

# West Michigan Airport Authority

## Meeting Agenda

Monday, December 12, 2011

11:30am – 1:00pm

Westshore Aviation, 1585 S. Washington, Holland

1. Public Comments.
2. Consideration of the November 14, 2011 Meeting Minutes. (Action Required)
3. FBO Report.
4. Presentation of Fiscal Year 2011 Audit. (Action Required)
5. Tree Clearing Bids. (Action Required)
6. Results of Michigan Airports Planning Meeting in Lansing.
7. Communications Committee Activities.
8. Building & Development Committee:
  - A. ILS rehabilitation.
  - B. T hangar restroom.
  - C. Airport Layout Plan (ALP)
  - D. New terminal.
  - E. Geurink Boulevard improvements.
9. Status of Other Items:
  - A. Charging station.
  - B. Dashboard.
  - C. Airport area planning.
  - D. Fiscal Year 2013 budget process.
10. Monthly Budget and Investment Report. (Accept as Information)
11. Other Business.
12. 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 Sinka Babinec (355-1310). 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  
November 14, 2011**

The West Michigan Airport Authority Board met at the Park Township Offices.

**Present:** Authority Members Hoogland, Klynstra, Klunder, Mitchell, Felix, Toscano, Wickmann, Wiersma, Dykstra, Martin, Burns, Disselkoe, Youth Representative Zeigeler  
**Absent:** Matthyse and Youth Representative Bos  
**Others Present:** FBO Ludema, Holland Interim City Manager Robinson, Communications Assistant Scholten and Executive Assistant Babinec

Chairperson Klunder called the meeting to order at 11:35 AM.

**11.11.01 Public Comments.**

There were no public comments.

**11.11.02 Consideration of the October 10 Meeting Minutes.**

It was moved by Mitchell and supported by Dykstra to approve the October 10, 2011 meeting minutes as submitted. This motion was unanimously adopted.

**11.10.03 FBO Report.**

FBO Ron Ludema presented the monthly Fixed Base Operator (FBO) report describing fuel sales and various airport operations. There was an increase in the number of operations. Mr. Ludema indicated that the ILS outages increased considerably. Also, fuel sales for the first month of the new fiscal year are up 16,942 gallons. The report was accepted as information.

**11.11.04 Site Plan Review – Formed Ventures, 1900 Lamar Court**

Mr. Robinson presented the site plan submitted by Formed Ventures for a 6,125 square foot building addition to the existing facility at 1900 Lamar Court. This addition will be located on the east side of the building and have a height of 22 feet 4 inches and sloping down to 21 feet at the eave, which is approximately 1 foot below the height of the existing building at this proposed addition location.

The West Michigan Airport Authority must review and recommend approval prior to the Holland City Planning Commission being able to approve the site plan. The property does not fall within any building restriction or object-free areas. Mead & Hunt has reviewed this project and notes that the proposed building height of 22 feet 4 inches will not conflict with the airspace requirements for the Tulip City Airport.

It was moved by Martin and supported by Wiersma to recommend to the City of Holland Planning Commission that the site plan for Formed Ventures be approved for 1900 Lamar Court from an airport perspective, subject to the following conditions:

1. That the application receives FAA approval and complies with all FAA requirements.
2. That the elevation of the addition, including all rooftop appurtenances, not exceed a height of 25 feet.
3. That any improvements to storm water detention pond be designed to be mowable throughout.
4. That any emission from the building not be visible so as to create hazardous conditions to air traffic.
5. That any external material of the building, including rooftop appurtenances, be non-reflective to reduce glare that could obstruct a pilot's vision.
6. That any external lighting be directed downwards so as not to create any visual hazards for pilots.
7. That any crane utilized during construction be flagged during the day and lowered at night.
8. That, if requires by MDOT Bureau of Aeronautics, A Michigan Tall Structures Act permit be obtained by the applicant.

This motion was unanimously adopted.

**11.11.05 Instrument Landing System – MDOT Grant for Refurbishment.**

Mr. Robinson commented that in July 2011, the Authority Board approved a contract to refurbish the Instrument Landing System at West Michigan Regional Airport. This project is estimated to cost \$564,000 and the Michigan Department of Transportation (MDOT) will fund \$228,750 of this cost. This is \$28,750 more than originally anticipated and reduces the Authority's share to \$335,250, rather than the \$350,000 budgeted.

It was moved by Toscano and supported by Mitchell to recommend that the West Michigan Airport Authority Board accept the grant from MDOT in the amount of \$228,750 for the ILS refurbishment project; that a resolution be adopted authorizing Board Chairperson Tim Klunder to sign the contract; and that the local share for this project be funded through the Airport Authority's working capital.

This motion was unanimously adopted.

**11.11.06 Instrument Landing System – Mead & Hunt Agreement for Construction Administration.**

Mr. Robinson advised that the ILS parts have been ordered and should be delivered beginning late November 2011 and early December 2011. There will be a three to four week installation period. Mead & Hunt has submitted a proposal to provide construction administration in the amount of \$30,506.44. The amount budgeted in July 2011 was \$20,000, and includes a contingency of \$50,000. Staff continues to discuss this cost with Mead & Hunt to determine possible cost reductions.

