City of Holland's Planning Department would like to partner with the Authority as the Planning staff will be doing some land use planning around the airport.

Mr. Robinson also presented an agreement for professional services with Mead & Hunt. At this time, the grant funding has not been acquired, but the preparation is in progress and it is expected to be approved. It was recommended that the West Michigan Airport Authority approved the Agreement for Professional Services with Mead & Hunt, subject to approval of funding from the Michigan Department of Transportation (MDOT) and the Federal Aviation Administration (FAA). It was moved by Wickman and supported by Wiersma to approve the recommendation; this motion was unanimously adopted.

08.08.05 Appointment of Subcommittees.

Mr. Robinson reviewed the current structure of the Airport Authority subcommittees. The Authority discussed the need to add an FBO Review Committee to deal with negotiating an agreement and other matters. It was agreed to dissolve the Executive Committee and maintain the Operations Committee, Building & Development Committee, and Marketing Committee. At this time, the Operations Committee will also be the FBO Review Committee until such time as a separate committee is necessary.

The Authority discussed which members should sit on the various subcommittees. After a brief discussion, the subcommittee membership is as follows:

❖ **Operations Committee:** Wiersma, Klunder, and Price

❖ **Marketing Committee:** Hoogland, Dykstra, and Burns

(If the committee deals with anything relating to the airport, a staff member from Tulip City Air Service will be involved on the committee. This committee will also adjust in size and structure depending on current activities.)

❖ **Building & Development Committee:** Wickman, Disselkoen

The Authority members also discussed the inclusion of other individuals, including Rick Veenhoven (Operations or ALP Advisory Committee), Bret Docter (Building & Development or ALP Advisory Committee), Chris Martin (Building & Development Committee), and Mike Groendyk (Operations Committee).

08.08.06 Tour of the Airport Projects.

Gary Siegfried of Mead & Hunt and Greg Robinson of the City of Holland escorted the Authority members and others on a tour of various projects at Tulip City Airport. (Thank you to Macatawa Area Express for providing the bus for the tour!)

08.08.07 Adjournment.

The Authority members adjourned the meeting at 1:00pm. The next regularly scheduled meeting of the West Michigan Airport Authority is scheduled for Monday, September 8, 2008 at 11:30am at Park Township Offices.

Respectfully Submitted,



Amanda Price
WMAA Secretary

West Michigan Airport Authority
Meeting Minutes
September 8, 2008

The West Michigan Airport Authority met at 11:30am at the Park Township Hall in Holland, Michigan.

Present: Authority Members Wickmann, Docter (alternate), Hoogland, Klunder, Wiersma and Dykstra

Absent: Authority Member Price.

Others Present: Allegan County Representative Burns, Airport Advisory Board Member Groendyk, FBO Ludema, Holland Assistant City Manager Robinson, and Executive Assistant O'Connor.

08.09.01 Consideration of the August 11, 2008 Meeting Minutes.

It was moved by Klunder and supported by Wickmann to approve the August 11, 2008 Meeting Minutes as submitted. This motion was unanimously adopted.

08.09.02 Public Comments.

There were no public comments.

08.09.03 Michigan Department of Transportation Grant for Airport Layout Plan.

Mr. Robinson presented the grant contract from the Michigan Department of Transportation (MDOT) for the development of a new Airport Layout Plan (ALP) in the amount of \$125,000. He explained that, in the future, all contracts will be between MDOT and the Airport Authority.

It was moved by Hoogland and supported by Wiersma to approve the grant contract from MDOT in the total amount of \$125,000, subject to approval as to form by the City Attorney, to have the local share of \$3,125 funded from the WMAA operating working capital, and adopting a resolution authorizing the WMAA Chairman and Secretary to sign the grant documents on behalf of the WMAA. After discussion, this motion was approved unanimously.

08.09.04 Adoption of the Revised Line-Item Budget for FY2009.

Mr. Robinson presented the revised budget for FY2009 including an explanation of expenses and upcoming capital improvement projects. It was moved by Wickmann and supported by Klunder to approve the revised FY2009 budget. This motion was unanimously adopted.

Per the agreement with the Authority, the City of Holland will provide a monthly update of the budget to be included with the meeting packet and explained as requested.

08.09.05 Approval of Management Agreement with City of Holland.

Mr. Robinson presented the management agreement with the City of Holland to provide various services to the WMAA. The agreement has been approved as to form by the attorneys for the various governmental units.

