

West Michigan Airport Authority

Meeting Agenda
Monday, January 9, 2012
11:30am – 1:00pm

Howard Miller Library & Community Center, 14 S. Church Street (Zeeland)

1. Public Comments.
2. Consideration of the December 12, 2011 Meeting Minutes. (Action Required)
3. FBO Report.
4. Amendment to Instrument Landing System Construction Contract. (Action Required)
5. Proposal for Instrument Landing System Regular Maintenance. (Action Required)
6. Fiscal Year 2013 Budget Preparations:
 - A. 2011 Accomplishments.
 - B. 2012 Proposed Action Plan.
 - C. Budget Process.
7. Communications Committee Activities.
8. Building & Development Committee:
 - A. ILS rehabilitation.
 - B. Airport Layout Plan (ALP)
 - C. New terminal.
 - D. Geurink Boulevard improvements.
9. Status of Other Items:
 - A. Charging station.
 - B. Dashboard.
 - C. Airport area planning.
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 December 12, 2011**

The West Michigan Airport Authority Board met at Westshore Aviation, Holland, Michigan.

Present: Authority Members Klynstra, Klunder, Mitchell, Toscano, Wickmann, Wiersma, Whiteman, Martin, Burns, Disselkoen, Matthyse, Youth Representatives Zeigeler and Bos.

Absent: Dykstra and FBO Ludema.

Others Present: Rehman Robson Auditors Blann and Benson, Holland Interim City Manager Robinson, Assistant to the Interim City Manager Dye, Communications Assistant Scholten and Executive Assistant Babinec.

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

11.12.01 Public Comments.

There were no public comments.

11.12.02 Consideration of the December 12, 2011 Meeting Minutes.

Mr. Wickmann asked for his name to be removed from "Members Present" in the minutes as he was absent from the November meeting. Board member Toscano requested to add the sub area master plan for the airport vicinity for the Board's consideration. It was then moved by Toscano and supported by Mitchell to approve the December 12, 2011 meeting minutes as amended. This motion was unanimously adopted.

11.12.03 FBO Report.

Holland Interim City Manager Robinson presented the monthly Fixed Base Operator (FBO) report which included the fuel sold at the airport and compared these figures to those of the previous year. The report was accepted as information.

11.12.04 Presentation of Fiscal Year 2011 Audit.

Stephen Blann and Krystal Benson from Rehman Robson presented the results of the Audit for the West Michigan Airport Authority for the year ended June 30, 2011. As required by law, the audit was submitted to the State of Michigan and is available on the state's website. Mr. Blann explained the process, various responsibilities and highlights from the audit report. He stated that auditors gave an unqualified clean opinion of the West Michigan Airport Authority financial records. Mr. Robinson stated that the Operations Committee had reviewed the audit in more detail. Board member Whiteman asked that a copy of the audit and financial records be posted on the Airport's webpage as well as on the Zeeland's and Holland's cities and Park Township's webpage.

It was moved by Wiersma and supported by Matthyse to accept the audit presentation as information. This motion was unanimously adopted.

11.12.05 Tree Clearing Bids.

Assistant to the Interim City Manager Joe Dye advised the Board that a total of seven (7) contractors submitted sealed bids to complete the Tree Clearing project at the Airport. 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. The low bid of \$29,690 was submitted by Top Notch Tree Service of Holland, Michigan. 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.

Mr. Robinson provided an analysis of the Working Capital to the Board on how this particular approval fits in with the overall funding availability.

It was moved by Toscano and supported by Wickmann that the West Michigan Airport Authority Board accept the low bid submitted by Top Notch for \$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. This motion was unanimously adopted.

11.12.06 Results of Michigan Airports Planning Meeting in Lansing.

Mr. Robinson provided a report of the recent airport-planning meeting held with MDOT regarding the 10-year airport capital projects plan. Mr. Robinson thanked all members and the airport consultants Mead & Hunt who attended the meeting in Lansing. The overall meeting was positive and MDOT representatives were very engaged and supportive of what the Board is trying to accomplish. Mr. Robinson also distributed an updated summary of the 10-Year Capital Plan activities that was submitted to MDOT to determine federal funding. It appears that the 2012 land acquisition would be 90% funded by the State and 10% local share. This report was accepted as information.

11.12.07 Communications Committee Activities.

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

- 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.
- Grooters Productions has completed the process of filming the interviewees. The list includes Gentex, Lean Logistics, Haworth, 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.

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:

- A. **ILS Rehabilitation:** Project to be completed by the end of December 2011.
- B. **T Hangar Restroom:** Project Completed.
- C. **Airport Layout Plan (ALP):** MDOT is reviewing the ALP and it is expected to be approved by the end of December 2011.
- D. **New Terminal:** Ongoing discussion with GMB Architects on terminal design and location.
- E. **Geurink Boulevard Improvements:** This project is a Holland City project and is scheduled to be reconstructed next construction season. The question was asked whether Regent Boulevard should become the main airport entrance road rather than Geurink Boulevard. The Committee had discussed this and determined that Geurink should remain the primary entrance road, but the question will be asked again.

