

# West Michigan Airport Authority

## Meeting Agenda

January 11, 2016 \* 11:30am – 1:00pm

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

1. Public Comments.
2. Consideration of the December 14, 2015 Meeting Minutes. (Action Required)
3. Election of Chairperson, Vice-Chairperson, Secretary and Treasurer for 2017. (Action Required)
4. 2017 Sub-Committee appointments. (Action Required)
5. FBO Report.
6. Approval of Final EC Aviation Lease Assignment Documents. (Action Required)
7. Airport Business Center/Apron/Sitework Projects.
  - A. Accept donations. (Action Required)
  - B. Construction progress
  - C. Review of project budget and change orders.
  - D. Technology/communications/security.
8. Communications Committee Update.
9. Fiscal Year 2017 Budget Preparation Process.
  - A. Status of fiscal year 2016 action plan.
10. Monthly Budget and Investment Report. (Accept as Information)
11. Next meeting: 11:30 a.m., February 8, 2016 at Park Township Offices.
12. Other Business.
13. 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 (510-2332) or Sinka Babinec (355-1310). We must have at least one of the three representatives of each unit of government present at the meeting to attain a quorum. Thank you.**

**West Michigan Airport Authority  
Proposed Meeting Minutes  
December 7, 2015**

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

**Present:** Authority Members Klunder, Klynstra, Hoogland, Hoffswell, Whiteman, Martin, Matthysse and Sylte; HYAC Members Harder, Stumbo and Urbytes; Ex-Officio Members Disselkoen and Storey

**Absent:** Toscano

**Others Present:** Bruce Wickman, Westshore Aviation; Scott Heerema and Kevin Nash with Gentex Corporation & E.C. Aviation, and Bob Nolan with Warner Norcross & Judd; FBO Ludema, Communications Assistant Scholten, Airport Authority Manager Robinson and Executive Assistant Babinec

Chairperson Klunder called the meeting to order at 11:35 a.m. and thanked Westshore Aviation for hosting the meeting.

**15.12.01 Public Comments**

There were no public comments expressed at this meeting.

**15.12.02 Consideration of the November 9, 2015 Regular Meeting Minutes**

It was moved by Klynstra and supported by Whiteman to approve the November 9, 2015 meeting minutes as presented. This motion was unanimously adopted.

**15.12.03 Special Presentation**

Chairperson Klunder on behalf of the West Michigan Airport Authority Board presented Board Member Chris Martin with a plaque of appreciation from the Board for his dedicated work with the Authority. Mr. Martin was acknowledged for the value he has brought to the Board and the Communications Committee over his many years of service.

**15.12.04 FBO Report.**

FBO Ludema presented the monthly Fixed Base Operator (FBO) report describing fuel sales and various airport operations. This report was accepted as information.

**15.12.05 Private Fueling Facility Permit Application Submitted by E.C. Aviation**

Airport Manager Robinson advised the Board that Wingspan is assigning its two land leases at the airport to E.C. Aviation, a subsidiary of Gentex. There is a private fueling facility on this leased land for which Wingspan has a fueling permit that would not terminate until October 2020. Because of the particular information required for a fueling permit under the Airport Fueling Rules & Regulations, E.C. Aviation has requested a new permit for this facility. This permit involves two, 12,000 gallon fuel tanks that are below ground and no changes or improvements are planned to these tanks at this time. The Fueling Rules & Regulations require certain information to be submitted with the application. All of the required information except for the insurance certificates has been submitted. The permit is for 10 years. In addition, Wingspan currently has between 8,000 and 10,000 gallons of fuel remaining in these tanks. Wingspan has asked that it be able to use this fuel for its aircraft despite the permit being held by E.C. Aviation.

It was moved by Hoogland and supported by Sylte to approve a fueling permit for E.C. Aviation for a 10 year period, subject to the following conditions: 1. That E.C. Aviation provide proof of environmental and liability insurance as required by Sections 3C and 3E of the Rules & Regulations; 2. That E.C. Aviation provide evidence of ability to pay for curing any violations of the Regulations or for damages; 3. That E.C. Aviation provide a Spill Prevention Countermeasures and Control Plan or evidence that such a plan is not required for this facility; and 4. That Wingspan be permitted to use its remaining fuel in these tanks. This motion was unanimously adopted.

