

West Michigan Airport Authority

January 10, 2026

Draft Meeting Minutes

Call To Order: Chair Murray called the meeting to order at 4:00 p.m. local time.

Roll Call: The following members were present: Murray, Shea, Bocks, Hoekwater, Zeerip, Gruppen, and Roden. Absent were Ken Brandsen and Al Dannenberg. No Ex-Officio members were present.

Approval of Agenda: Member Bocks moved to approve the agenda, supported by Member Gruppen. The motion passed by voice vote.

Public Comment: Chair Murray asked for public comment. A second and third call for public comment were made. No one from the public sought recognition.

Approval of December Minutes: Member Zeerip moved to approve the December 8, 2025, Board Meeting Minutes as presented, seconded by Member Hoekwater. No discussion was held. The motion carried by unanimous voice vote.

Consent Agenda: Member Bocks made a motion to approve the consent agenda as written and presented, seconded by Member Gruppen. The motion passed by voice vote.

FBO Report: Included in the packet.

Agricultural Lease Status Report: All leases are completed and have been approved and signed. One difference was noted in that prior year leases required payments to be made on or before the end of the year. The new leases are written to be billed at the beginning of the year.

T-Hangar Lease Report: All leases are up to date and in place. A rate increase is anticipated in mid-year of 2026.

Unfinished Business (Airport Manager Status Report):

Status on Land Acquisition:

No significant changes were reported regarding land acquisition.

Snow Equipment Readiness:

All Avflight snow equipment is currently operational. The Authority is still experiencing issues with the WMAA broom truck purchased from the Gerald R. Ford International Airport. We continue to work with Gerald R. Ford International Airport to address repairs and resolve outstanding issues. Final payment has not yet been made and will occur once the broom issues are resolved.

Space Source Hangar Lease Status:

Discussion was held regarding the lease presented in the board packet. Manager Neyens acknowledged that a revised version with shorter term options had been provided. Chair Murray engaged in discussion regarding precluded uses under the agreement. Manager Neyens and Counsel Hillegonds explained that certain uses are precluded because they would require separate agreements with the airport under the Minimum Standards, such as FBO agreements. Manager Neyens further explained that the lease does not include a guaranty, unlike some past agreements. Counsel Hillegonds stated that the absence of a guaranty does not affect the enforceability of the lease but rather limits one method of collection should a default occur.

Motion to approve the Space Source Lease Agreement was made by Member Shea and seconded by Member Hoekwater. A voice vote was held. All in favor, aye; opposed, none. Member Shea then moved to amend the motion to authorize the agreement to be signed by the Board Chair, subject to approval from legal counsel for the Authority, seconded by Member Hoekwater. The amendment passed by voice vote.

Instrument Landing System Bid Results:

One bid was received for the Instrument Landing System maintenance service agreement. The airport has worked with this provider for several years, and manager Neyens believes the pricing is fair and consistent with market value. The annual bid amount is \$36,000.

Member Shea moved to approve the Harris bid and amend the budget accordingly, seconded by Member Roden. All were in favor, aye; opposed, none.

Member Shea then moved to amend the prior motion to authorize the Board Chair to sign the agreement subject to approval by legal counsel, seconded by Member Roden. A roll call vote was taken. All present members voted yes; opposed, none.

Manager Neyens asked for clarification regarding the next sealed bid process and confirmed that a proposed agreement based on bid results would be brought to the Board in the future.

New Business:

Chair Murray welcomed Mayor Bocks as a new member of the WMAA Board. Chair Murray also announced that Member Dannenberg submitted notice of his resignation from the Board for personal reasons. The Board expressed its appreciation for Member Dannenberg's years of service, depth of knowledge, and experience, and wished him well.

Financial Reports:

Motion to approve the Financial Reports was made by Member Gruppen and seconded by Member Bocks. A voice vote was held. All in favor, aye; opposed, none.

Creation of a Millage Committee:

After discussion, the Millage Committee will be co-chaired by Member Bocks and Member Roden. It was noted that the committee must be careful not to communicate “yes” voting messages, but only factual information about the airport. Leanne from Boileau will also assist with the process and serve as a resource.

