<u>West Michigan Airport Authority</u>

August 10th, 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 (Left at 5:36), Heather Roden, Sally Gruppen, Ken Brandsen, Joan Zeerip,), Ex-Officio Whitney Ehresman (On-line), Ex-Officio Jacob Bonnema. Members Absent: Mark Eardley. Members Nathan Bocks and Cynthia Martinez arrived at 4:04 PM.

Also, present: Manager Matt Neyens & Treasurer Lynn McCammon (Left at 5:23).

Approval of Agenda: Member Shea moved to amend the agenda, making agenda item 11A the new item 7, supported by Member Brandsen. The motion passed unanimously with a yes voice vote. No one opposed, no one abstained.

Member Shea made a motion to accept the modified agenda, supported by Member Gruppen. The motion passed unanimously with a yes voice vote. No one opposed, no one abstained.

Public Comment: Chair Murray asked for public comment. There were no public comments. Members Bocks and Martinez arrived during public comment.

Approval of April Minutes: Member Zeerip moved to approve the July 13th, 2026, Board Meeting Minutes with a couple of word corrections, seconded by Member Brandsen. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

Consent Agenda:

A. FBO Report. Member Bocks made a motion to approve the Consent Agenda. Seconded by Member Gruppen. Discussion was had, and a request was made to have comparative Month/YTD Landing Fees on next month's AvFlight report. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

Manager Review continued: at 4:09 PM A motion was made by Member Bock under section 8A of the open meetings act due to manager Neyens requesting a closed session for his review, seconded by Member Gruppen. Roll call was had; Shea-Yes, Bocks-Yes, Roden-Yes, Gruppen-Yes, Brandsen-Yes, Zeerip-Yes, Martinez-Yes, Murray-Yes. The motion passed unanimously. No one opposed, no one abstained.

Open Session Reconvenes: at 5:33 PM closed session ended. Member Bocks made a motion to accept the Compensation package as written up, seconded by member Shea. Roll Call vote was had; Shea-Yes, Bocks-Yes, Roden-Yes, Gruppen-Yes, Brandsen-Yes, Zeerip-Yes, Martinez-Yes, Murray-Yes. The motion passed unanimously. No one opposed, no one abstained.

Unfinished Business:

A. Approval of Vector Solution Agreement. The Vector Airport Systems LLC Contract was discussed and reviewed by the board. Vector will collect all landing fees for WMAA as discussed. Airport legal counsel has reviewed the agreement, and comments were sent to vector, all of our comments were approved. A motion was made by Member Brandsen to approve the contract with Vector Airport Systems LLC, to start as of September 1, 2026. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

New Business

A. Financial Reports: Manager Neyens led the discussion on the financial reports. Airport revenues are at about 10%, and our expenses are roughly 8%. We do have two accounts receivable outstanding, manager Neyens does not expect issues collecting the owed balance. We have been in contact with the tenants. A motion was made by Member Bocks to approve the Financial Reports as presented, seconded by Gruppen. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

B. PAPI Design Project Sponsor Contract Execution: (Precision Approach Path Indicator) This is an Infrastructure Investments and Jobs Act Grant. This grant is all Federal and State funds with no local cost. Signing this contract will allow the airport to receive the funds so we can contract Mead & Hunt to officially start designing this project. Motion was made by Member Bocks and second by Member Gruppen. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

MDOT Sponsor Contract Approval and Bid Execution: This MDOT grant is 100% State funded. The first part is for the cost of an Airport Plow truck which is a 2026 Ford F250 with a Boss V Plow installed, the second part of this is for the painting of the runway markings. We currently have this out for bid with the help of Mead & Hunt.

i. **Authorize the execution** of the MDOT contract. A motion was made by Bocks and seconded by Gruppen, that we approve the acceptance of the grant. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

ii. **Award Snow Removal Equipment Bid**. Discussion was had regarding the Plow Truck Bid results, specifically about the advantages of the ability to obtain the truck now, rather than the issues that come from ordering one. A motion by Member Bocks, seconded by Gruppen, to waive the bid results and go with the bid that had the vehicle in stock, rather a bid required to order a new truck, as well as ask the Airport Manager to attempt to have the bidder with the vehicle in stock match or bring their price down to the lowest bid. Roll Call vote was had; Bocks-Yes, Roden-Yes, Gruppen-Yes, Brandsen-Yes, Zeerip-Yes, Martinez-Yes, Murray-Yes. The motion passed unanimously. No one opposed, no one abstained.

iii. **Runway Markings Bid**. This project was put out to bid by Mead & Hunt, due to the added complexity of the scope of work. Bid results will be available on August 17th and be brought before the board at the next board meeting.

C. <u>Aviation Day Update, August 15th:</u> The event is from 8:00 AM - Noon. Manager Neyens requested to Waive the purchasing policy due to the uniqueness of the purchase. Motion was made by Member Bocks, seconded by Zeerip to approve the $3,000 expenditure and waiving the purchasing policy, to secure the aircraft for Aviation Day. The motion passed unanimously with a voice vote. No one opposed, no one abstained.

Communication from Airport Authority Manager: Aviation Day is on track to be a success and things seem to be falling into place. Aviation Day has been well advertised & marketed. We are going to have vendors here like Police, Fire, Sheriff, Western Michigan University etc. On Sunday Manager Neyens leaves to attend the AAAE General Aviation Conference in Chicago. After the next board meeting in September, Manager Neyens will be leaving for another conference hosted by MAAE.

Updates from Board Members: Discussion was had that mentioned the possibility of airport signage as people pass under the tunnel for the runway. The possibility of doing murals was discussed; maybe at the airport or in the tunnel, Member Roden and Manager Neyens have meetings setup to explore mural options.

Adjournment: 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. It was approximately 6:21pm local time.