It was moved by Dykstra and supported by Martin to recommend that the Board approve an agreement with Mead & Hunt to conduct construction administration for the ILS refurbishing project in a not to exceed amount of \$30,506.44; and that this cost be funded through the Authority's working capital.

This motion was unanimously adopted.

**11.11.07 Communications Committee Activities**

Communications Assistant Scholten presented an update of the WMAA Communications Committee to the Board as follows:

**Update Website on a Continual Basis** - Currently reviewing a proposal from The Image Group to update the website to change the domain name to reflect West Michigan Regional Airport and to include the new airport video on the homepage.

**Develop inovative video /video clips** - Grooters Productions is in the process of filming the interviewees. The list includes Gentex, Lean Logistics, Haworth, Mayor Kurt Dykstra and Wings of Mercy. Ten year old Annie (Miss Nancy Future) is doing a great job of interviewing. The first draft should be viewable by November 21 and completed by the end of December.

**Press Releases / News Articles** - Coverage of the airport name change and new logo appeared on the front page of the Holland Sentinel. E-newsletter is scheduled for the website November 2011.

This report was accepted as information.

**11.10.08 Building & Development Committee:**

Mr. Robinson provided an update on various activities being conducted by the Building & Development Committee:

- **ILS Rehabilitation:** The construction time for the installation of equipment is approximately 3 weeks.
- **T Hangar Restroom:** 1 or 2 more weeks for completion.
- **South Pavement Resurfacing:** This project has been re-scheduled for next spring.
- **Tree Clearing:** Staff has revised the tree removal bid extending the completion timeframe from 30 days to 120 days. The bids will be received until Monday, November 28, 2011.
- **New Terminal:** The Committee has been working with GMB – Two more meetings have been scheduled.

#### **11.11.09 Monthly Budget and Investment Report**

It was moved by Toscano and supported by Wiersma to accept the monthly budget & investment report as submitted. This motion was unanimously adopted.

#### **11.11.10 Other Business**

- Holland Mayor Kurt Dykstra on behalf of the West Michigan Airport Authority Board presented Mayor Les Hoogland, long-standing member of the Airport Authority, with a gift of appreciation from the Board for his dedicated work with the Authority.
- Board Member Toscano suggested that the Board consider developing a dashboard on the website to show the public important airport-related metrics: How is the Airport doing? How many flights depart from and arrive to the Airport? Did the budget balance? Do we have a successful budget, etc. The Board referred this suggestion to the Airport Communications Committee.
- Board Member Wickmann requested that the Board look into the possibility of installing a charging station at the new terminal. The Board referred this matter to the Building & Development Committee for further review.
- Board Member Mitchell inquired about the use of the Airport logo and the Authority logo as it relates to general correspondence. The Board referred this question to the Communications Committee for further review.

#### **11.11.11 Adjournment**

There being no further business, the meeting was adjourned at 12:45 PM.

Respectfully Submitted,

Jim Wiersma  
Secretary

# WMAA MONTHLY FBO REPORT

Item 3.

<b>Total Fuel Gallons Delivered</b>	<b>Current Month Nov-11</b>	<b>One Year ago Nov-10</b>	<b>Fiscal Year To Date 10/01-11/30/2011</b>	<b>F/Y to Date Compared to F/Y 2011</b>
	61,749	60,807	134,396	17,883

**Transplant Flights** 0

**Wings Of Mercy Flights** 5 Out of Holland

**Freight Flights From/To Holland** 13

Convair, Banderante, Shorts 360,  
Falcon 20, DC9,  
Swearingen S227, Lear 35

**NOTAMS for AUGUST** 0

ILS Notamed OOS since October 25

## **Pavement Condition**

Runway/taxiway A pavement good

Ramp/taxiway "B" POOR

All taxiways need to be re-striped

Taxiway "B" washout temporarily filled in

**Note: Taxiway "B" scheduled for reconstruction Spring 2012**

## **Lighting condition**

Overall Good

## West Michigan Airport Authority

270 South River Avenue, Holland, Michigan 49423  
(616) 355-1311 (616) 546-7056 fax  
www.tulipcityairport.org

*Comprising City of Zeeland, Park Township and City of Holland*

December 8, 2011

**To:** West Michigan Airport Authority Board.  
**From:** Joel Dye, Assistant to the Interim City Manager/Community Development Coordinator.  
**Subject:** **West Michigan Regional Airport Tree Clearing Project**

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As part of the ongoing maintenance of the West Michigan Regional Airport, staff has identified approximately 28.5 acres of trees on the airport property that need to be cleared. These areas are identified on the attached maps. This project is essential to ensure that the airport has proper air clearance for aircraft.

Specifically the work that needs to be done to complete this project includes the following activities:

- Contractor Staking (Property Lines);
- 20.1 acres of clearing in areas 3, 7, and 8;
- 1.85 acres of clearing and grubbing in area 2;
- 5.3 acres of clearing in area 4;
- 1.5 acres of clearing and grubbing in areas 5 and 6.