11.12.09 Status of Other Items

- A. **Charging Station** – Staff is working with the BPW in acquiring charging stations for the Airport.
- B. **Dashboard** – The WMAA Communications Committee is designing a Performance Dashboard, which will provide key airport performance indicators to the general public.
- C. **Airport Area Planning** – Mr. Robinson distributed information received from the Holland City Community & Neighborhood Services Director Phil Meyer, which highlights the process to create a Master Plan Update for the area around the Airport. The Board would like to discuss this again at the next regular meeting.

11.12.10 Monthly Budget and Investment Report.

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

11.12.10 Other Business

There was no other business.

11.12.11 Adjournment

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

Respectfully Submitted,

Jim Wiersma
Secretary

**West Michigan Airport Authority**

270 South River Avenue, Holland, MI 49423
P (616) 355-1310 F (616) 546-7056

Comprising City of Zeeland, Park Township and City of Holland

January 6, 2012

To: West Michigan Airport Authority
From: Greg Robinson, Holland Interim City Manager
Subject: Amendment to Instrument Landing System Construction Contract.

The Airport Authority has a contract with J.R. Howell; Airport Lighting, LLC, to refurbish the Instrument Landing System (ILS) at the West Michigan Regional Airport. This contract is in the amount of \$494,000. The contract states that payment will be made to the contractor upon completion of the project in accordance with the project manual. The contract also states that the terms of the contract have precedence over the project manual. The project manual has language that allows partial payment as the project moves along with a 22% retainage.

The contractor has been asking for partial payments, but I have not approved these due to the contract language stating that payment will be made upon completion of the project. Recognizing that the contractor has encumbered significant expenses for the equipment and employee time, attached to this report is an addendum to the contract which will permit partial payments provided that:

1. Mead & Hunt certifies that the payment request reflects actual equipment purchased and work conducted according to the project scope; and
2. Each payment request will have a 22% retainage that will be paid to the contractor upon successful completion of the project. What this means in practice is that until the project is entirely complete and approved, a minimum retainage of \$108,680 will be held by the Authority.

It can be argued that the contractor signed the original contract and should have understood that there was to be one payment that would be made at the end of the project (FAA certification). Since the contractor apparently cannot pay the equipment provider until receiving payment from the Authority, this amendment will provide the contractor this opportunity while having the Authority maintain financial leverage to ensure that the project is completed as expected. In addition, there is a contractor performance bond for the project.

The contract addendum is being reviewed by the contractor and this report will be finalized for presentation at Monday's meeting.

FIRST ADDENDUM TO CONSTRUCTION CONTRACT

This First Addendum is entered into this _____ day of _____, 2012 by and between the **WEST MICHIGAN AIRPORT AUTHORITY**, of 270 South River Avenue, Holland, MI 49423 ("OWNER"), and **J.R. HOWELL; AIRPORT LIGHTING, LLC, d/b/a AIRPORT LIGHTING, LLC**, of P.O.. Box 210, Luther, MI 49656 ("CONTRACTOR").

Statement of Background

On August 11, 2011, the Owner and the Contractor entered into a Construction Contract ("Contract") for the replacement of the instrument landing system ("ILS") components for Tulip City Airport, Holland, Michigan. Article 2 of the Contract provided that the Contractor shall be paid the Contract Price in the amount of Four Hundred Ninety-Four Thousand Dollars (\$494,000) upon final acceptance of the Work, as defined in the Contract, by the Owner. The Contractor desires to be paid partial payments for the Work performed pursuant to the Contract on a monthly basis based upon the certifications of the Project Engineer that the Work has been properly constructed in accordance with the terms and conditions of the Contract.

The Owner and the Contractor desire to amend Article 2 of the Contract as set forth in this First Addendum. The Owner and the Contractor have agreed as follows:

1) Article 1 of the Contract shall be amended to permit monthly progress payments for Work performed by the Contractor and certified by the Project Engineer that the Work has been properly constructed in accordance with the terms and conditions of the Contract and the procedures set forth in Section 90-06 of the Contract specifications subject to a retainage of each progress payment in the amount of twenty-two percent (22%) ("Retainage"). The Retainage shall be retained by the Owner until the Work under the Contract is substantially complete and the ILS system has been installed, tested, and determined to be commercially operational pursuant to the terms and conditions of the Contract and the operational specifications relating to the ILS system. The certification of payment by the Project Engineer shall constitute its professional judgment that partial payment is authorized under the terms and conditions of Section 90-06 of the Contract.

