West Michigan Airport Authority

July 13th, 2026

Approved 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, Heather Roden, Sally Gruppen, Mark Eardley, Ken Brandsen, Cynthia Martinez, Joan Zeerip, Ex-Officio Whitney Ehresman (Online). Members Absent: Devin Shea, Nathan Bocks and Ex-officio Jacob Bonnema.

Also, present; Manager Matt Neyens, Treasurer Lynn McCammon, Rachel Hillegonds (Airport Counsel).

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

Public Comment: Chair Murray asked for public comment. Logan Dykgraaf of the City of Holland was recognized. Logan suggested the board consider changing the order of the agenda; move the closed session #8E item to #11 & move adjournment to a new #12 item. Member Roden Later recognized Logans Comment and made a motion to approve the adjustment to the agenda, supported by Martinez. Vote passed unanimously by voice vote, no one opposed, no one abstained.

Approval of April Minutes: Member Zeerip moved to approve the June 8th, 2026 Board Meeting Minutes with the noted spelling mistakes corrected, seconded by Member Brandsen. The motion passed unanimously with a voice vote. No one opposed, Member Roden abstained.

Consent Agenda:

A. FBO Report. Member Gruppen made a motion to approve the Consent Agenda with AvFlight correcting the dates of their report. Seconded by Member Zeerip. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

Unfinished Business:

A. Marketing & public Relations Committee; Manager Neyens and Member Roden went over the coming events that the airport will be participating in and solicited involvement from other board members.

B. Building & Development/Water Detention Solutions; The Committee met on July 1st, to discuss development around the North Taxilane. Both entities that have signed leases are interested in working together as well as the airport to come up with the best solution for water detention requirements. Due to this the Building and Development Committee recommended that the board extend Circling Approach Due Diligence to October 7th, aligning with TKP's to allow for them to continue to work together on this issue.

New Business

A. Financial Reports: Lynn McCammon (Treasurer) discussed and presented the monthly financial reports. June was the end of the fiscal year. We will be holding the FY26 year open for a couple of months yet to gather any outstanding invoices that will fall into FY26. The audit will be coming later this year. No questions were raised. Member Zeerip made a motion to modify the Agenda, changing Financial reports from no-action requested to Action Request. Supported by Gruppen, passed unanimously with a voice vote, no one abstained. Brandsen motioned to accept the financial report, as presented, supported by Roden, motion passed unanimously with a voice vote, no one abstained.

B. PAPI Design Project Update: (Precision Approach Path Indicator) There were 4 separate FAA Sponsor Certification forms that had to be completed and signed by the Airport Authority Chair as part of the application process for the FY 2027 PAPI Design grant. They are standard FAA grant certifications required before MDOT/FAA can proceed with issuing the grant. Signing these does not approve the project, authorize expenditures, execute a grant agreement or commit the Airport Authority to accept or spend grant funds. They simply certify that the Airport Authority will comply with applicable federal requirements if the grant is awarded and accepted.

C. Circling Approach second Lease Amendment: Manager Neyens, explained the major portion of the second lease amendment for circling approach, which are correcting the leased are footprint, removing payment up front for a guarantee and extending the Due diligence for water detention requirements. Member Brandsen motioned to approve the second amendment and authorize the chair to sign the amendment, seconded by Zeerip. Role Call was had; Roden-Y, Gruppen-Y, Eardley-Y, Brandsen-Y, Zeerip-Y, Martinez-Y, Murray-Y. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

D. Landing Fee policy affirmation & Vector Solution Integration: Manager Neyens presented the landing fee change and policy affirmation from the prior board meeting as well as requesting approval to move ahead with Vector solutions to collect landing fees going forward. Manager Neyens requested motion was broken down into three separate one. First motion was made by member Zeerip updated landing fee policy and landing fee schedule as presented, supported by Gruppen. Motion carried unanimously by voice vote, no one abstained. Second motion was made by Martinez to authorize the manager to move forward with Vector for centralized landing fee and management, without entering into an agreement, seconded by Roden. Motion carried unanimously by voice vote, no one abstained.

Communication from Airport Authority Manager: Manager Neyens explained how the airfield was in much better condition now that virtually everything had now been mowed by the either Avflight or the City of Holland.

Updates from the Board Members: Member Roden brought up the idea of taking the board on a tour of our airport. Roden also indicated that she would also like to visit another airport with the same approach so she could see what other airports do differently, Members of the board were receptive to both ideas.

Recess: at 1731 Chair Murray called for a recess. The board reconvened back at 1743.

Closed Session for Manager Review: Member Zeerip moved that the board go into a closed session under section 8.A under the open meetings act due to manager Neyens requesting a closed meeting. Role Call vote was had; Member Roden, Yes, Member Gruppen, Yes, Member Eardley, Yes, Member Martinez, Yes, Member Brandsen, Yes, Member Zeerip, Yes, Chair Murray, Yes.

Open session resumes at 1853: Member Zeerip made a motion to form a compensation committee, to include member Brandsen, Gruppen & Roden. Seconded by Member Martinez. Role Call vote was had; Member Roden, Yes, Member Gruppen, Yes, Member Eardley, Yes, Member Martinez, Yes, Member Brandsen, Yes, Member Zeerip, Yes, Chair Murray, Yes.

Adjourn: Member Roden made a motion to adjourn, seconded by Member Martinez The motion passed unanimously with a voice vote. No one opposed, no one abstained. It was approximately 1858 local time.