

West Michigan Airport Authority

Meeting Agenda

Monday, August 9, 2010

11:30am - 1:00pm

Park Township Offices, 52 - 152nd Avenue

1. Consideration of the July 12, 2010 Meeting Minutes. (Action Required)
2. Public Comments.
3. FBO Report.
4. 10 Year Capital Plan Update for Michigan Bureau of Aeronautics. (Action Required)
5. Fiscal Year 2011 Work Plan. (Action Required)
6. Consideration of Fiscal Year 2011 Subcommittee Structure and Appointments.
7. Monthly Budget and Investment Report. (Accept as Information)
8. Other Business.
9. Adjourn.

Mission Statement: To provide the public with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.

If you are not able to attend the meeting, please contact Greg Robinson (355-1313) or Carolyn O'Connor (355-1311). We must have at least one (1) of the two representatives of each unit of government present at the meeting to attain a quorum. Thank you.

West Michigan Airport Authority
Meeting Minutes
July 12, 2010

The West Michigan Airport Authority met at Howard Miller Community Center in Zeeland, Michigan.

Present: Authority Members Wiersma, Dykstra, Martin, Klunder, Mitchell, Gruppen (alternate), Wickmann, Toscano, and Felix (alternate).

Absent: Authority Members Price and Hoogland.

Others Present: Ottawa County Representative Disselkoen, Allegan County Representative Burns, Assistant City Manager Robinson, and Executive Assistant O'Connor.

10.07.01 Consideration of the June 14, 2010 Meeting Minutes.

It was moved by Toscano and supported by Wiersma to approve the June 14, 2010 meeting minutes as amended. The amendment involved the inclusion of a member's name who had been left off the "Members Present" listing. This motion was unanimously adopted.

10.07.02 Public Comment.

There were no public comments.

10.07.03 FBO Report.

No information was available at the time of the meeting.

10.07.04 Operations Committee Reports.

Presentation of FY2011 Insurance Program

Mr. Robinson introduced Sheryl Lamar and Laura Jensen from HUB International to present the FY2011 Insurance Program for Tulip City Airport. The Authority members discussed various aspects of the policy being presented as well as the process by which quotes were acquired. Mr. Toscano requested that the insurance presentation be scheduled earlier to allow time for additional review and quotes, if needed.

It was moved by Dykstra and supported by Wickmann to accept the proposal presented by HUB International for the FY2011 Insurance Program for Tulip City Airport. This motion was unanimously adopted.

Finance Software Proposal

Mr. Robinson stated that this report was in follow-up to the June 2010 presentation regarding the proposal from the City of Holland related to the purchase of New World Finance Software. The City of Holland met with the Operations Committee to review a revised proposal. The new proposal is based on fees being paid versus the purchase of an asset with a proposed annual cost to the Authority of \$11,600. Currently, the Authority pays approximately \$10,000 for Finance Services as part of its management contract with the City of Holland.

The Authority members discussed the merits of the new proposal as well as the alternate options. It was moved by Wickmann and supported by Mitchell to proceed with the new proposal presented. This motion was unanimously adopted.

Private Fueling Permit

Mr. Robinson stated that Wingspan and Tulip City Air Service have submitted private fueling permit applications, and staff is working through the process of getting insurance certificates and other details. Mr. Wickmann requested to be excused from

any involvement with the private fueling permit due to conflict of interest, and was excused. This report was accepted as information.

10.07.05 Review of Strategic Planning Results.

Mr. Robinson presented the final report from the Strategic Planning Session held in May 2010 and reviewed highlights. The Authority discussed next steps, including assigning various aspects to subcommittees for review and action as well as the possible need to restructure subcommittees to better align with priorities. This will be discussed further at the next regular meeting.

10.07.06 Marketing Committee Reports.

Annual Report

Mr. Robinson reported that the Annual Report was in its final stages and would be sent out to the public within the next couple weeks. Mr. Klunder thanked the Communications Committee for its efforts in this regard.

Staff Support

Mr. Robinson presented a recommendation from the Communications Committee for the hiring of a part-time Communications Assistant to provide staff support related to the communications and marketing activities of the Authority and Airport. The position would work 6 to 10 hours per week not to exceed an annual cost of \$5,000, which is to be funded from the Marketing budget.

It was moved by Toscano and supported by Martin to accept the recommendation with an increase to \$10,000 annually and up to 10 hours per week. It was then moved by Dykstra and supported by Wiersma to amend Toscano's motion to a \$5,000 annual cost and 5 to 7 hours per week. The amendment was unanimously adopted.

The motion to adopt the Communications Committee recommendation as amended was unanimously adopted.

10.07.07 Building & Development Committee Reports.

New Terminal

It was reported that the committee continues its work with an anticipated presentation date to the Authority in Fall 2010.

ILS Repairs

Mr. Robinson reported that airport staff is working on getting estimates for labor related to the repair/replacement of the ILS. The plan is to speak with Michigan Department of Transportation (MDOT) and the Federal Aviation Administration (FAA) with a recommendation on a course of action being presented to the Authority in the near future.

ALP Update

The Airport Layout Plan (ALP) Work Team continues to meet and work with Mead & Hunt staff on updating the ALP. The work of the Terminal Study Work Team is related to the ALP Update, and ALP Team is waiting on information regarding the final location for the new terminal to complete its work.

These reports were accepted as information.

10.07.08 Monthly Budget & Investment Report.

It was moved by Toscano and supported by Wickmann to accept the monthly budget and investment report for July 2010 as submitted. This motion was unanimously adopted.

10.07.09 Other Business.

Mr. Dykstra presented a brief summary of information related to the upcoming visit of President Barack Obama to Holland, Michigan as part of the LG Chem Groundbreaking on July 15th. It is unknown if the President will utilize Tulip City Airport during his visit, but security will be tight regardless.

There being no further business, the meeting was adjourned at 1:40pm.