2) With the exception of the change, amendment, and modification set forth in this First Addendum, the remaining terms and conditions of the Contract are reaffirmed and republished.

IN WITNESS WHEREOF, the parties hereto have executed this First Addendum to Construction Contract.

OWNER:

WEST MICHIGAN AIRPORT AUTHORITY

By _____

Its _____

APPROVED AS TO FORM:
WEST MICHIGAN AIRPORT AUTHORITY

By: _____
Andrew J. Mulder, Attorney
Date: _____, 2012

CONTRACTOR:

**J.R. HOWELL; AIRPORT LIGHTING, LLC,
d/b/a AIRPORT LIGHTING, LLC**

By _____
Its _____

CONSTRUCTION CONTRACT

This Contract is entered into this 5th day of August, 2011 by and between the **WEST MICHIGAN AIRPORT AUTHORITY**, of 270 South River Avenue, Holland, MI 49423 ("OWNER"), and **J.R. HOWELL; AIRPORT LIGHTING, LLC, d/b/a AIRPORT LIGHTING, LLC**, of P.O.. Box 210, Luther, MI 49656 ("CONTRACTOR").

In consideration of the promises below, the parties mutually agree as follows:

Article 1-Scope of Services / Statement of Work

The Contractor shall perform the following services:

The replacement of instrument landing system ("ILS") components for Tulip City Airport, Holland, Michigan (hereinafter the "Work") as set forth in the Project Manual of Mead & Hunt (May, 2011), which is attached as **Exhibit A**. Contractor's Proposal to perform the Work is attached as **Exhibit B**. In the event of a conflict between the Project Manual (**Exhibit A**) and the Contractor's Proposal (**Exhibit B**), the following documents shall have precedence for interpretation:

- 1) This Agreement
- 2) Project Manual – **Exhibit A**;
- 3) Contractor's Proposal – **Exhibit B**.

Article 2- Compensation

2.1) Upon the Contractor's final completion of the Work performed in accordance with Article 1 of this Contract, and acceptance of said Work by the Owner, the Owner shall pay the Contractor the sum of Four Hundred Ninety-Four Thousand and 00/100's Dollars (\$494,000) The Contractor shall be paid the contract price for the performance of the Work in accordance with the terms and conditions of the Project Manual (**Exhibit A**).

2.2) No payments will be made to the Contractor until the Certificates of Insurance and Payment and Performance Bonds in the amount of the Contract Price have been received by the Owner. If the insurance furnished by the Contractor expires or is cancelled during the term of the contract, service and related payments will be suspended until insurance certificates evidencing renewal of coverage are submitted and accepted by the Owner.

Article 3-Responsibility and Reporting of The Contractor

3.1) The Contractor is responsible to GREG ROBINSON, of the City of Holland, acting on behalf of the Owner, and will cooperate and confer with him/her as necessary to insure satisfactory Work progress.

3.2) All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

3.3) All reports made in connection with these services are subject to review and final approval of the Owner.

3.4) The Owner may review and inspect the Contractor's activities during the term of the contract.

3.5) When applicable and requested by the Owner, the Contractor will submit a final written report.

Article 4- Term

The Work shall be completed on the date specified in the Project Manual (**Exhibit A**).

work when the equipment is moved under its own power. When transportation from one site to another is by other than its own power, the actual operating time during periods of loading and unloading will be paid for at the regular rental rate and transportation costs will be allowed.

When the periods of work are not consecutive and the interval between the termination of a period of work and the commencement of the subsequent period does not exceed 30 days, the rates allowed will be the same as if the periods of work were consecutive.

The rental rate established for each piece of Contractor owned equipment, including appurtenances and attachments to equipment, used will be determined by use of the Rental Rate Blue Book for Construction Equipment Volume 1, 2 or 3, as applicable; the edition which is current at the time the force account work was started will apply. The established rental rate will be equal to the "Monthly" rate divided by 176; modified by the rate adjustment factor and the applicable map adjustment factor, plus the "Estimated Operating Costs per Hour," to which sum 10 percent will be added.

For equipment not listed in the Rental Rate Blue Book, Volume 1, 2 or 3, the rental rate will be determined by using the rate listed for a similar piece of equipment or by proportioning a rate listed so that the capacity, size, horsepower, and age are properly considered.

For equipment for which there are no comparable in the Rental Rate Blue Book, Volume 1,2 or 3, the monthly rate shall be reasonable, but not more than 5 percent of the current list price, or invoice, of the equipment. The base hourly rate shall then be determined by dividing the monthly rate by 176 to which sum 20 percent will be added. The 20 percent includes adjustments and operating costs.

The rates used for Contractor owned trucks used to haul material will be published by the Department. These rates shall include all adjustments and operating costs. Separate payment for the driver will be allowed. The rates will be reviewed and adjusted periodically.

