

West Michigan Airport Authority  
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:** Hoogland

**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