In November the City conducted a bidding process to identify a qualified contractor to complete this project. A total of seven (7) contractors submitted sealed bids to complete this project. On November 28, 2011 staff conducted the bid opening and recorded the bids as shown in the attached bid tabulation sheet. As you can see the bids ranged from \$29,690 to \$174,565, with the average bid being \$85,651. During preparation of the design specifications for this project, airport consultant Mead & Hunt had estimated a cost of \$139,000 to clear the trees from all areas. Mead & Hunt acknowledged that this was a difficult estimate to prepare in that there are not many projects of this scope to base an estimate on.

The low bid of \$29,690 was submitted by Top Notch Tree Service of Holland, MI. In addition to Top Notch's bid of \$29,690, Top Notch identified on their bid that for an additional \$2,000 the company would be willing to grub area 8, this would increase the total bid to \$31,690, which still keeps this as the low bid.

Airport Manager Ron Ludema has met with Paul Maas of Top Notch several times before and after the bid opening and Ron is confident that Top Notch fully understands the scope of the work and is capable of completing the project as depicted in his bid. I have checked on several of the references submitted with Top Notch's bid and all references stated that were very pleased with the work Top Notch performed for them, including lot clearing.

It is recommended that the West Michigan Airport Authority Board accept the low bid submitted by Top Notch in the amount of \$31,690 for the tree clearing project at the West Michigan Regional Airport; that a project budget of \$31,690 be approved; and that this cost be funded through working capital.

## West Michigan Airport Authority Working Capital Analysis

December 9, 2011

**Fiscal Year  
(FY)**

### 1. June 30, 2011 Working Capital

A. General Fund	\$ 879,627.00	
B. Reserves - Restricted	\$ 151,145.00	

### 2. MDOT ILS Participation

**\$ 1,030,772.00**  
\$ 228,750.00

### Total Revenues

**\$ 1,259,522.00**

### 3. Projected Expenses (FY 12 - FY 14)

A. ILS Refurbishing	\$ 564,000.00	2012
B. Rehab, S. Hangar Pavement Area	\$ 17,000.00	2012
C. T Hangar Restroom	\$ 37,308.00	
D. Tree Clearing	\$ 31,690.00	
E. Seal Runway Joints	\$ 15,000.00	2012
F. Public Viewing Areas	\$ 20,000.00	2012
G. T Hangar Repairs	\$ 15,000.00	2012
H. Geurink Road Improvements	\$ 125,000.00	2012/13
I. Terminal Property Acquisition	\$ 24,000.00	2012/13
J. Terminal: Final Design	\$ 25,000.00	2013
K. Terminal: Site Work	\$ 94,000.00	2014
L. Terminal: Construction	?	2014
M. Reserves for Unanticipated Expenses	\$ 200,000.00	
	<b>\$ 1,167,998.00</b>	
<b>Balance</b>	<b>\$ 91,524.00</b>	

### 4. Additional Anticipated Revenue

A. FY 12 Reserves Estimate	\$ 150,000.00	
B. FY 13 Reserves Estimate	\$ 140,000.00	
C. FY 14 Reserves Estimate	\$ 130,000.00	
	<b>\$ 420,000.00</b>	

