

West Michigan Airport Authority
Meeting Minutes
March 9, 2009

The West Michigan Airport Authority met at 11:30am at the Westshore Aviation.

Present: Authority Members Price, Wickmann, Hoogland, Klunder, Wiersma, Mitchell and Dykstra

Absent: None.

Others Present: Assistant City Manager Robinson, FBO Ludema and Executive Assistant O'Connor

Vice-Chair Klunder called the meeting to order at 11:30am.

09.03.01 Consideration of the February 9, 2009 Meeting Minutes.

Ms. O'Connor requested the minutes be amended under 09.02.06 to show "Mr. Dykstra" instead of Mr. Robinson providing the information.

It was moved by Price and supported by Hoogland to approve the minutes as amended. This motion was adopted.

09.03.02 Public Comments.

There were no public comments.

09.03.03 Presentation of the Preliminary FY2010 Operating and Capital Budget.

Mr. Robinson presented the FY2010 Action Plan, Budget and Capital Projects plan with an explanation for various expenses and revenues. It is projected that revenues and expenses will be \$484,600 with \$10,000 for contingencies and \$25,000 for emergency or unexpected expenses. This presentation was accepted as information.

09.03.04 Scheduled Public Hearing on FY 2010 Operating and Capital Budget.

It was moved by Wiersma and supported by Hoogland to schedule the public hearing for the FY2010 Operating and Capital Budget for Monday, April 13, 2009 and publish necessary public notices no later than March 30, 2009. This motion was unanimously adopted.

09.03.05 Establishment of the 2009 Fuel Flowage Fee.

It was moved by Price and supported by Klunder to set the FY2010 Fuel Flowage Fee at \$.095 per gallon. This motion was approved with Wickmann abstaining from the vote.

09.03.06 Annual Audit Proposal.

Mr. Robinson presented the proposal from Rehmann to conduct the 2009 audit of the West Michigan Airport Authority for \$6,500. This firm currently conducts the audit of the City of Holland.

It was moved by Wiersma and supported by Wickmann to approve the proposal for services from Rehmann at a cost of \$6,500. This motion was unanimously adopted.

09.03.07 FBO Report.

Mr. Ludema presented the monthly Fixed Base Operator (FBO) report describing fuel sales and miscellaneous airport activities. He stated that flight school activities and operations have increased during the past month. This report was accepted as information.

09.03.08 Status of FBO Contract Negotiations.

Mr. Robinson provided a status update on the FBO Contract Negotiations. The City of Holland Attorney's Office is currently drafting four agreements relating to FBO Services, Maintenance Services, Airport Management and Fueling Facility Land Leases. It is anticipated that the documents will be forwarded to the Authority for approval in May 2009. This report was accepted as information.

09.03.09 Monthly Budget & Investment Report.

Mr. Robinson presented the monthly budget and investment report. This was accepted as information.

09.03.10 Other Business.

- Mayor Hoogland introduced Andrew Mitchell, who will be serving as the third member of the City of Zeeland representation.
- Ms. Price inquired about the status of the Airport Authority website and the public posting of minutes. Ms. O'Connor stated that a temporary website was being designed to include the meeting schedule and minutes. The site would remain until the marketing work was completed by The Image Group (TIG) and the permanent site was live. The Authority agreed that only approved minutes would be posted on the site.
- Ms. Price stated that the Park Township Board was currently reviewing the revised bylaws. Mr. Andy Mulder of the City of Holland Attorney's Office would be speaking with the Board to provide an explanation of the revisions and answer any questions.
- Mr. Robinson provided the requested status update on the South Washington/ Tulip City Airport tunnel damage. No additional damage or problems have been reported.
- Mr. Wickmann requested an updated on the work being done on the Airport Layout Plan update. Mr. Robinson reported that airport consultants Mead & Hunt would be scheduling the first meeting of the work team for the end of March/early April.
- Mr. Mitchell asked about the status of official marketing work and Airport Authority website. Mr. Robinson explained that TIG was doing a complete redesign of the site, and the WMAA Marketing Committee would be meeting with the firm to set a strategy. This plan will be presented to the full Authority Board at an upcoming meeting. Mr. Dykstra requested that this presentation occur when a meeting is held at one of the larger meeting facilities.

09.03.11 Adjournment.

It was moved by Wickmann and supported by Wiersma to adjourn the meeting. This motion was approved at 12:33pm.

The next regularly scheduled meeting of the West Michigan Airport Authority is scheduled for Monday, April 13, 2009 at the Howard Miller Library and Community Center in Zeeland, Michigan.

Respectfully Submitted,

Amanda Price
WMAA Secretary