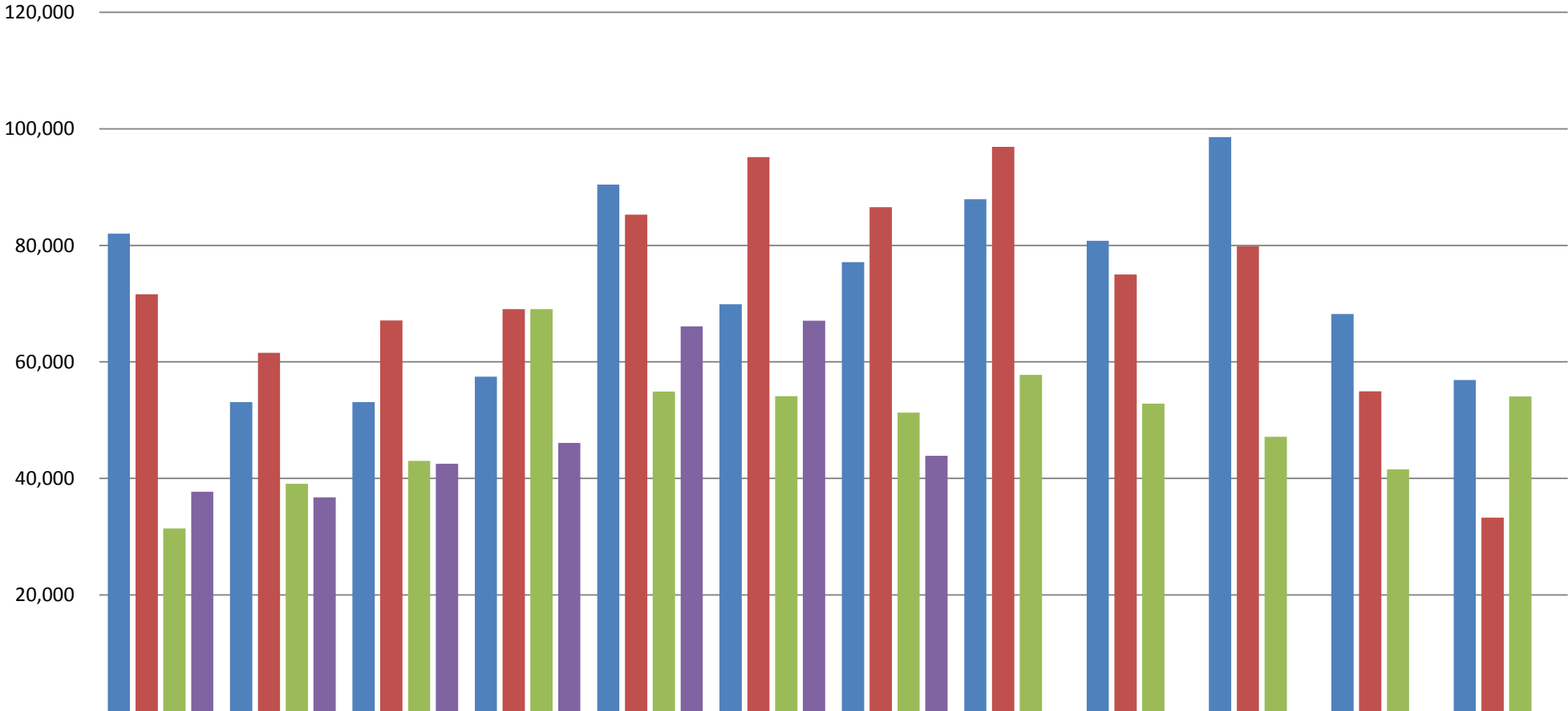
Respectfully Submitted,

Jim Wiersma
Secretary

WMAA MONTHLY FBO REPORT

Total Fuel Gallons Delivered	Current Month Jun-10	One Year ago Jun-09	Fiscal Year To Date 10/01/09-06/31/10	F/Y to Date Compared to F/Y 2009	F/Y to Date Compared to F/Y 2008
	67,077	54,122	439,098	3,628	-234,282
Transplant Flights	0				
Wings Of Mercy Flights	2				
Freight Flights From/To Holland	5				
Notable Activities					

Tulip City Airport Fuel Sales Comparison (2007 to Present)



	January	February	March	April	May	June	July	August	September	October	November	December
2007	82,008	53,111	53,111	57,468	90,426	69,894	77,138	87,923	80,770	98,564	68,210	56,880
2008	71,616	61,551	67,102	69,043	85,261	95,153	86,530	96,922	74,989	79,861	54,948	33,271
2009	31,420	39,100	43,017	69,043	54,918	54,122	51,305	57,770	52,833	47,150	41,558	54,079
2010	37,744	36,750	42,511	46,116	66,113	67,077	43,883					

■ 2007
 ■ 2008
 ■ 2009
 ■ 2010

**MICHIGAN STATE BLOCK GRANT PROGRAM
TEN-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2011* to FY-2021**

*ACIP includes current development year (2011 already programmed - minor changes acceptable)

