

# West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423  
Comprising City of Zeeland, Park Township and City of Holland



## West Michigan Airport Authority

### Meeting Agenda

**January 13, 2025**

**4:00 p.m. – 5:30 p.m.**

**60 Geurink Blvd. Holland, MI 49423**

Join Zoom Meeting

<https://zoom.us/j/91806701836>

Meeting ID: 918 0670 1836

#### Authority Members

##### City of Holland

Charles Murray  
Quincy Byrd\*  
Devin Shea\*

##### City of Zeeland

Beth Blanton  
Sally Gruppen\*  
Al Dannenberg

##### Park Township

Elisa Hoekwater  
Ken Brandsen  
Joan Zeerip\*

##### Ex-officio

VACANT (Allegan)  
VACANT (Ottawa)

\*Denotes  
Municipal Elected  
Participant

1. Call to Order
2. Roll Call
3. Public Comment  
*All public comments are limited to 3 minutes per speaker. The Public Comment period is established for members of the public to voice opinions to the Board only. The Chair hold discretion on any interaction by the Board, otherwise Members of the Airport Authority Board or staff do not respond during this period.*
4. Approval of Agenda (3 Minutes): **Action Requested.**
5. Approval of Prior Meeting Minutes: (3 Minutes): **Action Requested.**
  - A. December 9, 2024, Minutes
6. Approval of consent agenda (3 Minutes): **Action Requested.**
  - A. Receipt of Correspondence dated December 23, 2024, from WMAA Chairperson to Ottawa County Interim Administrator
  - B. FBO Report
  - C. Report on 1200.AERO data collection
  - D. Report on Snow Removal / Ice Management this season
  - E. Report on WMAA Board Member Terms concluding in next (6) months
7. Unfinished Business
  - A. Status report on 4 One Air Franchisee matter (5 minutes): **No Action Requested**
  - B. Beta charging point project update (5 minutes): **No Action Requested**

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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- C. Affirmation of Board Members in Permanent Airport Manager Search Sub-Committee (3 Minutes): **Action Requested**
- D. Airport Director Search Committee Report (10 Minutes): **Action Requested**
- 8. New Business
  - A. Rules of the Airport Authority Board (15 minutes): **Action Requested**
  - B. Financial Reports (5 Minutes): **Action Requested.**
  - C. Airport Advisory Group; Clarification of Purpose and Intent (10 minutes): **Action Requested**
  - D. Nomination of North-South Runway Sub-Committee members (10 minutes): **Action Requested**
    - i. Kevin Phillips, Paul Sachs, Joseph Murray, Charles Murray, Linda Howell
  - E. Election of Officers for term commencing at conclusion of January 2025 meeting and continuing through conclusion of January 2026 meeting (15 minutes): **Action Requested**
- 9. Communications from Airport Authority Manager
- 10. Updates from the Board
- 11. Adjourn: **Action Requested.**

Next Meeting will be held February 10, 2025, at 4:00 PM.

*\*All agenda item times are approximate*

**West Michigan Airport Authority**

**MEETING MINUTES (DRAFT)**

**December 9, 2024**

**4:00 p.m. – 5:30 pm (scheduled)**

**Present:** Members Corbin, Murray, Gruppen, Brandsen, Blanton, Dannenberg, Zeerip, and Byrd (4:15p). Others: Shaeffer, Keeter, Sawyer, Treasurer McCammon, Counsel Hillegonds, IAD Storey, Mead & Hunt consulting engineer Thomen, and Rehman auditor Metz joined virtually.

**Roll Call** – Chair Murray called the meeting to order at 4:01 (16:01) pm and ordered a roll call. All authority members answered the call except Hoekwater who was absent.

**Public Comment:** The authority received comment from Ben Fogg, Nathan Haag. Written communications from Rick Thompson, James Ludema and Benjamin Wetmore were accepted on motion of Corbin, Seconded by Brandsen. Passed voice vote.

**Agenda Approval** – Stated agenda approval moved by Corbin, seconded by Gruppen. Passed on voice vote.

**Minutes** – Minutes of November 12, 2024, were approved on motion of Corbin, seconded by Dannenberg. Passed on voice vote. The minutes of December 2, 2024, public hearing meeting were approved on motion of Corbin, seconded by Dannenberg passed on voice vote.

**Consent Agenda** – The consent agenda consisting of the FBO report, 1200 Aero data collection, reports on WMRAA emails, WMRAA board member terms, Michigan Airports Planning (MAP) meeting, Thomen report on AICP funding, and receiving BFogg communication with Corbin clarification was approved on motion of Blanton, seconded by Dannenberg. Passed on voice vote.

**Board Members Recognition** – Chair Murray recognized the service of members Keeter, Corbin and Blanton, thanking them for their contributions to the airport.

**2025 Meeting Calendar** – On the motion of Blanton, seconded by Corbin, the 2025 meeting calendar was approved on voice vote. Authority meetings will be second Monday of month, except October, in Robinson room of airport business center.

**Financial Reports** – Treasurer McCammon presented the financial reports of 11/30/2024. Reports were accepted on motion of Byrd, seconded by Dannenberg.

**Audit Results** – Rehman Auditor Paul Metz presented the results of the audit conducted for FY 2024. Mr. Metz advised the audit results allowed a clean audit opinion from the auditors and

“was a very positive audit from our perspective.” He thanked McCammon and treasurer’s staff as “they were easy to work with.” Audit Report was accepted on motion of Dannenberg, seconded by Gruppen. Passed on voice vote.

**Airport Director Search Committee** – Member Blanton reported the posting for the permanent director position is up and will remain so until December 16. City human resources reports good traffic. Members discussed dissolving the current search committee and appointing a new panel for naming permanent director. Chair Murray asked for volunteers for reconstituted committee; Brandsen, Dannenberg, Gruppen responded. Member Blanton will continue in ex-officio capacity.

**Default of 4 One Air LLC Operating Agreement** -- Chair Murray provided a detailed background dating back to late August of efforts to assist 4 One Air ending arrears payments due to the airport authority. Members discussed the two proposals from the company for remedying the arrears and for continuing operations at the airport. Counsel Hillegonds presented a legal memorandum on the options available to the board. 4 One Air LLC attorney Brown presented a third proposal, received shortly before the meeting started, for the company to come into compliance. After extended discussion, Corbin moved, Dannenberg seconded motion to reject 4 One Air LLC proposals for continuing at the airport while in default. Roll call Yes 8: Corbin, Byrd, Gruppen, Blanton, Dannenberg, Brandsen, Zeerip, Murray; No: 0. Motion Passes.

Corbin then made motion for terms of compliance: Moved by Corbin supported by Dannenberg WMAA to receive and accept payment from 4-One Air by certified check for the amount no less than \$7,500.00 on or before **December 17, 2024**, paid to the West Michigan Airport Authority (WMRAA). In addition, 4-One Air is to present an acceptable payment plan for its current obligations under the contract with the WMAA that be presented to the WMAA. This agreement must be presented no later than **January 8, 2024**, to allow its inclusion in the board packet for consideration at the regular board meeting on **January 13, 2024**. If an acceptable agreement is not reached, the WMAA will consider proceeding with a vote to terminate the contract with 4-One Air. Motion passed on voice vote: 7 yes, 1 no.

**Recess** – The board recessed from 5:57 to 6:07pm (1757 to 1807) during which members Gruppen and Zeerip departed the meeting.

**Decision concerning N/S runway** – Corbin introduced a resolution titled “Resolution for the Crosswind Runway Feasibility Study and Planning.” The board discussed the resolution that provides for a committee to research and present a plan for deciding future of the north-south runway configuration on the airport layout plan. An amendment inserting the words “operating and” in paragraph seven, “Future Project Planning” after the word “constructing” was moved by Dannenberg, seconded by Corbin. Amendment passed on voice vote. Corbin moved adoption of the amended resolution, seconded by Dannenberg:

Resolution adopted by roll call vote Yes 6: Corbin, Byrd, Blanton, Dannenberg, Brandsen, Murray; No: 0.

**USDA wildlife management agreement** – The board considered a cooperative service agreement with the U.S. Department of Agriculture animal and plant health inspection service for control of wildlife in and around the airport. Brandsen moved approval, Byrd seconded motion; passed on voice vote.

**MDOT Agreement, North Taxi Lane project** – Mr. Thomen of Mead & Hunt reviewed a letter describing the MDOT Bureau of Aeronautics Documents needing approval for the project to proceed. Brandsen moved, Dannenberg seconded a motion authorizing the chair to execute the described documents. Passed on voice vote.

**Adjournment** – The business of the authority having been completed, Byrd moved, Dannenberg seconded that the authority adjourn. Passed on voice vote at 6:38 pm (1838).

Attachment: Resolution creating Crosswind Runway feasibility study and planning committee

# Item 6A

## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

*Comprised of the City of Zeeland, Township of Park, and City of Holland*



December 23, 2024

Mr. Benjamin R. Wetmore  
Interim County Administrator  
Ottawa County  
12220 Fillmore St, Room 310  
West Olive, MI 49460

**RE: Ottawa County Support for Proposed North-South Runway at the West Michigan Regional Airport**

Dear Mr. Wetmore:

Thank you for your December 9, 2024, email correspondence received by me on behalf of the West Michigan Airport Authority (“WMAA”). A copy is attached to this correspondence for reference. Although your email greeting indicates it was sent to many recipients, I received the email via blind copy and it is otherwise unclear to whom it was sent aside from yourself and Ottawa County Board of Commission Chairman Joe Moss. Regardless of your reason for not identifying to whom it was sent, I shared the email with the entire WMAA Board and included the communication in the WMAA December meeting official record.

I am aware Ottawa County is allocated a single ex-officio, non-voting, seat on the WMAA. That seat is notably vacant since the May election. However, the member communities of the City of Holland, the City of Zeeland, and the Township of Park (the “Member Communities”) are all active participants in the proper administration of the Board, as has been the Allegan County ex-officio member.

Concerning your specific statement regarding Ottawa County’s overall support on the North-South Runway proposed years ago for the West Michigan Regional Airport, it is noted. I am sure Ottawa County expanding its support of the West Michigan Regional Airport as an economic engine would be welcome. As you are relatively new to West Michigan, I wish to confirm you are aware this vibrant aspect of our community is directly supported by the Member Communities and the airport users (via fees and similar revenue lines). Ottawa County itself does not appropriate funds directly to the West Michigan Regional Airport. However, based on your email and the official county support expressed, if Ottawa County wishes to begin allocating funds directly to the WMAA for use at the airport I am confident that support would be well invested in the various operational needs of the airport. Our West Michigan Regional Airport benefits a substantial base of Ottawa County voters especially when compared to other Ottawa County allocations targeted to a small portion of the county benefitting just a handful of residents. Further, funds allocated to the West Michigan Regional Airport would be subject to the oversight of the WMAA Board, which has displayed years of fiscal responsibility and excellent stewardship of millage funds and income generated by the airport users.