It was moved by Hoogland and supported by Wiersma to enter into a Management Agreement with the City of Holland to provide services described in the agreement and to authorize the Chairman and Secretary to sign the documents on behalf of the WMAA. The Authority members discussed various aspects of the agreement, including the 180-day termination clause as well as the ability to modify if needed). The motion to approve was adopted.

08.09.06 Update on Subcommittees.

The Authority members discussed the list of subcommittee appointments. Bret Docter asked to be placed on the Building & Development Committee. Mr. Robinson asked the Authority to permit Chairman Dykstra and Vice-Chairman Klunder to work with him on expanding the membership of the subcommittees. They will present a final list to the Authority for approval. The Authority asked that a public notification be sent, encouraging interested individuals to submit their interest for placement on one of the Authority subcommittees.

Mr. Robinson also asked the Authority to set a schedule for regular subcommittee meetings. The Authority approved the following arrangement:

1st Week – Marketing Committee

2nd Week – Full Authority Board

3rd Week – Operations Committee

4th Week – Building & Development Committee

08.09.07 Review Progress on Organization Items.

Mr. Robinson provided a status update on the Authority organization items that have been completed and still must be completed. This report was accepted as information.

08.09.08 FBO Report.

FBO Ludema presented the monthly Fixed Base Operator (FBO) report describing fuel sales and various airport operations. The Authority members discussed the status of the ILS installation and approval. This report was accepted as information.

08.09.09 Other Business.

There was no other business.

08.09.10 Adjournment.

It was moved by Wiersma and supported by Wickmann to adjourn the meeting. This motion was approved at 12:30pm. Then ext regularly scheduled meeting of the West Michigan Airport Authority is scheduled for Monday, October 13, 2008 within the City of Zeeland (specific location to be determined).

Respectfully Submitted,



Amanda Price
WMAA Secretary

West Michigan Airport Authority
Meeting Minutes
October 13, 2008

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

Present: Authority Members Wickman, Price, Klunder, Hoogland, Dykstra and Wiersma.

Absent: None.

Others Present: Allegan County Representative Burns, Ottawa County Representative Disselkoen, BPW General Manager Howard, BPW Business Services Director Nally, HT Engineering Representative Cooper, FBO Ludema, Assistant City Manager Robinson, and Executive Assistant O'Connor

08.10.01 Consideration of the September 8, 2008 Meeting Minutes.

It was moved by Wickman and supported by Hoogland to approve the September 8, 2008 meeting minutes as submitted. This motion was unanimously adopted.

08.10.02 Public Comments.

There were no public comments.

08.10.03 Public Hearing on Fiscal Year 2009 Budget.

Mr. Robinson explained that, although the West Michigan Airport Authority (WMAA) approved the FY2009 Budget at their September meeting, he has been informed that Michigan law requires authorities to hold a public hearing prior to adopting the annual budget.

Chairperson Dykstra opened the public hearing, and, receiving no comments, closed the public hearing. It was moved by Wiersma and supported by Klunder to approve the FY2009 Budget as submitted. This motion was approved unanimously.

08.10.04 Recommendation from Building and Development Committee on Holland BPW Carbon Sequestration Engineering Study.

Mr. Dykstra introduced BPW General Manager Loren Howard, BPW Business Services Director Dan Nally and HT Engineering Representative Dan Cooper to present the Holland BPW Carbon Sequestration Engineering Study and request to the WMAA.

The City of Holland provides electric power service through its own utility, the Board of Public Works (BPW). The BPW is partnering with a private company to submit a grant to the U.S. Environmental Protection Agency (EPA) for a carbon sequestration project. Essentially, the project would capture the carbon from the coal-fired power plant before it is released into the environment. The carbon is then sent by pressurized pipe about 6,000 feet into the earth. The understanding is that this has not been done successfully yet on a large scale, but if it becomes successful, could have a substantial impact on the environment around the world. The BPW power plant is in the downtown area and the BPW is considering expanding the plant and moving this carbon by pressurized pipe from the plant to the airport where the carbon would be injected about 6,000 feet into the earth beneath the airport. The BPW had asked the Holland City Council to approve an engineering study to determine the feasibility of doing this. City Council tabled this matter until it was considered by the WMAA. BPW representatives explained the project and engineering study to Rick Hammond of

the Aeronautics Division of Michigan Department of Transportation, Ron Engel of Mead & Hunt and the WMAA Building & Development Committee on September 29, 2008

Mr. Howard and Mr. Nally explained that there will be an approximate 300'x300' area needed to construct the well necessary to support the pipe within which the pressurized carbon is injected into the earth. There will be an above-ground structure of about six to eight feet in height that will require a site of about 200'x200'. This site will need an access road of some sort.