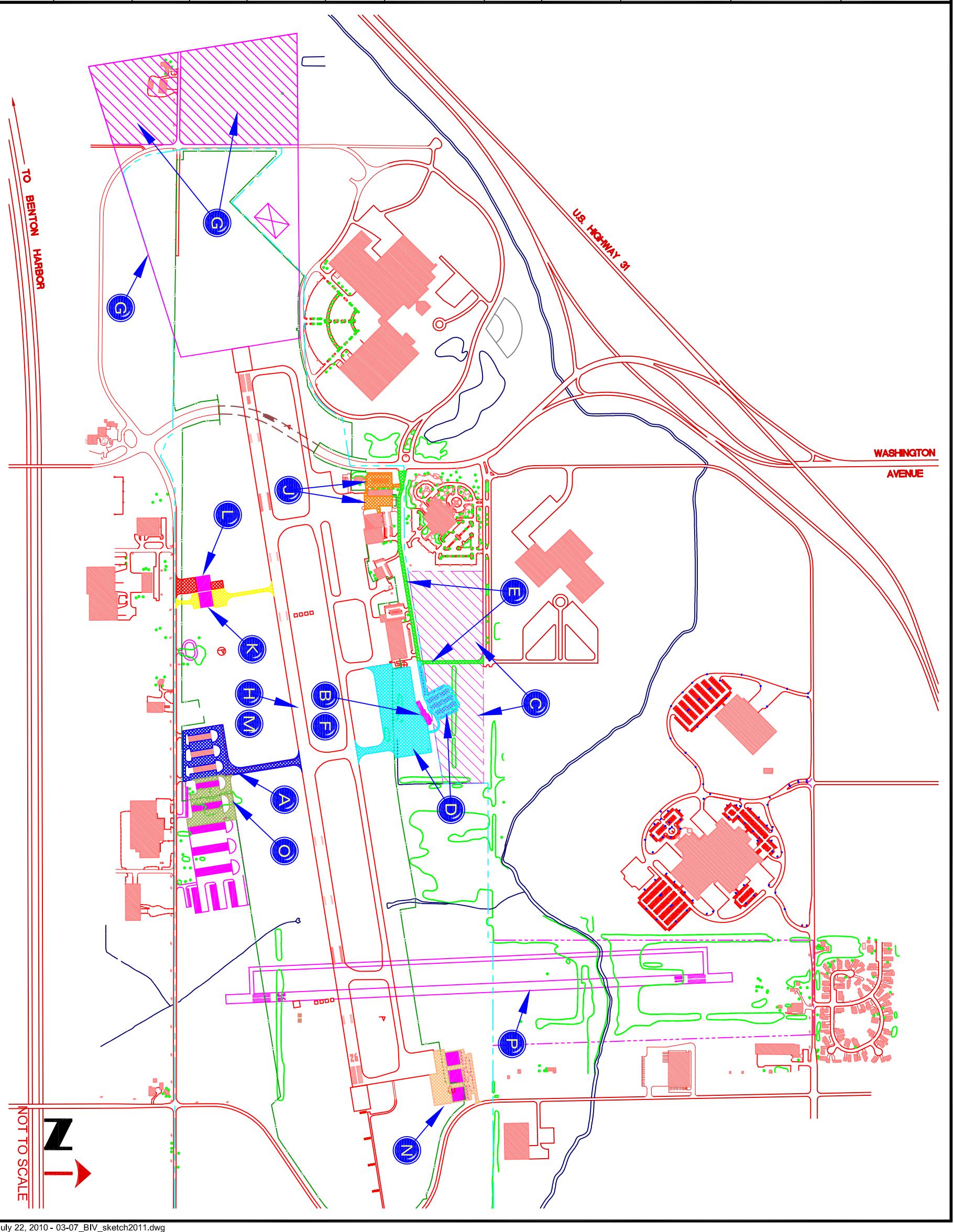
Airport Name: Tulip City Airport		Date prepared: 7/30/2010									
Associated City: Holland, Michigan		Prepared By: Greg Robinson, Airport Sponsor / Mead & Hunt									
Sponsor: West Michigan Airport Authority		Sponsor email address & phone: grobinson@cityofholland.com 616-355-1310									
Airport Identifier: BIV		FINAL ACIP due to MDOT AERO: no later than 12/1/10									
Development Year	Project Description	Shown on ALP? (Yes or No)	ACIP Code**	NPIAS Priority Rating**	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible. See detail sheets for more information.
2011											
A	Rehabilitate & Widen Taxiway/Taxilane Pavements in South Hangar Area	Yes	RE-TW-IM	68	\$ 600,000	\$ 170,450		\$ 20,275	\$ 20,275	\$ 811,000	The last pavement condition index (PCI) review indicated the pavement in the south hangar area to have a score of 25, which warrants reconstruction. The existing pavements also do not meet current FAA dimensional standards and need to be widened.
B	Environmental Assessment for Airport Terminal Building	Yes	EN-PL-CO	70	\$ -	\$ 38,950		\$ 1,025	\$ 1,025	\$ 41,000	Construction of a new terminal area is expected to require the development of a short form EA to address Wetland issues. Pending the availability of MDOT AERO staff, this work may need to be completed by the Airport's consultant.
B	Survey & Preliminary Engineering Support for Environmental Assessment	Yes	EN-PL-CO	70	\$ -	\$ 23,750		\$ 625	\$ 625	\$ 25,000	Environmental Assessment will require ground survey and preliminary engineering support to determine grading limits and impacts of project.
C	Property Acquisition for Airport Terminal	Yes	CA-TE-CO	49	\$ -	\$ 902,500		\$ 23,750	\$ 23,750	\$ 950,000	Additional land is required for new airport terminal building area. The additional land is necessary for the automobile parking lot, airport entrance road improvements, emergency access to terminal building and future expansion.
2012											
D	Design Engineering for Terminal Apron Expansion, Building Site Work, Wetland Mitigation & Auto Parking Lots.	Yes	CA-AP-CO	56	\$ 150,000	\$ 93,200		\$ 6,400	\$ 6,400	\$ 256,000	Design engineering for the site improvements for the area around the new terminal building would be necessary for apron expansion, a new parking lot, and possible entrance road.
E	Design Engineering for Airport Entrance Road & Utilities	Yes	RE-GT-IM	60	\$ -	\$ -		\$ -	\$ 52,000	\$ 52,000	Design engineering for the airport entrance road improvements paid for under local grants. New entrance drive will be a boulevard entrance off Washington Ave.
F	Architectural Design for Airport Terminal Building	Yes	CA-TE-CO	49	\$ -	\$ 170,050		\$ 4,475	\$ 4,475	\$ 179,000	Architectural Design for the new airport terminal building. Design to be based on the recommendations of the previously completed terminal study (anticipated completion of study in 2010)
2013											
D	Terminal Apron Expansion, Terminal Building Site Work, & Auto Parking Lot Construction.	Yes	CA-AP-CO	56	\$ 150,000	\$ 3,476,150		\$ 95,425	\$ 95,425	\$ 3,817,000	Developing the infrastructure around the terminal building will be necessary to accommodate the terminal apron, connector taxiways, airport entrance road, auto parking lots, wetland mitigation area and other infrastructure such as water/sewer services.
E	Airport Entrance Road Construction	Yes	RE-GT-IM	60	\$ -	\$ -		\$ -	\$ 509,000	\$ 509,000	Construction of airport entrance road improvements to be paid for under local grants. New entrance drive will be a boulevard entrance off Washington Ave. approximately 3,000 lf of road which will be straightened/widened to meet local city street codes and provide a visual gateway to the airport terminal building.
F	Airport Terminal Building Construction	Yes	CA-TE-CO	49	\$ -	\$ -		\$ 656,100	\$ 3,717,900	\$ 4,374,000	Construction of a new terminal building will provide the airport with a facility that will better serve the users. Cost from FY 2010 ACIP, new study cost estimates to be inserted when available.
2014											
G	Property Acquisition for Runway 8 Approach	Yes	CA-LA-IN	53	\$ 150,000	\$ 426,650		\$ 15,175	\$ 15,175	\$ 607,000	approximately a 25 acre aviation easement (inside the RPZ) and 7 acre fee purchase for the MALSR approach lights. The land on this parcel is active farmland. The second parcel is in Section 18 (03-06-018-003-00) and will consist of an aviation easement (inside the RPZ) approximately 10 acres in size over the northeast corner of the 40 acre parcel. This easement will be over the existing homestead and active farmland. A Categorical Exclusion
G	GPS Approach to Runway 8	Yes	CA-PL-IN	53	\$ -	\$ 564,300		\$ 14,850	\$ 14,850	\$ 594,000	Completion of GPS approach on runway 8 will help improve safe access to airport. A 50:1 glide slope will be implemented on runway 8 and new survey data on obstructions will need to be submitted to FAA's GIS database for analysis to lower minimums. New approach lighting (MALSR) will be installed.
2015											
H	Rehabilitation of Runway Lights and LED Lighting Improvements	Yes	RE-RW-LI	72	\$ 150,000	\$ -	\$ 1,346,250	\$ 39,375	\$ 39,375	\$ 1,575,000	Portions of runway lighting circuit are over 20 years old. System shorts often due to high ground water and has become unreliable. Proposed project is to completely rehab lighting system and remove primary cause of failure by sheeting water past lights and increasing the subsurface drainage into underdrains away from lighting circuits. LED improvements will prolong service life and reduce operating costs.
2016											
I	Airport Pavement Preventative Maintenance (Crack Sealing/Paint Marking)	Yes	ST-RW-MS	44	\$ 150,000	\$ 48,550		\$ 5,225	\$ 5,225	\$ 209,000	Airport markings will likely be faded and need to be re-marked by this time. Preventative maintenance of airport pavements with crack sealing, joint repair and seal-coat will extend service life.
J	Rehabilitate Old Airport Terminal Apron & Taxiway/Taxilane Pavements in North Hangar Area	Yes	RE-TW-IM	68	\$ -	\$ 411,350		\$ 10,825	\$ 10,825	\$ 433,000	The last pavement condition index (PCI) review indicated the pavement in the north hangar area to have a score of 44 & 68. Due to relocation of airport terminal this project was postponed however, by 2016 it is anticipated that this area will require attention. These pavements will still provide access to multiple hangars and overflow parking for new terminal apron so they need to be addressed.
2017											
	Airport Snow Removal Equipment (SRE) Acquisition	Yes	ST-EQ-SN	48	\$ 150,000	\$ 15,300		\$ 4,350	\$ 4,350	\$ 174,000	Airport Requires new snow removal equipment to keep up with clearing operations and keep airport open for corporate jet traffic. Airport has not used AIP to purchase SRE before. Airport seeks multi-purpose carrier vehicle due to varied demands on the small field and inefficiency of purchasing/maintaining multiple specialty vehicles (one per task).
2018											
K	Airport Snow Removal Equipment Building	Yes	ST-BD-SN	41	\$ 150,000	\$ 513,100		\$ 17,450	\$ 17,450	\$ 698,000	Airport Requires new snow removal equipment to keep up with clearing operations and keep airport open for corporate jet traffic. Proposed building is a simple garage with 2-3 bays. Building location still needs to be determined. For this estimate, a new site on the south side of the field was estimated, other locations (including by former terminal building) could require less site work/paving and lower costs.
L	Fire Department / AARF / Emergency Response Center	Yes	ST-BD-RF	43	\$ -	\$ 200,000		\$ 50,000	\$ 1,750,000	\$ 2,000,000	Community is considering plans for a fire station in the vicinity of the airport. Building would be primarily funded by non-aviation sources, but portions could be eligible. The building could be built in such a way to add on to the airport SRE garage and share common elements (break room, showers, maintenance bays, etc) to reduce costs. Airport is also evaluating potential part-139 status which would involve AARF needs, and a bay facing the airport but of the same building could provide coverage at much lower costs.
2019											
M	Design for Runway 8-26 Rehabilitation	Yes	RE-RW-CO	76	\$ 125,400	\$ -		\$ 3,300	\$ 3,300	\$ 132,000	pavement at this future date is uncertain, so alternatives (Porous Friction Course (PFC) overlay, Concrete White topping, etc) should be studied and give the airport a cost benefit analysis of the available options for them to fully compare.
M	Carryover leftover Entitlement Funding for 2020 Runway Project	Yes	OT-OT-MS	24	\$ 24,600	\$ 0		\$ 647	\$ 647	\$ 25,895	Carry over remaining entitlement funding
2020											
M	Runway 8-26 Rehabilitation	Yes	RE-RW-CO	76	\$ 174,600	\$ -	\$ 2,223,200	\$ 63,100	\$ 63,100	\$ 2,524,000	Runway 26 was last rehabilitated in 2001 and some rehabilitation will likely be warranted by 2020. This design estimate assumes a rehabilitation, but depending upon pavement condition and the results of the design study the prior year, other preventative maintenance methods may be considered.
2021											
N	Corporate Box Hangar Condo Development	Yes	OT-TW-CO	31	\$ 150,000	\$ 1,278,800		\$ 37,600	\$ 37,600	\$ 1,504,000	Additional taxiway off the runway 26 warm-up pad (NE corner of airport) to construct 3 new corporate box hangars.
O	Taxiway/Taxilane Construction for New Hangar Area Development	Yes	OT-TW-CO	31	\$ -	\$ 836,000		\$ 22,000	\$ 22,000	\$ 880,000	Additional taxiways and taxilanes are required to support new hangar construction. This phases would involve the construction of taxiways/taxilanes to access two additional future hangar buildings.
2022											
P	Preliminary engineering & Environmental Assessment for Future Crosswind Runway	Yes	EN-PL-CO	70	\$ 150,000	\$ 90,350		\$ 6,325	\$ 6,325	\$ 253,000	Environmental assessment required to justify cross wind runway. Preliminary engineering also required to support EA process with detailed ground/approach survey, grading limits, etc.

