

# **West Michigan Airport Authority**

## **Meeting Agenda**

**Monday, May 12, 2014**

**11:30am – 1:00pm**

**Park Township Offices, 52 – 52<sup>nd</sup> Avenue**

1. Public Comments.
2. Consideration of the April 14, 2014 Regular Meeting and Closed Session Minutes. (Action Required)
3. Presentation on a Project Clarity Activity to the East of the Runway. (Travis Williams)
4. FBO Report.
5. Communications Committee:
  - A. Postcard Feedback.
  - B. Tulip Time Parade Float.
  - C. Website Re-Design.
6. Operations Committee Proposal - Employment Agreement. Enclosure
7. Motion to go into Closed Session to discuss Property Acquisition.
8. Next meeting: June 9, 2014, 11:30am at Westshore Aviation, 1585 S. Washington (Holland)
9. Other Business.
10. Adjourn.

### **Mission Statement:**

**To provide the public with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.**

**If you are not able to attend the meeting, please contact Greg Robinson (355-1310) or Sinka Babinec (355-1310). We must have at least one of the three representatives of each unit of government present at the meeting to attain a quorum. Thank you.**

**West Michigan Airport Authority  
Proposed Meeting Minutes  
April 14, 2014**

The West Michigan Airport Authority Board met at Westshore Aviation, which is located at West Michigan Regional Airport in Holland.

**Present:** Authority Members Dykstra, Wiersma, Klynstra, Klunder, Hoogland, Wickmann, Matthysse, Student Representatives VanderKolk and de DeLeau, and Ex-Officio Members Disselkoen and Storey

**Absent:** Martin, and Toscano

**Others Present:** FBO Ludema, City of Holland Multi-Media Specialist Lee, Communications Assistant Scholten, Assistant City Manager Robinson and Executive Assistant Babinec

Chairperson Klunder called the meeting to order at 11:35 a.m. and welcomed all Board Members to the City of Zeeland.

**14.04.01 Public Comments.**

There were no public comments expressed at this meeting.

**14.04.02 Consideration of the March 10, 2014 Meeting Minutes.**

It was moved by Wickmann, supported by Wiersma to approve the March 10, 2014 regular and closed session minutes as presented. This motion was unanimously adopted.

**14.04.03 FBO Report**

FBO Ron Ludema reviewed the past month's activity at the airport in terms of operations and fuel sales. There has been an increase in fuel sales over the past month, and this corresponds to an increase in air traffic at the airport as well. Mr. Ludema also noted that there are 52 airplanes based at the airport and two new tenants at Tulip City Air Service.

This report was accepted as information.

**14.04.04 Communications Committee:**

**A. Recognition of Telly Award for Airport Video.**

Communications Specialist Scholten introduced Mr. Kevin Lee, City of Holland Multi-Media Specialist. Specialist Lee and Ms. Scholten produced the West Michigan Regional Airport's 2014 Video. The video has been recognized as an award winner in the 35<sup>th</sup> Annual Telly Awards. The Telly Awards honor the very best local, regional, and cable television commercials and programs, as well as the finest video and film productions, and work created for the Web. The award will be displayed in a hall of the new Airport Business Center. Chairperson Klunder on behalf of the Airport Authority congratulated the production team upon the occasion of winning the 2014 Telly Award. Ex-Officio Member Storey and FBO Ludema asked for copies of the DVD videos.

This report was accepted as information.

**B. Quotations for the Annual Report Printing and Mailing.**

Communications Specialist Scholten and the Communications Committee prepared an informational piece that is to be mailed to households in the three member units. At the last Board meeting, it was discussed as to whether the postcard should be mailed to households in Holland Charter Township and Zeeland Charter Township as well. The Communications Committee has revised the document to reflect comments expressed at last month's Board meeting and has recommended that the piece of information be mailed to the three member governmental units.

It was moved by Wickmann and supported by Klynstra to approve the Holland Litho quotation of \$5,555 for printing and mailing the informational postcard to registered voter households in the member governmental units.

**C. Status of Authority Website Redesign, E-Newsletter, Tulip Time Parade Float.**

Communications Specialist Scholten summarized the new and ongoing reviews and activities of the WMAA Communications Committee Board:

**Website Redesign:** Ms. Scholten is designing a new navigation bar headings to include easy-to-access links to the website: Home, News and Events, Services and Facilities, Airport Authority, Visitor Information. Design proposals will be available at the next Board meeting.

**Jet Float:** Float preparation for this year's parades has started. Miss Nancy Future is able to ride on the float again this year but we would like your feedback before the decision is made.