West Michigan Regional Airport, Holland Michigan  
Tree Clearing Project

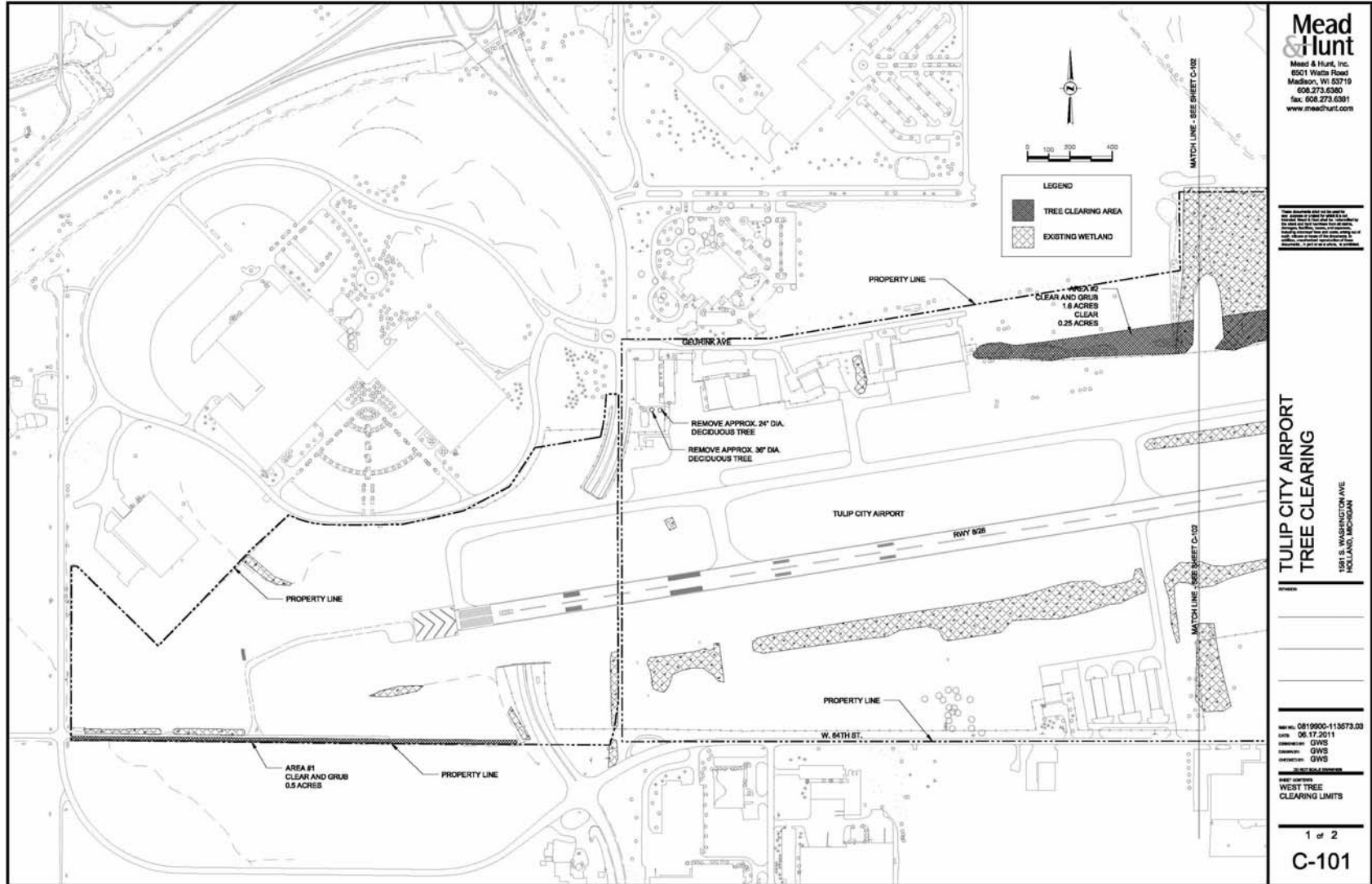
Item 5.

28-Nov-11 Bid Opening by Joel Dye \_\_\_\_\_

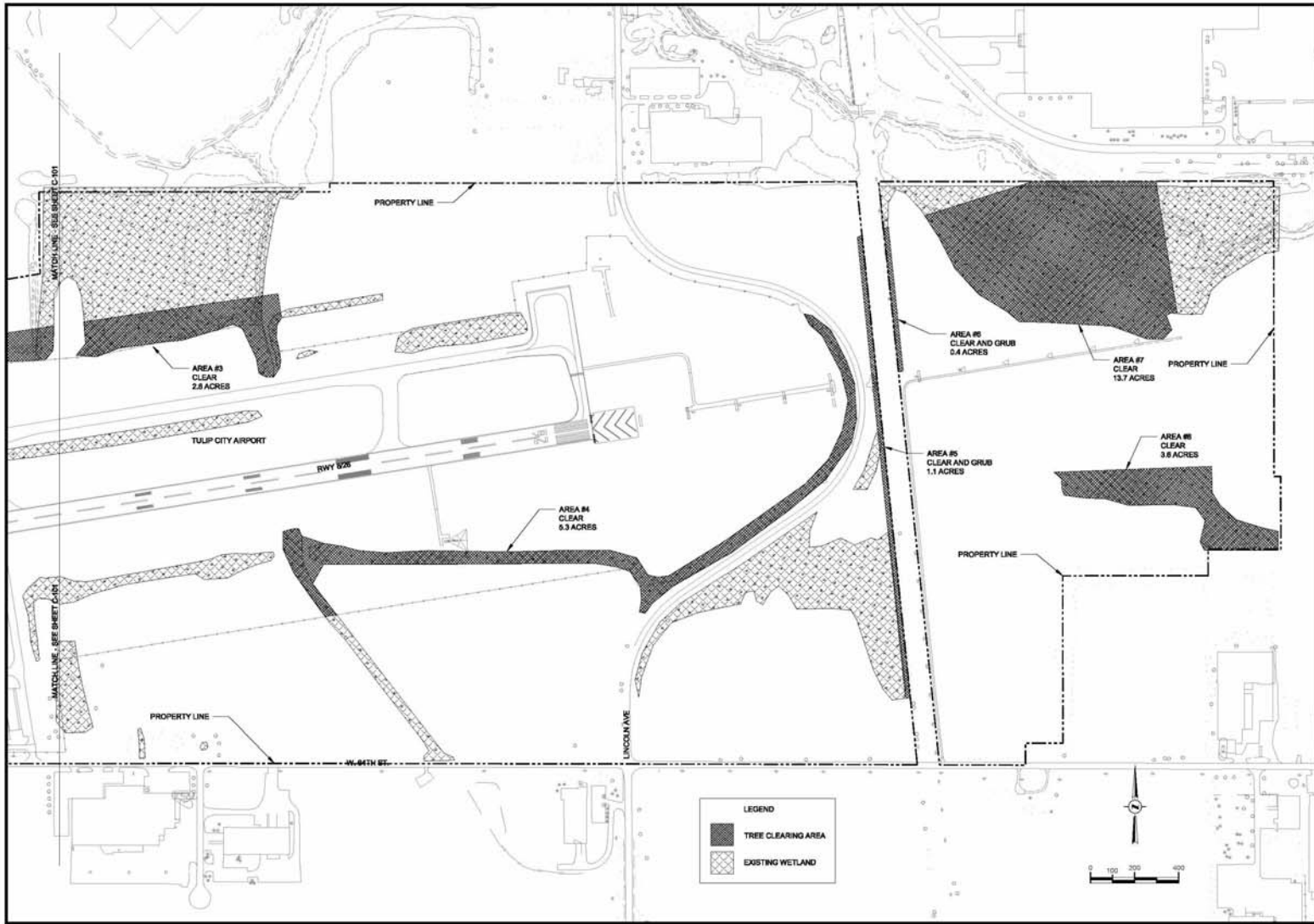
Item No.	Item Description	Estimated Quantity	Units	Bidder: Kooyers		Bidder: TreeWorks		Bidder: Al's Excavating		Bidder: A Cut Above		Bidder: Heinz Tree	
				Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount
1	Contractor Staking (Property Lines)	1	LS		\$ 2,500		\$ 800		\$ 765		\$ 765		\$ 7,800
2	Clearing in areas 3, 7, & 8	20.1	ACRE	\$ 2,850	\$ 57,285	\$ 2,450	\$ 49,245	\$ 6,500	\$ 130,650	n/a	\$ 49,950	\$ 2,100	\$ 42,210
<b>Subtotal</b>				XXXXXXX	\$ 59,785	XXXXXXX	\$ 50,045	XXXXXXX	\$ 131,415	XXXXXXX	\$ 50,715	XXXXXXX	\$ 50,010
3	Alternate: clearing and grubbing in area 2	1.85	ACRE	\$ 2,250	\$ 4,162	\$ 8,500	\$ 15,725	\$ 6,000	\$ 11,100	n/a	\$ 9,950	\$ 3,400	\$ 6,290
3	Alternate: clearing in area 4	5.3	ACRE	\$ 1,850	\$ 9,805	\$ 1,690	\$ 8,957	\$ 3,500	\$ 18,550	n/a	\$ 6,500	\$ 1,000	\$ 5,300
3	Alternate: clearing & grubbing areas 5 & 6.	1.5	ACRE	\$ 1,750	\$ 2,625	\$ 5,000	\$ 7,500	\$ 9,000	\$ 13,500	n/a	\$ 7,750	\$ 3,400	\$ 5,100
<b>Total</b>				XXXXXXX	\$ 76,377	XXXXXXX	\$ 82,227	XXXXXXX	\$ 174,565	XXXXXXX	\$ 74,915	XXXXXXX	\$ 66,700