*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.*

Specific to the North-South Runway topic you expressed Ottawa County supports, you may also be aware the WMAA recently held a public hearing on that topic. The public hearing allowed the WMAA Board to obtain subject matter expert and community inputs. That public hearing session was recorded in its entirety and is available on the WMAA website under Board Meeting Minutes. I encourage you and others to view the recording and learn more about the various factors involved in such a decision.

I remain highly cognizant of the fact the West Michigan Regional Airport is partially supported by a millage through the Member Communities generous support. Further, the airport is an economic driver benefitting our many corporate partners, including those beyond the Member Communities, providing industrial and service industries a direct connection to global audiences. Clearly the airport's economic impact extends well beyond our wonderful Member Communities and benefits Ottawa County, Allegan County, and the surrounding counties and communities. The West Michigan Regional Airport truly benefits our region and I am grateful you and Ottawa County officially recognize it.

But with the benefit comes the responsibility to our stakeholders, and a rational application of our constituent and stakeholder dollars. To obtain the best information the WMAA continues to seek a wide array of inputs. Of note, as presented at our October WMAA Board Meeting, the Board heard from Mead & Hunt, our subject matter experts, on the historical reasoning for the North-South Runway. A nearly identical presentation occurred at the December public hearing. Given the significance of this project, the land-area it impacts, and the budgetary concerns, this is a significant and weighty decision. To that end, the WMAA operates in the open and allows public comment to ensure decisions are made with proper consultation of stakeholders, experts, and applying budgetary feasibility logic. One important facet noted from our subject matter experts was, based on Federal Aviation Administration standards, there is a lesser need for the North-South Runway now than in the past based on the overall general weather conditions. The reasons for this are explained in the presentation and I shall not attempt to synthesize them for you as it is beyond my level of expertise. But the synopsis is clear that the greatest beneficiaries of the North-South Runway would be smaller, general aviation piston aircraft and not our full scope of airport users. The identified runway would simply be too short to service most jet aircraft. Safety was a common theme from our general aviation users, and safety remains paramount, but it is only one factor the WMAA must consider.

Of equal importance to who benefits from the North-South Runway is the cost to build and maintain the infrastructure. Estimates on costs to build the infrastructure encroach upon \$20 million dollars. Beyond the initial cost to build are the continuing costs to maintain the infrastructure. The maintenance aspect cannot be fully assessed currently, but we can estimate once we know the scope of the possible build. It is rational to expect additional revenue will be needed to address the increased maintenance costs to properly sustain the North-South Runway. Central to both the October and December presentations was the fact that experts assess both state and federal funding is unlikely to be allocated to build or maintain the North-South Runway project. Simply put, there are other higher priorities for state and federal dollars. Therefore, it appears the North-South Runway would require local funding to build and then maintain.

I also hear from surrounding landowners, stakeholders in their own right, of things they would like to do with their land, but cannot because the North-South Runway remains on an official plan. Those restrictions directly relate to an immediate economic cost to the Member Communities beyond their millage support. Those landowners cannot obtain as much value for

their holdings because a proposed use of land restricts many opportunities to build or expand. The WMAA must remain aware additional economic costs because allowing development logically benefits the Member Communities through potential increases in employment opportunities, housing opportunities, and increased tax base. Surely Ottawa County understands these factors are also important to discern in making an informed decision.

At the December public hearing, attended by an estimated 67 people, the WMAA heard from approximately 23 people. Of those who spoke, only 7 were from a Member Community directly supporting the millage. The other 16 came from local airport users, meaning other Ottawa County and Allegan County communities not members of the WMAA, to users from townships and cities farther away, but who use and rely on the airport for commercial and recreational purposes. All speakers relayed they are from the general aviation community and each expressed support for the North-South Runway, but few proposed any concrete ideas or suggestions to address the building or maintenance costs. Such support and visible engagement in a positive fashion is recognized and heard, but must be balanced against the realities of funding and the other near-term and long-term economic cost/benefit aspects.

Based on what the WMAA Board heard in October and December from the experts, and the community support we heard in December, the WMAA is proceeding to encourage a community engagement opportunity to help identify funding solutions for the North-South Runway. That group will have a year to these issues options and propose realistic options to fund the expansion. This motion received substantial support from the WMAA Board. I anticipate appointing members to the group soon with the advice and consent of the WMAA Board.

Thank you for your continued interest in the West Michigan Regional Airport. If Ottawa County wishes to allocate funding to support this regional economic benefit, please contact our Interim Manager Jim Storey and discussions may ensue.

I am copying certain Ottawa County elected officials on this letter including Commissioner Joe Moss, Commissioner Douglas Zylstra, and Ottawa County Clerk Justin Roebuck. Further, I will include this correspondence in our next WMAA Board meeting. I request Mr. Roebuck share this correspondence with the entire Ottawa County Board of Commissioners, both the current Board as of the date of this letter, and the incoming Board to be seated in January 2025, and include it in the official correspondence received by the Ottawa County Board of Commissioners. Given Ottawa County's support for the proposed North-South Runway, I feel it is imperative the entire Ottawa County Board, and the County as a whole, recognize the scope of this discussion.

Regards,



Charles Murray  
Chairperson

Cc: Joe Moss, Chairperson, Ottawa County Board of Commissioners  
Douglas Zylstra, Ottawa County Board of Commissioners  
Justin Roebuck, Ottawa County Clerk  
James Storey, Interim Manager, West Michigan Regional Airport



**Subject:** North-South Runway and Ottawa County  
**Date:** Monday, December 9, 2024 at 12:05:00 Eastern Standard Time  
**From:** Ben Wetmore  
**To:** Ben Wetmore  
**CC:** Joe Moss  
**Attachments:** Outlook-cz3brdot.jpeg

Good afternoon to you all. I am writing to inform you that Ottawa County's Administration, which holds an observer-level seat on your authority, supports leaving the North-South Runway on the ALP. The North-South Runway will be great for attracting new opportunities to our community and is a vital infrastructure project. The regional airport is one of two airports on Lake Michigan containing only one runway, and expansion will surely attract more traffic, increase efficiency, and likely has support among the general public. I urge you to consider keeping this item in the ALP and continuing to revitalize this space.

Thank you for your time.

Sincerely,  
Benjamin R. Wetmore  
Interim County Administrator  
Ottawa County

**Benjamin Wetmore | *Interim County Administrator***  
**Office of the Administrator**  
**Ottawa County**  
12220 Fillmore Street | West Olive, Michigan 49460  
[BWetmore@miottawa.org](mailto:BWetmore@miottawa.org) | o: (616) 738-4068



# WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report  
 Avflight Holland  
 December 2024

Total Fuel Gallons Delivered		Current Month	One Year Ago	Current Year To Date	F/Y to Date Compared	
Avgas		1,995	1,673	36,138	33,683	
Jet Fuel		33,102	26,226	509,532	507,339	
Total Gallons Delivered		35,097	27,899	545,670	541,022	4648

Landing Fees Collected \$1219 (85% to airport = \$1036.15)

Item 6 B

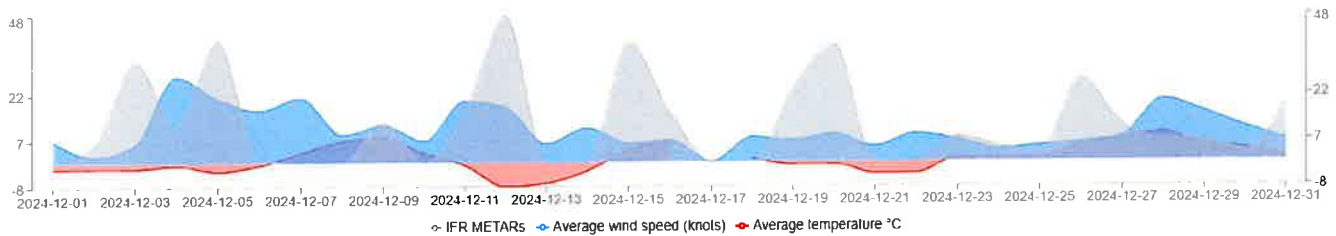
## KBIV - West Michigan Regional Operations Report for December 2024

Operations <b>843</b>	Landings <b>367</b>	Takeoffs <b>405</b>	Go-arounds <b>31</b>	Overflights <b>40</b>
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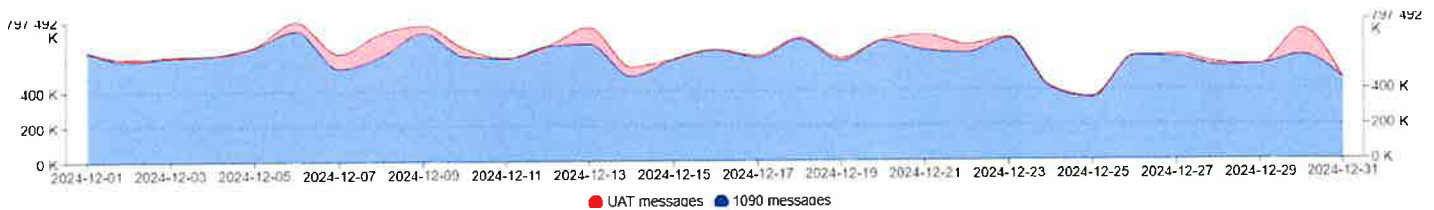
### Operations by Day