**15.12.06 Presentation of the Fiscal Year 2015 Audit**

Rehman Robson Audit Manager Krystal Benson presented the fiscal year 2015 audit and financial statements to the Authority. Ms. Benson stated that the Authority had a clean, qualified audit opinion. A hard copy of the audit and financial records were distributed to Authority members and reviewed in detail. The audit notes one area requiring improvement and that is about closing the books on a project administered by the Michigan Department of Transportation. Properly accounting for the closing of these projects can be difficult due to the length of time it takes the State to complete its financial work. This Significant Audit Adjustment has already been resolved. Chairperson Klunder thanked the City of Holland's Finance Office for their work on this audit and for the great job keeping the Authority's finances in order.

It was moved by Hoogland and supported by Sylte to approve the fiscal year 2015 audit and financial statements as presented by Rehman Robson. This motion was unanimously adopted.

**15.12.07                    Accept Donations to Airport Business Center Project**

Mr. Robinson advised that the Airport Authority has been receiving pledges and donations for the new Airport Business Center project. The project is under construction and these donations will enable the inclusion of project items that were previously deleted from the contractor bid in order to construct a project within budget. The Authority is extremely grateful for these contributions and for those who desire to be part of this community project. Donations continue to be received weekly and another donations report is anticipated to be submitted to the Board in January 2016. Chairperson Klunder thanked the Building and Development and Communications Committees for their work on this project.

1. It was moved by Hoogland and supported by Martin to accept these generous donations as presented and that an expression of gratitude be forwarded to the donors; and further,
2. It was moved by Sylte and supported by Matthyse to authorize Chairperson Klunder to write change orders to upgrade the building with snowmelt and pleotint glass; and that additional project items to be added should first be approved by the Building and Development Committee according to the priority list, as funds become available.

These motions were unanimously adopted.

**15.12.08                    Progress Report on Airport Business Center and Apron Project**

Mr. Robinson reviewed the budget and provided a status of the construction. The parking lot base, new apron base, the foundation for the building, the walls and the roof are now installed so that interior work can take place throughout the coming months.

The report was accepted as information.

**15.12.09                    Communications Committee Update**

Ms. Scholten gave a verbal update on the status of the Communications Committee's recent activities. The Airport website now has 1,905 likes. This report was accepted as information.

**15.12.10 Monthly Budget and Investment Report.**

It was moved by Hoffswell and supported by Martin to accept the monthly budget and investment report as presented. This motion was unanimously adopted.

**15.12.11 Other Business**

Board Member Matthyse suggested that the Board should considered promotional materials to attract new customers and users to the new airport terminal building.

**15.12.11 Next Meeting: January 11, 2016, 11:30 a.m., at Howard Miller & Community Center, Zeeland**

**15.11.12 Adjourn**

There being no further business, the meeting adjourned at 1:00 p.m.

Respectfully Submitted,

Russ Sylte  
Authority Secretary

## West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423  
P (616) 510-2332

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



January 11, 2016

Items 3 and 4

To: West Michigan Airport Authority Board.  
From: Greg Robinson, Authority Manager.  
Subject: Election of Officers for 2016.

---

The Airport Authority by-laws require annual election of the Board Chairperson, Vice-Chairperson, Secretary and Treasurer. The 2015 holders of these positions are:

Chairperson	Tim Klunder, Zeeland
Vice-Chairperson	Mike Toscano, Park Township
Secretary	Russ Sylte, Park Township
Treasurer	Tim Vagle, City of Holland Finance Director

The process for electing Officers is as follows:

1. The Chairperson opens the floor for nominations for one position at a time.
2. Individual Board members may make a nomination simply by saying "I nominate \_\_\_\_\_ for the position of \_\_\_\_\_. A second is not needed for a nomination.
3. Once all nominations are received, the Chairperson closes the nominations for the position.
4. Then a Board member may make a motion to elect any one of the nominees for the particular position. This motion needs to be seconded. If the motion is seconded and receives at least 5 votes, this nominee is elected to the position. The remaining nominees, if any, are not voted on.
5. If none of the nominees receives 5 votes, then the process starts anew.

