

# West Michigan Regional Airport Authority

## MEETING MINUTES

September 9, 2024

11:30AM- 1:00PM

**Present:** Corbin, Gruppen, Dannenberg, Murray, Brandson, Storey (11:33am), Blanton (11:39am), Keeter (11:43am), Hoekwater (Virtual 11:54am)

**Absent:** Bryd

**Others Present:** Leanne Schaeffer, Courtney Sawyer, Tyler Vandenbrand, Kim Houtman, David Craig, Nathan Haag, David Teal, Bob Blaharski, Heather Roden, Liz Sekerak, Ron VanderVeen, Lynn McCammon

*Board Chair Murray called to order 11:30am*

### **09.9.01 Roll Call**

### **09.9.02. Public Comment:**

Nathan Haag, Haworth, addresses the board speaking to the rationale, advantages, and benefits of Haworth utilizing West Michigan Regional Airport and the importance of the airport remaining open as many days of the year as possible.

### **09.9.03 Approval of Agenda:**

Motion Dannenberg, Second Brandsen.

Motion Carried.

### **09.9.04 Approval of August 12, 2024 Minutes.**

Board discussed gaps in the minutes and approved as is.

Motion Dannenberg, Second Brandsen.

Motion Carried.

### **09.9.05 Approval of August 29,2024 Board Minutes.**

Motion Dannenberg, Second Gruppen

Motion Carried.

### **09.9.06 Introduction of Youth Advisory Committee.**

Drew Rothstein & Nile Leonard introduced themselves.

### **09.09.07 Chairman's Report:**

Murray presented data on the current state of the airport.

### **09.09.08 Interim Hiring Committee Update**

Reported on initial meetings of the committee and progress on the job description. Initial development of target list in progress. Sally Gruppen will accept all applications, and the team will narrow down with a phone interview and formal interviews.

The committee will have their recommendation to the board by the end of September. The committee will meet again on September 17<sup>th</sup>. Resumes and cover letters are due by September 19<sup>th</sup>.

Blanton prompts that the board will need to schedule a special meeting to approve the selected candidate.

### **09.09.09 Snow Removal: Airport Advisory Group Report on Snow Removal Decision**

Murray reported on the progress of the snow maintenance improvement conversations over the past meetings.

David Craig, West Shore Aviation, presented on proposed solution with snow maintenance included in the packet that was approved by the Airport Advisory Group. The plan covers December-March. Craig presents that the current recommendations all come from a single provider to increase efficiency. Craig submits rental agreement documents to counsel.

Murray expounds that the proposed solution covers the cost of equipment, though not the operation of the equipment that will be completed by FBO. Snowstorms outside of the time frame will be covered by AvFlight.

Corbin reminds that the advisory committee, executive committee and FBO worked in collaboration on this plan and confirms that this is for one snow season. Corbin acknowledges that all initial reasons for the postponement have been addressed and thanks the advisory committee for working through this process and doing the work.

Hoekwater also thanks David Craig and the committee for their work.

**09.09.09.01** Corbin motions to wave the current West Michigan purchasing policy in reference to the Competitive Bid Process so the board may enter into a rental agreement for snow removal equipment with Holland Equipment Services, the cost of this rental agreement is reasonable in scope and is necessary due to the short turnaround time, and necessary to meet

the demand of the upcoming snow season. This motion is pending review and approval by corporate council, and then to authorize the Board Chairperson and the Treasurer to make necessary budget adjustments and sign the contract on behalf of the West Michigan Regional Airport Authority.

Moved by Corbin, Seconded by Keeter.

Roll Call vote:

Aye: Corbin, Gruppen, Blanton, Dannenberg, Keeter, Branson, Murray

Absent: Byrd, Virtual: Hoekwater.

**09.09.09.02** Corbin motions to reject all original bids that reference the purchase of snow equipment.

Motion Corbin, Seconded by Blanton

Roll call vote:

Aye: Corbin, Gruppen, Blanton, Dannenberg, Keeter, Brandson, Murray

Absent: Byrd, Virtual: Hoekwater

### **09.09.10 FBO Report**

Vandenbrand presents the FBO Report and thanks the board for the snow equipment progress.

Motion to accept report:

Moved by Keeter, Seconded Dannenberg

Motion Carries.

### **09.09.11 Financial Report**

McCammon presents on financial standing and reiterates the good financial position for the snow rental agreement.

Motion to Accept Report:

Moved by Keeter, Seconded Dannenberg

Motion Carries.

### **09.09.12 1200 Aero Report**

Sawyer presents the data from the last month from 1200 Aero.

Murray requests additional information on the difference between operations to understand which are corporate tenants. Murray recommends Sawyer work with Craig to gain better understanding of the FAA codes.

Corbin requests definitions of the different part classifications be provided to the board and reiterates the importance of detailed tracking for funding grants.

### **09.09.13 Public Comment**

David Craig, West Shore Aviation, recommends that the board refine the 1200 Aero report to better understand which airplanes fit classifications because there is some variance and offers guidance on regulation codes.

### **Open to Board Comments:**

Storey submits a flyer on the "Prepare Fair" to the board.

Corbin brings up several items for us to address soon including fence maintenance, mowing contracts, lease agreements, and a resolution on the North-South Runway.

Murray addresses that the North-South Runway will be a key discussion for the October board meeting. Murray iterates that we continue to evaluate all open contracts.

Keeter reiterates the importance of the North-South Runway resolution.

### **09.09.14 Adjourn**

Motion to Adjourn

Moved by Keeter, Seconded Dannenberg

Motion Carries.