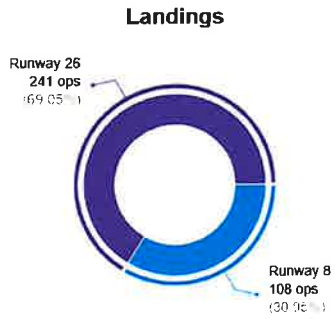
### Weather Conditions



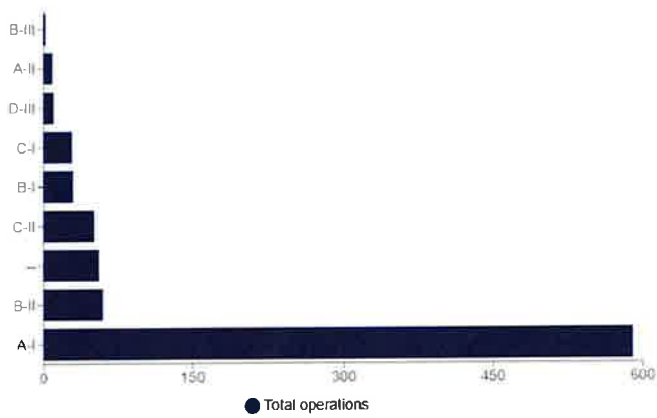
### Receiver health



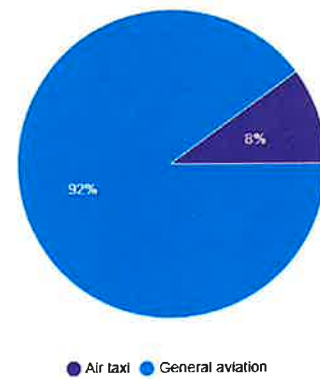
## Operations by Runway



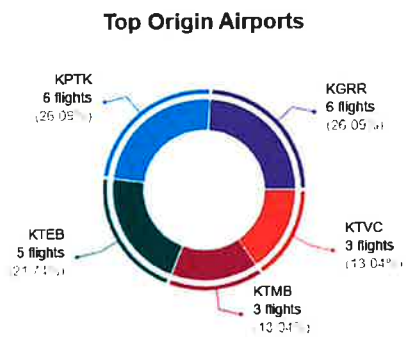
## Operations by Category



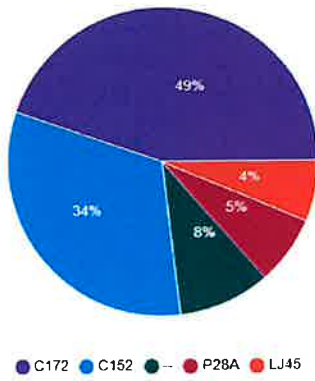
## Operations by Type



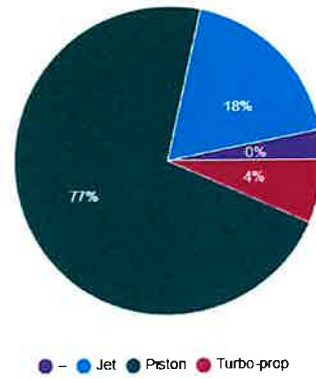
## Top Airports



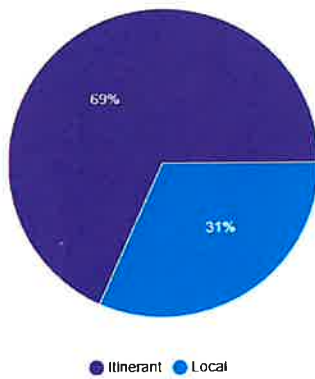
### Top Aircraft Types



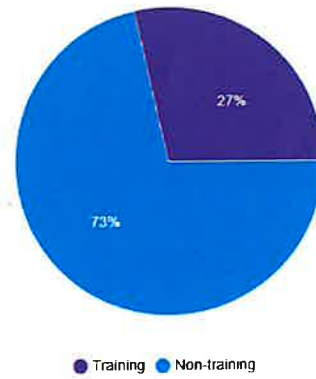
### Operations by Engine Type



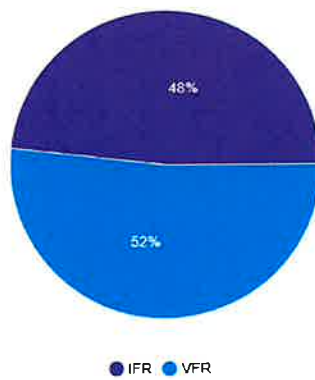
### Local vs. Itinerant Flights



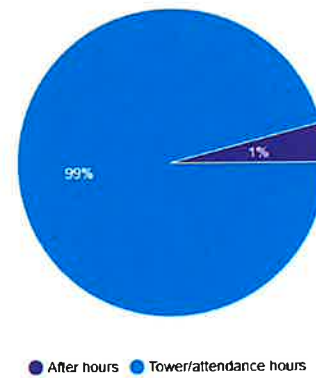
### Training Operations



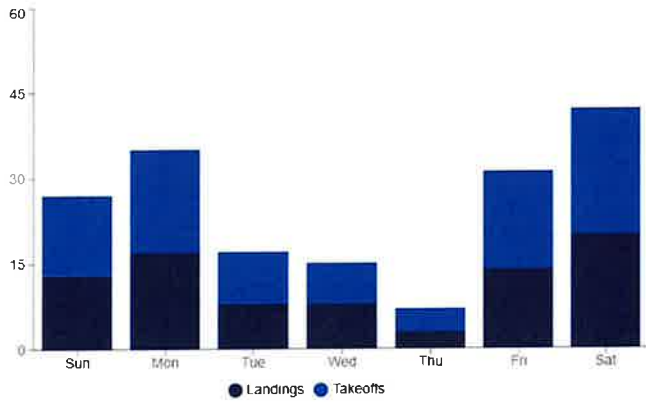
### IFR vs. VFR flights



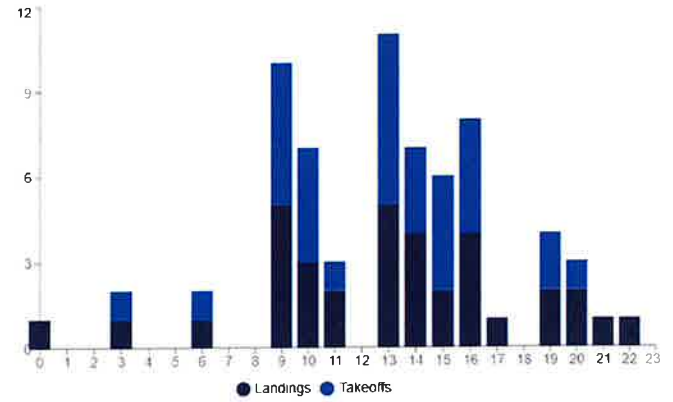
### After Hours Operations



### Operations by Day of Week

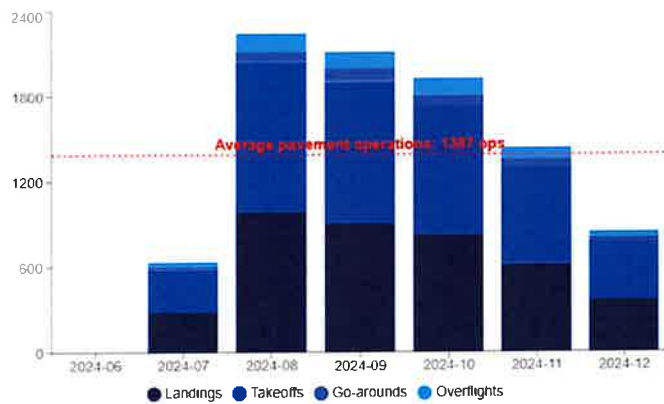


### Operations by Hour



## Historical Data

### Landings and Takeoffs by Month



### Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2024-09-26 (Thu)	152	30
2	2024-11-12 (Tue)	131	28
3	2024-08-08 (Thu)	119	29
4	2024-08-22 (Thu)	116	32
5	2024-11-08 (Fri)	115	27
6	2024-09-10 (Tue)	114	24
6	2024-08-13 (Tue)	114	29
7	2024-11-27 (Wed)	111	29
7	2024-08-21 (Wed)	111	29
8	2024-10-27 (Sun)	108	27

## **Item 6-Consent Agenda**

**D. Snow Removal** – Through December 31, 2024, the new snow plow rented by the authority has been employed 38.9 hours for a per cost of \$1,250.

**E. Board member terms expiring** – The only board member whose term expires in the next six months is that of Beth Blanton, city of Zeeland representative whose term expires January 31, 2025.

## **Item 7 – Unfinished Business**

### **A. 4 One Air LLC-Franchisee**

The treasurer has advised 4 One Air paid the \$7,500 by Dec. 17 as required by board action at its December 9 meeting. In addition, 4 One Air LLC made a second payment for all outstanding franchise fees. This is also noted in the finance report.

The board also required the company to present a payment plan for “current obligations” by January 8. That has not yet been received.

### **B. Beta Charging Point update**

Included with the packet is a request for approval of the charging point location for the Beta project. A schematic depicting the suggested locations for the equipment is also provided. The communication and the schematic is being circulated to AvFlight and the Holland Board of Public Works personnel who participated in the site visit. A report filed after that visit is also included.



**TO:** WMAA Exec Committee – Chuck Murray, Scott Corbin, Beth Blanton  
**REF:** BETA Technology meeting and tour-aviation charging station  
**DATE:** October 17, 2024  
**FROM:** Jim Storey, *ex-officio* member, WMAA Board

*(Note to non-WMAA board members reviewing this meeting report: the WMAA board has not discussed this proposal nor made a decision on hosting a charging station for electric-powered aircraft).*

A team from BETA Technology met with local representatives from 1 to 3 pm yesterday, October 16, to explore the installation of its charging equipment for the expected rise in electric-powered airplanes. In addition to the BETA representatives, four staff members of the Holland Board of Public Works (HBPW), Mead & Hunt, AV Flight, and Elise Hoekwater of the board participated\*. A list of those who attended follows this report.

WMRA was the BETA team's last stop on its tour of the four airport locations planned for the air charging stations. Nate Ward, BETA's leader for this project, and Sam Hobbs, BETA's leader for the entire effort, led the description of the project for those who were not aware. (Their presentation was nearly identical to what the WMAA board heard at its Monday, October 14.) It was hampered a bit by the inability to hook-up the video screen to the BETA laptop.

That notwithstanding, the question-and-answer session was fruitful in establishing the following points:

- HBPW has in stock the size of equipment needed to power the charging station. The immediate availability of electric equipment at two, possibly three, of the other sites is in question. (One site, the BETA team reported, estimated it may take up to 40 weeks to procure the electrical equipment needed for the charging station install).
- HBPW has enough electric power reserves to supply the charging station and, if desired, a similar station for electric vehicles located "outside the fence" if desired.
- BETA team members advised they would like to have the charging station installed by summer of 2025.
- Working with AV Flight, all parties agreed moving the charging station west and south of the location shown on BETA's planning diagram, but still adjacent to the tarmac, was workable. Checking with AV Flight's Tyler prior to the meeting, he expressed concern that placing the charging station at the site shown on the BETA diagram would crowd the tarmac, especially during the summer high use period at WMRA.
- Discussing briefly the BETA proposed agreement with WMRA, BETA members expressed the hope that an agreement be finalized in the next six weeks if possible.
- Discussing in whose name the electric meter would be placed, early thoughts centered on the meter being in the name of BETA Technologies rather than WMRA. If that route is realized, some provision would have to be made for the WMAA to receive some revenue from the sale of electricity as it does now from the sale of fuel through AV Flight.
- Revenue from planes recharging batteries will be relatively minor compared with that achieved from the sale of fuel. Mr. Ward noted that the plane used to ferry the BETA team to WMRA, refueled with a bill of \$600.00 for their piston-driven plane. A similar sized electric powered plane would charge up for between \$17 and \$20.