Motion to approve Member Bocks and Member Roden as Co-Chairs of the Millage Committee was made by Member Hoekwater and seconded by Member Shea. A voice vote was held. All in favor, aye; opposed, none.

Enact a WMAA Document Retention Policy:

Motion to move the WMAA Document Retention Policy to after Item 8F was made by Member Bocks and seconded by Member Shea. A voice vote was held. All in favor, aye; opposed, none.

TKP Holdings Letter of Intent:

TKP Holdings expressed interest in H3, which is approximately 22,000 square feet on the north side. Manager Neyens explained that this layout is ideal for the airport, primarily because it maximizes the buildable footprint.

Motion to authorize the Board Chair to sign the LOI, pending counsel review, and move forward with negotiations with TKP Holdings was made by Member Bocks and seconded by Member Hoekwater. A voice vote was held. All in favor, aye; opposed, none.

Allegan County Ex-Officio Appointment:

Allegan County appointed a new Ex-Officio member to the Board. The appointee is not an elected official but is a staff member, Whitney Ehresman, Director of Allegan County Transportation. After discussion, a decision was made to approve the appointment.

Motion to approve Whitney Ehresman was made by Member Bocks and seconded by Member Shea. A voice vote was held. All in favor, aye; opposed, none.

WMAA Board Elections

Position of Chair:

A motion for Member Murray as 2026 Chair was made by Member Gruppen and seconded by Member Zeerip.

A motion for Member Shea as 2026 Chair was made by Member Roden and seconded by Member Hoekwater.

Roll Call Vote for Chair:

Member Murray – Murray

Member Bocks – Murray

Member Shea – Shea

Member Hoekwater – Shea

Member Zeerip – Murray

Member Gruppen – Murray

Member Roden – Shea

Murray: 4 votes

Shea: 3 votes

Position of Vice Chair:

A motion for Member Shea as 2026 Vice Chair was made by Member Gruppen and seconded by Member Zeerip.

A motion for Member Shea as 2026 Vice Chair was made by Member Roden and seconded by Member Hoekwater.

Roll Call Vote for Vice Chair:

Member Murray – Gruppen

Member Bocks – Shea

Member Shea – Shea

Member Hoekwater – Shea

Member Zeerip – Gruppen

Member Gruppen – Shea

Member Roden – Shea

Shea: 5 votes

Gruppen: 2 votes

Position of Secretary:

A motion for Member Gruppen as 2026 Secretary was made by Member Hoekwater and seconded by Member Bocks.

A motion for Member Brandsen as 2026 Secretary was made by Member Gruppen. No second was received.

Roll Call Vote for Secretary:

All members voted in favor of Member Gruppen.

Gruppen: 7 votes

Position of Treasurer:

A motion for Lynn McCammon (City of Holland) as 2026 Treasurer was made by Member Shea and seconded by Member Bocks.

Roll Call Vote for Treasurer:

All members voted in favor of McCammon.

McCammon: 7 votes

Records Retention Policy:

Member Bocks made a motion to adopt the Records Retention Policy as presented in the packet, seconded by Member Zeerip. The motion passed by unanimous roll call vote.

Communications from Airport Authority Manager:

The Authority is currently storing the airport broom in Avflight's hangar. The Authority has been informed that the lessor plans to stop subletting the hangar to Avflight, likely in May 2027. This will require alternative storage for the broom and Avflight equipment. The airport is exploring options including partnering with Avflight on a storage facility or leasing space elsewhere on the field.

We are also increasing communication with tenants and requesting disclosure of all subletting arrangements in order to clarify tenant and subtenant records. The airport is also considering future activities such as fly-in groups and events to increase interest and activity at the airport.

Updates from the Board:

Member Hoekwater again mentioned a leadership class called LEAD 24-7 and noted it would be a beneficial educational opportunity for Manager Neyens. She stated the program has helped her professionally and is valuable for individuals in leadership roles.

Adjournment:

Motion to adjourn was made by Member Bocks and seconded by Member Gruppen. A voice vote was held. All in favor, aye; opposed, none.