This process is followed for each position. The Treasurer position has been filled by the City of Holland Finance Director Tim Vagle since his office is responsible for overseeing the finances of the Authority.

# ***WMAA MONTHLY FBO REPORT***

<b>Total Fuel Gallons Delivered</b>	<b>Current Month Dec-15</b>	<b>One Year ago Dec. 2014</b>	<b>Fiscal Year To Date 10/1/15-9/30/16</b>	<b>F/Y to Date Compared 2015</b>
	<b>48,284</b>	<b>51,593</b>	<b>161,231</b>	<b>-32,538</b>

**Transplant Flights**

**Wings Of Mercy Flights**

**Freight Flights From/To Holland**                      **19**

**FREIGHT WEIGHT**    **35,849 #**

**NUMBER OF PARTS IF KNOWN**                              **87 skids+4 boxes**

## West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423  
P (616) 510-2332

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



January 11, 2016

Item 9.

To: West Michigan Airport Authority Board.  
From: Greg Robinson, Authority Manager.  
Subject: Fiscal Year 2017 Budget Preparation.

---

It is time again to begin preparation of the next fiscal year budget. Following is the proposed schedule for preparation and approval of the Fiscal Year 2017 (July 1, 2016 – June 30, 2017) budget:

1. February 8, 2016: Board considers FY17 action plan.
2. January/February 2016: Operations Committee reviews the preliminary operating and capital budgets.
3. March 14, 2016: Authority Manager presents proposed budget and Board sets public hearing for April Board meeting.
4. April 11, 2016: Board holds public hearing and approves the budget if no changes are necessary as the result of the hearing.
5. April/May 2016: Millage rate submitted to local government members.

### **Recommendation**

It is recommended that the Authority Board approve the Fiscal Year 2017 budget schedule as presented in this report.



WMAA Fund Balance as of 6/30/15 \$ 1,119,538.41

	<u>Operating</u>	<u>Capital</u>	
Year to date Revenues	352,878.52	174,090.00	\$ 526,968.52
Year to date Expenses	172,345.07	876,385.77	\$ <u>1,048,730.84</u>

Estimated Fund Balance as of 1/5/16 \$ 597,776.09

	<u>Budget</u>	<u>YTD</u>	
Remaining Operating Revenues	516,400.00	352,878.52	\$ 163,521.48

	<u>Budget</u>	<u>YTD</u>	
Remaining Operating Expenses	342,050.00	172,345.07	\$ <u>169,704.93</u>

Ending Fund Balance as of 1/5/16 \$ 591,592.64

Expected Capital Expenses to be paid:

MDOT grant match wetland mitig.	688.00	
MeadHunt extra bldg. design cost	10,000.00	
MeadHunt extra apron / site design	740.00	
Change order for geotech stabilizing	20,000.00	
Committee project add-ons	30,000.00	
Technology / communic / security	25,000.00	
Landscaping / signage / irrigation	50,000.00	
Office demo & site restoration	50,000.00	\$ <u>186,428.00</u>

Project Change Order #1 \$ 183,959.00

Ending Fund balance after expected capital expenses \$ 221,205.64

FY15 Donations	25,500.00
FY16 Donations	<u>174,090.00</u>
Total Donations to Date	<u>199,590.00</u>



