

West Michigan Airport Authority

December 8, 2025

Draft Meeting Minutes

CTO: Chair Murray called the meeting to order at 4:00 P.M. Local Time.

Roll Call: The following members were present: Charles Murray, Devin Shea, Ken Brandsen, Elisa Hoekwater, Joan Zeerip, Al Dannenberg, Sally Gruppen, and Heather Roden. New member Nathan Bocks was absent, along with Ex-Officio Members Fogg and Van Beek.

Agenda: Member Shea moved to approve the agenda, supported by Member Dannenberg. The motion passed by voice vote.

Public Comment: Chair Murray asked for public comment. A second call for comment was made. No one sought recognition.

Approval of November Minutes: Member Dannenberg moved to approve November 10, 2025, Board Meeting Minutes as presented, supported by Member Gruppen. The motion was carried by unanimous voice vote.

Unfinished Business: Manager Statue Reports

North Taxiway Project: The project is largely complete. Remaining work for the spring includes re-seeding and installation of pavement markings. Manager Neyens noted that WMAA may need to float payments of \$29,500 and \$28,500 dollars for a period of time while the FAA closes out the project and amends the grant.

Unsigned Agricultural Leases: Three of the four agricultural leases have been signed and completed. The fourth lease remains outstanding, and efforts continue to obtain the signed agreement from the farmer.

Updated T-Hangar Leases: Current T-Hangar lease files have been brought up to date. Looking ahead, the airport intends to align rates with current market conditions through a stepped-up increase overtime.

Snow Equipment Readiness: The Avflight broom remains out of service. This piece of equipment is critical to effective runway clearing during winter weather. Pursuant to the November meeting's approval, the Airport Manager sourced a replacement broom from Grand Rapids International Airport, a 2005 Oshkosh Sweepster. Grand Rapids offered the unit for 60,000 dollars, which is lower than expected. Shipping, based on a quote from a carrier in Nebraska, is estimated at no more than 5,000 dollars.

Member Hoekwater moved to authorize the Airport Manager to purchase the broom truck for 60,000 dollars and approve shipping costs not to exceed 5,000 dollars. The motion was supported by Member Brandsen. A roll call vote was taken. Member Shea, yes. Member Roden, yes. Vice Chair Gruppen, yes. Secretary Dannenberg, yes. Member Hoekwater, yes. Member Brandsen, yes. Member Zeerip, yes. Chair Murray, yes. The motion carried.

Space Source Hangar Lease Letter of Intent: Following discussion of the updated Space Source Letter of Intent, Member Brandsen moved to approve the new Letter of Intent and authorized the Board Chair to sign the agreement with airport counsel. The motion was supported by Member Dannenberg and passed unanimously by voice vote.

Bernie Merkle Agreement: Manager Neyens reported that negotiations were successful within the parameters established at the November meeting. The airport now has an executed agreement with Mr. Merkle to represent the airport in matters related to the lease or purchase of real property.

Building and Development Committee Update: Member Brandsen reported that the committee finalized the length of terms for each member. Amanda Murray will serve a one-year term. Jeff Voss and Phil Leerar will each serve two-year terms. Jim Storey, Terry Alberta, and Ken Brandsen will each serve three-year terms. Members may serve a second term of three years if reconfirmed.

The committee reviewed older promotional pamphlets created by Boileau and discussed updating and re-circulating them to companies in the region that may have aviation or development interest. The FAA also publishes information for aircraft owners and pilots in the area, which may serve as an effective starting point for outreach. The Crains Business Journal was mentioned as another useful avenue for broader distribution.

Member Brandsen moved to confirm the committee members and establish their initial terms beginning January 1, 2026, consistent with the term lengths described. The motion was supported by Member Gruppen and passed unanimously by voice vote.

FY25 Audit Report: Krystal Benson with the Rehmann CPA firm presented the FY25 Audit Report and reviewed the findings with the board. Following her presentation, no questions or comments were offered by board members. Member Zeerip moved to accept the FY25 Audit Report as presented, supported by Member Roden. The motion passed unanimously by voice vote.

