

West Michigan Airport Authority

February 9, 2026

Approved Meeting Minutes

Call To Order: Chair Murray called the meeting to order at 4:04 P.M. Local Time.

Roll Call: The following members were present: Charles Murray, Devin Shea, Nathan Bocks, Heather Roden, Sally Gruppen, Elisa Hoekwater (left at 4:30), Ken Brandsen, Joan Zeerip (online-cannot vote) and Manager Matt Neyens. No Ex-Officio Members present.

Approval of Agenda: Member Bocks moved to approve the agenda, supported by Member Brandsen. No discussion was had. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

Public Comment: Chair Murray asked for public comment. Mike Tarr, Director of Maintenance at Tulip City Air Repair sought recognition and discussed the need for better snow removal from the Airport at their facility ramp area. They are currently searching for someone to hire to plow around their airfield ramp area so it will not impede their workflow and operations. Mike is asking that the Airport pay for this additional expense as he believes that it is the Airports responsibility.

Approval of December Minutes: Member Shea moved to approve the January 12, 2026 Board Meeting Minutes as presented, seconded by Member Bocks. No discussion was had. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

Consent Agenda: Member Shea made a motion that Snow Equipment Readiness (6B) on the consent agenda be moved to Unfinished Business 7A1. Seconded by Member Hoekwater. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

Member Bocks then made a motion to accept the consent agenda recognizing the approved alteration, seconded by Member Shea. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

- A. FBO Report
- B. Building & Development Committee

Unfinished Business:

A. Airport Manager Status Reports

- i Snow Equipment Readiness: Discussion was had on the failing equipment that AvFlight now has and working on a Short-Term solution as well as a long-term solution. At this current time, our FBO (AvFlight) seems unwilling to invest financially in upgrading their equipment. It was acknowledged that snow removal is normally performed primarily by the airport and not the FBO. Until today, Matt was not aware of any issues with the plowing/snow concerns with Tulip City Air and had not been contacted about such. Manager Neyens will put together a short-term plan to get us through the Winter months and work on a long-term plan for future snow removal development.
- ii Circling Approach, LLC Hangar Lease Status (Space Source): This lease has been fully completed, and we are in the due diligence phase which runs through May 22. If we do not hear any communication by the 22nd, then the lease will continue as it is. Currently we are working with Mead & Hunt (Jeff) on civil engineering which will make the design much easier, because the due diligence involves mainly civil engineering issues.
- iii Instrument Landing System Agreement: Rachel and Matt have been communicating with Jim, the individual who was awarded the Instrument Landing System Service Agreement. We are ironing out the finer details of the insurance requirements with him currently. We Should have an agreement in place soon.

- B. Millage Committee: Member Roden and the Millage committee met with Manager Neyens and Boileau and was told that they have a ton of things that they would love to be doing for the airport. They felt as if the board or prior management was not using them to their full ability and that many prior releases and work was shut down in the past. Much discussion was had, and Member Roden made a motion, seconded by Member Bocks, to change the name of Millage Committee to the "Marketing & Public Relations Committee." The motion passed unanimously with a voice vote. No one opposed, no one abstained.

New Business

- A. Financial Reports: Some discussions were held. Member Bocks then made a motion to accept the financial reports as presented, seconded by Member Roden. The motion passed unanimously with a voice vote. No one opposed, no one abstained.
- B. Mead & Hunt General Services Agreement: Some discussions were had. Member Bocks then made a motion to continue working with Mead & Hunt, seconded by Member Gruppen. The motion passed unanimously with a voice vote. No one opposed, no one abstained.
- C. TKP Letter of Intent: Matt explained that things were working out well with TKP. That the footprint had changed slightly and showed the board where exactly the larger footprint would be. After some modifications are made, we will be ready to move forward with this new entity. Member Bock made a motion to move forward on the signing of the contract with TKP taking in the additional small changes per the discussions suggest. This was seconded by Member Shea. Some discussion was had. Role call: Murray-**Yes**, Shea-**Yes**, Bocks-**Yes**, Roden-**Yes**, Gruppen-**Yes**, Brandsen-**Yes**. Hoekwater had left, and Zeerip was online and could not vote.

Communications from Airport Manager:

- A. We Want to have float in Tulip Time, would like to see the airport approve purchase of an electric golf cart for the parades.
 - 1 Addressing Snow operation concerns for the tenants.
 - 2 Meeting with MDOT later in the week to go over skydiving operations on the field.
 - 3 Meeting with Planning Commission for updates on what is happening at the airport.

Updates from the Board:

Chair Murray would like to see work done on 3–5 year Strategic Plans?

Chair Murray would like to see the Boards response to the Crosswind Runway Committees presentation. They brought a lot of people and issues up; we owe them a response.

Adjourn:

Member Bocks made a motion to adjourn, seconded by Member Gruppen. The motion passed unanimously with a voice vote. No one opposed, no one abstained.