Mr. Robinson informed the Authority that Mr. Hammond stated that since all airport property was purchased with FAA and MDOT grants, the property can only be used for airport purposes or for purposes which result in a benefit to the airport. Sale of airport property to the BPW would be cumbersome because of the FAA requirements. Therefore, some type of lease arrangement may be possible wherein the airport would benefit from the revenues derived from the lease. Mr. Hammond will be discussing this possibility with the FAA.

After discussion, the Authority supported at least proceeding with the engineering study to determine the feasibility of the carbon sequestration project.

It was moved by Wickman and supported by Hoogland to approve the recommendation of the Building and Development Committee to support having the Holland BPW proceed with the engineering study that will include the airport as a primary site for sequestering the carbon as part of the EPA grant described in this report. This recommendation is made with the understanding that there will be further discussions, negotiations, and approvals necessary before a project of this nature at Tulip City Airport could be implemented. This motion was adopted.

08.10.05 Assignment of Fixed Base Operator Agreement to Authority.

Section 11(c) of the Agreement To Form The West Michigan Airport Authority (WMAA) requires the City of Holland to assign the Fixed Base Operator (FBO) Agreement to the authority once the "Interim Period" expires. This Interim Period was between the time that the authority was formed and the levy and collection of the voter approved millage. The Interim Period has now expired in that the WMAA has recently begun collecting revenues from the millage and the WMAA now governs Tulip City Airport on behalf of the community.

It was moved by Klunder and supported by Price to accept assignment of the FBO agreement with Tulip City Air Service as required in the Authority's formation document.

08.10.06 Extension of Fixed Base Operator Agreement.

Mr. Robinson explained that the current FBO agreement expires on October 31, 2008, and it is necessary for the WMAA to renegotiate a new agreement. To allow time for negotiations, he recommended extending the current FBO agreement with an expiration of February 28, 2009. The Authority members discussed whether or not a separate committee should be formed or if the Operations Committee could handle it in the time frame presented.

It was moved by Price and supported by Klunder to approve the third amendment of the FBO Agreement with an expiration of February 28, 2009 and appoint the Operations Committee to handle the negotiation of the new FBO Agreement. This motion was adopted.

08.10.07 Recommendation from Operations Committee Concerning Staffing Structure.

The budget projections during formation of the West Michigan Airport Authority (WMAA) always included funding for additional staff to implement the activities of the Authority. During the formation discussions, it was felt that Tulip City Airport had reached a level surpassing the staffing structure of the past. Except for the top three activities on this list, it is unlikely that the Authority would be able to address any of the other activities without additional staff allocations. The staffing structure today (about 20-25% of the Holland Assistant City Manager's time) has been adequate to address most

day-to-day, non-FBO airport activities and to oversee capital project grants, but leaves little time for anything beyond these matters.

The original budget projections during the formation of the Authority included a full-time position and assumed that Holland Charter Township would be part of the Authority. Since it is not now a member of the Authority, anticipated revenues will be more than 34% less than original estimates. This makes it difficult to meet the local share of capital projects and hire full-time staff support. Revised budget projections estimate approximately \$70,000 for staff and \$50,000 for the Management Agreement. The attached table shows that to meet this budget projection, only the existing staff structure, Part-time A staff, or Part-time B staff could be provided. The current staffing structure is the least cost because this involves the least amount of time devoted to airport activities. All of the three Authority committees are now active and have lists of activities that will require a significant amount of staff time. None of these lists yet include the majority of items listed in the FY2009 Action Plan.

The Authority's Operations Committee has discussed the staffing structure and the budget limitations. The Committee feels that proceeding with the Part-time A structure would provide the best opportunity for accomplishing the objectives of the Authority. The Committee expressed some concern as to the timing of changing the staff structure. There are numerous changes occurring at this time with management of the airport (new Authority, new FBO agreement) and continuity is important to maintaining the momentum necessary to complete activities in an effective manner. Also, it may be difficult to fill a Part-time A position with the experience and expertise needed to address the Authority's objectives.

The Authority members discussed the various options and whether or the not this was the best time to hire this person. It was determined more information would be needed.

It was moved by Wiersma and supported by Klunder to approve the recommendation of the WMAA Operations Committee to approve and proceed with advertising and filling a Part-Time A Airport Development Coordinator position. It was then moved by Price and supported by Hoogland to table this item until the January 2009 WMAA meeting. This motion was approved unanimously.