The rental rate for the foreman's transportation unit will be 7 dollars per hour, to which sum 20 percent will be added.

When leased or rented equipment is used on force account work, the hourly rate used in computation of payment will be the leased or rental rate, except that if the leased or rental rate exceeds the rental rate established by the Rental Rate Blue Book, the established rate determined from the Blue Book will apply. In either case, the Estimated Operating Cost per Hour will be added to the appropriate hourly rate to which sum 10 percent will be added.

In all cases, the "Estimated Operating Cost per Hour" includes all fuel, oil, lubricants, tires, parts, and other operating expendables such as truck and labor assigned to the truck for servicing the equipment.

The rental rates allowed herein include the cost of insurance covering the usual insurable risks, including fire and theft. The Sponsor will not be liable for losses which can be covered by insurance.

In no instance, however, will the Sponsor pay, on a total project basis, equipment costs in excess of the equipment's original invoice cost plus any documented improvements to the piece of equipment. The Contractor shall furnish to the Engineer either original bills and invoices or a certification documenting the equipment's original invoice price plus improvements in any instance in which equipment costs are being sought under this subsection for a period in excess of 30 days.

90-06 Partial Payment. Partial payments will be made as specified herein for work completed and for fabricated or processed non-perishable materials delivered for use on the project.

Processing of payments will be completed as soon as practicable, however, no claim will be considered for late payment of estimate.

a. Complete Work. Partial payments will be made to cover monthly or bi-weekly work periods, as determined by the project engineer to be necessary, on the basis of the value of work completed during the estimate period, less the percentage retained as specified herein, provided the work is progressing in accordance with the established progress schedule, provided the written orders of the project engineer have been or are being fulfilled, provided the time for completion has not elapsed, and provided that at least one-half the contract amount or \$1,000 has been earned during the estimate period. Said payments will be based upon estimates prepared by the project engineer of the value of the work performed and materials complete in place in accordance with the contract.

From the total amount earned, the owner through its agent, will deduct and retain amounts in accordance with the following schedule.

The owner through its agent will retain 22% of the amount earned up to 90 percent of the contract price.

When the Project Engineer has given notice that the project has attained 90 percent completion, the owner and its agent may reduce the retainage. Before such reduction is made, the Contractor shall file with the Sponsor the written consent of the Surety for such reduction.

When the project has been completed and accepted, the retainage may be further reduced to the amount determined by the Sponsor as necessary to withhold; before the reduction of reserve is made, the Contractor shall file with the Sponsor the written consent of the Surety for such reduction and shall furnish an affidavit that all the indebtedness by reason of the contract has been paid in full or satisfactorily secured.

The final payment will be made after final measurements are completed and the final estimate is prepared, provided the contractor shall file with the Department the written consent of the surety to such final payment and

**West Michigan Airport Authority**

270 South River Avenue, Holland, MI 49423
P (616) 355-1310 F (616) 546-7056

Comprising City of Zeeland, Park Township and City of Holland

January 6, 2012

To: West Michigan Airport Authority
From: Greg Robinson, Holland Interim City Manager
Subject: Proposal for Instrument Landing System Regular Maintenance.

The Instrument Landing System (ILS) at the West Michigan Regional Airport requires monthly maintenance, not matter its age, in order to retain Federal Aviation Administration (FAA) certification. Harris Airport Systems has been providing this service to this airport since 2008 at a cost of \$15,000 per year. Harris has also provided ILS repair services at an additional cost.

There are very few certified ILS technicians in the country and Harris has submitted a proposal to continue this maintenance at a cost of \$16,000. Harris has provided satisfactory service and Ron Ludema and I are confident in this company's ability to continue meeting this need. This is considered a professional service and it is not necessary for the Board to seek other proposals.

It is recommended that the Authority Board accept the proposal submitted by Harris Airport Systems in the amount of \$16,000 to conduct ILS maintenance services for a one-year period; and that the Board Chairperson be authorized to sign the Agreement with the company for this work.



West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423
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Comprising City of Zeeland, Park Township and City of Holland

DATE: January 9, 2012
SUBJECT: WMAA Communications Committee Board Update

Currently the Communications Committee is developing an updated communications plan and activities for 2012. A dashboard, recommended by the board, is in the development process.

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/:30 SPOTS

- Grooters Productions has provided a revised cut of the video which is being viewed by the Committee at this time for any final revisions. The video is scheduled for completion in January 2012. A strategy is being developed to share the video with the community via website, local theaters, cable TV and other venues.

ENTER FLOAT IN TULIP TIME PARADE 2012

- Planning will begin for the second year of entering an innovative airplane float in the Muziekparade. Karen developed a video of 2011's event which can be viewed on the website.

Tier 2 (important)

PRESS RELEASES/NEWS ARTICLES

- As needed.

