

## West Michigan Airport Authority

March 9, 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: Charles Murray, Devin Shea (left @ 5:28 pm), Nathan Bocks, Heather Roden, Sally Gruppen, Ken Brandsen, Joan Zeerip and Manager Matt Neyens. Ex-Officio Member Whitney Ehresman was present, Ex-Officio Jacob Bonnema was not present.

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

**Public Comment:** Chair Murray asked for public comment. Two individuals sought recognition.

David Teall (Westshore), a pilot at WMAA uses the airport frequently as Westshore's plane is housed here. David wanted to note to the board that Manager Neyens has made a positive impact on the airport and that he believes the board made the correct choice when hiring him. David also noted that he and others believe that the purchase of the Broom has made a huge difference in Westshore's ability to use the airport anytime they wanted to fly out/in during this past winter. David also commented on the increased safety of the airport/runway has been a substantial improvement over previous years and he wanted to make sure that the board recognizes Manager Nyens efforts in doing an excellent job.

Bruce Wickmann (T-Hangar Tenant) Bruce came to discuss the T-Hangar rate adjustment that was on the board Agenda. Bruce explained that he has been involved with the airport for many years in several different capacities. Most recently as a T-Hangar tenant. He understands that the T-Hangar Tenants have been receiving a reasonable rate for many years. He asked that any increase would set aside funds for maintenance of the Hangars as they are old and some could use some upkeep on wearable components.

**Approval of February Minutes:** Member Bocks moved to approve the February 9th, 2026 Board Meeting Minutes as presented, seconded by Member Shea. Manager Neyens mentioned that the date needed to be changed from the 9<sup>th</sup> to the 10<sup>th</sup>. Chair Murray also noted that the updates from the board section should be changed from "boards response to the General Public on the cross way landing strip" to "response to the North / South

Runway committee's presentation. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

**Consent Agenda:**

A. FBO Report

Member Bocks made a motion that the Consent Agenda be accepted as written. Seconded by Member Gruppen. No discussion was had. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

**Unfinished Business:**

1. Building & Development Committee

a. Board Adoption of Airport Building Standards

Member Brandsen and Manager Neyens Presented the Building Standards Document to the board. Discussion was held and a few adjustments were recommended. Specifically removing areas that could conflict with any lease agreement and adding a section stating that any lease agreement would supersede this document. Member Shea made a motion to approve the Standards with the adjustments discussed, also pending approval of legal counsel, Seconded by Member Gruppen. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

2. Marketing & Public Relations Committee

a. Parade Vehicle Purchase

Manager Neyens presented a vehicle for the Authority to purchase as a Parade vehicle. Discussion was had on this golf cart plane design. It is unique in its design and would be able to go to any of the local parades. Part of Manager Neyens' plan is to wrap it to look like a Balsa wood airplane toy, and seek sponsorship from tenants and consultants. Manager Neyens has already secured \$3000 from two sponsors.

Member Bocks made a motion to approve the Purchase of the Airplane Golfcart and waive the purchase policy requirements due to the uniqueness of the vehicle. Seconded by Member Shea. Roll Call: Murray-Yes, Shea-Yes, Bocks-Yes, Roden-Yes, Gruppen-Yes, Brandsen-Yes & Zeerip-Yes. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

b. Committee Strategy Recommendations

Member Roden advised that the last committee meeting went well and the committee settled on a few points to recommend to the full board. The

Recommendations are; sticking with the three current supporting entities, keeping the rate at .1 Mill, first election will be May of 2027, and the millage will go to keeping this place open and operating to support the local economy. Discussion was had about trying to bring in individuals from the organization Flight Path as well as Wings of Mercy, as they are both great organization that benefit the public.

**3. TKP Letter of Intent**

Manager Neyens touched on some updates and changes from the last letter of intent that was presented to the board. Discussion was had as a newly reconstructed Letter of Intent. Member Bocks made a motion that we accept the new LOI from TKP. Seconded by Member Brandsen. Roll Call: Murray-**Yes**, Shea-**Yes**, Bocks-**Yes**, Roden-**Yes**, Gruppen-**Yes**, Brandsen-**Yes** & Zeerip-**Yes**. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

**4. T-Hangar Rate Adjustment**

Manager Neyens gave a brief update about how the airport got to where it is with the current T-Hangar rates. Discussions were had about other airports that are similar and in our region, t their rates and conditions of their T-Hangers. Manager Neyens Formal recommendation was \$300 a month as it is at the bottom of the market for a T-Hangar this size yet still a substantial increase for the tenants. Manager Neyens also committed to addressing outstanding maintenance issues on the T-Hangars. Member Shea made a motion to approve a new T-Hangar Rate of \$300 to be implemented on July 1, 2026. Seconded by Member Bocks. Murray-**Yes**, Shea-**Yes**, Bocks-**Yes**, Roden-**Yes**, Gruppen-**Yes**, Brandsen-**Yes** & Zeerip-**Yes**. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

**New Business:**

**5. Financial Reports:**

Treasurer McCammon Presented the financial reports. No questions were asked . Member Bocks then made a motion to accept the financial reports as presented, seconded by Member Zeerip. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

**6. Strategic Planning Session:**

Manager Neyens presented the two proposal's submitted in the packet. They were very different proposals and scopes. Member Bocks then made a motion to set time aside for discussions on the strategic planning topic over the next 2 months, during the normal board meetings. Seconded by Member Gruppen. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

**7. Congressionally Directed Spending Application:**

Manager Neyens Presented his project proposal for a Congressionally Directed Spending Project. Titled “West Apron Rehabilitation and Winter Resiliency Project”, which will reconstruct the west apron where the old terminal building used to be, as well as add a much-needed Snow Removal Equipment storage facility. The application deadline is March 27<sup>th</sup>, and this will be a competitive process but since this project is focused on safety, Manager Neyens believes it has a chance at being selected. The local portion the airport will be responsible for is about \$310,000.

**8. Minimum Standard Update – Skydiving Operation:**

Manager Neyens explained that an individual has expressed interest in starting a skydiving operation at West Michigan Regional Airport. He noted that because the airport receives FAA funding, the airport generally cannot prohibit a legitimate aeronautical activity if the operator meets the airport’s minimum standards. He further explained that the current minimum standards do not directly address skydiving operations, which is why the proposed language is being suggested. Neyens added that the airport does have the ability to establish reasonable operational conditions, including time and location of operations, and that the proposed update is intended to clarify that process. Member Bocks made a motion to approve the update to the minimum standards, formally addressing Skydiving operations, as presented, seconded by Member Brandsen. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

**9. Communications from Airport Manager:**

Neyens explained that he and Member Shea met with Wendy from flightpath as well as Jeff Vos. Meeting went well and discussion about an event helped together sometime over summer was. Also Discussed with Went about her possible interest in joining or at least meeting with our Marketing and PR Committee. Neyens also explained that we had a roof leak over the weekend in out terminal building. Member Bransen advised he would be able to help address it with the builders and from a warranty perspective.

**10. Updates from the Board:**

Chair Murray reminded the Board to be prepared for Manager Neyens review, which he hopes to have completed by June.

**11. Adjourn:**

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