# Fund Equity Changes Report

Through 01/05/16

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.A	Fund Balance - Assigned (By Action) Apron, Building & Sitework	25,500.00	.00	.00	25,500.00				
341390.E	Fund Balance - Assigned (By Action) For Emergencies	25,000.00	.00	.00	25,000.00				
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	142,421.00	.00	.00	142,421.00				
342390	Fund Balance-Unassigned	735,027.05	.00	.00	735,027.05				
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>	<b>\$927,948.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$927,948.05</b>	<b>\$191,590.36</b>	<b>\$526,968.52</b>	<b>\$1,048,730.84</b>	<b>\$597,776.09</b>
	Fund Type <b>GENERAL FUND Totals</b>	<b>\$927,948.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$927,948.05</b>	<b>\$191,590.36</b>	<b>\$526,968.52</b>	<b>\$1,048,730.84</b>	<b>\$597,776.09</b>
	Fund Category <b>GOVERNMENTAL Totals</b>	<b>\$927,948.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$927,948.05</b>	<b>\$191,590.36</b>	<b>\$526,968.52</b>	<b>\$1,048,730.84</b>	<b>\$597,776.09</b>
	Grand Totals	<b>\$927,948.05</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$927,948.05</b>	<b>\$191,590.36</b>	<b>\$526,968.52</b>	<b>\$1,048,730.84</b>	<b>\$597,776.09</b>



# Trial Balance Listing

Through 01/05/16  
Detail Balance Sheet Listing  
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
<b>Fund Z01 - WMAA (Airport) General Fund</b>						
<i>CURRENT ASSETS</i>						
110001.675	Cash Due from Cash/Inv Pool	1,119,881.97	559,678.82	1,068,204.79	611,356.00	1,113,260.51
113040.0	Accounts Receivable General	31,328.31	166,676.15	192,808.50	5,195.96	10,749.97
114026.2009	Taxes Receivable 2009	.36	.00	.00	.36	20.95
114026.2010	Taxes Receivable 2010	62.40	.00	.08	62.32	62.40
114026.2011	Taxes Receivable 2011	68.81	.00	.40	68.41	72.56
114026.2012	Taxes Receivable 2012	40.27	.00	.42	39.85	42.75
114026.2013	Taxes Receivable 2013	44.12	.00	1.72	42.40	48.64
114026.2014	Taxes Receivable 2014	75.79	.00	311.83	(236.04)	.00
114027.2012	IFT Taxes Receivable 2012	40.65	.00	.00	40.65	40.65
114031	Allowance for Uncollectible Taxes	(328.36)	.00	.00	(328.36)	(308.15)
119073.2	Due from Local Govt Units Due from Park Township	.00	11,999.33	11,999.33	.00	47,262.94
119073.3	Due from Local Govt Units Due from Zeeland City	.00	63,298.91	63,298.91	.00	32.70
119078.1	Due from State of Michigan Due from State-Aeronautics	(8,284.75)	.00	10,180.71	(18,465.46)	(1,398.13)
<i>CURRENT ASSETS Totals</i>		\$1,142,929.57	\$801,653.21	\$1,346,806.69	\$597,776.09	\$1,169,887.79
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(17,882.52)	1,034,667.27	1,016,784.75	.00	(6,310.11)
211202	Contracts Payable	(600.00)	600.00	.00	.00	.00
212257.0	Accrued Wages Payable General	(495.00)	495.00	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(37.87)	37.87	.00	.00	.00
21B339.0	Deferred Revenue General	(4,375.77)	4,375.77	.00	.00	.00
<i>CURRENT LIABILITIES Totals</i>		(\$23,391.16)	\$1,040,175.91	\$1,016,784.75	\$0.00	(\$6,310.11)
<i>FUND BALANCE</i>						
341390.A	Fund Balance - Assigned (By Action) Apron, Building & Sitework	(25,500.00)	.00	.00	(25,500.00)	.00
341390.E	Fund Balance - Assigned (By Action) For Emergencies	(25,000.00)	.00	.00	(25,000.00)	(25,000.00)
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	(142,421.00)	.00	.00	(142,421.00)	(142,421.00)
342390	Fund Balance-Unassigned	(735,027.05)	.00	.00	(735,027.05)	(760,527.05)
<i>FUND BALANCE Totals</i>		(\$927,948.05)	\$0.00	\$0.00	(\$927,948.05)	(\$927,948.05)
	P/Y Fund Equity Adjustment	(191,590.36)	.00	.00	(191,590.36)	.00
	Fund Revenues	.00	26,008.56	552,977.08	(526,968.52)	(377,919.88)
	Fund Expenses	.00	1,871,928.08	823,197.24	1,048,730.84	142,290.25
<b>Fund Z01 - WMAA (Airport) General Fund Totals</b>		<b>\$0.00</b>	<b>\$3,739,765.76</b>	<b>\$3,739,765.76</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Totals</b>		<b>\$0.00</b>	<b>\$3,739,765.76</b>	<b>\$3,739,765.76</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Budget Performance Report

