

West Michigan Airport Authority

Draft Minutes

July 14, 2025

CTO: Vice Chair Sally Gruppen called the authority into session at 4:02pm

ROLL CALL: The following members answered the roll call: Zeerip, Brandsen, Hoekwater, Dannenberg, Roden, ex-officio Van Beek. Member Byrd entered at 4:07pm; Chair Murray at 4:35pm. Member Shea had noticed his absence in advance. Also present were Treasurer McCammon; Holland IT director Firmiss, and interim manager Storey.

Public Comment: Vice Chair Gruppen opened the public comment period. Bob Wire, retired engineer of Crawford, Murphy and Tilly, and a new Holland resident introduced himself.

Agenda: Dannenberg moved approval of the agenda as stated; seconded by Zeerip. Motion passed voice vote.

Minutes: The minutes of the June 9 meeting were considered. Storey laid before the Board a proposed amendment offered by Chair Murray to the section of the minutes recording discussion of T-Hanger leases and rates. After discussion, Hoekwater moved adoption of the amendment, seconded by Dannenberg. The amendment offered is:

“Chair Murray exercising board chair discretion in the conduct of the meeting, allowed two members of the public to join the board discussion. The two members of the public attending the meeting commented that current West Michigan Regional Airport T-Hanger rental rates were “cheap,” and “below market rates.” Motion passed on voice vote.

The question being on the adoption of the amended minutes, Brandsen moved adoption, seconded by Dannenberg. Motion passed on voice vote.

Unfinished Business: Beta Project – Referencing the written report submitted by Manager Neyens, at the request of the Vice Chair Gruppen, Storey updated the progress of the project, including the installation of the vehicle charging unit. **February 2025 FOIA request** – Vice Chair Gruppen also called on Storey to address this matter. Storey reminded the board that they should respond to the legal counsel’s office with any documents that were cited in the FOIA request. Storey read from the FOIA letter requesting the material.

New Business --

- A. FBO Report** – AvFlight Manager Lotz’s written report was considered by the board. Lotz advised that fuel sales are improving. Byrd moved to receive the report, seconded by Dannenberg. Motion passed on voice vote.
- B. City of Holland IT Support Agreement** – The board considered the proposed July 1, 2025, to June 30, 2026, agreement with the city of Holland information technology department to provide various services at a cost of \$4,999. Mr. Byrd moved to approve the sole source contract with the city of Holland IT department given the overlapping relationship between the city and the authority, and to set the dates of the contract as between July 1, 2025 and June 30, 2026. Seconded by Hoekwater. (Murray entered the boardroom prior to the vote). Motion passed unanimously by roll call vote.

Vice Chair Gruppen relinquished the chair to Murray.

- C. Resumption of Building and Development Committee** – Manager Neyens requested in discussion with the Chair and Mr. Brandsen that the building and development committee be reconstituted. The board discussed the matter. Gruppen moved to reconstitute the building and development committee; seconded by Danenberg. Motion passed on voice vote. Brandsen suggested framing a charter for the committee. Dannenberg moved to name Brandsen chair and, with Neyens, develop a charter and the committee’s membership roster, seconded by Hoekwater. Motion passed on voice vote.
- D. WMAA/WMRA Engineering Consultant Selection** – Hoekwater reported the engineering consultant committee that reviewed the qualifications and presentations of the two engineering respondents unanimously recommended the Mead & Hunt (M&H) firm be retained. Dannenberg moved, Byrd seconded, that the board affirm the recommendation of the engineering consultant selection committee. Motion passed on a voice vote.
- E. North Taxi Lane Project** – The Chair asked the board to review a written report of Manager Neyens that was distributed to the board. He asked the board to discuss how they would like to develop the taxiway. Hoekwater asked whether there were any existing protocols. If the building and development committee had been active, there would have been. Dannenberg asked how many hangers could be built and suggested corporations would be interested. Space Source, a real estate development company, has expressed interest in building hangers as has AvFlight. M&H’s Jeff Thoman said the space available for building hangers was reduced

because of strict city requirements for stormwater run-off regulation. Thoman led the board through a discussion of a diagram of the north taxi lane design. Chair Murray asked the board how authority board addresses the requests of Space Source and AvFlight. Roden asked how the board can know when all who have an interest are not known. Hoekwater suggested contact with the authority's attorney on any legal questions and the business and development committee should also consider the matter. Brandsen noted both the city of Holland and city of Zeeland have used an RFP (request for proposal) process for projects and it could be used in attracting proposals for the north taxi lane project. Chair Murray noted the taxilane will be completed in 61 days from the August start of construction, observing it was unlikely a developer would want to start construction in November. Logan Dygraaf of Space Source joined discussion and asked whether M&H could develop a proposal for two larger hangers facing each other. Roden said Hope College conducted a voting exercise in soliciting comment on competing proposals for development. Chair Murray said the discussion could be continued next month.

At this point, the Chair without objection returned to asking whether the board wanted to have approval of the charter and membership of the building and development committee before it starts work or permit Brandsen and Neyens to name members and ask for confirmation from the board afterwards. Mr. Dannenberg moved to allow the building and development committee under Chair Brandsen to select five members and develop the content and constitution for the committee, subject to later confirmation by the WMAA board. Byrd seconded. Motion passed on voice vote.

- F. Agricultural Lease Discussion** – Chair Murray reviewed with the board the status of agricultural leases on airport-owned land. He suggested the board should develop formalized, consistent leases and a flat rate per acre, based on prevailing market rates. The board took no action but will revisit at future board meeting(s).
- G. Financial Reports** – Treasurer McCammon discussed the financial reports. Both income and expenses were tracking according to plans in the FY 2025 budget. The auditors are expected soon. Dannenberg moved to accept the treasurer's report, seconded by Zeerip. Passed by voice vote.

Communications from Airport Authority Manager/Interim Manager – Manager Neyens submitted a written report in the packet. Storey reported on upcoming public opportunities: groundbreaking for the taxiway project and the August 16 Aviation Day/Wings of Mercy fundraiser. He also reported that the FAA released a runway extension

authorization program that selects two general aviation runways per year over four fiscal years for 1,000-foot extensions. Based on requested research by M&H on the specifics of the program, funding does not apply to new crosswind runways. He also suggested board members participate in a future Flight Path training session that allows observers to watch students learn the use of flight simulators.

Adjournment- The board having concluded its business, Dannenberg moved, seconded by Byrd, that the meeting stand adjourned. Passed by voice vote at 6:09 pm.

Respectfully submitted,

Jim Storey