**eNewsletter:** The newsletter will be emailed the week of April 21-25. Ms. Scholten reported that the eNewsletter has built over 1,000 subscribers.

This report was accepted as information.

**14.04.05 Operations Committee:**

**A. FBO Financial Review**

Assistant City Manager Robinson advised that the Operations Committee's purpose of reviewing the Fixed Base Operator (FBO) financial review is to determine if the FBO is in compliance with the provisions of the FBO Agreement. Board Member Wiersma, Operations Committee member, advised that Tulip City Air Service, FBO at the Airport, continues to demonstrate financial solvency and business ability by submitting financial statements to provide FBO services at the West Michigan Regional Airport.

**B. T hangar Lease Rate.**

Mr. Robinson summarized the airport comparison report relating to T-hangar rental rates and stated that there are 24 public T hangar spaces at airport; that the current \$200/month lease has not been increased since 2007; WMAA can increase rent at any time; individual spaces are not metered; there is one meter for all three buildings; submitted revenues/expenses history from FY12 to FY 15; and that the Committee reviewed a survey of rental rates at other airports. The survey indicates that the current least rate of \$200 per month is competitive with what is occurring in the market. The Operations Committee recommended not to adjust T hangar rates at this time, but continue to monitor the occupancy level and adjust the rates as necessary. FBO Ludema indicated there are currently no hangars available.

It was moved by Hoogland and supported by Dykstra to accept the FBO Financial Review report and the T hangar lease rate report as information. This motion was unanimously adopted.

