West Michigan Airport Authority

June 8th, 2026

Approved Meeting Minutes

Call To Order: Vice Chair Shea called the meeting to order at 4:00 pm Local Time.

Roll Call: The following members were present: Devin Shea, Nathan Bocks (Arrived at 4:09), Sally Gruppen, Mark Eardley, Ken Brandsen, Cynthia Martinez, Joan Zeerip, Ex-Officio Whitney Ehresman (On-Line @ 4:06) and Ex-Officio Jacob Bonnema. Members Absent: Charles Murray & Heather Roden.

Also, present; Manager Matt Neyens, Treasurer Lynn McCammon, Jeff Thoman (Mead & Hunt: On-line), Jill Kizyma (Gallagher: On-line).

Approval of Agenda: Member Martinez moved to approve the agenda, supported by Member Zeerip. The motion passed unanimously with a yes voice vote. No one opposed, no one abstained.

Public Comment: Vice Chair Shea asked for public comment. Dave Craig (previously worked for West Shore) sought recognition to show appreciation to the Board for the winter snow removal and readiness of the runway over the past year. Dave understands that the addition of the new broom at the Airport had a lot to do with this and it has greatly helped in the efficiency of maintaining a clear & safe runway. He is so thankful that the board has seen fit for approving this addition. Dave encourages the board to show appreciation toward the actual workers running this equipment for keeping the Airport spotless and ready to use during the past winter months.

Approval of April Minutes: Member Zeerip moved to approve the May 11th, 2026 Board Meeting Minutes as presented, seconded by Member Gruppen. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

Consent Agenda:

A. FBO Report

Unfinished Business:

A. Consideration of TKP LLC Lease Review: Some changes have been made at the request of the board from the prior meeting. Manager Neyens explained those small changes and wanted to make sure everyone understood those changes. We are basically expanding the perimeter of the leased area to encompass the areas around their improvements so the tenant will be responsible for the overall appearance of their improvements, not just the building area. The Airport adjusted the price per square foot down from $.65 to around $.47 which will be approximately the same amount the original footprint total was. A legal description will be available prior to the commencement date. Member Bocks made a motion to approve the changes, seconded by Member Zeerip. Roll call vote was had; Shea-Yes, Bocks-Yes, Gruppen-Yes, Eardley-Yes, Brandsen-Yes, Zeerip-Yes, Martinez-Yes. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

New Business

A. Airport Insurance Renewal: There were some items discussed but resolved by Jill Kizyma (Broker from Gallagher) who was online at the board meeting. After discussion was had, Member Brandsen moved that we accept the renewal with the understanding that the percentage of the renewal was correct but the amount it changes year over year was $654, seconded by Member Bocks. Role call was had; Shea-Yes, Bocks-Yes, Gruppen-Yes, Eardley-Yes, Brandsen-Yes, Zeerip-Yes, Martinez-Yes. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.
B. Financial Reports: Lynn McCammon (Treasurer-City of Holland) discussed and presented the monthly financial reports. Getting near the end of the fiscal year. We are trending well. Last month we had some Accounts Receivable that were past due but all of those have been addressed and are now paid in full. There was very little additional discussion. Member Bock moved to approve the Financial Reports, supported by Member Gruppen. No further discussion was had. The motion passed unanimously with a voice vote. No one opposed, no one abstained.
C. Ottawa County Ex-Officio Absence: Manager Neyens discussed the absence of the Ottawa county board member since appointed. Ex-Officio Bonnema expressed that with the new position appointment, there was little he could do to re-arrange his schedule to this new schedule quickly. Now, after a couple of months, he has been able to adjust his schedule so things should work much better. However, Jacob did point out that he was in communication with Matt after his appointment and open and available if & when asked to give his input. No further discussion was had.
D. Landing Fee Evaluation: Manager Neyens reviewed the materials provided in the board packet. Explaining how the new rate proposal is in-line with the industry standard now. Manager Neyens also mentioned how he would seek clarification in formal resolution later to address some inconsistencies in who is charged landing fees. Also discussed was the possibility of introducing Vector

Solutions to collect landing fees on behalf of the airport as they gather a much higher percentage of landings than the FBO does and they handle the billing as well. Vector is controversial in the General Aviation community, which is why the new fee schedule aims to avoid charging General Aviation flyers as the airport does not want to discourage their activities here.

E. Year-end Budget amendment: Manager Neyens was seeking an amendment, because we are under budget this fiscal year and he would like to get a jump start on some preventative maintenance. Details of the request are in the board packet.
    i. Purchase Waiver for Broom Equipment; Manager Neyens sought to get approval for a Purchase Waiver for broom parts, so we do not have to source out a second vendor. The City of Holland is familiar with our broom and has the local expertise to work on this equipment and is willing to work on it this coming week. Motion was made by Bocks, seconded by Zeerip to approve of both the Year-End amendment and of the sole source Purchase Waiver for the broom head cylinders. Role call was had; Shea-Yes, Bocks-Yes, Gruppen-Yes, Eardley-Yes, Brandsen-Yes, Zeerip-Yes, Martinez-Yes. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

F. North Hangar Taxilane Contract Mod #3 Adoption: This is the last Contract Modification before closing out the North Taxilane project. There is a balance left of $2016.70 to pay the balance off for the North Hangar Park Contract Modification. Motion was made by Bocks, seconded by Gruppen to approve the payment of the last bill for the North Hangar Park Taxilane. Roll call vote was had; Shea-Yes, Bocks-Yes, Gruppen-Yes, Eardley-Yes, Brandsen-Yes, Zeerip-Yes, Martinez-Yes. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

Communication from Airport Authority Manager: Manager Neyens explained about him and his wife and expecting new child. Manager Neyens also advised that the airfield is far behind on mowing and that Avflight is not able to mow what is needed, Tenants and pilots have made comments about the tall grass. The airport is exploring options to fix this as soon as possible, likely near-term solution is paying the City of Holland to assist with the areas that have not been mowed yet.

Updates from the Board Members: Member Shea explained that the board is expected to participate in Manager Matts Neyens review. There is a form for members to fill out about Matt's job performance as the board formalizes his review. Please fill these out and return them to Member Murray or Shea.

We have two new people in attendance this week. First, we have Member Mark Eardley representing Zeeland City and secondly, Ex-Officio Jacob Bonnema representing Ottawa County. Both members gave a small introduction about themselves.

Adjourn: Member Bocks made a motion to adjourn, seconded by Member Zeerip. The motion passed unanimously with a voice vote. No one opposed, no one abstained. It was approximately 5:20pm local time.