08.10.08 Report from the Marketing Committee.

Mr. Robinson explained that the WMAA Marketing Committee met during the previous month. There is some urgency on publishing information for stakeholders and other interested airport parties. The current focus is to determine what the information should include and how to keep individuals and companies information. More information will be provided in the coming months.

This report was accepted as information.

08.10.09 FBO Report.

FBO Ludema presented the monthly Fixed Base Operator (FBO) report describing fuel sales and various airport operations. The Authority discussed the status of the ILS installation and approval. This report was accepted as information.

08.10.10 Monthly Budget & Investment Report.

Mr. Robinson explained that the West Michigan Airport Authority (WMAA) formation documents require monthly budget reports to the Authority Board. He presented the budget report for the first quarter (July, August, and September) of fiscal year 2009. The report was prepared by the City of Holland Finance Department under the Management Agreement with the WMAA. The monthly budget reports include summary of revenues, summary of expenses, summary of capital projects transactions, and summary of fund transactions and working capital.

Mr. Robinson also explained that it is necessary for the Authority Board to adopt a resolution authorizing deposits and investments in financial institutions.

The report was accepted as information.

08.10.11 Resolution of Approval of Invoices.

Mr. Robinson explained that Michigan law requires the Authority to approve invoices. He presented a resolution that would give City of Holland Assistant City Manager Greg Robinson and City of Holland Finance Director Tim Vagle the authority to approve invoices prior to payment.

It was moved by Price and supported by Hoogland to adopt the resolution granting Mr. Robinson and Mr. Vagle authority to approve invoices prior to payment. This motion was unanimously adopted.

08.10.12 Other Business.

Mr. Robinson recommended that the summary and comments from the Michigan Airport Planning Meeting be given at the November 2008 WMAA meeting.

08.10.13 Adjournment.

It was moved by Wiersma and supported by Wickmann to adjourn the meeting. This motion was approved at 1:10pm. The next regularly scheduled meeting of the West Michigan Airport Authority is scheduled for Monday, November 10, 2008 at Westshore Aviation, 1585 South Washington Avenue.

Respectfully Submitted,



Amanda Price
WMAA Secretary

West Michigan Airport Authority
Meeting Minutes
November 10, 2008

The West Michigan Airport Authority met at 11:30am at the Westshore Aviation in Holland, Michigan.

Present: Authority Members Wickman, Price, Klunder, Hoogland, Dykstra and Wiersma.

Absent: None.

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

08.11.01 Consideration of the October 13, 2008 Meeting Minutes.

Ms. Price requested corrections to the second paragraph of Item 08.10.04 in the minutes. It was moved by Klunder and supported by Wickman to approve the October 13, 2008 meeting minutes as corrected. This motion was approved.

08.11.02 Public Comments.

There were no public comments.

08.11.03 Site Plan Review for Genzink Steel, 92 East 64th Street.

A site plan was submitted by Genzink Steel for a 2,160 square foot temporary mobile office at 92 E. 64th Street. It was moved by Wickman and supported by Wiersma to approve the site plan as submitted, subject to the following conditions:

1. That the proposed height of the temporary structure not exceed the height of the present building immediately to the north.
2. That the application receives FAA approval and complies with all FAA requirements.
3. That any emission from the building not be visible so as to create hazardous conditions to air traffic.
4. That any external material of the building, including rooftops appurtenances, be non-reflective to reduce glare that could obstruct a pilot's vision.
5. That any external lighting be directed downwards so as not to create any visual hazards for pilots.
6. That any crane utilized during construction be flagged during the day and lowered at night.
7. That, if required by the MDOT Bureau of Aeronautics, a Michigan Tall Structures Act permit be obtained by the applicant.

This motion was unanimously adopted.

08.11.04 Consideration of Additional Banking Resolutions.

At the October 13, 2008 WMAA meeting, the Authority was presented a resolution authorizing the City of Holland's Finance Director to make deposits and investments in financial institution, but no formal action was taken to approve the resolution. As deposits and investments have already been made, it was requested that the Authority officially approve the resolution.

It was moved by Hoogland and supported by Wiersma to approve the resolution authorizing the City of Holland's Finance Director Tim Vagle to make deposits and investments in financial institutions. This motion was unanimously adopted.