Fiscal Year to Date 01/05/16  
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>REVENUE</b>										
Department <b>000 - General Revenues</b>										
420502.24	Federal Grant FAA Capital	.00	.00	.00	.00	.00	.00	.00	+++	170,671.63
430502.24	State Grant MDOT State Capital	.00	.00	.00	.00	.00	.00	.00	+++	592,082.86
440573	State-Reim Local PPT Tax Loss	.00	.00	.00	.00	.00	1,907.37	(1,907.37)	+++	.00
450582.C	Contributions from Other Govts From City of Holland	100,000.00	.00	100,000.00	.00	.00	101,667.40	(1,667.40)	102	98,499.40
450582.P	Contributions from Other Govts From Park Township	102,000.00	.00	102,000.00	.00	.00	11,999.33	90,000.67	12	92,488.04
450582.Z	Contributions from Other Govts From City of Zeeland	52,700.00	.00	52,700.00	.00	.00	63,298.91	(10,598.91)	120	52,020.01
460621.9	Fees-Agreements Emergency Services Fee	.00	.00	.00	.00	.00	176.04	(176.04)	+++	177.55
460654.1	Franchise Fees FBO Franchise Fees	22,200.00	.00	22,200.00	.00	.00	10,900.02	11,299.98	49	21,800.04
460654.5	Franchise Fees Fuel Flowage Fee	65,000.00	.00	65,000.00	.00	.00	26,912.57	38,087.43	41	65,032.69
460654.7	Franchise Fees Landing Fees	.00	.00	.00	.00	.00	14,659.61	(14,659.61)	+++	23,465.27
480665.0	Investment Income General	3,000.00	.00	3,000.00	.00	.00	2,777.55	222.45	93	7,691.23
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	(167.28)
480669.24	Rental Hangar Land Lease	85,000.00	.00	85,000.00	.00	.00	82,604.34	2,395.66	97	91,609.10
480669.25	Rental Agricultural Land Lease	11,500.00	.00	11,500.00	.00	.00	11,575.38	(75.38)	101	11,200.38
480669.26	Rental T-Hangars	52,000.00	.00	52,000.00	.00	.00	24,400.00	27,600.00	47	54,580.00
490685.1	Recoveries Insurance	23,000.00	.00	23,000.00	.00	.00	.00	23,000.00	0	.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	.00	.00	+++	100.00
Department <b>000 - General Revenues Totals</b>		<b>\$516,400.00</b>	<b>\$0.00</b>	<b>\$516,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$352,878.52</b>	<b>\$163,521.48</b>	<b>68%</b>	<b>\$1,281,250.92</b>
<b>REVENUE TOTALS</b>		<b>\$516,400.00</b>	<b>\$0.00</b>	<b>\$516,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$352,878.52</b>	<b>\$163,521.48</b>	<b>68%</b>	<b>\$1,281,250.92</b>
<b>EXPENSE</b>										
Department <b>540 - Airport Operations</b>										
710701.0	Payroll-Regular General	.00	.00	.00	.00	.00	2,064.51	(2,064.51)	+++	3,424.90
710701.3	Payroll-Regular Allocated	16,700.00	.00	16,700.00	.00	.00	.00	16,700.00	0	.00
710707.0	Payroll-Temporary Help General	.00	.00	.00	.00	.00	11,215.58	(11,215.58)	+++	26,195.62
710707.8	Payroll-Temporary Help Allocated	27,300.00	.00	27,300.00	.00	.00	.00	27,300.00	0	.00
711702.0	Payroll-Vacation/PTO General	280.00	.00	280.00	.00	.00	99.53	180.47	36	262.15
711703	Payroll-Holidays	200.00	.00	200.00	.00	.00	65.57	134.43	33	137.72
711716.1	Insurance Health	9,700.00	.00	9,700.00	.00	.00	431.85	9,268.15	4	11,332.73
711716.2	Insurance Dental	30.00	.00	30.00	.00	.00	12.24	17.76	41	28.04
711717	Insurance-Life & AD&D	10.00	.00	10.00	.00	.00	2.92	7.08	29	5.37
711718.1	Retirement Contribution MERS	320.00	.00	320.00	.00	.00	165.16	154.84	52	269.82
711720	Insurance-Income Protection	25.00	.00	25.00	.00	.00	12.08	12.92	48	21.47
711725	Compensated Absences Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	653.52
712715	Employer FICA/Medicare Contribution	2,470.00	.00	2,470.00	.00	.00	1,009.80	1,460.20	41	2,253.06
712723	Unemployment Comp Insurance	40.00	.00	40.00	.00	.00	10.70	29.30	27	36.39
712724	Workers Comp Insurance	25.00	.00	25.00	.00	.00	12.29	12.71	49	19.80
721730.0	Postage General	100.00	.00	100.00	.00	.00	87.01	12.99	87	51.17
721740.0	Operating Supplies General	500.00	.00	500.00	.00	.00	82.50	417.50	16	300.41