Current YTD Financial Reports: Treasurer Lynn McCammon presented the current year-to-date financial reports to the board. Chair Murray asked about the recently approved 60,000-dollar purchase of the broom, and Treasurer McCammon clarified that the expense will be paid from capital funds and will not impact the annual operating budget. Member Shea moved to accept the financial reports as presented, supported by Member Gruppen. The motion passed unanimously by voice vote.

WMAA Airport Invoicing Process: Treasurer Lynn McCammon explained that invoicing is now being completed through the City of Holland's BS&A accounts payable system, and that WMAA will be responsible for processing its own invoices within that system. Questions were raised about whether the board must continue reviewing weekly bills and the Airport Manager's timecard each pay period. Member Dannenberg moved to remove the requirement for Chairman oversight of the weekly accounts payable process and to remove the Secretary's responsibility to approve the Airport Manager's timecard, thereby eliminating the need for weekly board sign off on purchases in accordance with the memo presented by Treasurer McCammon. The motion was supported by Member Shea and passed unanimously by voice vote.

Instrument Landing System: The current contract with Harris Airport Systems has expired. The airport was not aware of the expiration until it was brought to our attention by the contractor, who proposed a seventy-five percent rate increase. With the contract no longer active, the airport entered negotiations and issued the service for competitive bidding through Bidnet Direct. Of the three companies that expressed initial interest, only one vendor submitted a proposal, which was Harris Airport Systems, the existing provider. This is a highly specialized service area, as the FAA typically provides maintenance support for these systems. After discussion, Member Dannenberg moved to reject the contract proposed by Harris Airport Systems, supported by Member Shea. The motion carried unanimously by voice vote.

Manager Neyens clarified that he is authorized to pay Harris Airport Systems at the newly proposed rate on an interim basis to maintain FAA compliance while the bid is reissued for a longer term contract.

USDA Wildlife Services Agreement: The board discussed the importance of maintaining a contract to manage wildlife hazards on the airfield. Hoekwater moved to authorize the Airport Manager to sign the USDA Wildlife Services agreement for calendar year 2026 as presented. The motion was supported by Member Gruppen and carried unanimously by voice vote.

FBO Report: Avflight Manager Brad provided the board with an update showing an increase in fuel sales and noted the variety of aircraft and operations utilizing the airport. He was also asked to begin identifying aircraft that routinely choose other airports in the region rather than ours. Member Dannenberg moved to accept the FBO Report as presented, supported by Member Hoekwater. The motion passed unanimously by voice vote.

WMAA Board Elections: The board was reminded that officer elections will take place in January 2026. The positions of Treasurer, Secretary, Vice Chair, and Chair will be on the ballot. Members were encouraged to consider whether they wish to be nominated for any of these roles.

Communications from Airport Authority Manager: Snow management remains a top priority. Brad and Manager Neyens have been on site throughout the last two weekends to ensure operations run smoothly and that tenants are able to meet their flight schedules whenever possible. Not all tenants provide advance notice of their planned operations, though several efforts have been made to improve communication. Three tenants are now regularly communicating with both the FBO and the airport, and work continues to establish consistent contact with the remaining based operators.

Updates from the Board: The board was introduced to Dan Biller, the new part-time Administrative Assistant for WMAA. Dan has been working with Manager Neyens for approximately three weeks.

Member Hoekwater introduced a guest, Cynthia, a Park Township resident with flight experience who previously worked at the airport about twenty years ago while attending the College of Aviation at Western Michigan University.

Member Hoekwater also shared that she recently completed the LEAD 24-7 leadership program, operated by Disher. The program is supported by the Lakeshore Nonprofit Alliance and partially subsidized by the Community Foundation, leaving an out-of-pocket cost of approximately 1,500 dollars or less. She suggested that the board consider offering this opportunity to Manager Neyens.

Member Shea noted an interest in discussing the upcoming millage at the next WMAA Board Meeting.

Adjournment: Member Dannenberg made a motion to adjourn, Member Shea seconded. Passed unanimously by a voice vote.