- Before departing, Mr. Ward said they would follow-up their visit with a revised diagram implementing the changed location of the charging station and perhaps other documents

Except perhaps for locating an electric vehicle charging station concurrent with the placement of the air charging station, there is no anticipated cost to the WMAA for locating the charging station.

When I expressed interest in which of the four airports would be first installing it, BETA initially asked if WMRA wanted to be first. Later in the discussion, perhaps bowing to the source of funds for this project, they opined Lansing Capital City airport is likely to get the first honors.

In summary, I thought it a very successful meeting and did not discern any matters of disagreement among the four parties present: BETA, HBPW, AV Flight and WMAA.

- Due to confusion about the starting time, Member Hoekwater did not join the meeting until shortly before 2 p.m.

Following is the list of attendees and contact info provided:

Al Romero, Mead & Hunt, 517-974-0208

Andrew Reynolds, HBPW, 616-355-1540

Barry Rutherford, HBPW, [breyolds@hollandbpw.com](mailto:breyolds@hollandbpw.com)

Meghan Nash, HBPW, [mnash@hollandbpw.com](mailto:mnash@hollandbpw.com)

Patrick Chatman, HBPW, [pchatman@hollandbpw.com](mailto:pchatman@hollandbpw.com)

Nate Ward, HBPW, BETA, [nward@beta.team](mailto:nward@beta.team)

Scott Willits, BETA, [swillits@beta.team](mailto:swillits@beta.team)

Robert Turner, BETA, [rturner@beta.team](mailto:rturner@beta.team)

Sam Hobbs, BETA, [shobbs@beta.team](mailto:shobbs@beta.team)

Tyler VanDenBrand, AV Flight, [tvandenbrand@avflight.com](mailto:tvandenbrand@avflight.com), 608-469-0499.

## **BETA Technologies Proposed Charger at BIV**

Jim,

Thanks for the follow up. I've attached our proposed site plan for the BETA Charger equipment at BIV. This location reflects the area walked and discussed during our on-site visit last fall. If you can confirm with the Board that this location is acceptable, we'll jump into site design shortly and get this project underway. Once confirmed we will also begin working with Mead Hunt to submit an ALP update to the FAA, applicable NEPA documentation, and Form 7460s for construction.

Let us know if you have any questions.

Thanks,

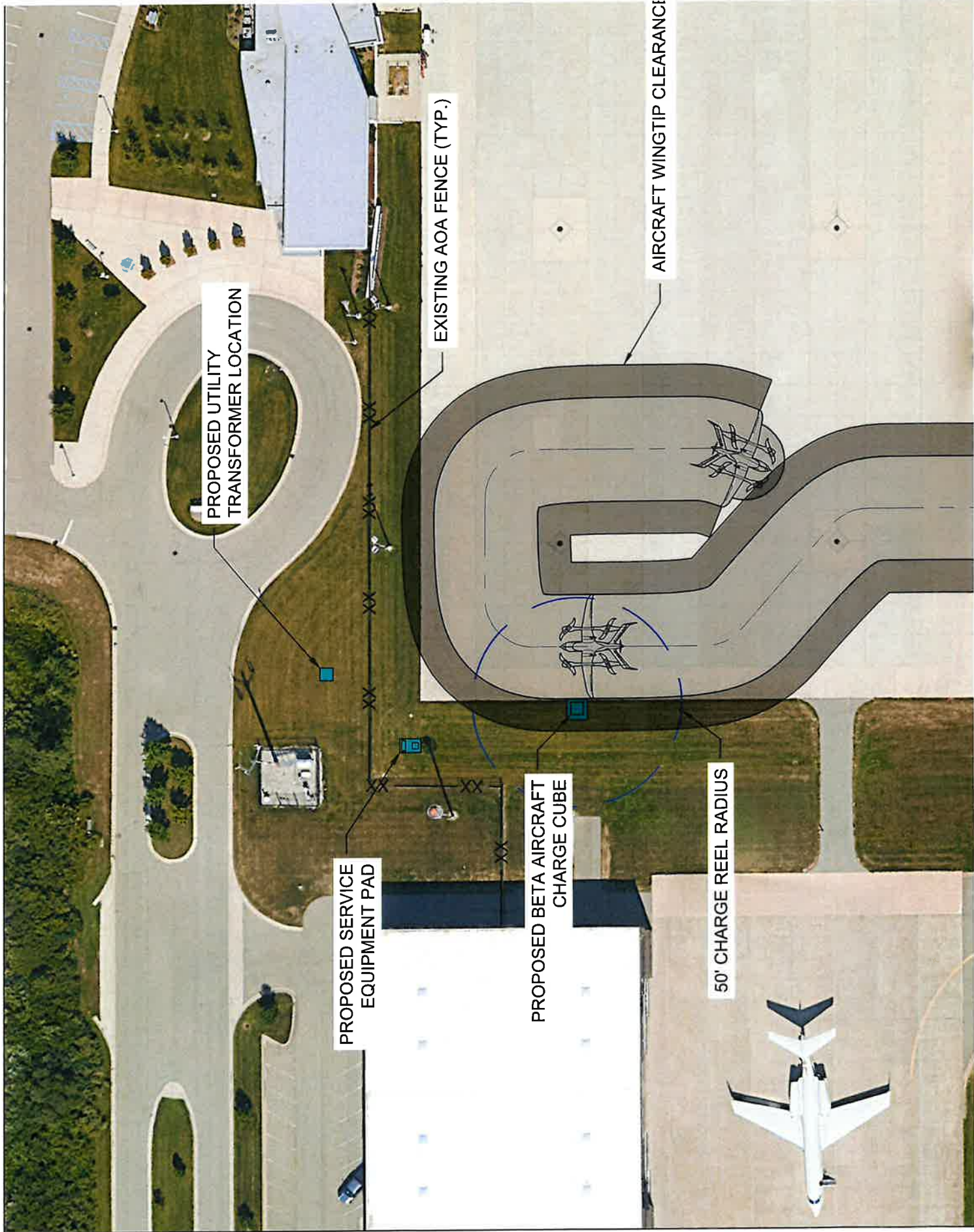
**Robert Turner, PE** | team member

**BETA TECHNOLOGIES**

(410) 422-5389

1150 Airport Drive

South Burlington, VT 05403



PROPOSED UTILITY TRANSFORMER LOCATION

EXISTING AOA FENCE (TYP.)

AIRCRAFT WINGTIP CLEARANCE

PROPOSED SERVICE EQUIPMENT PAD

PROPOSED BETA AIRCRAFT CHARGE CUBE

50' CHARGE REEL RADIUS



# **RULES OF THE WEST MICHIGAN AIRPORT AUTHORITY BOARD**

**MMM DD, 2025**

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## **Chapter I**

### **Sessions of the Board**

- 1.1 The Board shall hold its regular meetings on the second Monday of each month at 4:00 P.M. in the main conference room of the main terminal building unless the time set is a federal holiday, and then such meeting shall be canceled and held at the same time and place on the next day which is not a holiday or on another day as determined by the Board. The Chairperson or the Board may change the location of the meeting with reasonable notice.
- 1.2 Special meetings may be scheduled by a majority vote of the members, or called by the Chairperson, or as needed depending on the priority or business of the Board.
- 1.3 Except when temporarily unable to perform his or her duties, the Chairperson shall preside over all meetings of the Board and preserve order thereat. The Vice Chairperson shall preside during the absence of the Chairperson or at the call of the Chairperson. In the event of the absence of both the Chairperson and Vice Chairperson, the Board shall be called to order by the Secretary. In the absence of the Chairperson, Vice Chairperson, and Secretary, the Airport Authority Manager and the Board shall immediately select one of its members to serve as Acting Chairperson Pro-tem. While serving as chairperson, the Chairperson Pro-tem, and/or Acting Chairperson Pro-tem, shall have the same rights and privileges as other members of the Board.
- 1.4 In addition to regular and special meetings, the Board may hold a pre-Board agenda study session as needed. Said session should be used to review the items on the agenda and discuss any matter brought before it; provided, however any decisions as a result of such review or discussion shall be made only at the ensuing regular meeting or at a subsequent regular or special meeting. Pre-Board agenda study sessions shall be open to the public. These Rules shall not apply to pre-Board agenda study sessions except for the rules contained in this section 1.4; provided, however, that any motions or decisions are to be deferred as outlined above in this section 1.4.
- 1.5 All decisions of Board shall be made at a meeting open to the public in accordance with Act 267, Michigan Public Acts of 1976, as may be amended. Public attendance may occur in-person or virtually and the Board shall establish clear procedures and guidelines to ensure that all attendees, whether in-person or virtual, have equal access to the meeting and can fully participate.

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- 1.6 Closed sessions of the Board may be held at any time in accordance with Act 267, Michigan Public Acts of 1976, as may be amended, upon roll call vote, notwithstanding anything stated in these Rules to the contrary.
- 1.7 The Airport Authority Manager or designee is hereby designated as the person responsible for posting public notice of all Board meetings as required by law.
- 1.8 The election of officers shall occur at the January meeting of the Board, in accordance with Article II of the West Michigan Airport Authority Bylaws. The term of office shall begin at the conclusion of the January meeting.
- 1.9 Unless the Board decides otherwise, the Executive Committee of the Board shall consist of the Chairperson, Vice Chairperson, and Secretary.
- 1.10 Except as may be otherwise required law, new Board members shall be recognized at the Board's next regular meeting date after the Chairperson has received written notice from a governing body of the Authority, or from Ottawa or Allegan County with respect to ex-officio members, of the appointment of a new member of the Board. The Airport Authority Manager shall make reasonable efforts to obtain such written notice for the Chairperson in the event notice of a new Board member appointment is received informally.

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## Chapter II

### Agenda and Order of Business

- 2.1 The Airport Authority Manager and staff shall be responsible for the preparation of the agenda, with the agenda subject to approval by the Chairperson, and the distribution of the same to the Chairperson and Board Members before each regularly scheduled meeting. The agenda and attachments shall be distributed by electronic transmission. The electronic transmission is to take place on the day after the deadline for submitting agenda items<sup>1</sup>. In the event a regular meeting date is changed, the deadline for agenda items and distribution of agenda materials shall occur within the same time frame as specified in these rules or as determined by the Board. The Chairperson or the Airport Authority Manager may add or strike an item from the agenda after the distribution of the agenda, subject to Board approval of the agenda at the meeting.
- 2.2 At the regular meetings of the Board, the "Order of Business" shall generally be as follows:
1. Call to Order
  2. Roll Call to Determine Presence of Quorum
  3. Public Comment
  4. Approval of the Agenda
  5. Approval of the Minutes
  6. Appointments and Communications from the Chairperson
  7. Special Presentations and Recognitions
    - A. By the Chairperson and/or Board Members
    - B. By the Airport Authority Director
  8. Public Hearings
  9. Unfinished Business
  10. New Business
  11. Communications from the Airport Authority Manager
  12. Updates from the Board
  13. Adjournment

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<sup>1</sup> According to Article I, Section 6 of the West Michigan Airport Authority Bylaws, the deadline to submit agenda items is seven (7) days before the date of the meeting.

