

West Michigan Airport Authority

September 8, 2025

DRAFT Meeting Minutes

CTO: Vice Chair Gruppen called the meeting to order at 4:00pm. (1600)

Roll Call: The following members answered the call: Byrd, Shea, Roden, Hoekwater, Brandsen, Zeerip; ex-officio Fogg. Member Dannenberg joined at 4:17pm. Also, present were Treasurer McCammon, Airport Director Neyens, and Avflight Manager Lotz. Chair Murray and Ex-officio Van Beek advised the board in advance of their absences.

Public Comment: Vice-Chair Gruppen called for public comment. No one sought recognition.

Agenda: Byrd moved to approve the agenda as stated, seconded by Hoekwater. Motion passed on voice vote.

Minutes: The minutes of the August 11, 2025, meeting were reviewed by the board. Director Neyens requested to add exact numbers to the Gallagher insurance invoice section, replacing \$30,000 with \$30,309, and \$7,000 with \$7,188; additionally requested language be added defining the term “kicker” under the L3Harris Antenna section. (“kicker”), meaning that the agreement will automatically extend unless either party provides notice of intent to terminate. Shea moved approval of amended meeting minutes, seconded by Zeerip.

Unfinished Business:

North-Taxilane Project: Neyens briefed the board on the continued work, the project is still on track to finish on time. One minor issue was discussed regarding a backup power supply line. This work will be covered under the project scope, with the Airport responsible for the 5% match.

Building and Development Committee: ex-officio member Fogg raised concerns over the make-up of the committee, stating not enough aviation individuals were on there or individuals with aviation knowledge. He advised there was one pilot on there that flies little aircraft. After some discussion Neyens clarified that two members were pilots, one is a corporate pilot and a GA pilot.

New Business:

October Board Meeting Change: Vice Chair Gruppen opened it up to discussion for the changing of the next meeting to October 20th at 4:00pm. Byrd moved to accept the date change for the next board meeting to October 20th at 4:00pm, seconded by Shea. Motion passed unanimously by a roll call vote.

Financial Reports: McCammon noted the packet included the first two months of the fiscal year, expenses and revenue are on track for the year. McCammon talked about working with Neyens and Chair Murray to update airport financial procedures. Dannenberg moved to accept the financial report, seconded by Byrd. Motion passed unanimously by a roll call vote.

FBO Report: Lotz reported our Fuel sales were down about 8% from last month, attributed to less transient aircraft and a tenant has not been flying as much as of late. Dannenberg moved to accept the FBO report, seconded by Byrd. Motion passed by voice vote.

L3Harris Lease Renewal: After the Lease Renewal was signed and returned to L3Harris, they requested a few minor changes to the lease agreement, Hillegonds described the minor changes to the board and clarified that the lease was an auto renewal, either party would need to take action to terminate the lease. Shea moved to approve the amended lease agreement, seconded by Hoekwater. Motion passed unanimously by a roll call vote.

Gallagher Invoice Payment Ratification: Neyens stated that the remaining \$7,188 had been paid to Gallagher to keep the airport in good standing with all of our insurance providers. After discussions with three insurance providers, they all said our premiums are on the better side of the market. The airport could now start a broker of record change if we decided too. McCammon clarified that a Broker of Record change would have financial implications. Dannenberg moved to ratify the payment to Gallagher, seconded by Byrd. Motion passed unanimously by roll call.

CIP Approval: Neyens advised of his intent to submit the current Capital Improvement Plan to MDOT, before he and the airport's consultant meet with MDOT on September 23rd. ex-officio member Fogg asked about adding the North/South runway to the list. It was decided to not add that when the North/South Runway Committee has yet to present their findings. One item of note was the Request Neyens is making to MDOT, which was to try and move the construction of Taxiway A up a year to 2027. Brandsen moved to accept the report as is, supported by Byrd. Motion passed unanimously by roll call.

North Hangar Development: Neyens updated that two companies interested in building hangars now have the engineering files and storm water treatment plans to aid them in developing practical development plans.

Agricultural Lease Discussion: : Neyens advised that the Agricultural Leases were amended to \$125 per acre, with an annual increase of 2%. This followed continued conversations with local farmers. Dannenberg moved to accept the new lease agreement terms, seconded by Byrd. Motion passed unanimously by roll call.

Mead Brothers Proposal: Neyens presented a \$13,200 quote to remove growth in drainage ditches and two retention ponds. After discussion, the Board approved the work on the condition that Neyens obtained a second formal quote to ensure competitiveness. Shea moved to approve the work up to \$13,200, contingent on receiving one other formal quote and with authority to amend the budget accordingly. Byrd seconded the motion. Motion passed unanimously by roll call.

Board Engagement and Collaboration: Vice-Chair Gruppen asked to have this added on due to members not feeling involved. Gruppen encouraged all members to speak up and ask questions when they are not understanding something.

Manager's Notes: Neyens reminded the Board that the Airport will be making a \$42,060 payment to Mead & Hunt soon. This is because the Taxilane expansion went beyond what MDOT would cover. Neyens also stated his intent to start working with the City of Holland HR Department to hire an assistant soon. Additionally, Neyens informed the Board that he would be leaving for the MDOT conference immediately after the Board meeting and would return Friday. Lastly, he reminded the Board that the main gate east of the Terminal building would be closed for the expansion project beginning Tuesday the 9th. Minor impacts to operations were expected, and Avflight was prepared.

Adjournment: The business of the board having been completed, Hoekwater moved, Byrd seconding, to adjourn the meeting. Passed on voice vote at 6:03 p.m. (1803)

Submitted by,
Matt Neyens, Airport Manager