CONTACT WITH JET

- Bruce Los, Gentex, gave an update on March 31, 2011 at the Communications Committee meeting.

WINGS OF MERCY CAREAFFAIRE AT TULIP CITY AIRPORT 2012

- A successful CareAffaire breakfast/fly-in was held on September 17, 2011. This year's event is scheduled for Saturday, August 25, 2012. Karen developed a video of 2011's event which can be viewed 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

The West Michigan Airport Authority will provide the public with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.



Budget Performance Report

Fiscal Year to Date 1/3/2012

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
Fund Z01 - WMAA (Airport) General Fund										
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	99,526.71	84,473.29	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
460621.9	Fees-Agreements Emergency Services Fee	.00	.00	.00	.00	.00	177.11	(177.11)	+++	.00
460654.1	Franchise Fees FBO Franchise Fees	20,500.00	.00	20,500.00	.00	.00	9,999.96	10,500.04	49	.00
460654.5	Franchise Fees Fuel Flowage Fee	68,400.00	.00	68,400.00	.00	.00	33,326.66	35,073.34	49	.00
460654.7	Franchise Fees Landing Fees	26,700.00	.00	26,700.00	.00	.00	13,479.12	13,220.88	50	.00
480665.0	Investment Income General	5,000.00	.00	5,000.00	.00	.00	3,018.81	1,981.19	60	.00
480669.24	Rental Hangar Land Lease	77,400.00	.00	77,400.00	.00	.00	65,215.93	12,184.07	84	.00
480669.25	Rental Agricultural Land Lease	8,600.00	.00	8,600.00	.00	.00	9,225.00	(625.00)	107	.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	\$299,940.60	\$1,380,959.40	18%	\$0.00
REVENUE TOTALS		\$1,452,150.00	\$228,750.00	\$1,680,900.00	\$0.00	\$0.00	\$299,940.60	\$1,380,959.40	18%	\$0.00
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	45,000.00	.00	45,000.00	.00	.00	21,940.02	23,059.98	49	.00
710707.0	Payroll-Temporary Help General	23,800.00	.00	23,800.00	.00	.00	6,470.17	17,329.83	27	.00
721730.0	Postage General	300.00	.00	300.00	.00	.00	77.92	222.08	26	.00
721905.0	Photocopies/In-House Printing General	300.00	.00	300.00	.00	.00	27.60	272.40	9	.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	3,955.41	(1,455.41)	158	.00
722801.9010	Contractual-Printing or Promotions Advertising/Promotional	30,000.00	.00	30,000.00	.00	1,580.00	19,029.61	9,990.39	69	.00
722804.0	Contractual-Legal General	7,500.00	.00	7,500.00	.00	.00	5,005.07	2,494.93	67	.00
722805.1	Contractual-Finance/Property Independent Audit	6,000.00	.00	6,000.00	.00	.00	5,800.00	200.00	97	.00
722805.4	Contractual-Finance/Property Financial Service Fees	.00	.00	.00	.00	.00	118.80	(118.80)	+++	.00
722807.2	Contractual-Architect/Engineer Plan Development	1,000.00	.00	1,000.00	.00	500.00	500.00	.00	100	.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	7,893.08	5,106.92	61	.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	.00	.00	15,359.94	19,640.06	44	.00



Budget Performance Report

Fiscal Year to Date 1/3/2012

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
Fund Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 540 - Airport Operations										
722809.62	Contractual-Misc Airport Manager-Tulip City Air	7,000.00	.00	7,000.00	.00	.00	3,196.66	3,803.34	46	.00
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	192.58	807.42	19	.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	186.72	513.28	27	.00
723920.LAND	Public Utilities Landing Lights & System	4,100.00	.00	4,100.00	.00	.00	1,519.78	2,580.22	37	.00
723920.PLOT	Public Utilities Parking Lot Lights	900.00	.00	900.00	.00	.00	336.43	563.57	37	.00
723920.RUNW	Public Utilities Runway Lights	5,000.00	.00	5,000.00	.00	.00	1,953.91	3,046.09	39	.00
723920.THAN	Public Utilities T-Hangars	2,000.00	.00	2,000.00	.00	.00	901.43	1,098.57	45	.00
723955.0	Miscellaneous General	3,500.00	.00	3,500.00	.00	.00	1,091.33	2,408.67	31	.00
723961.0	Dues & Subscriptions General	.00	.00	.00	.00	.00	70.00	(70.00)	+++	.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	37,308.61	29,989.15	63	.00
770956.0	Contingency General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
Department 540 - Airport Operations Totals		\$1,324,900.00	\$605,018.00	\$1,929,918.00	\$0.00	\$15,800.24	\$199,616.95	\$1,714,500.81	11%	\$0.00
EXPENSE TOTALS		\$1,324,900.00	\$605,018.00	\$1,929,918.00	\$0.00	\$15,800.24	\$199,616.95	\$1,714,500.81	11%	\$0.00
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		1,452,150.00	228,750.00	1,680,900.00	.00	.00	299,940.60	1,380,959.40	18	.00
EXPENSE TOTALS		1,324,900.00	605,018.00	1,929,918.00	.00	15,800.24	199,616.95	1,714,500.81	11	.00
Fund Z01 - WMAA (Airport) General Fund Totals		\$127,250.00	(\$376,268.00)	(\$249,018.00)	\$0.00	(\$15,800.24)	\$100,323.65	(\$333,541.41)		\$0.00
Grand Totals										
REVENUE TOTALS		1,452,150.00	228,750.00	1,680,900.00	.00	.00	299,940.60	1,380,959.40	18	.00
EXPENSE TOTALS		1,324,900.00	605,018.00	1,929,918.00	.00	15,800.24	199,616.95	1,714,500.81	11	.00
Grand Totals		\$127,250.00	(\$376,268.00)	(\$249,018.00)	\$0.00	(\$15,800.24)	\$100,323.65	(\$333,541.41)		\$0.00