**14.04.06 Characteristics of West Michigan Regional Airport**

Mr. Robinson highlighted some of important facts about the West Michigan Regional Airport. The document may be reproduced and distributed for educational purposes.

It was moved by Hoogland and supported by Wickmann to accept this document as information. This motion was unanimously adopted.

**14.04.07 Monthly Budget and Investment Report.**

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

**14.04.08 Motion to go into Closed Session to discuss Property Acquisition.**

It was moved by Klynstra and supported by Wiersma to go into a closed session to discuss property acquisition. This motion was unanimously adopted.

**14.04.09          Next Meeting: May 12, 2014, 11:30 a.m. at Park Township Offices.**

**14.04.10          Other Business:** None

**14.04.11          Adjournment**

There being no further business, the meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Jim Wiersma  
Secretary

## West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423

P (616) 355-1310 F (616) 546-7056

*Comprising City of Zeeland, Park Township and City of Holland*



May 12, 2014

Item 3.

**To:** West Michigan Airport Authority Board.  
**From:** Holland City Community Development Supervisor Joel Dye  
**Subject:** Presentation on a Project Clarity Project to the East of the Runway

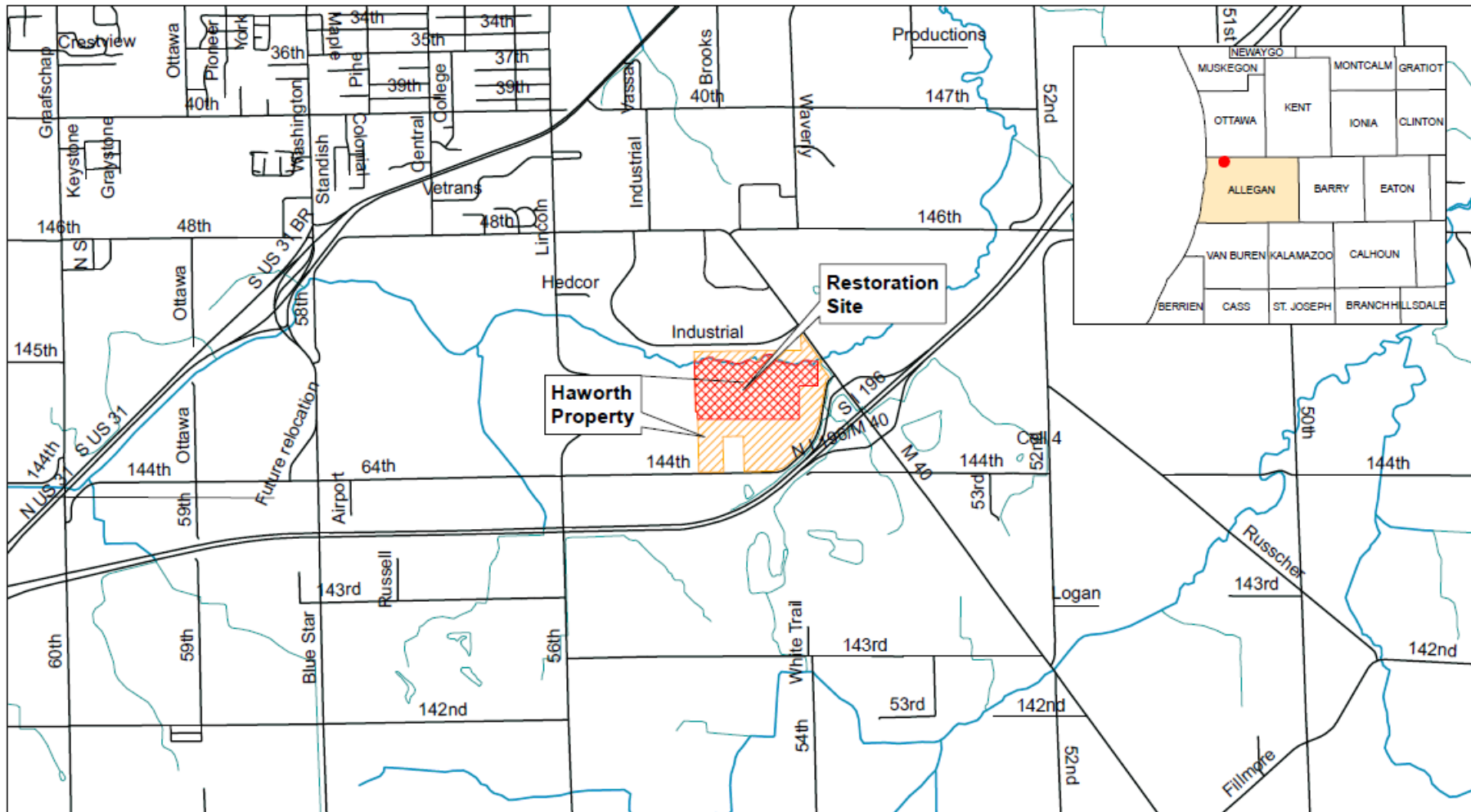
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At your May 12<sup>th</sup> Meeting, representatives from the Outdoor Discovery Center will be present to review a wetland restoration project that will be built during 2014 at the Haworth Property just east of the Airport Property.