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### Chapter III Details on Order of Business

- 3.1 “Roll call” shall be called at all regular and special meetings of the Board, to determine if a quorum is present and each of the governing municipalities is represented by at least one in-person<sup>2</sup> member of Board. In the event that one or more representatives of a governed municipality is in attendance virtually with no representation in-person, quorum shall not be met. The Airport Authority Manager shall announce whether a quorum is present.
- 3.2 Approval of the agenda shall be upon motion. The Airport Authority Manager previously shall have sent to each Board member a copy of the agenda and any amended items not included in the shared agenda shall be introduced at this time for final approval by the Board.
- 3.3 Approval of minutes shall be upon motion. The Airport Authority Manager previously shall have sent to each Board member a copy of the minutes and the reading of such minutes shall not be required, unless the reading of certain articles thereof shall be requested by the Chairperson or any Board member.
- 3.4 “Public Comment” shall include such communications either verbal or written, as anyone in the audience may wish to present. Each public comment shall be accompanied by the name of the person speaking or submitting the comment, the municipality in which the speaker lives, and a brief explanation of the speaker’s relationship to the Airport. Members of the audience wishing to address the Board in “Public Comment” shall have one opportunity to speak for up to three minutes unless the Chairperson permits otherwise. Board members are not expected to engage in discussion during the Public Comment period, but may with permission of the Chairperson.
- 3.5 Under “Appointments and Communications from the Chairperson,” any messages, recommendations, appointments or suggestions, which the Chairperson deems appropriate or necessary shall be presented.
- 3.6 “Special Presentations and Recognitions” presented by Board members and the Airport Authority Manager must be pre-approved by the Chairperson.
- 3.7 Under “Public Hearing” matters set for a particular meeting are to be conducted. During this time the public is invited to share opinions on a proposed decision of the Board.

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<sup>2</sup> “In-person” shall mean physically present at the meeting. Attendance through remote technologies, including telephone or video conference, does not constitute “in-person” for purposes of this rule unless explicitly permitted by state law.



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- 3.8 “Unfinished Business” represents any business that has been tabled or postponed for consideration at a future meeting, or tabled or postponed indefinitely, and which is to be brought before the Board for consideration. To consider a matter previously tabled or postponed indefinitely, a motion must be passed by majority vote to take the matter from the table or otherwise bring the matter before the Board.
- 3.9 “New Business” shall include any reports, recommendations or communications of any nature from the Airport Authority Manger/staff, special committees, fixed base operators, or financial offices which require a formal motion.
- 3.10 Under “Communications from the Airport Authority Manager,” any communication reported by the Manager for which no action is required by the Board shall be recorded as information.
- 3.11 Under “Updates from the Board,” any member of Board shall have the opportunity to present motions, informal suggestions, information, or recommendations for discussion by the Board.

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## **Chapter IV**

### **Motions**

- 4.1 A motion shall be reduced to writing if requested by the Chairperson, a Board member, or the Airport Authority Manager. When a motion is made in writing and seconded, it shall be stated by the Chairperson and handed to the Airport Authority Manager for recording, before being debated.
- 4.2 After a motion has been stated by the Chairperson, or read by the Airport Authority Manager, it shall be deemed to be in possession of the Board, but may be withdrawn by the maker at any time before a decision or amendment is made.
- 4.3 When a question is under discussion, no motion shall be received except one of the following, which shall have precedence in the following order:
1. To adjourn
  2. To lay on the table temporarily
  3. For the previous question
  4. To table or postpone to a certain day
  5. To refer to a committee
  6. To amend the motion
  7. To table or postpone indefinitely

No motion to table or postpone to a certain day, to refer to a committee, or to table or postpone indefinitely, having been decided, shall be made again on the same question at the same meeting.

- 4.4 A motion to lay on the table temporarily shall be decided without debate.
- 4.5 A motion to adjourn shall always be in order, except upon immediate repetition, or in interruption of a member speaking, or when the previous question has been ordered, or a vote is being taken. A motion to adjourn is not debatable, except as to time.
- 4.6 The "Previous Question," having been moved and seconded, shall be in this form: "Shall we call the question?" It shall only be ordered when demanded by a majority of the Board members present, and if carried, shall close all debate, and the main question shall be put immediately. If the Nays prevail, the main question shall not then be put, and the consideration of the subject shall be resumed, as though no motion for the previous question had been made.
- 4.7 On demand of any Board member, before the question is put, the question shall be divided if it comprehends propositions in substance so distinct, that, one being taken away, a substantive proposition shall remain for the decision of the Board.

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- 4.8 When any motion has been carried or lost, it shall be in order for any member of the majority to move for a reconsideration thereof, on the same, the adjourned, any special meeting called for this purpose, or the next regular meeting of the Board, and such motion shall take precedence of all other questions except a motion to adjourn. A motion to move for reconsideration may be seconded by any member of the Board.
- 4.9 No motion or proposition on a subject different from that under consideration shall be admitted under color of amendment. A substitute motion ranks as an amendment to the main motion. It proposes to strike out the entire original motion and to insert in its place a more satisfactory motion.
- 4.10 Roll shall be called on the approval of all purchases, contracts, and agreements requiring Board approval.<sup>3</sup>
- 4.11 Roll shall be called on any action of the Board if requested by the Chairperson or any Board member, and for approval of written resolutions of the Board.
- 4.12 Roll shall be called on any election of officers/appointments.
- 4.13 The rules of parliamentary practice comprised in "Robert's Rules of Order Newly Revised" shall govern the Board in all cases not covered by these Rules of the Board.

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<sup>3</sup> The West Michigan Airport Authority Purchasing Policy authorizes certain purchases and contracts without Board approval.

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### Chapter V Committees of Board

- 5.1 The Board may, from time to time, establish by resolution one or more committee of the Board ("Committee of Board") to carry out its work. Such Committee of Board may be established on a permanent or ad hoc basis. The first named member of any Committee of Board shall be the Chairperson of that committee. Committee of Board shall serve at the pleasure of the Board, and their purpose shall be to assist the Board in carrying out its responsibilities and to provide recommendations to the Board.
- 5.2 No Committee of Board, citizen board or commission, another committee, or task force established by the Board, charter, or state or other law shall convene during the sessions of the Board without special permission from the Board.
- 5.3 All reports of Committees of Board, citizen boards or commissions, other committees or task forces shall be presented in writing so far as possible, and a summary of the same shall be included in the Minutes. When specific action is recommended, the report shall be accompanied by the necessary ordinance or resolution in proper form.
- 5.4 Upon the recommendation of the Airport Authority Manager, citizen board or commission, or Committee of Board, other committees or task forces may be adopted by motion, which motion shall have the effect of incorporation of such recommendation by reference without such recommendation being recited in full in such motion. Such recommendation may, however, be subject to a motion to refer, to lay on the table, to indefinitely postpone, or to make a special order to some future date.
- 5.5 When a report is made by any committee and presented to the Board, it becomes a matter for consideration without any motion to accept the same.
- 5.6 When the Board refers any matter to any Committee of Board, citizen board or commission, other committee or task force the chairperson of said committee shall confer with the other members of that committee forthwith and report to the Board regarding the matter referred to that committee as soon as practicable.
- 5.7 Any Committee of Board and citizen boards or commissions established by ordinance or resolution shall comply with the provisions of Act 267, Michigan Public Acts of 1976, as may be amended.

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### **Chapter VI Rights and Duties of Board Member**

- 6.1 During and outside of meetings, Board members, including ex-officio members of the Board, shall speak to each other, Airport staff and members of the public with civility and decorum and without personal attacks. During a meeting, when any Board or ex-officio member is about to speak, he/she shall address the Chairperson for permission unless the Chairperson has already granted permission or asked a question directly of the member, and then the speaker shall confine comments to the question under discussion, and avoid personalities.
- 6.2 If any Board or ex-officio member, in speaking or otherwise, transgresses against these Rules of the Board, the Chairperson or any member may call him/her to order, in which case the Board or ex-officio member so-called to order shall immediately refrain from continuing except to proceed in order. An appeal may be made to the Board on the ruling and the ruling shall stand unless nullified by a majority vote of the Board members present.
- 6.3 When two or more Board members request at the same time to speak on a question, the Chairperson shall name the Board member who is first to speak. The other shall be given the opportunity to speak next.
- 6.4 While a member is speaking, other members shall not hold private discussions or in any other manner interrupt the speaker.
- 6.5 No Board member shall leave any meeting without first having obtained permission from the Chairperson to do so.
- 6.6 Unless specifically otherwise provided in the West Michigan Airport Authority Bylaws, the Chairperson, and each Board member shall vote on each question before the Board for a determination unless recused by a 2/3 vote of the Board members present.

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### **Chapter VII Conflicts of Interest Policy**

- 7.1 No Board member, including ex-officio members of the Board, either on his or her behalf or on behalf of any other person, shall have an interest in any property of the Airport or business transaction with the Airport, unless the person shall first make full disclosure of the nature of such interest.
- 7.2 No Board member, including ex-officio members of the Board, shall engage in employment with, or render services for, the Airport or any person or entity which has business transactions with the Airport, without first making full disclosure of the nature and extent of the employment or services.
- 7.3 When a conflict of interest is determined to exist following disclosure, the Board member or ex-officio member of the Board shall be disqualified from participating in the deliberations and voting on any matter which concerns or could potentially be impacted by such conflict.
- 7.4 Board members, including ex-officio members of the Board, are prohibited from:
  - a) divulging confidential information to any person not authorized to obtain such information;
  - b) benefiting financially from confidential information;
  - c) representing his or her individual opinion as that of the Authority or the Airport as a whole;
  - d) misusing Authority personnel, resources, property, funds or assets for personal gain or private employment purposes;
  - e) soliciting or accepting a gift or loan of money, goods, services or other things of value which tend to influence the manner in which the Board or ex-officio member performs his or her official duties;
  - f) engaging in a business transaction which may cause the Board or ex-officio member or his or her employer to derive a personal profit or gain or benefit directly or indirectly as a result of his or her official position;
  - g) engaging in employment or rendering services that are incompatible or in conflict with the discharge of his or her official duties or that tend to impair his or her independence of judgment;
  - h) participating in policy making, the result of which potentially benefits him or her or his or her employer;