**In accordance with FAA Order 5100.39A, Appendix 6 - Fields need to be completed

TULIP CITY AIRPORT HOLLAND, MICHIGAN

TEN-YEAR DEVELOPMENT PLAN - YEARS 2011 TO 2021

YEAR - 2011	A — REHABILITATE & WIDEN TAXIWAY/TAXILANE PAVEMENTS IN SOUTH HANGAR AREA
	B — ENVIRONMENTAL ASSESSMENT FOR AIRPORT TERMINAL BUILDING
YEAR - 2012	C — PROPERTY ACQUISITION FOR AIRPORT TERMINAL BUILDING
	D — DESIGN ENGINEERING FOR TERMINAL APRON EXPANSION, TERMINAL BUILDING SITE WORK, & AUTO PARKING LOTS
	E — DESIGN ENGINEERING FOR AIRPORT ENTRANCE ROAD & UTILITIES
	F — ARCHITECTURAL DESIGN FOR AIRPORT TERMINAL BUILDING
YEAR - 2013	D — TERMINAL APRON EXPANSION, TERMINAL BUILDING SITE WORK & AUTO PARKING LOT CONSTRUCTION
	E — AIRPORT ENTRANCE ROAD CONSTRUCTION
	F — AIRPORT TERMINAL BUILDING CONSTRUCTION
YEAR - 2014	G — GPS APPROACH TO RUNWAY 8
	G — PROPERTY ACQUISITION FOR RUNWAY 8 APPROACH
YEAR - 2015	H — REHABILITATE RUNWAY LIGHTS AND LED LIGHTING IMPROVEMENTS
YEAR - 2016	I — AIRPORT PAVEMENT PREVENTATIVE MAINTENANCE (CRACK SEALING/PAINT MARKING)
	J — REHABILITATE OLD AIRPORT TERMINAL APRON & TAXIWAY/TAXILANE PAVEMENTS IN NORTH HANGAR AREA
YEAR - 2017	AIRPORT SNOW REMOVAL EQUIPMENT (SRE) ACQUISITION
YEAR - 2018	K — AIRPORT SNOW REMOVAL EQUIPMENT BUILDING
	L — FIRE DEPARTMENT / AARF / EMERGENCY RESPONSE CENTER
YEAR - 2019	M — DESIGN FOR RUNWAY 8/26 REHABILITATION
YEAR - 2020	M — RUNWAY 8/26 REHABILITATION
YEAR - 2021	N — CORPORATE BOX HANGAR CONDO DEVELOPMENT
	O — TAXIWAY CONSTRUCTION FOR NEW HANGAR AREA DEVELOPMENT
YEAR - 2022	P — PRELIMINARY ENGINEERING & ENVIRONMENTAL ASSESSMENT FOR CROSSWIND RUNWAY



West Michigan Airport Authority
Strategic Planning Session May 24, 2010
Category Ranking

Broad Category	Rank	Objective	Rank
CIP: Capital Improvement Plan	27	ILS	55
		Terminal: engineer, acquisition, construction	54
		Runway 8: approach lighting	40
		Rehab/Replace existing infrastructure	17
		Public viewing area	5
		Co-located fire station	3
		Property Acquisition → North/South → Straighten Lincoln	1
		North-South runway	0
		Public Hangar Space	0
Public Communication	21	Millage communication strategy	44
		Community Marketing Plan - Communicate successes	36
		Communicate name-change/branding	12
		Special/community events - tunnel walk, pilots association	2
		Youth communications	1
		Evaluate newsletter and website	0
Strategic Positioning	18	Protect/cultivate business partners	17
		Evaluate name change/branding	17
		Zoning issues with local municipalities	14
		Evaluate commercial air service	10
		How to address customs issues	0
Airport Operations	14	Pro-active "approach protection"	14
		Staffing: strategic plan/authority	12
		Acquire airplane to display	7
		Signage in community	2

Objective Ranking	
Objective	Rank
ILS	55
Terminal: engineer, acquisition, construction	54
Millage communication strategy	44
Runway 8: approach lighting	40
Community Marketing Plan - Communicate successes	36
Rehab/Replace existing infrastructure	17
Protect/cultivate business partners	17
Evaluate name change/branding	17
Zoning issues with local municipalities	14
Pro-active "approach protection"	14
Communicate name-change/branding	12
Staffing: strategic plan/authority	12
Evaluate commercial air service	10
Acquire airplane to display	7
Public viewing area	5
Co-located fire station	3
Special/community events - tunnel walk, pilots association	2
Signage in community	2
Property Acquisition →North/South →Straighten Lincoln	1
Youth communications	1
North-South runway	0
Public Hangar Space	0
Evaluate newsletter and website	0
How to address customs issues	0

West Michigan Airport Authority
Fiscal Year 2011 Action Plan
February 22, 2010

Mission Statement

To provide the public with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.