Item No.	Item Description	Estimated Quantity	Units	Bidder: Wonsey		Bidder: Top Notch		Bidder:		Bidder:		Bidder:	
				Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount	Unit Price	Bid Amount
1	Contractor Staking (Property Lines)	1	LS		\$ 4,000		\$ 750						
2	Clearing in areas 3, 7, & 8	20.1	ACRE	\$ 3,000	\$ 60,300	\$ 1,090	\$ 21,900						
<b>Subtotal</b>				XXXXXXX	\$ 64,300	XXXXXXX	\$ 22,650	XXXXXXX		XXXXXXX		XXXXXXX	
3	Alternate: clearing and grubbing in area 2	1.85	ACRE	\$ 4,600	\$ 8,510	\$ 865	\$ 1,600						
3	Alternate: clearing in area 4	5.3	ACRE	\$ 2,900	\$ 15,370	\$ 800	\$ 4,240						
3	Alternate: clearing & grubbing areas 5 & 6.	1.5	ACRE	\$ 4,600	\$ 6,900	\$ 800	\$ 1,200						
<b>Total</b>				XXXXXXX	\$ 95,080	XXXXXXX	\$ 29,690	XXXXXXX		XXXXXXX		XXXXXXX	
						Add \$2000 for stump clearing in Area 8							
						Total		\$ 31,690					

Item 5.



M&H Revised 1/22/02



**Mead & Hunt**  
 Mead & Hunt, Inc.  
 6521 Waite Road  
 Madison, WI 53719  
 608.273.6380  
 Fax: 608.273.6381  
 www.meadhunt.com

**NOTES**  
 1. All areas shown on this plan are to be cleared and grubbed unless otherwise noted.  
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 5. All areas shown on this plan are to be cleared and grubbed unless otherwise noted.

**TULIP CITY AIRPORT  
 TREE CLEARING**  
 W-64TH ST  
 LINCOLN AVE  
 HOLLAND, MICHIGAN

DATE: 0819900-113573.03  
 DATE: 06.17.2011  
 DRAWN BY: GWS  
 CHECKED BY: GWS  
 DESIGNED BY: GWS

**EAST TREE CLEARING LIMITS**



**DATE: December 12, 2011**  
**SUBJECT: WMAA Communications Committee Board Update**

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TIER 1 (*most important*)

**UPDATE WEBSITE ON A CONTINUAL BASIS**

- The Committee approved a proposal from The Image Group to update the WMAA website. The update will include changing the domain name to reflect West Michigan Regional Airport and to add the new airport video on the homepage. The update will be completed in January 2012.