This wetland restoration project is part of Project Clarity; a multi-jurisdictional effort aimed to permanently clean, restore and maintain the waters of Lake Macatawa. The wetland restoration project will affect approximately 41 acres and will result in the construction of 4 new wetland cells in an existing agricultural field. The wetland cells are being designed to drain dry keeping just the soil surface saturated. This design will help establish a heavily vegetated emergent marsh, with no standing water.

Over the past several months, staff has met with representatives of the Outdoor Discovery Center and we are comfortable that based on the information provided, this project will have little impact on the operations of the West Michigan Regional Airport. However, we felt compelled to invite representatives from the Outdoor Discovery Center to the May 12<sup>th</sup> WMAA Board Meeting, so they can directly present this plan, and answer any questions the Board may wish to ask. Attached to this report are the plans for this restoration project as well as a photo of what the end result will look like.

# Site Location



Sheet 1 of 8. Site Location Map

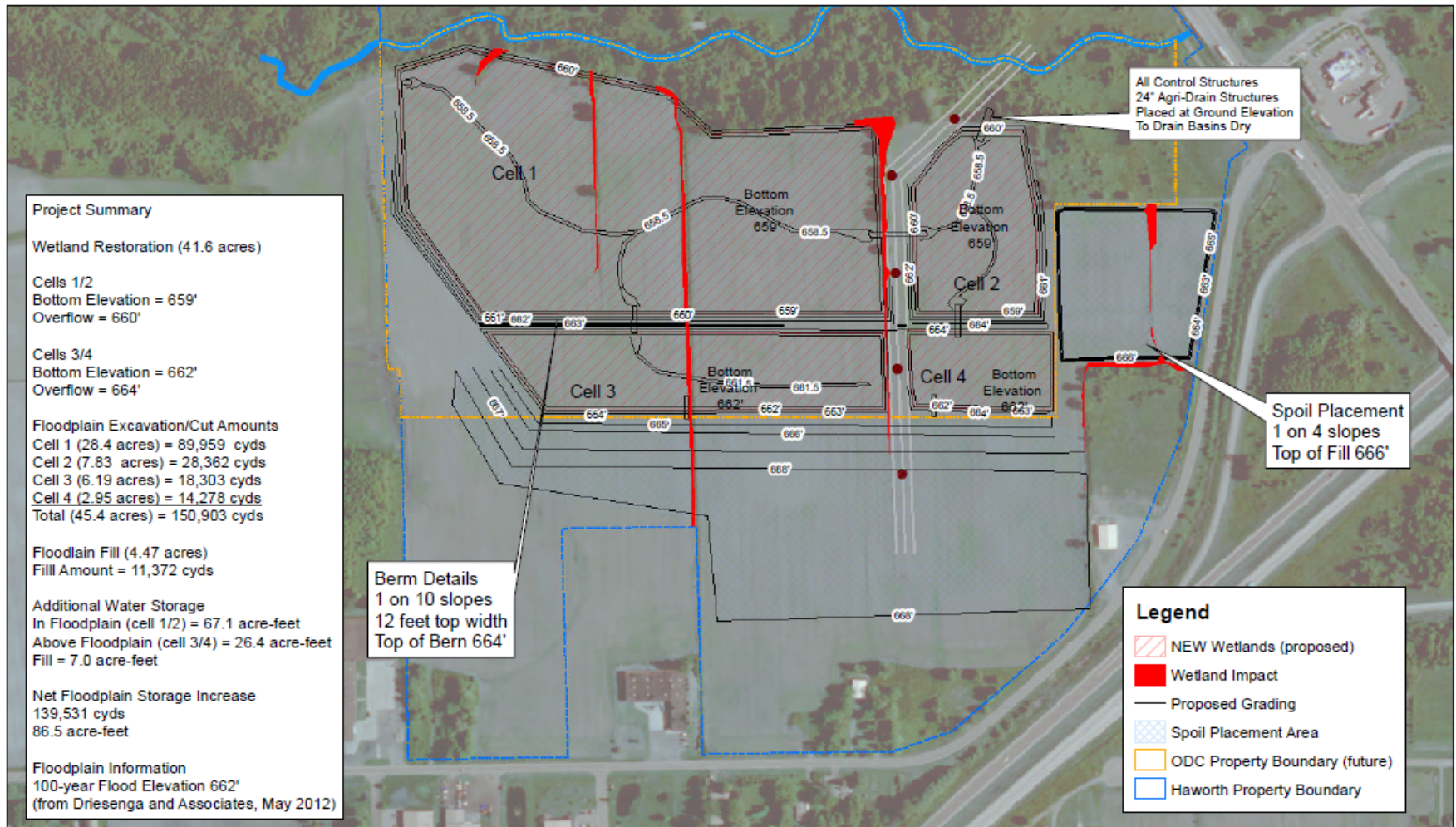
NE 1283-1 Project Clarity, Haworth Restoration  
Section 9, Town 04N, Range 15W  
City of Holland, Allegan County, MI  
Aerial Date/Source: N/A  
Map Date: April 30, 2014



9436 Maltby Road, Brighton, MI 48116  
810.225.0539 office | 810.225.0653 fax



# Grading Plan



Sheet 2a of 8. Grading Plan with Aerial  
 NE 1283-1 Project Clarity, Haworth Restoration  
 Section 9, Town 04N, Range 15W  
 City of Holland, Allegan County, MI  
 Aerial Date/Source: 2005 MiGDL  
 Map Date: April 30, 2014