# Budget Performance Report

Fiscal Year to Date 01/05/16

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 <b>Z01 - WMAA (Airport) General Fund</b>										
EXPENSE										
Department <b>540 - Airport Operations</b>										
721740.CAP	Operating Supplies Controlled Items-Capital Type	.00	.00	.00	.00	.00	.00	.00	+++	681.14
721905.0	Photocopies/In-House Printing General	50.00	.00	50.00	.00	.00	1.22	48.78	2	9.97
721931.0	Bldg & Grnds Maint General	15,000.00	.00	15,000.00	.00	.00	560.00	14,440.00	4	11,390.00
721933.0	Equipment Maintenance General	18,000.00	.00	18,000.00	.00	.00	4,000.00	14,000.00	22	20,883.67
722801.9010	Contr-Printing/Promo Advertising/Promotional	30,000.00	.00	30,000.00	.00	1,200.00	5,387.13	23,412.87	22	7,170.91
722804.0	Contractual-Legal General	5,000.00	.00	5,000.00	.00	.00	5,222.01	(222.01)	104	20,583.55
722805.1	Contractual-Finance Independent Audit	6,300.00	.00	6,300.00	.00	.00	7,200.00	(900.00)	114	5,500.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	136.79	(136.79)	+++	265.83
722807.5	Contractual-Architect/Engineer Engineering	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
722808.MOW	Contr-Bldgs&Grnds Mowing	25,000.00	.00	25,000.00	.00	.00	16,219.25	8,780.75	65	25,149.00
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	20,000.00	.00	20,000.00	.00	.00	4,060.75	15,939.25	20	20,812.57
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	60,000.00	.00	60,000.00	.00	.00	651.00	59,349.00	1	58,435.75
722809.61	Contractual-Misc Contract-Management Services	32,000.00	.00	32,000.00	2,349.17	.00	16,444.15	15,555.85	51	27,280.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	4,000.00	.00	4,000.00	.00	.00	2,044.18	1,955.82	51	4,729.39
723850.0	Communications Telephone	500.00	.00	500.00	.00	.00	133.66	366.34	27	313.62
723860.0	Travel, Conf, Seminars General	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	682.69
723910.0	Commercial Insurance Premiums General	21,000.00	.00	21,000.00	.00	.00	18,914.00	2,086.00	90	19,647.00
723920.GATE	Public Utilities Fence Gates	550.00	.00	550.00	.00	.00	224.26	325.74	41	434.59
723920.LAND	Public Utilities Landing Lights & System	3,800.00	.00	3,800.00	.00	.00	1,551.53	2,248.47	41	4,855.49
723920.PLOT	Public Utilities Parking Lot Lights	950.00	.00	950.00	.00	.00	413.04	536.96	43	780.36
723920.RUNW	Public Utilities Runway Lights	5,200.00	.00	5,200.00	.00	.00	2,545.38	2,654.62	49	4,985.19
723920.THAN	Public Utilities T-Hangars	3,200.00	.00	3,200.00	.00	.00	1,341.57	1,858.43	42	3,509.88
723942.0	Building Rental/Lease General	7,400.00	.00	7,400.00	.00	.00	550.00	6,850.00	7	1,100.00
723955.0	Misc. General	3,500.00	.00	3,500.00	.00	.00	1,272.06	2,227.94	36	3,333.16
723961.0	Dues & Subscriptions General	400.00	.00	400.00	.00	.00	295.00	105.00	74	365.00
723962.0	Assessments & Taxes General	.00	.00	.00	.00	.00	67,844.63	(67,844.63)	+++	.00
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	50.42
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	61.72	(61.72)	+++	14.85
730971.0	Land General	.00	.00	.00	.00	.00	.00	.00	+++	509,712.73
730974.0	Land Improvements General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	11,296.15
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	.00	.00	+++	306,195.48
770956.0	Contingency General	184,350.00	.00	184,350.00	.00	.00	.00	184,350.00	0	.00
Department <b>540 - Airport Operations Totals</b>		<b>\$516,400.00</b>	<b>\$0.00</b>	<b>\$516,400.00</b>	<b>\$2,349.17</b>	<b>\$1,200.00</b>	<b>\$172,345.07</b>	<b>\$342,854.93</b>	<b>34%</b>	<b>\$1,115,160.56</b>
<b>EXPENSE TOTALS</b>		<b>\$516,400.00</b>	<b>\$0.00</b>	<b>\$516,400.00</b>	<b>\$2,349.17</b>	<b>\$1,200.00</b>	<b>\$172,345.07</b>	<b>\$342,854.93</b>	<b>34%</b>	<b>\$1,115,160.56</b>
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>										
<b>REVENUE TOTALS</b>		<b>516,400.00</b>	<b>.00</b>	<b>516,400.00</b>	<b>.00</b>	<b>.00</b>	<b>352,878.52</b>	<b>163,521.48</b>	<b>68</b>	<b>1,281,250.92</b>
<b>EXPENSE TOTALS</b>		<b>516,400.00</b>	<b>.00</b>	<b>516,400.00</b>	<b>2,349.17</b>	<b>1,200.00</b>	<b>172,345.07</b>	<b>342,854.93</b>	<b>34</b>	<b>1,115,160.56</b>



