West Michigan Airport Authority

November 9, 2026

Draft Meeting Minutes

Call to Order: Chair Murray called the meeting to order at approximately 4:01 p.m. local time.

Roll Call: Voting members present in person were Charles Murray, Devin Shea, Nathan Bocks, Heather Roden, Mark Eardley, Ken Brandsen, and Joan Zeerip. Member Cynthia Martinez participated remotely but did not vote. Member Sally Gruppen was absent. Ex-officio member Whitney Ehresman was present; Jacob Bonnema was absent.

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

Public Comment: No public comments were received.

Approval of October 13, 2026 Meeting Minutes: Member Brandsen made a motion, seconded by Member Roden, to approve the October 13, 2026 meeting minutes as presented. The motion passed by voice vote.

Consent Agenda:

A. FBO Report and Capital Project Updates: The consent agenda included the October FBO Report and capital project updates regarding Taxiway A rehabilitation, the Runway 8/26 PAPI replacement, and FY2026 State/Local grant funds. Member Bocks made a motion, seconded by Member Shea, to approve the consent agenda as presented. The motion passed by voice vote.

Unfinished Business:

A. Circling Approach Update: Director Neyens presented a preliminary site layout submitted by the developer following the October lease extension. The development continues to advance through planning and is subject to further Airport review. No action was taken.

New Business:

A. Financial Reports: Treasurer McCammon reviewed the financial reports through October 31, 2026, noting revenues of approximately $394,000, operating expenditures of approximately $214,000, and a combined General and Capital Funds cash balance of approximately $2.8 million. She discussed a preliminary potential General Fund-to-Capital Fund transfer of approximately $239,171, subject to final audit results, and the existing $125,000 fund balance assignment for the Airport Business Center. Further consideration of these amounts and the fund balance policy was deferred to a future meeting. Director Neyens advised the Board of a $10,263 Allied Universal invoice for completed security system repairs. Member Martinez requested a comparative prior-year financial report for a future meeting. Member Shea made a motion, seconded by Member Bocks, to accept the financial reports as presented. The motion passed by voice vote.

B. Request to Amend 1581 Washington Lease and Review Related Leasehold Responsibilities: Director Neyens reviewed 3303 John F. Donnelly Drive, LLC's request to permit commercial aircraft maintenance at the 1581 Washington Hangar, along with differences in leasehold boundaries, parking, landscaping, and maintenance responsibilities at 1581 Washington and 170 Geurink Boulevard compared with other Airport tenants. The Board discussed identifying Tulip City Air Repair as the authorized maintenance business in both applicable leases and addressing leasehold responsibilities through negotiations. Board members expressed support for Director Neyens pursuing the proposed

amendments with the tenant, including clarification of lease boundaries and responsibilities, for future Board consideration. Tenant representatives participated in the discussion. No motion was made and no lease amendment was approved.

C. Calendar Year 2027 Board Meeting Schedule: The Board reviewed the proposed 2027 schedule, with meetings generally held at 4:00 p.m. on the second Monday of each month and the October meeting moved to Tuesday, October 12, due to the holiday. Member Shea made a motion, seconded by Member Zeerip, to approve the 2027 meeting schedule as presented. The motion passed by voice vote.

D. New Part-Time Position: Director Neyens proposed establishing a part-time seasonal Airport Maintenance position to support winter snow removal and routine field and facility maintenance. The proposed hourly wage range was $23.00–$29.50. The Board discussed staffing, use of Authority-owned equipment, coordination with Avflight, and reallocating $28,000 within the FY2027 budget from FBO Management ($13,000) and FBO General Maintenance ($15,000) toward seasonal staffing. Member Bocks made a motion, seconded by Member Brandsen, to authorize the Executive Director to establish and fill one part-time seasonal Airport Maintenance position for the 2026–2027 winter season within the stated wage range and amend the budget accordingly. A roll-call vote was taken Shea, yes; Bocks, yes; Murray, yes; Roden, yes; Eardley, yes; Brandsen, yes; Zeerip, yes.

Communications from Executive Director:

A. Winter Operations: Director Neyens reported installation or acquisition of remote cameras and pavement/weather monitoring equipment to improve winter condition assessment.

B. Delivery of Holland Plow Truck: The surplus City of Holland plow truck was ready for pickup, with delivery anticipated the following week.

C. North Taxilane Closeout: The final closeout documentation had been submitted to MDOT, with an estimated three-to-six-month processing period reported.

D. Vector Solutions Update: The landing-fee collection program was operating, and staff were monitoring payments and outstanding accounts.

E. Runway Markings Project: Director Neyens discussed weather-dependent scheduling of runway painting, with a possible shift to the following week and spring postponement if conditions remained unsuitable.

F. Millage Outreach: Director Neyens and Board members discussed preparations for the 2027 millage outreach effort, including public education, community speaking opportunities, Board member participation, and amplification of Airport communications through social media.

Updates from Board Members: The Board noted that officer elections would occur in January 2027.

Closed Session – Consider Purchase of Real Property: Member Bocks made a motion, seconded by Member Shea, to enter closed session pursuant to MCL 15.268(1)(d) to consider the potential purchase of real property and related acquisition terms. A roll-call vote was taken Shea, yes; Bocks, yes; Murray, yes; Roden, yes; Eardley, yes; Brandsen, yes; Zeerip, yes. the motion passed. The Board entered closed session at approximately 5:34 p.m. and returned to open session at approximately 6:07 p.m.

Adjourn: Motion by Bocks seconded by Roden to Adjourn at 6:08 PM. Motion passed by voice vote.