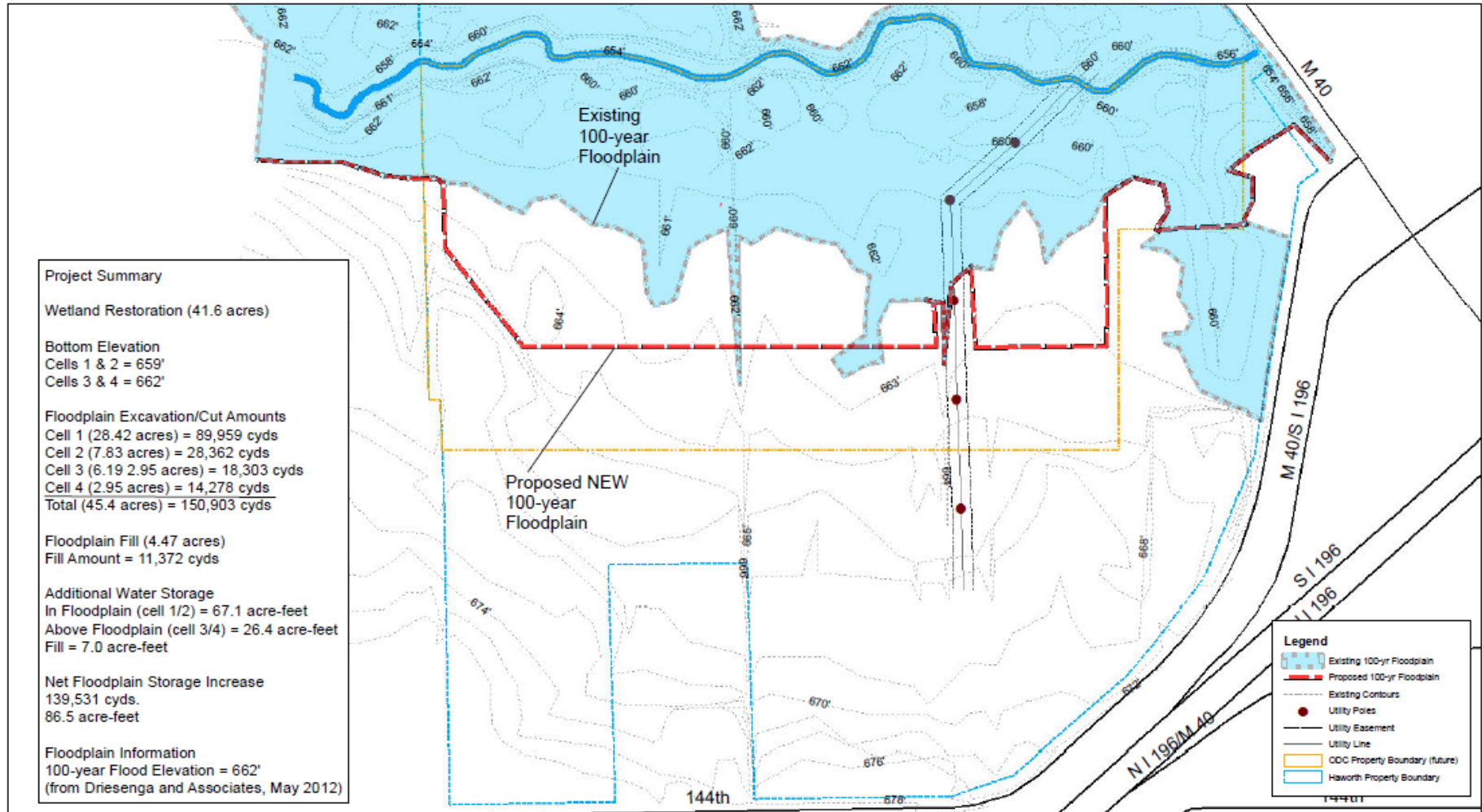
0 150 300 600  
 Feet

PROJECT clarity

**NISWANDER**  
 ENVIRONMENTAL

9436 Malby Road, Brighton, MI 48116  
 810.225.0539 office | 810.225.0463 fax

# Floodplain



Sheet 5 of 8. Floodplain Location Map  
NE 1283-1 Project Clarity, Haworth Restoration  
Section 9, Town 04N, Range 15W  
City of Holland, Allegan County, MI  
Aerial Date/Source: N/A  
Map Date: April 30, 2014