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- i) participating in contracts, loans, grants, rate-fixing, or issuing permits involving a business entity or non-profit in which he or she has a substantial interest unless the contract is awarded pursuant to sealed bids, the Board or ex-officio member is not involved directly or otherwise refrains from participation in the decision on the award of the contract, and the Authority, after reviewing the circumstances, determines the award of the contact would be in the best interest of the Authority.
- 7.5 Whenever a disclosure is required by this policy, it shall be made in a writing filed with the Chairperson and Airport Authority Manager on the form attached as **Exhibit A**. Each Board and ex-officio member of the Board will be required to sign the conflict of interest form upon being appointed to the Board and annually thereafter. A copy of the conflict of interest form shall be sent to all Board and ex-officio members not less than annually.
- 7.6 In all cases, disclosures shall include:
- a) The identity of all persons involved in the interest. This includes family members, organizations in which the Board or ex-officio member, or their family members, are officers, directors, or either directly or indirectly, stockholders or partners, and trusts and estates in which Board or ex-officio member, or their family members, have a beneficial interest, or for which they act in a fiduciary capacity. Family members include spouses, parents, brothers, sisters, children, nieces, nephews, spouses of brothers, sisters, and children, and spouses' parents, brothers, and sisters.
  - b) The source and amount of income or benefit, direct or indirectly derived from the interest that may be considered as resulting from employment, investment or gift. The person required to file a disclosure statement in accordance with the provisions of this policy must verify, in writing, under penalty of perjury, the information in the statement is true and complete as far as he or she knows.
  - c) If it is determined that a conflict exists, the affected Board or ex-officio member of the Board shall disclose the conflict on the record at any relevant Board meeting, shall recuse himself or herself from participating in the discussion and vote relating to the issue, and shall leave the room while the discussion and vote take place. The Board may, by majority vote, suspend, temporarily, any Board member or ex-officio member of the Board concerning a disclosed conflict until the Board is satisfied appropriate safeguards exist to not infringe upon the autonomy or authority of the Board.
- 7.7 Failure to file the annual disclosure shall disqualify the Board member or ex-officio member of the Board from participation in the Board until a disclosure is filed. Failure to disclose a known conflict of interest shall constitute cause to remove any member or ex-officio member of the Board under Article I, Section 4 of the West Michigan Airport Authority Bylaws.

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### **Chapter VIII Rights of Participating Audience**

- 8.1 When any member of the audience has a matter to bring before the Board, he/she shall address the Chairperson, giving their name, the municipality in which the speaker lives, identify the agenda item to be discussed, and present the matter either verbally or in writing. If the matter presented is presented in writing, the petition or communication shall be filed with the Airport Authority Manager for the records of the Board.
- 8.2 No member of the audience shall speak more than once on any agenda item unless every other member of the audience or Board has had the opportunity to speak on such item, and in no case shall a member of the audience speak more than twice to the same agenda item without the consent of the Chairperson. The total time for speaking by any member of the audience shall be limited to three minutes per agenda item identified by the speaker. For purposes of this rule, "Public Comment" as described in section 3.4 of these Rules is not an agenda item.
- 8.3 When two or more members of the audience rise at the same time, the Chairperson shall identify the one to speak first. The other shall be given the opportunity to speak next.
- 8.4 Members of the audience shall speak with civility and orderly manner, without personal attacks. If any member of the audience speaks or conducts themselves in an unbecoming manner, the Chairperson shall have the right to call the person to order and the person shall immediately thereupon be seated and shall not speak further unless they conduct themselves in a civil and an orderly manner.
- 8.5 Members of the audience shall address all remarks to the Board and shall not hold conversations or discussions with other members of the audience.
- 8.6 In addition to addressing the Board during public hearings and under "Public Comment," members of the audience may address the Board for up to three minutes on items on the agenda after a motion is pending on a particular item with consent of the Chairperson. The Chairperson reserves the right to permit or deny any discussion by a non-Board participant.



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### **Chapter IV**

#### **Suspension and Amendment of Rules**

- 9.1 The Board may suspend any specific rule of the Board upon a 2/3 roll call vote of the members present. After having given notice at a previous regular meeting, these Rules may be amended at any regular meeting by a 2/3 vote of the members elect, minimum of one Board member from each municipal entity.

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**Exhibit A**

**CONFLICT OF INTEREST AND POTENTIAL CONFLICT OF INTEREST DISCLOSURE STATEMENT**

BY \_\_\_\_\_ FOR CALENDAR YEAR \_\_\_\_\_

I have read and understand this conflict of interest statement, and the Authority’s conflicts of interest policy set forth in Chapter VII of the Rules of the West Michigan Airport Authority Board. I am not aware of any present or potential conflicts of interest other than those listed below. I have and will continue to observe the Authority’s conflicts of interest policy. If in the future, circumstances warrant a disclosure of a conflict of interest or potential conflict of interest, I will submit an amended statement within 10 days of my knowledge of the conflict or potential conflict.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DISCLOSURES: Please state below, or on a separate page attached to this statement, a brief explanation of any conflicts and potential conflicts, including all information required by Article VII of the Rules of the West Michigan Airport Authority Board. This may include, by way of example, the names of employers, and identification of personal and business interests including business ownership interests, property interests, and business ventures. If no conflicts exist, please state: “No conflicts for this reporting period.”

## West Michigan Airport Authority

**Meeting Date:** January 13, 2025

**Agenda Item:**

**Subject:** Financial Reports for 12/31/2024-Unaudited

**Prepared By:** Julie Ziurinkas, City Finance

**Recommendation:** Accept Financial Reports as information

The West Michigan Airport Authority is six months into fiscal year 2025. Attached are Budget Performance Reports for the six months ended December 31, 2024 (50.00% of the year), and the Balance Sheet Reports through December 31, 2024.

### GENERAL FUND

#### Revenues

Operating revenues for the first six months totaled \$500,925.70, or 64.61% of budget, and are above expectations due to summer property tax payments from the City of Holland and the City of Zeeland as well as Personal Property Tax (PPT) loss reimbursements. December operating revenues are also composed of franchise fees, quarterly hangar rentals invoiced, and quarterly/semi-annual hangar land leases billed out. All outstanding invoices for Franchise Fee-Flight School were paid in full through December 2024 and are now recorded in a separate line item on the financials to facilitate future tracking.

#### Expenses

Operating expenses for the first six months totaled \$319,113.76, or 45.88% of budget. The overall percentage of operating expenses appear to be tracking within budget, however, there are several accounts that are over-budget. This will most likely change as a result of the budget amendment process.

### CAPITAL FUND

#### Revenues/Expenses

Capital revenues and expenses do not reflect activity as funding information will be obtained from MDOT at fiscal year-end and the related transactions will be recorded then.

### BALANCE SHEET/COMBINED FUND EQUITY

The West Michigan Airport Authority began FY 2025 with a combined fund balance of \$2,116,155.

General Fund Assets totaled \$1,347,363.93 at December 31<sup>st</sup>, comprised mostly of cash. General Fund Liabilities totaled \$28,018.80 at December 31<sup>st</sup>, and represents unearned revenue (prepaid lease). The ending fund balance at December 31<sup>st</sup> is \$1,319,345.13.

The combined General and Capital funds balance at December 31 is \$2,633,345.

Note: The FY 2024 audit was completed and approved. A potential transfer from the General Fund to the Capital Fund in the amount of \$266,945 can be considered.



West Michigan Airport Authority Budget Performance Report

Balance As Of 12/31/2024

Fund: 110 WMAA (AIRPORT) GENERAL FUND		24-25	YTD	Available	% Bgdt	End Balance
Account Category: Revenues		Amended	Transactions	Balance	Used	06/30/2024
Department: 000.000 GENERAL		Budget		12/31/2024		
110-000.000-573.000	SMALL TAXPAYER PPT LOSS REIMBURSEMENT	18,000.00	23,840.45	(5,840.45)	132.45	21,828.76
110-000.000-581.100	CONTRIB FROM OTHER GOVTS-CITY OF HOL	145,000.00	137,502.96	7,497.04	94.83	130,307.48
110-000.000-581.110	CONTRIB FROM OTHER GOVTS-CITY OF ZEEL	80,000.00	57,054.36	22,945.64	71.32	84,809.96
110-000.000-581.210	CONTRIB FROM OTHER GOVTS-PARK TOWNSH	120,000.00	2.39	119,997.61	0.00	135,116.38
110-000.000-615.810	FRANCHISE FEES-FBO FRANCHISE	29,000.00	14,844.43	14,155.57	51.19	64,704.46
110-000.000-615.815	FRANCHISE FEE-FLIGHT SCHOOL	0.00	7,359.43	(7,359.43)	100.00	0.00
110-000.000-615.820	FRANCHISE FEES-FUEL FLOWAGE FEE	84,460.00	36,408.15	48,051.85	43.11	62,816.00
110-000.000-615.830	FRANCHISE FEES-LANDING FEES	30,000.00	17,767.55	12,232.45	59.23	24,868.10
110-000.000-665.000	INVESTMENT INCOME	15,000.00	12,401.40	2,598.60	82.68	47,118.65
110-000.000-665.900	INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	0.00	0.00	0.00	11,723.36
110-000.000-665.905	RENTAL-AGRICULTURAL LAND LEASE	12,500.00	12,738.74	(238.74)	101.91	12,346.48
110-000.000-665.910	RENTAL-HANGAR LAND LEASE	170,000.00	147,045.30	22,954.70	86.50	134,886.29
110-000.000-665.915	RENTAL-T-HANGARS	61,800.00	29,014.19	32,785.81	46.95	57,738.06
110-000.000-665.920	RENTAL-AIRPORT BUSINESS CENTER	9,600.00	4,946.35	4,653.65	51.52	9,681.87
Total Dept 000.000 - GENERAL		775,360.00	500,925.70	274,434.30	64.61	797,945.85
<b>Department: 595.100 AIRPORT OPERATIONS</b>		0.00	0.00	0.00	0.00	13,011.00
110-595.100-691.000	OTHER SOURCES - LEASE FINANCING	0.00	0.00	0.00	0.00	13,011.00
Total Dept 595.100 - AIRPORT OPERATIONS		0.00	0.00	0.00	0.00	13,011.00
Revenues		775,360.00	500,925.70	274,434.30	64.61	810,956.85
<b>Account Category: Expenditures</b>						
<b>Department: 595.100 AIRPORT OPERATIONS</b>						
110-595.100-701.000	PAYROLL-REGULAR	150,305.00	33,945.34	116,359.66	22.58	105,142.57
110-595.100-702.000	PAYROLL-TEMPORARY HELP	11,700.00	0.00	11,700.00	0.00	3,765.00
110-595.100-703.100	SPECIAL PAY ONE TIME PAYMENT	0.00	24,432.50	(24,432.50)	100.00	0.00
110-595.100-705.000	PAYROLL-OVERTIME	0.00	0.00	0.00	0.00	131.25
110-595.100-710.000	PAYROLL-VACATION/PTO GENERAL	10,000.00	4,581.17	5,418.83	45.81	7,519.17
110-595.100-712.000	PAYROLL-HOLIDAYS	3,600.00	824.00	2,776.00	22.89	4,574.68
110-595.100-720.005	INSURANCE HEALTH	6,516.00	2,122.76	4,393.24	32.58	4,352.30
110-595.100-720.030	INSURANCE-INCOME PROTECT (STD)	600.00	327.97	272.03	54.66	446.65
110-595.100-721.005	RETIREMENT CONTRIBUTION MERS	11,191.00	2,921.96	8,269.04	26.11	9,282.05
110-595.100-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	12,891.00	5,041.81	7,849.19	39.11	9,599.61
110-595.100-723.500	WORKERS COMP INSURANCE	320.00	0.00	320.00	0.00	311.00
110-595.100-730.000	POSTAGE	100.00	0.00	100.00	0.00	5.93
110-595.100-740.000	OPERATING SUPPLIES GENERAL	2,000.00	1,193.56	806.44	59.68	8,061.09
110-595.100-741.000	OPERATING SUPPLIES-CONTROLLED CAPITA	1,000.00	0.00	1,000.00	0.00	3,116.28
110-595.100-801.000	CONTRACTUAL-LEGAL	25,000.00	7,600.00	17,400.00	30.40	23,677.00
110-595.100-802.005	CONTRACTUAL-AUDIT SERVICES	8,500.00	7,650.00	850.00	90.00	8,300.00
110-595.100-802.200	CONTRACTUAL-FISCAL AGENT SERVICES	37,221.00	15,775.50	21,445.50	42.38	31,380.00
110-595.100-806.000	CONTRACTUAL-TECHNOLOGY	2,000.00	5,000.00	(3,000.00)	250.00	2,000.00
110-595.100-807.000	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	6,917.90	(6,917.90)	100.00	23,702.56
110-595.100-807.415	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	1,551.05	(1,551.05)	100.00	1,963.00
110-595.100-808.000	CONTR-BLDGS&GRNDS	45,000.00	15,390.62	29,609.38	34.20	70,817.18
110-595.100-808.001	CONTR-BLDGS&GRNDS JANITORIAL	0.00	952.83	(952.83)	100.00	3,510.00
110-595.100-808.801	CONTR-BLDGS&GRNDS MAINTENANCE GENERA	20,000.00	13,170.29	6,829.71	65.85	30,929.21
110-595.100-808.802	CONTR-BLDGS&GRNDS SNOWPLOWING	60,000.00	41,965.77	18,034.23	69.94	77,736.52
110-595.100-809.001	CONTRACTUAL-MISC CONSULTING	10,000.00	2,940.36	7,059.64	29.40	13,924.24



