

West Michigan Airport Authority

May 11, 2026

Draft Meeting Minutes

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

Roll Call: The following members were present: Charles Murray, Devin Shea, Nathan Bocks, Sally Gruppen, Ken Brandsen, Cynthia Martinez, and Joan Zeerip. Members absent: Heather Roden, Ex-Officio Whitney Ehresman, and Ex-Officio Jacob Bonnema.

Also present were Manager Matt Neyens, Treasurer Lynn McCammon, Authority Counsel Rachel Hillegonds, Leanne Schaeffer with Boileau, and Jeff Thoman with Mead & Hunt (online).

Approval of Agenda: Member Bocks moved to approve the agenda, as amended to reflect plurality in the contracts for the TWY A project, supported by Member Gruppen. The motion passed unanimously by voice vote. No one opposed and no one abstained.

Public Comment: Chair Murray asked for public comment. No one sought recognition.

Approval of April Minutes: Member Bocks moved to approve the April 13, 2026 Board Meeting Minutes as presented, supported by Member Gruppen. No discussion was held. The motion passed unanimously by voice vote. No one opposed and no one abstained.

Consent Agenda:

- A. FBO Report

Member Brandsen moved to approve the Consent Agenda as presented, supported by Member Bocks. No discussion was held. The motion passed unanimously by voice vote. No one opposed and no one abstained.

Unfinished Business:

1. Building & Development Committee:
 - a. Member Changes: Manager Neyens advised that new board member Cynthia Martinez expressed interest in joining both the Building & Development Committee and the Marketing and PR Committee. Chair Murray appointed her to both committees.
 - b. May Building & Development Committee Meeting Recap: The committee reviewed several items, including all three lease/LOI matters listed on the agenda for this meeting. The committee agreed that allowing Circling

Approach LLC to relocate to the north side of the taxilane and extending the Due Diligence period to July 14 was acceptable.

New Business

2. Boileau Marketing Presentation: Leanne Schaeffer with Boileau Communications provided a presentation to the Board regarding the work completed for the Authority over the past year. A two-page summary letter outlining activity was included in the Board Packet, along with presentation slides that were added to the packet.
3. Financial Reports: Treasurer McCammon reviewed and presented the monthly financial reports. There was very little discussion. Member Bocks moved to approve the Financial Reports, supported by Member Zeerip. No further discussion was held. The motion passed unanimously by voice vote. No one opposed and no one abstained.
4. FY 2027 Budget:
 - a. Public Comment on FY 2027 WMAA Budget: Chair Murray asked for public comment regarding the FY 2027 WMAA Budget. No one sought recognition.
 - b. FY 2027 West Michigan Airport Authority Budget Review & Discussion: Manager Neyens presented the FY 2027 Budget. There was extensive discussion regarding the proposed budget, and all questions were addressed. Two modifications to the proposed budget were discussed and agreed upon by the Board. The Board agreed to add \$1,500 for Human Resources services, and Manager Neyens requested increasing the diesel fuel line item from \$5,000 to \$10,000. After discussion, Member Bocks made a motion, seconded by Member Gruppen that the board approves the new 2027 Proposed Budget with the two additional changes for Human Resources and Diesel Fuel. A Roll Call vote was taken: Shea-**yes**, Bocks-**yes**, Gruppen-**yes**, Brandsen-**yes**, Zeerip-**yes**, Martinez-**yes**, Murray-**yes**. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

FY 2027 Budget Resolution: Member Bocks moved to approve the resolution associated with the newly adopted FY 2027 Budget, supported by Member Shea. A Roll Call vote was had. Shea-**yes**, Bocks-**yes**, Gruppen-**yes**, Brandsen-**yes**, Zeerip-**yes**, Martinez-**yes**, Murray-**yes**. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

5. TWY A Project Contract & Sponsor Certification: Manager Neyens presented two separate contracts, along with the associated sponsor certification, related to the

Taxiway A Rehabilitation Project. The first item involved approval of the MDOT contract and sponsor certification. The second item involved the professional engineering services agreement with Mead & Hunt for design and engineering services associated with the Taxiway A Rehabilitation Project. Discussion was held regarding the project scope, breakdown, and associated costs, with additional clarification provided by Jeff Thoman with Mead & Hunt. Following discussion, Member Brandsen moved to approve execution of the sponsor contract and sponsor certification, supported by Member Gruppen. Shea-**yes**, Bocks-**yes**, Gruppen-**yes**, Brandsen-**yes**, Zeerip-**yes**, Martinez-**yes**, Murray-**yes**. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

Member Bocks made a second motion, seconded by Member Brandsen, to authorize the board chair to execute the professional engineering services contract with Mead & Hunt, for the Taxiway A Rehabilitation Design Project, Contingent upon satisfactory final legal review by the Airport Authority Attorney. A roll call vote then was taken. Shea-**yes**, Bocks-**yes**, Gruppen-**yes**, Brandsen-**yes**, Zeerip-**yes**, Martinez-**yes**, Murray-**yes**. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

E. Circling Approach LLC Lease Footprint Change Request: The existing lease agreement remains in place, with the current Due Diligence period set to expire on May 22, 2026. Circling Approach formally requested an amendment to relocate the leasehold area to the north side of the North Taxilane, as shown in the exhibit included in the Board Packet. The Board discussed the reasons for the requested change. Manager Neyens voiced both his support and the support of the Building & Development Committee for the amendment, noting that this project remains the closest to active development currently proposed on the airfield. Member Bocks moved to approve the amendment to the lease reflecting the revised leasehold area as outlined in the attached exhibit and to extend the Due Diligence period to July 14, 2026, supported by Member Zeerip. The motion passed unanimously by voice vote. No one opposed and no one abstained.

F. TKP LLC Lease Presentation: The proposed lease agreement currently does not contain signatures or a finalized exhibit clearly identifying the intended leasehold area. The Board discussed the status of the agreement and concluded that additional clarification and completion of the document was necessary before moving forward.

Member Bocks moved to postpone discussion and consideration of the lease until a more complete lease agreement is presented, including signatures and an exhibit clearly depicting the proposed leased premises, supported by Member Gruppen. The motion passed unanimously by voice vote. No one opposed and no one abstained.

G. BR Garages LLC intends to enter into a Lease agreement with WMAA: BR Garages LLC expressed interest in potentially developing additional hangars for the West Michigan Airport Authority and exploring a structure under which the airport could ultimately purchase the hangars over a reasonable timeframe and at a reasonable cost. The Board discussed the concept in detail, including questions regarding the potential arrangement, financial structure, and development figures. Discussion also included the fact that the primary parcel BR Garages had initially expressed interest in was recently committed to the Circling Approach project. Following discussion, Member Bocks moved to postpone further consideration of the matter until BR Garages is able to provide additional information and a more developed proposal for Board review, supported by Member Gruppen. The motion passed unanimously by voice vote. No one opposed and no one abstained.

Communications from Airport Manager: Manager Neyens provided an update regarding the Congressionally Directed Spending project and advised that Senator Gary Peters' office had advanced the project to the next round of consideration. Manager Neyens noted that while this is a promising development, there is still a long process remaining before any funding is formally awarded.

Updates from the Board: Chair Murray reminded Board members that he may be absent for the June meeting and asked members to watch for an upcoming email regarding the Airport Manager's annual review.

Adjourn: Member Bocks moved to adjourn the meeting, supported by Member Zeerip. The motion passed unanimously by voice vote. No one opposed and no one abstained.

The meeting adjourned at 6:02 PM local time.