0 150 300 600  
Feet

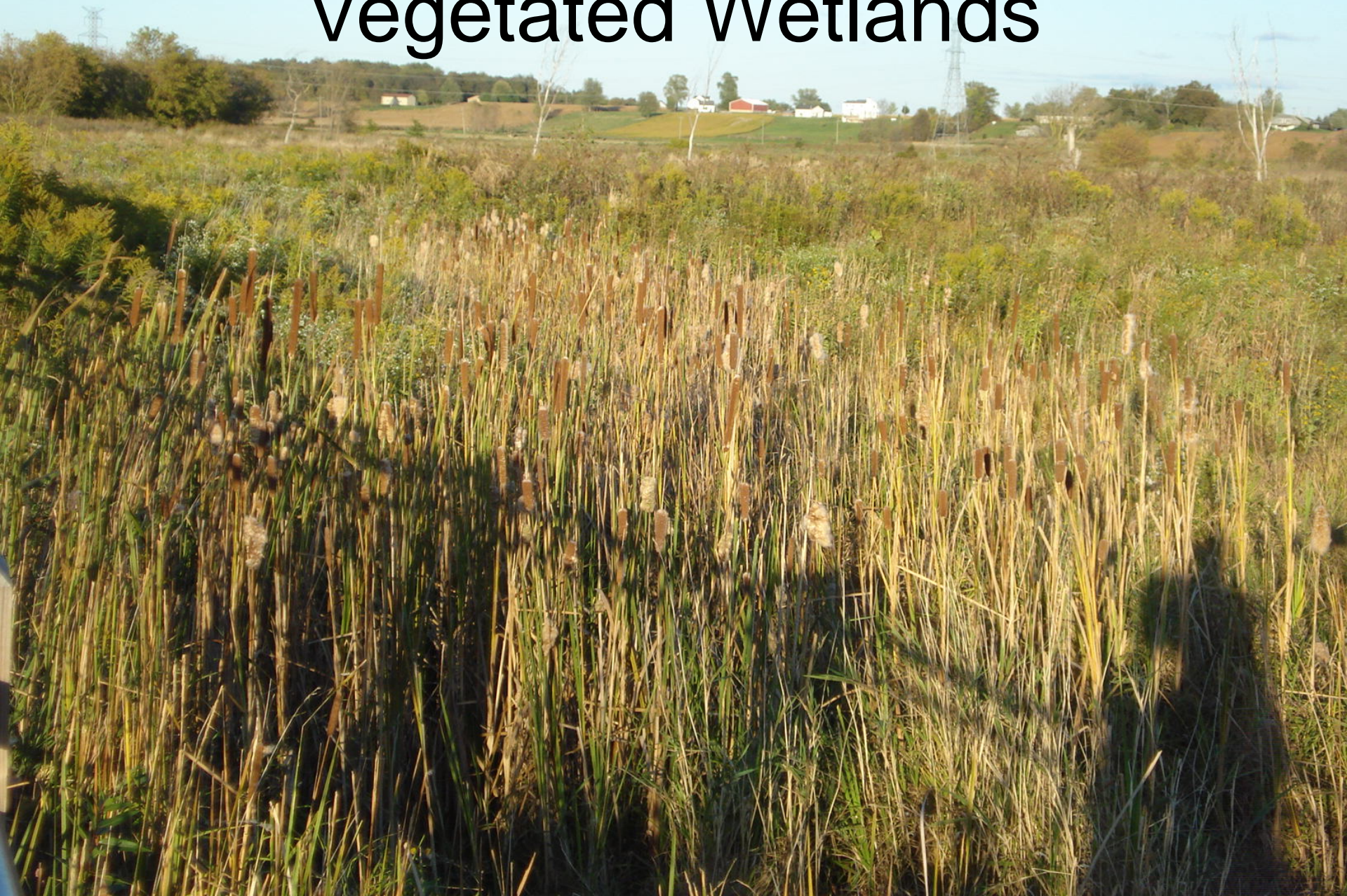
PROJECTclarity

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# Vegetated Wetlands



# ***WMAA MONTHLY FBO REPORT***

| <b>Total Fuel Gallons<br/>Delivered</b> | <b>Current<br/>Month<br/>APR, 14</b> | <b>One<br/>Year ago<br/>APR, 13</b> | <b>Fiscal Year<br/>To Date<br/>10/01/13-9/30/14</b> | <b>F/Y to Date<br/>Compared<br/>2013</b> |
|---|--------------------------------------|-------------------------------------|---|--|
|   | <b>57,606</b>                        | <b>41,445</b>                       | <b>319,525</b>                                      | <b>-30,417</b>                           |

|                           |          |
|---------------------------|----------|
| <b>Transplant Flights</b> | <b>0</b> |
|---------------------------|----------|

**Wings Of Mercy Flights**

|  |          |
|--|----------|
| <b>Freight Flights From/To Holland</b> | <b>7</b> |
|--|----------|

4- Falcon 20

1-Lear 35

1-Metroliner

1-Pilatus

**Notable Activities**



## West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423  
P (616) 355-1310 F (616) 546-7056

Comprising City of Zeeland, Park Township and City of Holland



DATE: May 12, 2014

SUBJECT: WMAA Communications Committee Board Update

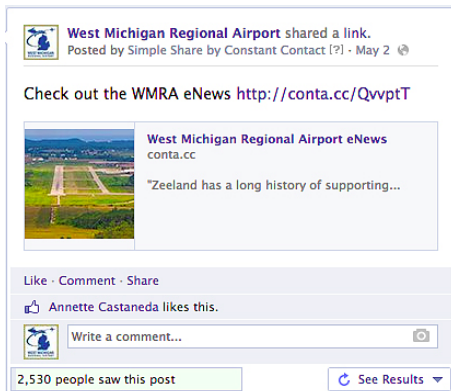
Tier 1 (most important)

### UPDATE WEBSITE ON A CONTINUAL BASIS

- Please check the WMRA website for news and updates and to view the new airport video. ([www.WestMichiganRegionalAirport.com](http://www.WestMichiganRegionalAirport.com)) Progress is being made on the new website.