Fiscal Year 2011 Action Plan

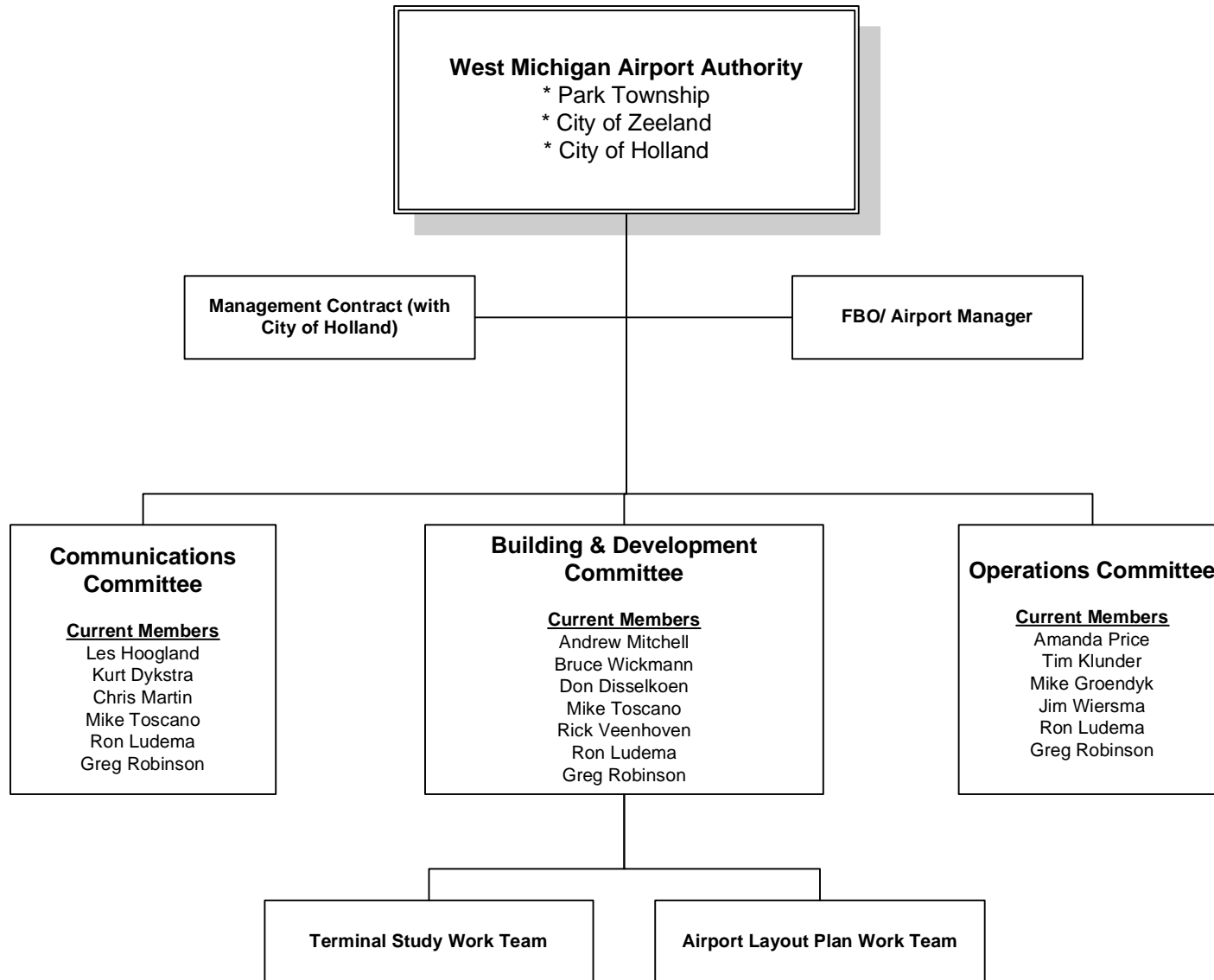
1. Complete the update of the Airport Layout Plan (ALP).
2. Prepare a financing strategy, the final design, and construction plan for a new terminal.
3. Refurbish the Instrument Landing System (ILS) for runway 26.
4. Secure an LPV approach for runway 8.
5. Complete the MDOT/FAA project grant for the rehabilitation of the south hangar area taxiway.
6. Construct at least one public viewing area at the airport.
7. Continue regular distribution of email and direct mail information to airport stakeholders.
8. Make a concerted effort to interact more with airport users and lease holders.
9. Prepare and distribute a Request For Proposals for airport consultant services.

West Michigan Airport Authority
Fiscal Year 2011 Work Plan
9-Aug-10

Activity		Tasks	Timeline	Responsibility
1	Provide a reliable instrument landing system	Evaluate potential for refurbishing existing system	August/Sept 2010	Build/Dev Committ (BD)
		Secure MDOT funding commitment for project	Sept/Oct 2010	Staff
		Seek bids for refurbishing system	Oct/Nov 2010	Staff/MDOT
		Refurbishing work	Nov/Dec 2010	Contractor
2	Construct a new terminal	Complete preliminary design work	August/Sept 2010	BD
		Prepare financing strategy	Sep-10	staff/BD
		Secure financing	Oct 2010-Oct 2011	WMAA
		Conduct environmental assessment	2011	MDOT
		Property acquisition	2012	Staff/Mead&Hunt (MH)
		Final project design	2012	Architect
		Design work for entrance road improvements	2012	Architect/MH
		Bid project	2013	MDOT/staff
Construction of terminal and entrance road	2013/2014	Contractors		
3	Millage communications strategy	Develop strategy for providing information to community on the airport's value	Fall 2010	Communications Committ. (CC)
4	LPV approach for runway 8	Submit request to MDOT/FAA	Done	Staff
		Reduce minimums: land acquisition	2014	Staff/MH
		light installation	2014/2015	Contractor
5	Complete the Airport Layout Plan	Complete draft	September 210	MH & work team
		Public meeting(s)	Oct-10	MH & work team
		WMAA approval	Nov-10	WMAA
		MDOT/FAA approval	2011	MDOT/FAA
6	Rehabilitation of south pavement areas	Approval by MDOT	Done	MDOT
		MDOT grant contracts	Oct-10	MDOT
		Project design	Nov/Dec 2010	MH
		Approve bid	Mar-11	MDOT
		Construction	April/May 2011	Contractor
7	Construct public viewing area	Select site	Nov-10	BD
		Prepare design	Dec 2010/Jan 2011	BD
		Solicit and approve bid	Jan-Mar 2011	staff/BD
		Construction	May-11	Contractor
8	Request for Proposals for consultant services	Determine process	Feb-11	staff/MDOT
		Determine qualified firms	Feb-11	staff/MDOT
		Prepare RFP	Mar/April 2011	staff/MDOT
		Conduct interviews	June/July 2011	Operations Committ.
		Select consultant	Aug-11	WMAA
		Prepare agreement	Sep-11	staff/WMAA