08.11.05 Monthly Budget & Investment Report.

Mr. Tim Vagle, the Finance Director for the City of Holland, explained the process and methodology for the deposit and investment of the tax monies received through the Airport millage. Mr. Robinson explained the status of the Airport Annual Operations Budget. Although the Authority has authorized Mr. Robinson and Mr. Vagle to approve invoices and checks for payment, a listing of checks written will be provided to the Authority for their information.

It was moved by Hoogland and supported by Price to accept the Monthly Budget & Investment Report as information. This motion was adopted.

08.11.06 Building & Development Committee: Report on Aeronautics Discussion Concerning 5-Year Capital Plan.

Mr. Robinson and Mr. Wickman provided a summary report of the meeting with MDOT – Aeronautics Division officials on October 7, 2008. Others attending the meeting included Ron Ludema, Les Hoogland, Don Disselkoen, and Ron Engel and Gary Siegfried from Airport Consultant Mead & Hunt. The overall meeting went very well, and it was agreed that MDOT –Aero supports the efforts of the West Michigan Airport Authority and the continuing improvement of Tulip City Airport. MDOT – Aero recommended that the Authority re-prioritize capital projects in order of importance as follows:

1. ALP Update with FAA approval.
2. Environmental Assessment Footprint with Wetland Delineation.
3. Land Acquisition for Global Welcome Center.
4. Existing Apron be rehabilitated instead of reconstructed.
5. The South Side Hangar Area Site Development should be delayed until demand dictates or should be done locally.

MDOT –Aero requested that a follow-up meeting occur in January 2009 similar to the meeting in October. The Authority members discussed the timing and other items related to the Five-Year Capital Plan.

08.11.07 Building & Development Committee: ALP Update Committee Proposal.

The Building & Development Committee has been meeting with Airport Consultants Mead & Hunt to deal with the update process for the Airport Layout Plan (ALP). It was recommended that a working committee be assembled to deal with discussion and arrangement of public forums, surveys and other details to further the ALP process. The proposed ALP team would comprise three members of the Building & Development Committee, one member of the City of Holland Planning Commission, five Airport users, and one member of the medical sector. The Authority discussed whether the committee should be increased in size by three members to incorporate members of the general public (one from each governmental unit) or if jurisdictional diversity should be sought with the proposed size of 10 members.

It was moved by Klunder and supported by Wiersma to maintain the proposed size of 10 members with a focus on jurisdictional diversity. This motion was approved. A slate of committee members will be presented at the December meeting for approval.

08.11.08 Marketing Committee: Proposal for Marketing/ Public Information Support Services.

Mr. Robinson explained the discussions of the Marketing Committee in regards to keeping the community, airport users and other airport stakeholders informed of WMAA and airport activities. Due to limited staff/ committee time and expertise, the committee is recommending that outside support be retained to assist with these activities.

It was moved by Hoogland and supported by Wickman to approve the Marketing Committee's recommendation and retain outside marketing support to assist in the promotion of the Airport and Authority activities. This motion was adopted.

08.11.09 Operations Committee: Status of FBO Contract Negotiations.

Mr. Robinson informed the Authority of the status of negotiations for the new FBO contract. The current amended agreement will expire in February 2009, so the work of the Operations Committee must be completed by the end of 2008. This report was accepted as information.

08.11.10 Operations Committee: Purchasing Policy.

Mr. Robinson stated that a purchasing policy for the West Michigan Airport Authority will be presented at the December 2008 meeting for approval.

08.11.11 FBO Report.

FBO Ludema presented the monthly Fixed Base Operator (FBO) report describing fuel sales and various airport operations. There was a decrease in the number of operations and in fuel sales at Tulip City Airport, associated with the current state of the economy. The training for the new MALSRS system has been completed, and certification should occur soon.

This report was accepted as information.

08.11.12 Other Business.

Ms. Price inquired as to whether a contingency plan should be developed for Tulip City Airport in relation to the downturn in the economy. Mr. Dykstra and Mr. Robinson explained the status of revenue sources, liabilities associated with the T-hangars and upcoming projects, and that the economy and its impacts were being monitored in relation to the Airport.

08.11.13 Adjournment.

It was moved by Price and supported by Wiersma to adjourn the meeting. This motion was approved at 12:58pm. The next regularly scheduled meeting of the West Michigan Airport Authority is scheduled for Park Township Hall on December 8, 2008 at 11:30am.

Respectfully Submitted,



Amanda Price
WMAA Secretary

West Michigan Airport Authority
Proposed Meeting Minutes
December 8, 2009

The West Michigan Airport Authority met at 11:30am at Park Township Hall.