### SOCIAL NETWORKING

- WMRA's Facebook page is online listed as "West Michigan Regional Airport." Please take a moment to visit and "Like" the page, make a comment, and share with colleagues, friends and family. The WMRA Facebook page has 282 "Likes" and here's the latest:



*The West Michigan Airport Authority will provide the public with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.*

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### **WMRA JET FLOAT IN TULIP TIME MUZIEKPARADE** Saturday, May 10, 2014

- The WMRA float is scheduled for its fourth consecutive year in the Muziekparade. The jet float was awarded a Tulip Time Festival Board of Directors Award in 2013. An update on Saturday's (May 10, 2014) Muziekparade will be given at the Board meeting. To view the WMRA Jet Float in the 2013 Muziekparade visit: [http://youtu.be/1b8Agp\\_QH00](http://youtu.be/1b8Agp_QH00)

Tier 2 (*important*)

### **PRESS RELEASES/NEWS ARTICLES**

- Holland Sentinel, April 30, 2014, ID 1205890, "West Michigan Airport Authority Video Awarded Bronze Telly"

### **2014 PARADES & EVENTS**

- Wings of Mercy CareAffaire Fundraiser: Saturday, August 23, 2014, from 8:00 a.m. to noon.
- ZEELMANIA: August 2014
- Zeeland's Pumpkinfest Parade: Saturday, October 4, 2014
- Holland's Parade of Lights: December 2014

### **PRESENTATIONS/SPEAKING ENGAGEMENTS**

- Please let a Communications Committee member know if a business or organization is interested in scheduling an airport presentation or speaking engagement.

TIER 3 (*less important*)

### **eNEWSLETTER**

The WMRA eNews was sent out in April and the next eNews is scheduled for June 2014.

### **OTHER ACTIVITIES**

- The informational "Postcard to the Community" was mailed to voter households in the Cities of Zeeland and Holland and Park Township in April 2014.

Airport activity on May 8, 2014:



Please contact Karen if you have any questions or comments.  
[k.scholten@cityofholland.com](mailto:k.scholten@cityofholland.com) O 616.355.1305 H 616.399.8509

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May 12, 2014

Item 6.

**To:** West Michigan Airport Authority Board.  
**From:** Greg Robinson, Holland Assistant City Manager  
**Subject:** Operations Committee – Employment Agreement

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I plan to retire from the City of Holland during the summer of 2014, perhaps as early as June 30. The Operations Committee and I have been discussing having the Airport Authority retain me as a part-time employee under an Employment Agreement. This will be advantageous to the Authority in that it will maintain continuity on the various aspects of the new Airport Business Center project and on the other activities underway. This arrangement will also provide the Authority with time to evaluate the best staffing structure for the months and years ahead as we move through this transition. Further, this is proposed to be done at a reduced cost to the Authority.

The key elements of the Agreement:

1. This is a one-year Agreement with a 60 day termination clause for either party.
2. The weekly hours devoted to the Authority under the Agreement would be approximately 10 per week which is the same as currently provided. It is anticipated that there would be a maximum of 450 hours in a year.
3. The compensation would be reduced to \$30 per hour which is consistent with what an Airport Director would be paid.
4. The Authority would pay 80% of the remaining health/dental insurance premium.
5. There will be a workers compensation insurance policy needed at a cost of \$322/year.
6. I would be added to the Authority's Officials Liability Insurance policy.
7. The cost for my time in the FY15 budget as an Assistant City Manager is approximately \$39,150 which includes salary, benefits and a portion of the smart phone cost.
8. The total cost of the Agreement is estimated to be \$25,600; a savings of 35% (\$13,550) to the Authority for the same amount of time.
9. The City of Holland has offered office space, but the Committee is evaluating possible locations at the airport.
10. All other aspects of the Management Agreement that the Authority has with the City of Holland would remain as is. This Management Agreement with the City is up for renewal in October 2014.



## **West Michigan Airport Authority**

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### **Recommendation**

The Operations Committee recommends that the Airport Authority enter into an Employment Agreement with Greg Robinson under the terms specified in the attached Agreement.

Attachment: Employment Agreement

## **EMPLOYMENT AGREEMENT**

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the **WEST MICHIGAN AIRPORT AUTHORITY**, of Holland, Michigan, hereinafter called the "Authority" or "the WMAA", and **GREGORY W. ROBINSON**, hereinafter called "Employee".

### **WITNESSETH:**

The Authority desires to hire Employee to provide management and administrative services to the Authority. Employee previously performed such services in his capacity as the Assistant City Manager of the City of Holland. Employee intends to retire from his position with the City of Holland, effective June 30, 2014.

The WMAA desires to employ the services of Employee and to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

### **SECTION 1. TERM:**

This Agreement shall commence on June 30, 2014 and shall terminate on June 30, 2015, subject to the right of the WMAA to renew the terms and conditions of this Agreement for additional terms of one (1) year from and after June 30, 2015 and each and every year thereafter. Notwithstanding the foregoing, this Agreement may be terminated upon sixty (60) days notice by the WMAA to the Employee. This Agreement may be terminated with or without cause. Nothing

in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with the Authority, subject only to the provision that Employee provide 60 days notice to the Authority prior to the effective date of his resignation.