Fund Equity Changes Report

Through 01/03/12

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	GOVERNMENTAL								
Fund Type	GENERAL FUND								
Fund	Z01 - WMAA (Airport) General Fund								
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 Z01 - WMAA (Airport) General Fund Totals	\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$299,940.60	\$199,616.95	\$1,131,095.44
	Fund Type GENERAL FUND Totals	\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$299,940.60	\$199,616.95	\$1,131,095.44
	Fund Category GOVERNMENTAL Totals	\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$299,940.60	\$199,616.95	\$1,131,095.44
	Grand Totals	\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$299,940.60	\$199,616.95	\$1,131,095.44

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
201 Finance		PAYABLES ACCOUNT		12/22/2011		3791
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
201 Finance						
	101 - CUNNINGHAM DALMAN P.C.	183424	24280-WEST MICH REGIONAL AIRPORT- GENERAL MATTERS SVCS	12/19/2011	12/22/2011	468.00
	101 - CUNNINGHAM DALMAN P.C.	183425	24280-WMRA-MISC MATTERS SVCS	12/19/2011	12/22/2011	133.98
	1137 - EXPRESS MAIL UNITED POSTAL SERVICES	EB13944656OUS	WMRA-MAILING CHARGES	11/30/2011	12/22/2011	17.40
	146 - HOLLAND BOARD OF PUBLIC WORKS	2012-00001193	WMRA-UTILITIES	12/22/2011	12/22/2011	1,070.44
	733 - HOLLAND SENTINEL	2012-00001194	23237-WMRA PUBLICATION-NOV SVCS	12/22/2011	12/22/2011	94.63
Total Selected Invoices: 5						\$1,784.45

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 12/21/2011

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	12/22/2011	3791	Accounts Payable	CUNNINGHAM DALMAN P.C.		601.98
	Invoice		Date	Description		Amount
		183424	12/19/2011	24280-WEST MICH REGIONAL AIRPORT-GENERAL MATTERS SVCS		468.00
		183425	12/19/2011	24280-WMRA-MISC MATTERS SVCS		133.98
Check	12/22/2011	3792	Accounts Payable	EXPRESS MAIL UNITED POSTAL SERVICES		17.40
	Invoice		Date	Description		Amount
		EB13944656OUS	11/30/2011	WMRA-MAILING CHARGES		17.40
Check	12/22/2011	3793	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		1,070.44
	Invoice		Date	Description		Amount
		2012-00001193	12/22/2011	WMRA-UTILITIES		1,070.44
Check	12/22/2011	3794	Accounts Payable	HOLLAND SENTINEL		94.63
	Invoice		Date	Description		Amount
		2012-00001194	12/22/2011	23237-WMRA PUBLICATION-NOV SVCS		94.63
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 4		\$1,784.45
Checks:		4		\$1,784.45		

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account		Check Date	Starting Check Number		
201 Finance	PAYABLES ACCOUNT		12/15/2011	3649		
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
201 Finance						
	231 - CATERING CONCEPTS	12121105	WMAA-12/5/11 LUNCH-PLANNING MEETING IN LANSING	12/12/2011	12/15/2011	49.50
	1394 - HULST TODD R	2012-00001119	PAYMENT IN FULL-CONSTRUCTION OF RESTROOM/WAITING ROOM WMRA	12/08/2011	12/15/2011	23,588.00
	317 - MICHIGAN ASSOCIATION OF AIRPORT EXECUTIVES	2012-00001118	TULIP CITY-WEST MI ARPT AUTH-2012 MAAE MEMBER DUES	12/05/2011	12/15/2011	70.00
	266 - WAHMHOF MELISSA	272	REPLENISH PETTY CASH	12/13/2011	12/15/2011	142.45
Total Selected Invoices: 4						\$23,849.95