Present: Authority Members Wiersma, Dykstra, Klunder, Price, and Wickman

Absent: None.

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

The meeting was called to order at 11:37am by Chairman Dykstra.

08.12.01 Consideration of the November 10, 2008 Meeting Minutes.

It was moved by Klunder and supported by Wickman to approve the November 10, 2008 meeting minutes as submitted. This motion was approved.

08.12.02 Public Comments.

There were no public comments.

08.12.03 Monthly Budget & Investment Report.

Mr. Robinson presented the budget & investment report for November 2008. He noted that T-hangar rentals were down due to occupant vacancies. The authority inquired about using the hangars for non-airport-uses, but Mr. Robinson explained that this is not permitted by the Federal Aviation Administration (FAA). Mr. Dykstra suggested that it might be necessary to petition for a waiver for other uses. Under the budget report, Mr. Robinson noted that 25% of the budget has been utilized for management services, such as accounting.

This report was accepted as information.

08.12.04 Operations Committee: Status of FBO Contract Negotiations.

Mr. Robinson reported that the Operations Committee has been working with the Fixed Base Operator (FBO) on a new agreement, which is currently being reviewed by the attorney's office. There are actually three agreements being requested (a Management Agreement, an FBO Agreement and an Airport Manager agreement) to allow greater flexibility should changes be necessary.

This report was accepted as information.

08.12.05 Building & Development Committee: Appointment of ALP Work Team.

Mr. Robinson reported that appointments to the Airport Layout Plan (ALP) Work Team are currently being assembled, so a list can be provided for approval at the January 2009 meeting.

It was moved by Klunder and supported by Wickman to approve the recommendation; it was then moved by Wickman and supported by Wiersma to table the appointment of the ALP Work Team to January 2009. This motion was unanimously adopted.

08.12.06 Building & Development Committee: Approval of Revised 5-Year Capital Plan.

Mr. Robinson informed the Authority that the 5-Year Airport Capital Plan has been submitted to the FAA for approval. He explained the revisions to the document and anticipated timetable for completion of projects. The authority members

discussed the revisions and the anticipated response from the FAA. The authority requested that an Instrument Landing System (ILS) for Runway 26 be added to the Capital Plan.

It was moved by Wickman and supported by Price to approve the revised 5-Year Airport Capital Plan subject to the amendment. This motion was approved.

08.12.07 Board Membership Increase.

Ms. Price submitted a proposal to increase the membership of the Authority to deal with potential quorum issues and provide additional human resources for subcommittees. Mr. Robinson replied that to approve this proposal, the formation documents would need to be amended and submitted for the approval of each governmental unit.

It was moved by Price and supported by Wickman to increase the Authority Board membership from two (2) members per governmental unit to three (3) members per unit, pending approval by each governmental unit. The Authority members discussed whether or not these members needed to be elected officials; it was determined that, as long as one member from each unit was an elected official, the requirements would be met for financial decisions. This motion was approved.

Wording will be presented at the next authority meeting for submission to each governmental unit.

08.12.08 Marketing Committee: Status of Marketing/Public Information Support Services.

Mr. Robinson informed the Authority that Requests For Proposals (RFP) were sent to seven marketing firms or individuals, including Hope College, to assist with the marketing of Tulip City Airport, the Authority, etc. The Marketing Committee will review the submitted proposals and present a recommendation to the Authority at an upcoming meeting.

This report was accepted as information.

08.12.09 FBO Report.

Due to the absence of Mr. Ludema, Mr. Robinson stated that the report was included in the packet and questions could be presented at the January 2009 meeting.

08.12.10 Other Business.

- Mr. Robinson explained the additional materials included with the packet.
- At the January 2009 meeting, the Authority will review the accomplishments so far and current activities to provide a better glimpse of what the Authority is actually doing.

08.12.11 Approval of the 2009 Meeting Schedule.

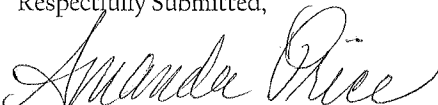
It was moved by Price and supported by Klunder to approve the 2009 meeting dates and locations as submitted. This motion was unanimously adopted.

08.12.12 Adjournment/Next Meeting.

It was moved by Wickman and supported by Price to adjourn. This motion was approved at 12:30pm.

The next meeting of the West Michigan Airport Authority is scheduled for Monday, January 12, 2009 at 11:30am at the Howard Miller Community Center in Zeeland, Michigan.

Respectfully Submitted,


Amanda Price, WMAA Secretary