West Michigan Airport Authority
October 13, 2026
Approved Meeting Minutes

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

Roll Call: The following voting members were present: Charles Murray, Devin Shea, Heather Roden, Sally Gruppen, and Ken Brandsen. Members Nathan Bocks, Mark Eardley, Joan Zeerip, and Cynthia Martinez were absent. Ex-officio members Whitney Ehresman and Jacob Bonnema were absent, as well as Nile the Holland Highschool Student Board Member.

Approval of Agenda: Member Gruppen made a motion, seconded by Member Brandsen, to approve the agenda as presented. The motion passed by voice vote.

Public Comment: No public comments were received.

Approval of September 14, 2026 Meeting Minutes: Member Shea made a motion, seconded by Member Gruppen, to approve the September 14, 2026 meeting minutes with a correction removing Member Roden from the list of members present. The motion passed by voice vote.

Consent Agenda:

A. FBO Report: Member Shea made a motion, seconded by Member Gruppen, to approve the consent agenda, consisting of the FBO Report. The motion passed by voice vote.

Unfinished Business:

A. PAPI Project – Design Contract Execution: Director Neyens presented the professional engineering services agreement with Mead & Hunt for design of the Runway 8/26 PAPI replacement project. Jeff Thoman explained the invoice process through MDOT for direct payment to the consultant. Member Shea made a motion, seconded by Member Gruppen, to approve the professional engineering services agreement with Mead & Hunt for the Runway 8/26 PAPI Replacement Design project and authorize the Board Chair to execute the agreement on behalf of the Authority. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously.

B. North Taxilane Final Payment: Director Neyens reviewed the outstanding contractor payment for the North Taxilane project and the pending grant amendment. The Authority's proposed payment of $57,860.62 may be eligible for reimbursement, but FAA approval has not been received. The Board requested a formal invoice for the payment record. Member Brandsen made a motion, seconded by Member Gruppen, to authorize payment of $57,860.62 to Mead Bros. Excavating for the outstanding balance of Civil Pay Applications 5 and 6 under MDOT Job 209435, and authorize submission of the payment for reimbursement through the pending IIJA grant amendment. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously.

C. Terminal Mural Project: Director Neyens reported that the Holland Area Arts Council was preparing a call for artists for a terminal mural reflecting the region and aviation. A grant application had been submitted to seek funding for the project. The proposed $5,000 budget allocation was included in the FY2027 budget amendment. No separate action was taken.

D. Circling Approach Update: Director Neyens reviewed the proposed Fourth Amendment to the Circling Approach ground lease and the developer's updated project timeline. The discussion included site

planning, stormwater detention, and potential future development adjacent to the project. Member Gruppen made a motion, seconded by Member Shea, to approve the Fourth Amendment to the Circling Approach ground lease, extending both the Commencement Date and optional termination deadline to January 1, 2027, and authorize the Board Chair to execute the amendment, subject to approval as to form by Authority legal counsel. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously.

New Business:

A. Financial Reports: Treasurer McCammon reviewed the financial reports through September 30, 2026. She reported that FY2027 revenues and expenses were generally tracking as expected and discussed the pending FY2026 audit and possible year-end transfer to the capital fund. Member Gruppen made a motion, seconded by Member Brandsen, to accept the financial reports as presented. The motion passed by voice vote.

B. FY2027 Budget Amendment: Director Neyens and Treasurer McCammon presented the proposed FY2027 budget amendment, including increased landing fee revenue, personnel and benefit adjustments, contract mowing, the terminal mural, the Hope College Center for Leadership program, unemployment compensation, operating supplies, and a Building and Grounds Maintenance "Fix It First" allocation. The Board discussed the purpose of the maintenance allocation and the projected use of reserves. Member Brandsen made a motion, seconded by Member Shea, to approve the FY2027 budget amendment as presented, excluding the $58,000 land improvements adjustment. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously.

C. Consider Purchase of City Plow Truck: Director Neyens presented the proposed purchase of City of Holland surplus Truck #103 to improve airfield snow removal capability and reliability. The Board discussed future operation, maintenance, insurance, and coordination with Avflight. Member Shea made a motion, seconded by Member Gruppen, to authorize the purchase of City of Holland Truck #103 for an amount not to exceed $22,000 and waive the applicable competitive purchasing requirements for this purchase. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously.

Communications from Airport Authority Manager:

A. Avflight Winter Ops: Director Neyens presented a proposed sidewalk snow removal agreement with Avflight using per-event pricing rather than hourly billing. The Board discussed the areas covered, deicing charges, and the definition of a snow event. Member Shea made a motion, seconded by Member Roden, to approve the sidewalk maintenance agreement with Avflight, subject to approval as to form by Authority legal counsel, and authorize the Board Chair to execute the agreement on behalf of the Authority. The motion passed by voice vote.

B. FlyDrive Agreement: Director Neyens presented a proposed parking space license agreement allowing FlyDrive to make rental vehicles available at the Airport. The Board discussed demand for the service, customer experience, insurance provisions, and use of terminal parking spaces. Member Shea made a motion, seconded by Member Brandsen, to approve the FlyDrive parking space license agreement and authorize the Board Chair to execute the agreement on behalf of the Authority, subject to approval as to form by Authority legal counsel. The motion passed by voice vote, four in favor and one opposed (Member Roden).

Updates from Board Members: No additional updates were provided.

Unfinished Business Continued:

A. Closed Session – Consider Purchase of Real Property: Member Shea made a motion, seconded by Member Gruppen, to enter closed session under Section 8(1)(d) of the Michigan Open Meetings Act to consider the potential purchase of real property and related acquisition terms. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously. The Board entered closed session at 5:23 p.m. and returned to open session at approximately 5:52 p.m.

Adjourn: Member Shea made a motion, seconded by Member Gruppen, to adjourn the meeting. The meeting adjourned at 5:54 p.m.