**DEVELOP INNOVATIVE VIDEO/VIDEO CLIPS**

- Grooters Productions has completed the process of filming the interviewees. The list includes Gentex, Lean Logistics, Hayworth, Mayor Kurt Dykstra, and Wings of Mercy. A rough cut of the video was viewed by the Committee and approved with minor changes. The video is scheduled for completion in January 2012.

**ENTER FLOAT IN TULIP TIME PARADE**

- An innovative airplane float was entered in the Muziekparade. Karen developed a video for the website.

Tier 2 (*important*)

**PRESS RELEASES/NEWS ARTICLES**

- Coverage of the airport name change and new logo appeared on the front page of the Holland Sentinel.

**CONTACT WITH JET**

- Bruce Los, Gentex, gave an update on March 31 at the Communications Committee meeting.

**HOLD ONE EVENT: PARTNER WITH WINGS OF MERCY CAREAFFAIRE AT TULIP CITY AIRPORT**

- A successful CareAffaire breakfast/fly-in was held on September 17, 2011. Next year's event is scheduled for Saturday, August 25, 2012. WMAA and Tulip City Air Service helped as "sponsors in part." Karen developed a video to include on the website.

**SPEAKING ENGAGEMENTS**

- The first successful speaking engagement was presented at the Holland Rotary Club on August 11 by Greg Robinson. The committee is looking for new audiences to share the airport story.

TIER 3 (*less important*)

**NEWSLETTER**

- Karen is developing an E-newsletter which will include year-end activities and is scheduled for January 2012.

Please contact Karen if you have any questions or comments.

k.scholten@cityofholland.com Office phone 616.355.1305 Home phone 616.399.8509



# Fund Equity Changes Report

Through 12/05/11

Detail Listing

Exclude Rollup Account

Account	Account Description	Beginning Balance	YTD Credits	YTD Debits	Current Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category <b>GOVERNMENTAL</b>									
Fund Type <b>GENERAL FUND</b>									
Fund <b>Z01 - WMAA (Airport) General Fund</b>									
341390.E	Fund Balance - Assigned (By Action) For Emergencies	.00	25,000.00	.00	25,000.00				
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	.00	126,145.00	.00	126,145.00				
342390	Fund Balance-Unassigned	.00	879,626.79	.00	879,626.79				
345390.C	Fund Balance Committed (By Resolution) For Capital Projects	.00	.00	.00	.00				
345390.E	Fund Balance Committed (By Resolution) For Emergencies	.00	.00	.00	.00				
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>		\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$274,380.38	\$165,439.28	\$1,139,712.89
Fund Type <b>GENERAL FUND Totals</b>		\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$274,380.38	\$165,439.28	\$1,139,712.89
Fund Category <b>GOVERNMENTAL Totals</b>		\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$274,380.38	\$165,439.28	\$1,139,712.89
Grand Totals		\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$274,380.38	\$165,439.28	\$1,139,712.89



