

West Michigan Airport Authority

MEETING MINUTES

January 13th, 2020

11:30am – 1:00pm

Airport Business Center

PRESENT: Hoekstra, Blanton Corbin, Bos, Klynstra, Hoogland, Keeter, Storey

ABSENT: Matthyse

OTHERS PRESENT: Boer (FBO), Airport Authority Manager Robinson, Assistant Airport Authority Manager Thelenwood

Board Chair Sylte called the meeting to order at 11:30 a.m.

20.01.01 Public Comments.

None.

20.01.02 Consideration of the December 12, 2019 Meeting Minutes

Klynstra made a motion, with support by Hoogland to approve the December 12th Meeting Minutes as presented. Motion carried.

20.01.03 2019 Economic Update for the West Michigan Lakeshore Region

Blanton, on behalf of Lakeshore Advantage, provided a summary report to the Board of LSA's annual economic report. Report was accepted as information, no action taken.

20.01.04 FBO Report

Boer presented to the Board current fuel sales and freight flights from WMRA. Fuel sales remain strong

20.01.05 Retention Policy

Thelenwood presented to the Board a proposed retention policy for adoption. The Policy outlined which documents the Authority is required to retain and of how long (depending on the type of document) as well as when documents can be disposed of and in what manner. This policy was developed in-line with the same standards

currently used by the City of Holland. A motion was made by Blanton, supported by Keeter to adopt the retention policy as presented.

20.01.06 Progress on Fiscal Year 2020 Action Plan

Robinson presented a status update of the FY20 Action Plan to the Board, showing sustained progress on the items outlined in the plan as well as outlining additional projects staff had take on or completed in addition to the Action Plan. The Progress Report was presented as information. No Action Was taken.

20.01.07 Activity Updates:

- A. Communications Strategy: Boileau Communications has completed its Airport stakeholder survey and is in the process of compiling data from this report.
- B. North Hangar Park: Discussions are ongoing with parties interested in developing corporate hangar space on the north side of the airport property. Robinson discussed potential funding mechanism with the board for the public taxiway that would be needed to accommodate the additional hangar space.
- C. Runway & Lighting Rehab Project: The project is expected to take place in September 2020. Staff are working closely with Consultant Mead & Hunt to complete bid specifications. MDOT & FAA have lined up funding for this project.

20.01.08 Financial Reports

Klynstra made a motion, supported by Blanton to approve the financial reports as presented. Motion Carried.

20.01.09 Other Business

Meeting Adjourned at 12:42pm

Minutes Approved: _____(Secretary)

Date: _____