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 12/14/2011

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	12/15/2011	3649	Accounts Payable	CATERING CONCEPTS		49.50
	Invoice		Date	Description		Amount
		12121105	12/12/2011	WMAA-12/5/11 LUNCH-PLANNING MEETING IN LANSING		49.50
Check	12/15/2011	3650	Accounts Payable	HULST , TODD R		23,588.00
	Invoice		Date	Description		Amount
		2012-00001119	12/08/2011	PAYMENT IN FULL-CONSTRUCTION OF RESTROOM/WAITING ROOM WMRA		23,588.00
Check	12/15/2011	3651	Accounts Payable	MICHIGAN ASSOCIATION OF AIRPORT EXECUTIVES		70.00
	Invoice		Date	Description		Amount
		2012-00001118	12/05/2011	TULIP CITY-WEST MI ARPT AUTH-2012 MAAE MEMBER DUES		70.00
Check	12/15/2011	3652	Accounts Payable	WAHMHOF , MELISSA		142.45
	Invoice		Date	Description		Amount
		272	12/13/2011	REPLENISH PETTY CASH		142.45
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 4		\$23,849.95
Checks:		4		\$23,849.95		

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account	Check Date		Starting Check Number	
201 Finance		PAYABLES ACCOUNT	12/08/2011		3494	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
201 Finance						
	101 - CUNNINGHAM DALMAN P.C.	182937	ATTNY SVCS OCT SVCS - RE: GENERAL MATTERS	10/31/2011	11/30/2011	809.97
	101 - CUNNINGHAM DALMAN P.C.	182938	REI: MASTER SVCS AGREEMENT WITH GROOTERS PROD.RE VIDEO PROJECT	10/31/2011	11/30/2011	36.54
	146 - HOLLAND BOARD OF PUBLIC WORKS	65881	77524493-01-UTILITIES	11/29/2011	11/30/2011	98.71
	296 - LUDEMA RON	2012-00001085	MILEAGE REIMBURSEMENT MAP MEETING-MDO-AERONAUTICS DIV. LANSING M	11/30/2011	11/30/2011	89.91
	316 - MEAD & HUNT INC	112211OSI-J	MAP MEETING-PROF SVCS OCT 2011 BILLING	11/22/2011	11/30/2011	500.00
	322 - TULIP CITY AIR SERVICE INC	177822	AIRPORT GROUND MTCE FOR NOV 2011	12/01/2011	11/30/2011	5,124.76
	266 - WAHMHOFF MELISSA	261	REPLENISH PETTY CASH	11/30/2011	11/30/2011	94.90
Total Selected Invoices: 7						\$6,754.79

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 12/07/2011

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	12/08/2011	3494	Accounts Payable	CUNNINGHAM DALMAN P.C.		846.51
	Invoice		Date	Description		Amount
		182937	10/31/2011	ATTNY SVCS OCT SVCS - RE: GENERAL MATTERS		809.97
		182938	10/31/2011	REI: MASTER SVCS AGREEMENT WITH GROOTERS PROD.RE VIDEO PROJECT		36.54
Check	12/08/2011	3495	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		98.71
	Invoice		Date	Description		Amount
		65881	11/29/2011	77524493-01-UTILITIES		98.71
Check	12/08/2011	3496	Accounts Payable	LUDEMA , RON		89.91
	Invoice		Date	Description		Amount
		2012-00001085	11/30/2011	MILEAGE REIMBURSEMENT MAP MEETING-MDO-AERONAUTICS DIV. LANSING M		89.91
Check	12/08/2011	3497	Accounts Payable	MEAD & HUNT INC		500.00
	Invoice		Date	Description		Amount
		112211OSI-J	11/22/2011	MAP MEETING-PROF SVCS OCT 2011 BILLING		500.00
Check	12/08/2011	3498	Accounts Payable	TULIP CITY AIR SERVICE INC		5,124.76
	Invoice		Date	Description		Amount
		177822	12/01/2011	AIRPORT GROUND MTCE FOR NOV 2011		5,124.76
Check	12/08/2011	3499	Accounts Payable	WAHMHOFF , MELISSA		94.90
	Invoice		Date	Description		Amount
		261	11/30/2011	REPLENISH PETTY CASH		94.90
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 6		\$6,754.79
Checks:		6		\$6,754.79		

CONFERENCE INFORMATION

This is the 21st year the Michigan Airport Conference has been held by the Michigan Association of Airport Executives (MAAE) and the MDOT Office of Aeronautics. By co-sponsoring this conference, we are able to provide airport sponsors, managers, consultants, and others interested in aviation the opportunity to meet in an open forum to share ideas and information. The conference also provides a versatile medium to inform attendees of changes and opportunities available to airport communities. The presence of vendors translates into the availability of new equipment, products and processes that can be readily examined. The presence of consultants to explain their particular areas of expertise is another valuable opportunity this conference provides.