**West Michigan Airport Authority Budget Performance Report**

Balance As of 12/31/2024

	24-25 Amended Budget	YTD Transactions	Available Balance 12/31/2024	% Bgdt Used	End Balance 06/30/2024
<b>Fund: 110 WMAA (AIRPORT) GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
<b>Department: 595.100 AIRPORT OPERATIONS</b>					
110-595.100-809-005 CONTRACTUAL-MISC AIRPORT FBO	3,000.00	6,660.72	(3,660.72)	222.02	9,248.44
110-595.100-850-000 COMMUNICATIONS TELEPHONE	0.00	1,277.20	(1,277.20)	100.00	(76.00)
110-595.100-851-000 COMMUNICATIONS CELLULAR	2,400.00	600.00	1,800.00	25.00	1,100.00
110-595.100-852-000 COMMUNICATIONS WIFI INTERNET	0.00	0.00	0.00	0.00	620.00
110-595.100-901-000 CONTR-PRINTING	2,820.00	0.00	2,820.00	0.00	0.00
110-595.100-903-000 CONTR-PRINTING ADVERTISING/PROMOTION	57,000.00	16,641.65	40,358.35	29.20	49,267.64
110-595.100-920-805 PUBLIC UTILITIES-FENCE GATES	550.00	173.32	376.68	31.51	523.12
110-595.100-920-810 PUBLIC UTILITIES-LANDING LIGHTS/SYST	4,000.00	1,252.75	2,747.25	31.32	3,691.51
110-595.100-920-815 PUBLIC UTILITIES-PARKING LOT LIGHTS	800.00	147.59	652.41	18.45	535.14
110-595.100-920-820 PUBLIC UTILITIES-RUNWAY LIGHTS	6,000.00	1,690.77	4,309.23	28.18	5,351.08
110-595.100-920-825 PUBLIC UTILITIES-T HANGARS	6,700.00	1,382.79	5,317.21	20.64	5,328.36
110-595.100-921-010 PUBLIC UTILITIES-NATURAL GAS	0.00	0.00	0.00	0.00	174.92
110-595.100-931-000 BLDG & GRNDS MAINT GENERAL	6,000.00	782.45	5,217.55	13.04	5,166.66
110-595.100-931-810 BLDG & GRNDS MAINT SIGNAGE	8,000.00	0.00	8,000.00	0.00	0.00
110-595.100-933-000 EQUIPMENT MAINTENANCE-GENERAL	6,500.00	909.30	5,590.70	13.99	1,312.00
110-595.100-933-015 EQUIPMENT MAINTENANCE-ILS LANDING	16,000.00	4,000.00	12,000.00	25.00	8,000.00
110-595.100-940-000 BUILDING RENTAL/LEASE	1,000.00	1,000.00	0.00	100.00	1,000.00
110-595.100-943-000 EQUIPMENT RENTAL/LEASE GENERAL	50,000.00	16,700.00	33,300.00	33.40	0.00
110-595.100-946-000 OFFICE EQUIP RENTAL/LEASE	0.00	0.00	0.00	0.00	(470.00)
110-595.100-955-000 MISC. GENERAL	9,300.00	1,109.74	8,190.26	11.93	3,299.97
110-595.100-960-000 EDUCATION, TRAINING, CONF REGISTRATI	4,500.00	375.00	4,125.00	8.33	1,717.00
110-595.100-961-000 TRAVEL, MEALS, MILEAGE	3,500.00	1,303.05	2,196.95	37.23	901.40
110-595.100-962-000 INSURANCE PREMIUMS	35,000.00	37,658.00	(2,658.00)	107.59	34,072.00
110-595.100-964-001 REFUNDS-PRIOR YEAR PROPERTY TAX	0.00	75.92	(75.92)	100.00	56.83
110-595.100-965-000 DUES & SUBSCRIPTIONS	2,220.00	2,882.23	(662.23)	129.83	1,872.98
110-595.100-969-200 WRITE-OFFS UNCOLL PROPERTY TAXES	0.00	0.00	0.00	0.00	(17.82)
110-595.100-977-000 MACHINERY & EQUIPMENT GENERAL	0.00	0.00	0.00	0.00	13,011.00
110-595.100-991-500 PRINCIPAL PMT-LEASE	0.00	0.00	0.00	0.00	436.00
110-595.100-993-500 INTEREST-LEASE	0.00	0.00	0.00	0.00	34.00
<b>Total Dept 595.100 - AIRPORT OPERATIONS</b>	<b>643,234.00</b>	<b>290,927.87</b>	<b>352,306.13</b>	<b>45.23</b>	<b>590,403.52</b>
<b>Department: 595.200 BUSINESS CENTER</b>					
110-595.200-808-001 CONTR-BLDGS&GRNDS JANITORIAL	10,000.00	3,624.00	6,376.00	36.24	7,904.12
110-595.200-850-000 COMMUNICATIONS TELEPHONE	3,800.00	2,508.18	1,291.82	66.00	305.00
110-595.200-852-000 COMMUNICATIONS WIFI INTERNET	4,000.00	0.00	4,000.00	0.00	6,577.02
110-595.200-920-005 PUBLIC UTILITIES-HBPW	19,500.00	6,848.61	12,651.39	35.12	18,384.61
110-595.200-921-010 PUBLIC UTILITIES-NATURAL GAS	5,000.00	400.34	4,599.66	8.01	4,316.31
110-595.200-931-000 BLDG & GRNDS MAINT GENERAL	5,000.00	2,996.53	2,003.47	59.93	7,592.58
110-595.200-933-000 EQUIPMENT MAINTENANCE-GENERAL	5,000.00	11,808.23	(6,808.23)	236.16	7,278.46
<b>Total Dept 595.200 - BUSINESS CENTER</b>	<b>52,300.00</b>	<b>28,185.89</b>	<b>24,114.11</b>	<b>53.89</b>	<b>52,358.10</b>
<b>Department: 965.000 TRANSFERS OUT AND OTHER FINANCING USES</b>					
110-965.000-995.410 TRANSFER TO WMAA CAPITAL FUND	0.00	0.00	0.00	0.00	579,698.00
<b>Total Dept 965.000 - TRANSFERS OUT AND OTHER FINANCING USES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>579,698.00</b>
<b>Expenditures</b>	<b>695,534.00</b>	<b>319,113.76</b>	<b>376,420.24</b>	<b>45.88</b>	<b>1,222,459.62</b>
<b>Fund 110 - WMAA (AIRPORT) GENERAL FUND:</b>					



**West Michigan Airport Authority Budget Performance Report**  
 Balance As of 12/31/2024

	24-25 Amended Budget	YTD Transactions	Available Balance 12/31/2024	End Balance 06/30/2024
<b>Fund: 110 WMAA (AIRPORT) GENERAL FUND</b>				
TOTAL REVENUES	775,360.00	500,925.70	274,434.30	810,956.85
TOTAL EXPENDITURES	695,534.00	319,113.76	376,420.24	1,222,459.62
NET OF REVENUES & EXPENDITURES:	<u>79,826.00</u>	<u>181,811.94</u>	<u>(101,985.94)</u>	<u>(411,502.77)</u>



**West Michigan Airport Authority Budget Performance Report**

Balance As of 12/31/2024

24-25  
Amended Budget

Avail Table  
Balance  
12/31/2024

% Bdgt Used

End Balance  
06/30/2024

	Amended Budget	YTD Transactions	Avail Table Balance 12/31/2024	% Bdgt Used	End Balance 06/30/2024
<b>Fund: 410 WMAA (AIRPORT) CAPITAL PROJECTS</b>					
<b>Account Category: Revenues</b>					
<b>Department: 000.000 GENERAL</b>					
410-000.000-538.000 FEDERAL GRANT-FEDERAL CAPITAL	0.00	0.00	0.00	0.00	265,046.68
410-000.000-579.000 STATE GRANT-MDOT CAPITAL	0.00	0.00	0.00	0.00	2,064.00
410-000.000-665.000 INVESTMENT INCOME	0.00	1,495.50	(1,495.50)	100.00	8,038.19
410-000.000-665.900 INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	0.00	0.00	0.00	8,229.59
410-000.000-699.110 TRANSFER FROM WMAA GENERAL FUND	0.00	0.00	0.00	0.00	579,698.00
<b>Total Dept 000.000 - GENERAL</b>	<b>0.00</b>	<b>1,495.50</b>	<b>(1,495.50)</b>	<b>100.00</b>	<b>863,076.46</b>
<b>Revenues</b>	<b>0.00</b>	<b>1,495.50</b>	<b>(1,495.50)</b>	<b>100.00</b>	<b>863,076.46</b>