# Budget Performance Report

Fiscal Year to Date 12/5/2011

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
REVENUE										
Department 000 - General Revenues										
420502.23	Federal Grant FAA Entitlement-Capital	112,000.00	.00	112,000.00	.00	.00	.00	112,000.00	0	.00
420502.24	Federal Grant FAA Capital	832,300.00	.00	832,300.00	.00	.00	.00	832,300.00	0	.00
430502.24	State Grant MDOT State Capital	24,850.00	228,750.00	253,600.00	.00	.00	.00	253,600.00	0	.00
450582.C	Contributions from Other Govts From City of Holland	184,000.00	.00	184,000.00	.00	.00	99,241.30	84,758.70	54	.00
450582.Z	Contributions from Other Govts From City of Zeeland	42,000.00	.00	42,000.00	.00	.00	43,431.30	(1,431.30)	103	.00
460654.1	Franchise Fees FBO Franchise Fees	20,500.00	.00	20,500.00	.00	.00	8,333.30	12,166.70	41	.00
460654.5	Franchise Fees Fuel Flowage Fee	68,400.00	.00	68,400.00	.00	.00	27,460.49	40,939.51	40	.00
460654.7	Franchise Fees Landing Fees	26,700.00	.00	26,700.00	.00	.00	11,876.68	14,823.32	44	.00
480665.0	Investment Income General	5,000.00	.00	5,000.00	.00	.00	(55.59)	5,055.59	-1	.00
480669.24	Rental Hangar Land Lease	77,400.00	.00	77,400.00	.00	.00	61,552.90	15,847.10	80	.00
480669.25	Rental Agricultural Land Lease	8,600.00	.00	8,600.00	.00	.00	.00	8,600.00	0	.00
480669.26	Rental T-Hangars	50,400.00	.00	50,400.00	.00	.00	17,260.00	33,140.00	34	.00
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	5,280.00	(5,280.00)	+++	.00
Department 000 - General Revenues Totals		\$1,452,150.00	\$228,750.00	\$1,680,900.00	\$0.00	\$0.00	\$274,380.38	\$1,406,519.62	16%	\$0.00
REVENUE TOTALS		\$1,452,150.00	\$228,750.00	\$1,680,900.00	\$0.00	\$0.00	\$274,380.38	\$1,406,519.62	16%	\$0.00
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	45,000.00	.00	45,000.00	3,656.67	.00	21,940.02	23,059.98	49	.00
710707.0	Payroll-Temporary Help General	23,800.00	.00	23,800.00	.00	.00	5,678.27	18,121.73	24	.00
721730.0	Postage General	300.00	.00	300.00	.00	.00	49.96	250.04	17	.00
721905.0	Photocopies/In-House Printing General	300.00	.00	300.00	.00	.00	10.95	289.05	4	.00
721931.0	Building & Grounds Maintenance General	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
721933.0	Equipment Maintenance General	20,000.00	.00	20,000.00	.00	.00	5,237.00	14,763.00	26	.00
721933.INS	Equipment Maintenance Repairs-Insurance Claims	2,500.00	.00	2,500.00	.00	.00	1,036.25	1,463.75	41	.00
722801.9010	Contractual-Printing or Promotions Advertising/Promotional	30,000.00	.00	30,000.00	.00	.00	18,714.98	11,285.02	62	.00
722804.0	Contractual-Legal General	7,500.00	.00	7,500.00	.00	.00	3,434.78	4,065.22	46	.00
722805.1	Contractual-Finance/Property Independent Audit	6,000.00	.00	6,000.00	.00	.00	5,200.00	800.00	87	.00
722805.4	Contractual-Finance/Property Financial Service Fees	.00	.00	.00	.00	.00	99.00	(99.00)	+++	.00
722807.2	Contractual-Architect/Engineer Plan Development	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
722807.5	Contractual-Architect/Engineer Engineering	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
722807.9	Contractual-Architect/Engineer Design Tree Clearing	.00	.00	.00	.00	.00	4,956.33	(4,956.33)	+++	.00
722807.24	Contractual-Architect/Engineer Terminal Study	.00	.00	.00	.00	.00	1,800.00	(1,800.00)	+++	.00
722808.MOW	Contractual-Buildings & Grounds Mowing	16,000.00	.00	16,000.00	.00	.00	15,452.88	547.12	97	.00
722808.MTCE	Contractual-Buildings & Grounds Maintenance-General Repairs	13,000.00	.00	13,000.00	.00	.00	6,681.83	6,318.17	51	.00
722808.SNOW	Contractual-Buildings & Grounds Snowplowing	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	.00
722809.61	Contractual-Misc Contract-Management Services	35,000.00	.00	35,000.00	2,559.99	.00	15,359.94	19,640.06	44	.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	7,000.00	.00	7,000.00	.00	.00	2,202.31	4,797.69	31	.00



# Budget Performance Report

Fiscal Year to Date 12/5/2011

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>EXPENSE</b>										
Department <b>540 - Airport Operations</b>										
723850.0	Communications Telephone	300.00	.00	300.00	.00	.00	108.12	191.88	36	.00
723860.0	Travel, Conf, Seminars General	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
723910.0	Commercial Insurance Premiums General	20,000.00	.00	20,000.00	.00	.00	19,669.00	331.00	98	.00
723920.GATE	Public Utilities Fence Gates	700.00	.00	700.00	.00	.00	148.29	551.71	21	.00
723920.LAND	Public Utilities Landing Lights & System	4,100.00	.00	4,100.00	.00	.00	1,196.80	2,903.20	29	.00
723920.PLOT	Public Utilities Parking Lot Lights	900.00	.00	900.00	.00	.00	266.81	633.19	30	.00
723920.RUNW	Public Utilities Runway Lights	5,000.00	.00	5,000.00	.00	.00	1,504.65	3,495.35	30	.00
723920.THAN	Public Utilities T-Hangars	2,000.00	.00	2,000.00	.00	.00	612.57	1,387.43	31	.00
723955.0	Miscellaneous General	3,500.00	.00	3,500.00	.00	.00	899.38	2,600.62	26	.00
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	14.03	(14.03)	+++	.00
730971.0	Land General	954,000.00	.00	954,000.00	.00	.00	.00	954,000.00	0	.00
730974.0	Land Improvements General	.00	564,000.00	564,000.00	.00	.00	19,444.52	544,555.48	3	.00
730975.0	Buildings & Structures General	40,000.00	41,018.00	81,018.00	.00	13,720.24	13,720.61	53,577.15	34	.00
770956.0	Contingency General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
Department <b>540 - Airport Operations Totals</b>		<b>\$1,324,900.00</b>	<b>\$605,018.00</b>	<b>\$1,929,918.00</b>	<b>\$6,216.66</b>	<b>\$13,720.24</b>	<b>\$165,439.28</b>	<b>\$1,750,758.48</b>	<b>9%</b>	<b>\$0.00</b>
<b>EXPENSE TOTALS</b>		<b>\$1,324,900.00</b>	<b>\$605,018.00</b>	<b>\$1,929,918.00</b>	<b>\$6,216.66</b>	<b>\$13,720.24</b>	<b>\$165,439.28</b>	<b>\$1,750,758.48</b>	<b>9%</b>	<b>\$0.00</b>
<b>Fund Z01 - WMAA (Airport) General Fund Totals</b>										
REVENUE TOTALS		1,452,150.00	228,750.00	1,680,900.00	.00	.00	274,380.38	1,406,519.62	16	.00
EXPENSE TOTALS		1,324,900.00	605,018.00	1,929,918.00	6,216.66	13,720.24	165,439.28	1,750,758.48	9	.00
<b>Fund Z01 - WMAA (Airport) General Fund Totals</b>		<b>\$127,250.00</b>	<b>(\$376,268.00)</b>	<b>(\$249,018.00)</b>	<b>(\$6,216.66)</b>	<b>(\$13,720.24)</b>	<b>\$108,941.10</b>	<b>(\$344,238.86)</b>		<b>\$0.00</b>
<b>Grand Totals</b>										
REVENUE TOTALS		1,452,150.00	228,750.00	1,680,900.00	.00	.00	274,380.38	1,406,519.62	16	.00
EXPENSE TOTALS		1,324,900.00	605,018.00	1,929,918.00	6,216.66	13,720.24	165,439.28	1,750,758.48	9	.00
<b>Grand Totals</b>		<b>\$127,250.00</b>	<b>(\$376,268.00)</b>	<b>(\$249,018.00)</b>	<b>(\$6,216.66)</b>	<b>(\$13,720.24)</b>	<b>\$108,941.10</b>	<b>(\$344,238.86)</b>		<b>\$0.00</b>

