

West Michigan Airport Authority
Minutes
Special Meeting: March 24, 2025
Robinson Board Room

Call to Order: Chair Charles Murray called meeting into session at 7:30am

Roll Call: Members answering the roll call: Byrd, Shea, Gruppen, Dannenberg, Brandsen, Chair Murray. Ex-officio present, Fogg, VanBeek. Member Roden took seat at 7:36. Also present: WMAA contractors/consultants: Jennifer Orme and Kevin Ranke, city of Holland; virtual: Rachel Hillegonds, legal counsel; Leanne Schaeffer, Boileau Communications; Tyler VandenBrand, AvFlight G.M., Drew Rothstein, youth advisory member.

Chair Murray announced a quorum was present.

Public Comment: Dave Craig, Westshore Aviation addressed the board

Airport Manager Hiring Committee: Chair Murray announced the purpose of the special meeting was to receive the report of the Airport Manager Hiring Committee. He also announced two additional items to take-up: the engineering consultant retention process and the disposition of the snowplow and tractor leased for the 2024-2025 season. He recognized hiring committee chair, Member Brandsen.

Member Brandsen outlined the process used to examine the list of 14 applicants to winnow it to finalists for further consideration. At the March 13 meeting the committee approved four (4) candidates for further consideration. Since that meeting, one candidate's work status came into question. The committee recommended three candidates for the next round of interviewing by the entire board. They are: Adam Marymee, Nick Biniker, Matt Neyens.

The board discussed next steps among the members and with Ms. Orme and Ms. Hillegonds.

After deliberating how to proceed, Mr. Dannenberg offered the following motion:

We (the board) vote the three candidates: Neyens, Biniker, and Marymee as discussed with the search committee that these are the candidates we are going to interview virtually. Second by Ms. Gruppen. Roll Call: passed unanimously.

Mr. Byrd then offered the following motion: The board will meet April 1 to interview the candidates with slot one at 8am, slot two at 8:45am, slot three at 4:30 pm with board meeting to follow. Second by Shea. Motion passed on voice vote.

Engineering Consultant Selection Committee – Chair Murray brought up the request by the interim airport manager to select four of the five members of the engineering consultant selection committee. State of Michigan, MDOT-Aero, requires airports receiving state assistance to conduct a request for qualifications process every five years. Motion by Mr. Shea to allow the interim manager to put together a committee for the RFQ process for the engineering consultant. Second by Mr. Dannenberg. Motion passes by voice vote.

Snow plow purchase – Chair Murray brought up the matter of the large tractor and plow leased by the authority for the 2024-2025 winter season. The leases expire April 12. Mr. Storey referred questions about the effectiveness of the unit to Mr. VandenBrand who briefed the board on its use. After discussing the options, Mr. Byrd moved that inquiries be made as to whether credits for purchase attributed to lease payments would be retained if the authority does not purchase the Metal Plus blade. Mr. Dannenberg seconded. Motion passed by voice vote.

The Chair recognized Mr. VandenBrand to outline local management changes within the FBO, AvFlight.

The business matters to come before the Authority board having been completed, Mr. Dannenberg moved that it adjourn, seconded by Mr. Byrd. Passed voice at 9:02am.

Next meetings: April 1, 2025 special meeting; April 14 regular meeting.

Respectfully submitted,

Jim Storey, Interim Airport Manager