West Michigan Airport Authority Organizational Structure

August 9, 2010



Fund Fn Dept	Account	Description	2011 Budget Annual	2011 Actuals Annual	Unrecognized Variance	2011 Percent Budget
104 03 000	450582C	City of Holland Contribution	102,800.00	0.00	102,800.00	0.00
104 03 000	450582P	Park Township Contribution	87,000.00	0.00	87,000.00	0.00
104 03 000	450582Z	City of Zeeland Contribution	44,000.00	0.00	44,000.00	0.00
104 03 000	4606541	FBO Franchise Fees	20,000.00	1,666.66	18,333.34	8.33
104 03 000	4606545	Fuel Flowage Fee	60,000.00	0.00	60,000.00	0.00
104 03 000	4606546	Landing Fees	15,000.00	0.00	15,000.00	0.00
104 03 000	480665	Investment Income	7,500.00	0.00	7,500.00	0.00
104 03 000	5405360023	Fed Grant FAA Entitl-Capital	150,000.00	0.00	150,000.00	0.00
104 03 000	5405360024	Federal Grant-FAA Capital	116,000.00	0.00	116,000.00	0.00
104 03 000	5505700024	State Grant-MDOT Capital	196,375.00	0.00	196,375.00	0.00
104 03 000	5606692	Rental-Hangar Land Lease	76,000.00	17,130.09	58,869.91	22.54
104 03 000	5606698	Rental-Agricultural Land Lease	7,400.00	0.00	7,400.00	0.00
104 03 000	560669T	Rental - T-Hangars	40,000.00	0.00	40,000.00	0.00
104 000		-General Government	922,075.00	18,796.75	903,278.25	2.04
104		-General Fund-Airport Authority	922,075.00	18,796.75	903,278.25	2.04

Fund	Fund Fn Dept	Account	Project	Description	2011 Budget Annual	2011 Actuals Annual	2011 Encumb Annual	2011 Unexp Balance	2011 Percent Expended
104	03 540	710701		Payroll-Regular	40,000.00	3,653.00	0.00	36,347.00	9.13
104	03 540	710707		Payroll-Temporary Help	10,000.00	0.00	0.00	10,000.00	0.00
104	540			+Personal Services	50,000.00	3,653.00	0.00	46,347.00	7.31
104	03 540	721730		Postage	300.00	0.00	0.00	300.00	0.00
104	03 540	721905		Photocopies/In-House Printing	100.00	0.00	0.00	100.00	0.00
104	03 540	721931		Building & Grnds Maintenance	15,000.00	0.00	0.00	15,000.00	0.00
104	03 540	721933		Equipment Maintenance	30,000.00	0.00	0.00	30,000.00	0.00
104	03 540	7228019010		Advertising/Promotional	40,000.00	0.00	0.00	40,000.00	0.00
104	03 540	722804		Contractual-Legal	7,500.00	0.00	0.00	7,500.00	0.00
104	03 540	7228050001		Contract-Indpt Audit	7,000.00	0.00	0.00	7,000.00	0.00
104	03 540	7228070002		Contr-Plan Development	1,000.00	0.00	0.00	1,000.00	0.00
104	03 540	7228070005		Contractual-Engineering	1,500.00	0.00	0.00	1,500.00	0.00
104	03 540	722808MOW		Contr Mtce-Mowing	13,000.00	0.00	0.00	13,000.00	0.00
104	03 540	722808MTCE		Contr Mtce-General Repairs	12,000.00	0.00	0.00	12,000.00	0.00
104	03 540	722808SNOW		Contr Mtce-Snowplowing	60,000.00	0.00	0.00	60,000.00	0.00
104	03 540	7228090061		Contract-Management Services	45,000.00	14,215.00	0.00	30,785.00	31.59
104	03 540	7228090062		Contr-Airport Manager-Tulip City Ai	5,000.00	0.00	0.00	5,000.00	0.00
104	03 540	723850		Communications-Telephone	300.00	0.00	0.00	300.00	0.00
104	03 540	723860		Travel, Conf, Seminars	1,000.00	0.00	0.00	1,000.00	0.00
104	03 540	723910		Commercial Insurance Premiums	19,000.00	8,136.00	0.00	10,864.00	42.82
104	03 540	723920GATE		Utilities-Fence Gates	1,100.00	0.00	0.00	1,100.00	0.00
104	03 540	723920LAND		Utilities-Landing Lights & Systems	3,900.00	0.00	0.00	3,900.00	0.00
104	03 540	723920PLOT		Utilities-Parking Lot Lighting	800.00	0.00	0.00	800.00	0.00
104	03 540	723920RUNW		Utilities-Runway Lights	4,600.00	0.00	0.00	4,600.00	0.00
104	03 540	723920THAN		Utilities-T Hangars	1,700.00	0.00	0.00	1,700.00	0.00
104	03 540	723955		Miscellaneous	3,000.00	0.00	0.00	3,000.00	0.00
104	540			+Other Current Expenditures	272,800.00	22,351.00	0.00	250,449.00	8.19
104	03 540	730974		Land Improvements	375,000.00	0.00	0.00	375,000.00	0.00
104	03 540	730975		Buildings & Structures	470,000.00	0.00	0.00	470,000.00	0.00
104	540			+Capital Outlay	845,000.00	0.00	0.00	845,000.00	0.00
104	03 540	770956		Contingency	10,000.00	0.00	0.00	10,000.00	0.00
104	540			+Contingencies	10,000.00	0.00	0.00	10,000.00	0.00
104	540			+Airport Operations	1,177,800.00	26,004.00	0.00	1,151,796.00	2.21
104	540			+Airport Operations	1,177,800.00	26,004.00	0.00	1,151,796.00	2.21
104	540			+General Fund-Airport Authority	1,177,800.00	26,004.00	0.00	1,151,796.00	2.21

GROUP/FUND	WORKING CAPITAL BEGIN YEAR	ACTUAL REVENUE	EXPENSES CURRENT YEAR	ENCUMBRANCES	OTHER APPLICATIONS OR SOURCES	WORKING CAPITAL ENDING
General Fund-Airport Authority Reserves-Restricted	836,066.10 25,000.00	18,796.75 0.00	26,004.00 0.00	0.00 0.00	0.00 0.00	828,858.85 25,000.00
TOTAL: General Funds	861,066.10	18,796.75	26,004.00	0.00	0.00	853,858.85
Airport Donations	237.35	0.00	0.00	0.00	0.00	237.35
TOTAL: Special Revenue Funds	237.35	0.00	0.00	0.00	0.00	237.35
Cash/Investments Pool	0.00	0.00	0.00	0.00	0.00	868.89
TOTAL: Internal Service Funds	868.89	0.00	0.00	0.00	0.00	868.89
Grand Totals:	862,172.34	18,796.75	26,004.00	0.00	0.00	854,965.09

Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
3 BOARD OF PUBLIC WORKS			AP 000248	07/15/10	126.64	
Claim# General Description 241 UTILITIES						
PO# Stat Contract# Invoice#		Inv Dt	Discount Amt	Discount Used	Net Amount	
00		07/13/10	126.64	0.00	126.64	
GL Distribution		Account Name	Work Order#	ActCd	Description	
104-03-540-723920LAND		Utilities-Landing Li	126.64		UTILITIES	
Vendor Name 7 HOLLAND CITY TREASURER						
Remit# Payee						
Claim# General Description 243 ACCOUNTING SERVICES						
PO# Stat Contract# Invoice#		Inv Dt	Discount Amt	Discount Used	Net Amount	
28134		07/01/10	14,215.00	0.00	14,215.00	
GL Distribution		Account Name	Work Order#	ActCd	Description	
104-03-540-7228090061		Contract-Management	14,215.00		ACCOUNTING SERVICES	
Vendor Name 14 HUB INTERNATIONAL MIDWEST LIMITED						
Remit# Payee						
Claim# General Description 244 CITYHOLL RENEWAL-COMMERCIAL PROPERTY						
PO# Stat Contract# Invoice#		Inv Dt	Discount Amt	Discount Used	Net Amount	
360113		06/28/10	8,136.00	0.00	8,136.00	
GL Distribution		Account Name	Work Order#	ActCd	Description	
104-03-540-723910		Commercial Insurance	8,136.00		RENEWAL - COMMERCIAL PROPERTY	
Vendor Name 27 THE IMAGE GROUP						
Remit# Payee						
Claim# General Description 242 DIRECT MAIL PIECE						
PO# Stat Contract# Invoice#		Inv Dt	Discount Amt	Discount Used	Net Amount	
19197		07/06/10	800.00	0.00	800.00	
GL Distribution		Account Name	Work Order#	ActCd	Description	
104-03-540-7228019010		Advertising/Promotio	800.00		DIRECT MAIL PIECE FOR VOTING PUBLIC	
Vendor Name 13 TULIP CITY AIR SERVICE						
Remit# Payee						
Claim# General Description 240 JUNE SERVICES						
PO# Stat Contract# Invoice#		Inv Dt	Discount Amt	Discount Used	Net Amount	
170763		06/30/10	6,929.93	0.00	6,929.93	
GL Distribution		Account Name	Work Order#	ActCd	Description	
104-03-540-722808MOW		Contr Mtce-Mowing	4,920.38		JUNE SERVICES-MOWING	
ATR-AP Accounts Payable Release 8.3.1 N*APR040 By Ruth Jipping (JIPPING)						

Paid Checks:	
Check Count	5
Check Total	30,207.57
Backup Withholding Total	0.00
Paid by ACH:	
ACH Count	0
ACH Total	0.00
Backup Withholding Total	0.00
Total Payments:	
Payment Count	5
Payment Total	30,207.57
Backup Withholding Total	0.00
Void Checks:	
Check Count	0
Check Total	0.00
Backup Withholding Total	0.00

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
000286	3	BOARD OF PUBLIC WORKS	07/15/10	126.64	UTILITIES
000287	7	HOLLAND CITY TREASURER	07/15/10	14,215.00	ACCOUNTING SERVICES
000288	14	HUB INTERNATIONAL MIDWEST LIMITED	07/15/10	8,136.00	CITYHOLL RENEWAL-COMMERCIAL PROPERTY
000289	27	THE IMAGE GROUP	07/15/10	800.00	DIRECT MAIL PIECE
000290	13	TULIP CITY AIR SERVICE	07/15/10	6,929.93	JUNE SERVICES
Total				30,207.57	

WEST MICHIGAN AIRPORT AUTHORITY - CASH AND INVESTMENT PORTFOLIO STATUS REPORT

At Close of Business Day: June 30, 2010

Cash or Investment Type	Fifth Third	Bank of Holland	Chemical	Flagstar	Huntington	Macatawa	Other Financial Arrangements	TOTAL	Percent Of Grand Total
POOLED									
<u>Short-Term Money Management:</u>									
- Cash in Bank Deposit Account	127,874							127,874	14.71%
- MBIA Michigan Class Pool Account	- 0 -	275,000	- 0 -	100,720	207,885	155,000	- 0 -	- 0 -	0.00%
- Certificates of Deposit	- 0 -	170	- 0 -	29	1,698	1,017	- 0 -	738,606	84.96%
- Accrued Interest Receivable								2,914	0.34%
Total Short-term	127,874	275,170	- 0 -	100,750	209,583	156,017	- 0 -	869,393	100.00%
<u>Long-Term Money Management:</u>									
- Certificates of Deposit	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
Total Long-term	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
TOTAL POOLED	127,874	275,170	- 0 -	100,750	209,583	156,017	- 0 -	869,393	100.00%

Percent of Short-Term Total	=	14.71%	31.65%	0.00%	11.59%	24.11%	17.95%	0.00%	100.00%
Percent of Long-Term Total	=	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Percent of Grand Total	=	14.71%	31.65%	0.00%	11.59%	24.11%	17.95%	0.00%	100.00%

Additional Information:

> Most recent update of Interest Rate for Deposit Acct at Fifth Third Bank: 0.24968%

> Most recent update of Interest Rate for MBIA Michigan Class Acct: 0.217%

Terms/Rates of Short-term Certificates of Deposits:

> \$155,000 at Macatawa maturing 09/09/2010, 245 days @ 1.35%

> \$207,885.16 at Huntington maturing 10/28/2010, 364 days @ 1.20%

> \$275,000 at Bank of Holland (easy access CD) maturing 05/23/2011, 1 yr @ 0.55%

> \$100,720.42 at Flagstar maturing 06/24/2011, 365 days @ 1.50%

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Airports as transportation hubs

July 21, 2010 15:44 by Arnold Weinfeld

Interesting USA Today story on how airports around the country are now looking at themselves as full service transportation centers, where travelers can connect to all other forms of transit.

One of the eight assets of vibrant communities is having available multiple transportation options for residents and visitors alike. So called "multi-modal" options such as rail, air, bus, taxi, walking, biking, along with efficient street and highway systems for automobiles is what helps to create economic development opportunities.

Given that perhaps a few Michigan airports have such connections, it is something to consider as we continue to work on providing transportation options that will move our communities, regions and state as a whole forward toward a 21st century model for economic development and job creation.

Arnold Weinfeld is Director of Strategic Initiatives for the Michigan Municipal League. He can be reached at 517-908-0304 or by e-mail.



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Technology (11)
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Airports pitch sites as all-purpose transport hubs

Updated 7/20/2010 3:51 PM

By **Roger Yu**, USA TODAY



Rhode Island Airport Corp.

The InterLink hub in Providence is scheduled to open in September and will consolidate the connection points of planes, trains, buses and rental cars.