City of Holland  
**Accounts Payable Payment Post Listing**

Batch Department / Invoice Department	Bank Account		Check Date	Starting Check Number		
201 Finance	PAYABLES ACCOUNT		11/23/2011	3332		
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
201 Finance						
	278 - GROOTERS PRODUCTIONS LLC	4666	VIDEO PRODUCTION SVCS 2ND PAYMENT	10/25/2011	11/23/2011	6,435.00
	146 - HOLLAND BOARD OF PUBLIC WORKS	2012-00000955	AIRPORT UTILITIES BILLING FOR NOV	11/17/2011	11/23/2011	906.48
	320 - REHMANN ROBSON PC	RR67594	PROGRESS PAYMENT #1	10/03/2011	11/23/2011	5,200.00
	800 - STATE OF MICHIGAN	AA 339727	REHABILITATE TAXIWAY SOUTH HANGAR AREA-WETLAND MITIGATION	11/14/2011	11/23/2011	16,925.00
Total Selected Invoices: 4						\$29,466.48

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 11/22/2011

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	11/23/2011	3332	Accounts Payable	GROOTERS PRODUCTIONS LLC		6,435.00
		Invoice	Date	Description		Amount
		4666	10/25/2011	VIDEO PRODUCTION SVCS 2ND PAYMENT		6,435.00
Check	11/23/2011	3333	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		906.48
		Invoice	Date	Description		Amount
		2012-00000955	11/17/2011	AIRPORT UTILITIES BILLING FOR NOV		906.48
Check	11/23/2011	3334	Accounts Payable	REHMANN ROBSON PC		5,200.00
		Invoice	Date	Description		Amount
		RR67594	10/03/2011	PROGRESS PAYMENT #1		5,200.00
Check	11/23/2011	3335	Accounts Payable	STATE OF MICHIGAN		16,925.00
		Invoice	Date	Description		Amount
		AA 339727	11/14/2011	REHABILITATE TAXIWAY SOUTH HANGAR AREA-WETLAND MITIGATION		16,925.00
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 4		\$29,466.48
Checks:		4		\$29,466.48		

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 11/16/2011

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	11/17/2011	3184	Accounts Payable	GROOTERS PRODUCTIONS LLC		4,000.00
	Invoice		Date	Description		Amount
		4667	11/15/2011	WEST MICHIGAN REGIONAL AIRPORT LOGO DEVELOPMENT		4,000.00
Check	11/17/2011	3185	Accounts Payable	WAHMHOFF , MELISSA		147.85
	Invoice		Date	Description		Amount
		245	11/15/2011	REPLENISH PETTY CASH		147.85
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 2		\$4,147.85
Checks:		2		\$4,147.85		

City of Holland  
**Accounts Payable Payment Post Listing**

Batch Department / Invoice Department		Bank Account		Check Date	Starting Check Number	
201 Finance		PAYABLES ACCOUNT		12/01/2011	3420	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
201 Finance	307 - HOLLAND CITY TREASURER	PTR110014	57 W 64TH ST TRUNKAGE FEES WATR/SWTR	11/15/2011	11/30/2011	13,720.24
Total Selected Invoices: 1						\$13,720.24

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 11/30/2011

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	12/01/2011	3420	Accounts Payable	HOLLAND CITY TREASURER		13,720.24
	Invoice		Date	Description		Amount
	PTR110014		11/15/2011	57 W 64TH ST TRUNKAGE FEES WATR/SWTR		13,720.24
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 1		<u>\$13,720.24</u>
Checks:		1		\$13,720.24		