AGENDA AND SPEAKERS

On Wednesday morning, we will receive updates from the MDOT Office of Aeronautics and the Federal Aviation Administration (FAA). The FAA will present a summary on airport compliance. Our keynote speaker at our luncheon will be Mr. Doug Stanton, author of the *New York Times* bestseller: "In Harm's Way: The Sinking of the USS Indianapolis," and the extraordinary story of its survivors. A former contributing editor at *Esquire*, *Sports Afield*, and *Outside*, Mr. Stanton is now a contributing editor at *Men's Journal* and has written on travel, entertainment, and adventure.

Amy Malick, Deputy Commissioner, Chicago Department of Aviation, Office of Sustainability, will be present to discuss Chicago O'Hare International's aeroponic garden and a new process to apply asphalt pavement using green initiatives. Joining Ms. Malick will be Karl Randall, Manager of Oakland Pontiac International Airport, and Dennis Iskra, Senior Aviation Architect from Reynolds Smith and Hills, to discuss the latest developments in terminal design. Wednesday evening's reception will be a return to past practice, as the MAAE and MDOT Office of Aeronautics will invite our state Congressional leaders to attend.

Thursday's sessions include a presentation by Matt Taylor from C and S Companies on "Leveraging your Airport's Commercial Real Estate: The Right Approach to Generating New Revenue." Session two on Thursday will be a presentation from Senator Carl Levin's office on "What's happening in Washington with the FAA's AIP Program and the Department of Defense." The grand finale of our conference will be our most-honored tradition of recognizing the Airport Sponsor and the Consultant of the Year, followed by the "Passport" prize drawing. Closing out the conference in this way is important, as it celebrates our successes and encourages us to continue in the pursuit of excellence in aviation. We truly hope to see you in February 2012, and would remind you that this is **your** conference, and its success depends on **your participation**.

AGENDAWednesday, February 22, 2012

7:30 a.m. – 5:00 p.m.	Open Registration
7:30 a.m. – 8:30 a.m.	Continental Breakfast with Exhibitors
8:30 a.m. – 8:45 a.m.	Welcome & Overview
Speakers:	Dick Acker, President, MAAE Mike Trout, Director, Office of Aeronautics
8:45 a.m. – 9:45 a.m.	MDOT, Office of Aeronautics Update
Speakers:	Mike Trout, Director, Office of Aeronautics, and MDOT Aeronautics Staff
9:45 a.m. – 10:30 a.m.	FAA Update
Speakers:	John Mayfield, Manager, Detroit Airports District Office, and Ignacio Flores, Assistant Airports Division Manager
10:30 a.m. – 10:45 a.m.	Break with Exhibitors
10:45 a.m. – Noon	Airport Compliance 101
Speakers:	FAA, Airports District Office
Noon – 1:30 p.m.	Luncheon
Speaker:	Doug Stanton, Author of "Horse Soldiers"
1:30 p.m. – 3:00 p.m.	"Airport Terminals and Green Initiatives"
Speakers:	Amy Malick, Chicago O'Hare International; Karl Randall, Oakland County International; and Dennis Iskra, RS&H
3:00 p.m. – 3:30 p.m.	Break with Exhibitors
3:30 p.m. – 5:00 p.m.	Roundtable Discussions
	<u>Air Carrier Airports and Large General Aviation Airports</u>
	Delta Airlines will provide a status update on its air carrier service in Michigan
	<u>Small General Aviation Airports</u>
5:30 p.m. – 7:00 p.m.	Exhibitor Reception

Thursday, February 23, 2012

8:00 a.m. – 9:30 a.m.	Open Registration
8:00 a.m. – 9:30 a.m.	Continental Breakfast with Exhibitors
8:15 a.m. – 9:00 a.m.	MAAE General Membership Meeting
9:00 a.m. – 10:00 a.m.	Airport Commercial Real Estate: the Right Approach to Generating New Revenue
Speaker:	Matt Taylor, C & S Companies
10:00 a.m. – 10:30 a.m.	Break with Exhibitors
10:30 a.m. – 11:45 a.m.	Update from the Office of the Honorable Carl Levin
11:45 a.m. – 1:30 p.m.	Awards Luncheon

Interested in sponsoring an event and/or donating door prizes? Please contact one of the conference committee members listed below:

Kevin Klein – 231-947-2250 E-mail Kevin.Klein@tvcairport.com Shawn Jezak – 517-977-1172 E-mail: maae@michairports.org

By sponsoring a function in whole or in part, your company will receive special recognition in addition to the appreciation we normally bestow. Door prizes have proven time and again to be a great advertising medium. Donations to be given out as door prizes are also appreciated.