Some U.S. airports are waking up to the potential of some of their key assets: buses, cars and trains headed their way and acres of unused land.

They're starting to see themselves as all-purpose transportation centers — so-called intermodal hubs — where national, regional or metro rail, local buses, rental cars, taxis and shuttle operations are consolidated.

Some, such as those in [Miami](#) and [Providence](#), are building them. Others are seriously considering it. The goal is to not only give travelers greater access to and from [airport terminals](#), but to make the airport a central station where people go for a variety of choices in ground transportation.

Travelers, for instance, could take a local express bus or light rail to an airport, many of which are far from urban centers, for more than a flight. There,

they could rent a car, or get regional or even national rail service to go somewhere else — without having to transfer to another station. And they could do it without having to drive and park their car in a far-flung lot. The same options exist when they land.

"It's a great idea," says Jeff Mayhew, a frequent traveler and a human resources director in [Memphis](#). "It's about time we catch up. Parking is so expensive these days, and if you're stuck using a remote lot, you're likely riding a bus a couple of miles anyway."

When Mayhew lived in Brussels, he says, he used to hop on an airport express train from a station across the street from his apartment. The train dropped him off at a station directly under the terminal. "It would cost about 6 euros (\$7.75) round trip, vs. 20 euros (\$26) a day if I parked my car there," he says. "No hassle with traffic. One elevator ride, and I was at security."

Airports see practical reasons for turning themselves into public transportation centers. They can reduce pollution and traffic congestion around terminals. They also see dollar signs in building hubs. Some airport officials think they'll attract greater air service and open up another stream of non-aviation revenue from possible commercial development nearby.

"I think (such hubs) are truly the next logical wave of airport service," says Bill Hooper, an airport architect at architecture firm Gensler. "It's also a

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great opportunity for sustainability."

The airport industry is closely watching Miami International and Providence's T.F. Green airports' high-profile hub projects to see how successful they are. Other cities already have plans on drawing boards or are taking steps. San Diego, Phoenix and Los Angeles are, and Ohio transportation officials are seeking to create an intercity rail station near Cleveland Hopkins Airport. Some public transportation advocates in Tampa have called for building a train station at Tampa International Airport that would be used by high-speed rail and local light-rail trains.

Advocates of mass transit have talked about "intermodal hubs" at airports for decades without much action, despite several pieces of federal legislation that pushed for more public transportation. A majority of U.S. airports haven't had the funding, land, interest or political will to take on such massive projects.

But recent developments are starting to change the situation. Key among them is a push by many airports to extend local rail service to their terminals from the city center. A proposal to build a national high-speed rail network, which picked up steam when President Obama assigned \$10.5 billion for it, also envisions airports as crucial connection points.

Several cities are working on linking to their local metro or light-rail systems. Seattle-Tacoma opened a direct-rail connection to downtown last year. Others that have an approved rail project to be completed in the coming years include Dallas Love Field, Salt Lake City, Phoenix, Miami, Dallas/Fort Worth, Oakland, Denver, Washington Dulles and Los Angeles.

Direct-rail service would go a long way to establish credibility for airports that claim they're intermodal and offer passengers a variety of choices of ground transportation but really don't, says Patrick Sherry, professor and director of the University of Denver's National Center for Intermodal Transportation.

"Every airport is intermodal if a car can drive up to it," Sherry says. "Give us something new."

International competition is also starting to motivate U.S. airports into thinking about becoming ground-transportation hubs.

Amsterdam's Schiphol airport, where the country's high-speed rail is stationed directly under a terminal, is often mentioned as an ideal model.

Other cities — Cairo; Seoul; Jeddah, Saudi Arabia; Lisbon, Portugal— are also pursuing retail, commercial and logistical developments for their intermodal hubs, Hooper says.

"U.S. (airports) have been shortsighted, but they're now saying, 'This is my moment,' " he says.

More or less

Some airports are more intermodal than others. Newark Liberty's AirTrain, a monorail system, connects the terminals to a rail link station that serves Amtrak and New Jersey Transit commuter trains.

At Baltimore/Washington's BWI Rail Station, about a mile from the air terminals and reachable via free shuttle buses, travelers can catch Amtrak or local MARC commuter trains. Baltimore/Washington was the first U.S. airport to have a rail station on airport property. Light rail from Baltimore also comes directly to a stop at the terminal.

Travelers at Milwaukee can take a free shuttle to the Milwaukee Airport Railroad Station, an Amtrak station about a mile from the airport that connects to Chicago and downtown Milwaukee.

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Many travelers say they look at access to mass transportation when choosing a destination airport.

"Rail connections are fantastic," says Kathie Nunley, an educational psychologist and founder of Brains.org, who travels frequently for business.

"They can't build them fast enough to suit me," she says. "Do I fly into Newark and (New York) JFK more than (New York) LaGuardia just because there is a direct train into the city? You betcha. Am I more apt to fly into San Francisco International now that you can take (local metroraill) BART right into the city? You better believe it."

Details on some new hub projects:

•**Miami.** State officials have discussed a transportation hub at Miami International since the 1980s, and began working on the \$1.7 billion project in the late 1990s.

Major roadway improvements have been mostly completed. A consolidated rental car center opened a week ago after three years of construction. A key component of the hub, the facility stores 6,500 cars and consolidates the fleets of shuttles run by rental companies.

The project also includes a train station and a people-mover rail system. The people-mover, which is scheduled to open in 2011, would cut shuttle and bus trips by 30% to about 500,000 a year and "improve mobility in and out of the airport," says Gary Donn of Florida Department of Transportation.

A regional tri-county commuter rail and local metro trains will reach the Miami Central Station, scheduled to open in phases in 2013. It also has commitments from Amtrak, and will receive high-speed rail "if it ever gets down to the Miami area," Donn says.

The station will also house a ground transportation center for Greyhound, county buses and taxis.

•**Providence.** Dubbed InterLink, the \$267 million hub is scheduled to open in September and will consolidate the connection points of planes, trains, buses and rental cars.

The commuter rail operated by the Massachusetts Bay Transportation Authority, which now ends at

Providence, about 10 miles north of the airport, will be extended to the airport later this year. It will allow travelers from Providence and Boston to ditch their cars to get to the airport. Amtrak is considering reaching the airport in the future.

The hub will also contain a six-story garage for rental cars, a building for rental car transactions, a bus stop and public parking. Elevated moving walkways will link the rental car building and the airport terminal.

Kevin Dillon, CEO of the Rhode Island Airport Corp., is betting that the hub will attract more air service because travelers want easy access to Boston. Foreign airlines, in particular, are intrigued by the idea since international tourists rely heavily on trains to get to Boston. "Transportation connectivity is going to be the key in the future," he says.

•**San Diego.** In an early plan still being discussed, officials at San Diego's Lindbergh Field have designed a station for the regional commuter rail and the local trolley to stop at the airport. They currently run past the site without stopping. The project also envisions future Amtrak and high-speed rail service.

To be located across the street from the airport, the hub would connect to the terminal via a walkway, moving sidewalk or a people-mover. A consolidated rental car garage, the first phase of the project, is scheduled to be completed by 2015, says Dan Levy of San Diego Association of Governments. The terminal building would also be relocated to be

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