## **SECTION 2. DUTIES:**

The Authority employs the Employee to perform the functions and duties specified in the job description attached as **Exhibit A**, and to perform such other legally permissible and proper duties and functions as the WMAA Board of Directors shall from time to time assign. The duties and responsibilities delineated on **Exhibit A** may be performed by the Employee or other City of Holland staff pursuant to the Management Agreement dated October 14, 2008.

## **SECTION 3. SALARY:**

Commencing on the effective date of this Agreement, the Authority agrees to pay Employee for his services rendered pursuant hereto the sum of \$30.00 per hour, which shall be paid bi-weekly by the Authority to the Employee. Employee shall be required to provide and submit a log and a description of his hours devoted to the duties on behalf of the Authority. It is anticipated that Employee will work 450 hours during the initial term of the Agreement. The hours and schedule that the Employee shall work each month shall be mutually agreed between the Authority and the Employee.

The Authority shall be required to provide workers' compensation insurance for the Employee and shall pay and deposit the Employer contribution for FICA and Medicare taxes. The Employee contribution for FICA and Medicare taxes shall be deducted from Employee's bi-weekly payment.

#### **SECTION 4. PROFESSIONAL DEVELOPMENT:**

The Authority agrees to pay for the travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for his professional development and for the good of the Authority. Such costs shall be approved by the Authority prior to the attendance of the Employee, and shall be subject to the availability of funds within the budget of the Authority.

#### **SECTION 5. GENERAL EXPENSES:**

The Authority agrees to provide a laptop and office for the Employee to perform the services pursuant to this Agreement subject to such equipment and office not being available with the City of Holland. The Authority shall pay Employee's cell phone expenses in the amount of \$50 per month during the term of the Agreement or any renewal thereof.

#### **SECTION 6. HEALTH, LIFE AND DISABILITY INSURANCE:**

The Authority agrees to pay 80% of the premium of the health insurance purchased by the Employee after his retirement from the City of Holland. The payment for health insurance shall be in accordance with present financial policies of the City whereby the amount of the premium will be deducted monthly from WMAA revenues under the financial administration of the City.

#### **SECTION 7. PUBLIC OFFICIALS LIABILITY COVERAGE/INDEMNIFICATION:**

During the term of this Agreement, the Employee shall be a named insured on the Public Officials' Liability Coverage which is purchased by the Authority for its operations. At Employee's request, a Certificate of Insurance evidencing such coverage or a letter from the insurer of the Authority may be requested to confirm compliance with this paragraph.

The Authority further agrees to save, defend, and hold harmless the Employee from any claim, action, or liability which is asserted against Employee arising out of the performance of his

duties on behalf of the Authority. This covenant of indemnification shall only apply if the Employee was acting within the scope of his authority on behalf of the Authority.

#### **SECTION 8. PERFORMANCE EVALUATION:**

The Authority may review and evaluate the performance of the Employee during the term of this Agreement upon fifteen (15) days notice to the Employee. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employer and Employee. Said criteria may be added to or deleted from as the Board of Directors of the WMAA may from time to time determine, in consultation with the Employee. Further, the Chairperson of the Authority shall provide the Employee with a summary written statement of the findings of the Authority and provide an adequate opportunity for the Employee to discuss his evaluation with the Authority.

#### **SECTION 9. GENERAL PROVISIONS:**

- A. The text herein shall constitute the entire agreement between the parties.
- B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.
- C. If any provision, or any portion thereof, contained in this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

*(The remainder of this page intentionally left blank.)*



**IN WITNESS WHEREOF**, the Authority has caused this agreement to be signed and executed in its behalf by its Chairperson, and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

**WEST MICHIGAN AIRPORT AUTHORITY**

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

(Seal)

**EMPLOYEE**

\_\_\_\_\_  
Gregory W. Robinson

## EXHIBIT A

### Airport Services to be Performed

1. Implement activities assigned by the Authority;
2. Provide staff support to the Authority and its subcommittees;
3. Prepare budget information for the Authority and manage its budget;
4. Prepare state and federal grant applications and manage these grants;
5. Manage various airport contracts such as the FBO Agreement, land leases, private fueling facilities, etc.;
6. Evaluate and coordinate airport operations in cooperation with the Fixed Base Operator;
7. Develop and coordinate community education and public relation activities;
8. Monitor the Emergency Management Plan and other airport operational matters;
9. Facilitate communication with the Michigan Department of Transportation, the Federal Aviation Administration, and member governmental units;
10. Recommend operation improvements and identify capital needs at the airport; and
11. Ensure airport compliance with state and federal regulations.