<b>Account Category: Expenditures</b>					
<b>Department: 595.000 AIRPORT OPERATIONS</b>					
410-595.000-807.000 CONTRACTUAL-ARCHITECT/ENGINEER	0.00	0.00	0.00	0.00	10,249.00
410-595.000-807.415 CONTRACTUAL-ARCHITECT/ENGINEER	15,000.00	0.00	15,000.00	0.00	0.00
410-595.000-974.000 LAND IMPROVEMENTS GENERAL	10,875.00	0.00	10,875.00	0.00	107,441.15
<b>Total Dept 595.000 - AIRPORT OPERATIONS</b>	<b>25,875.00</b>	<b>0.00</b>	<b>25,875.00</b>	<b>0.00</b>	<b>117,690.15</b>
<b>Expenditures</b>	<b>25,875.00</b>	<b>0.00</b>	<b>25,875.00</b>	<b>0.00</b>	<b>117,690.15</b>

<b>Fund 410 - WMAA (AIRPORT) CAPITAL PROJECTS:</b>					
<b>TOTAL REVENUES</b>	<b>0.00</b>	<b>1,495.50</b>	<b>(1,495.50)</b>		<b>863,076.46</b>
<b>TOTAL EXPENDITURES</b>	<b>25,875.00</b>	<b>0.00</b>	<b>25,875.00</b>		<b>117,690.15</b>
<b>NET OF REVENUES &amp; EXPENDITURES:</b>	<b>(25,875.00)</b>	<b>1,495.50</b>	<b>(27,370.50)</b>		<b>745,386.31</b>



# Balance Sheet

Through 12/31/24

Detail Listing

Exclude Rollup Account

Account	Account Description	FY 2024 Actual	FY 2025 YTD
Fund Category <b>GOVERNMENTAL</b>			
Fund Type <b>GENERAL FUND</b>			
Fund <b>110 - WMAA (Airport) General Fund</b>			
<b>ASSETS</b>			
110-000.000-001.675	Cash Due from Cash/Inv Pool	1,240,899	1,423,509
110-000.000-018.000	Accounts Receivable General	17,489	(76,302)
110-000.000-028	Prior Years Taxes Receivables	288	273
110-000.000-031.000	Allowance for Uncollectible Taxes	(117)	(117)
110-000.000-076.010	Due from Local Govt Units Due from Park Township		
110-000.000-071.010	Due from Local Govt Units Due from Zeeland City	10,482	
110-000.000-090.000	Accounts Receivable In/Out		
110-000.000-123.000	Prepaid Items General	1,170	
	<b>ASSETS TOTALS</b>	<u>1,270,211</u>	<u>1,347,364</u>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>LIABILITIES</b>			
110-000.000-202.000	Accounts Payable General	59,541	
110-000.000-201.000	Contracts Payable		
110-000.000-257.000	Accrued Wages Payable General	7,306	
110-000.000-258.010	Accrued Fringes Payable FICA-Social Security/Medicare		
110-000.000-259.010	Accrued Fringes Payable Pension		
110-000.000-360.000	Deferred Revenue General	65,832	28,019
	<b>LIABILITIES TOTALS</b>	<u>132,678</u>	<u>28,019</u>
<b>FUND EQUITY</b>			
110-000.000-385.000	Fund Balance - Assigned (By Action) Business Center	125,000	125,000
110-000.000-390.000	Fund Balance-Unassigned	1,012,533	1,194,345
	<b>FUND EQUITY TOTALS</b>	<u>1,137,533</u>	<u>1,319,345</u>
	<b>LIABILITIES AND FUND EQUITY</b>	<u>1,270,211</u>	<u>1,347,364</u>
	Fund Balance, Beginning		\$1,319,345
	Remaining Budget Revenues		\$274,434
	Remaining Budget Expenditures		(\$376,420)
	Fund Balance, Estimated Ending		<u>\$1,217,359</u>
	Fund Balance % of Budgeted Expenditures		<u>175%</u>
<b>Year-End Transfer to Capital</b>			
	FY 2024 Ending Fund Balance (Unassigned)		1,136,362.00
	2025 Budgeted Expenditures		695,534.00
	Fund Balance % of Budgeted Expenditures		163%
	Proposed Transfer of amount > 125% max range		<u>266,944.50</u>





# Balance Sheet

Through 12/31/24

Detail Listing

Exclude Rollup Account

Account	Account Description	Prior Year Total Actual	Current YTD Balance
Fund Category <b>GOVERNMENTAL</b>			
Fund Type <b>CAPITAL PROJECT FUNDS</b>			
Fund <b>410 - WMAA (Airport) Capital Projects</b>			
<b>ASSETS</b>			
410-000.000-001.675	Cash Due from Cash/Inv Pool	1,322,655	1,313,902
410-000.000-078.000	Due from State of Michigan Due from State-Aeronautics	99	99
<b>ASSETS TOTALS</b>		<u>1,322,754</u>	<u>1,314,001</u>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>LIABILITIES</b>			
410-000.000-202.000	Accounts Payable General	10,249	
<b>LIABILITIES TOTALS</b>		<u>10,249</u>	
<b>FUND EQUITY</b>			
410-000.000-390.000	Fund Balance-Unassigned	1,312,505	1,314,001
<b>FUND EQUITY TOTALS</b>		<u>1,312,505</u>	<u>1,314,001</u>
<b>LIABILITIES AND FUND EQUITY TOTALS</b>		<u>1,322,754</u>	<u>1,314,001</u>

CASH DISBURSEMENT REPORT WMAA  
 EXP CHECK RUN DATES 12/01/2024 - 12/31/2024

POSTED  
 PAID

Invoice Number	Date Paid	Approval Department	Paid By Check Number	Vendor Name	Description	Inv Amt
5373678	12/05/2024	AIR	13532	ARTHUR J GALLAGHER RISK MGMT SVCS INC - ACH	INSURANCE FOR LOADER	954.00
713	12/05/2024	AIR	88664	BAKER, JOSEPH C	CLEAN UP AROUND AIRPORT PROPERTY	225.00
101045	12/05/2024	AIR	88665	PM ENGRAVING COMPANY	ENGRAVED CRYSTAL AWARDS FOR AIRPORT	264.70
674370	12/12/2024	AIR	13567	123.NET-ACH	TELEPHONE SERVICES FOR AIRPORT	620.00
NOVEMBER 2024	12/12/2024	AIR	13569	AVFLIGHT HOLLAND CORPORATION - ACH	AIRPORT PAYMENT FOR NOVEMBER 2024	6,470.06
7003180826	12/12/2024	AIR	13585	STAPLES - ACH	TONER FOR4 AIRPORT	470.96
409518	12/12/2024	AIR	13588	WEST MICHIGAN UNIFORM - - ACH	NOVEMBER STMT FOR AIRPORT	193.79
26460	12/12/2024	AIR	88762	BOILEAU & CO.	NOVEMBER 2024 SERVICES FOR AIRPORT	3,000.00
37212570	12/19/2024	AIR	13595	CANON FINANCIAL SERVICES INC.	NOVEMBER 2024 SERVICES FOR AIRPORT	306.42
01-14815	12/19/2024	AIR	13604	HES/A&B FARMS INC. - ACH	NOVEMBER/DECEMBER 2024 PLOW	10,800.00
378289	12/19/2024	AIR	13613	MEAD & HUNT INC - ACH	NOVEMBER 2024 AIRPORT SERVICES	391.50
51264	12/19/2024	AIR	88856	MACATAWA PLUMBING INC	BLOCKAGE REMOVAL AT AIRPORT	191.95
91071264	12/19/2024	AIR	88857	QUALITY AIR HEATING & COOLING INC	12/1/24-2/28/25 SERVICES	816.50
LF 11286452	12/19/2024	AIR	88858	STATE OF MICHIGAN - MDOT	AIRPORT LICENSE FEE	50.00
<b>Report Total:</b>						<b>24,754.88</b>

## **Resolution for the Crosswind Runway Feasibility Study and Planning**

WHEREAS, the neighboring properties around the airport are restricted in their use and development due to the airport's operations and overlays, and the Airport Authority recognizes the importance of balancing airport growth with the concerns of the surrounding community; and

WHEREAS, the proposed crosswind runway is included in the FAA-approved airport overlay and recognized under the City of Holland Unified Development Ordinance (UDO); and

WHEREAS, the Airport Authority aims to ensure that any such project does not jeopardize the airport's operating budget or its ability to maintain the current level of services;

NOW, THEREFORE, BE IT RESOLVED by the West Michigan Airport Authority board:

### **1. Authorization to Form a Committee**

The Chairperson of the Board is hereby authorized to establish a committee tasked with researching and providing a viable plan to construct the crosswind runway at the current location, as identified in the FAA-approved airport overlay, within the next five years.

### **2. Budgetary Constraints**

The committee must ensure that any proposed plans for the crosswind runway do not jeopardize the airport's operating budget or hinder its ability to continue providing its current level of services.

### **3. Staff and Contractor Support**

The committee will have full access to the support of airport staff and contracting services, including accounting, legal, and other resources, to develop a comprehensive and actionable proposal.

### **4. Timeline for Research and Reporting**

The committee shall have 365 days (one year) from the date of this resolution to complete its research and present its findings, including a detailed proposal and recommendations, to the Airport Authority Board.

### **5. Contingency for Non-Completion**

In the event that the committee fails to complete its research and deliver recommendations within the specified timeframe, the Airport Authority will proceed with requesting the FAA to evaluate the necessity of the North-South Crosswind Runway and consider its removal from the airport plan.

### **6. Stakeholder Collaboration**

The committee is encouraged to engage with the FAA, neighboring property owners, the City of Holland, and other relevant stakeholders to ensure that its findings and recommendations are comprehensive and well-informed.

### **7. Future Project Planning**

The committee's recommendations should include a clear pathway for

constructing and operating the crosswind runway within five years, ensuring compliance with applicable regulations and alignment with community and budgetary considerations.

ADOPTED by the Airport Authority Board December 9, 2024.

**Signed:**

Charles Murray

Chairperson

West Michigan Airport Authority board