# Budget Performance Report

Fiscal Year to Date 01/05/16

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 <b>Z01 - WMAA (Airport) General Fund Totals</b>	\$0.00	\$0.00	\$0.00	(\$2,349.17)	(\$1,200.00)	\$180,533.45	(\$179,333.45)		\$166,090.36
	Grand Totals									
	<b>REVENUE TOTALS</b>	516,400.00	.00	516,400.00	.00	.00	352,878.52	163,521.48	68	1,281,250.92
	<b>EXPENSE TOTALS</b>	516,400.00	.00	516,400.00	2,349.17	1,200.00	172,345.07	342,854.93	34	1,115,160.56
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$2,349.17)	(\$1,200.00)	\$180,533.45	(\$179,333.45)		\$166,090.36

City of Holland  
**Payment Batch Register**

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 01/06/2016

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	01/07/2016	30561	Accounts Payable	FRIS OFFICE OUTFITTERS		100.60
	Invoice		Date	Description		Amount
		2016-00002879	12/31/2015	AIRPORT - ACCT 115780		100.60
Check	01/07/2016	30562	Accounts Payable	THE HOLLAND SENTINEL		1,200.00
	Invoice		Date	Description		Amount
		2016-00002880	11/29/2015	HOLLAND AD ENHANCE		1,200.00
EFT	01/07/2016	1792	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	87.97
	Invoice		Date	Description		Amount
		2016-00002878	12/14/2015	AIRPORT - ACCT ENDING IN 2363		87.97
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 3		\$1,388.57
	Checks:	2		\$1,300.60		
	EFTs:	1		\$87.97		

City of Holland  
**Payment Batch Register**

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 12/30/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	12/31/2015	30479	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		1,172.95
		<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>Amount</u>
		2016-00002824	12/13/2015	AIRPORT - ACCT #05613100-02		123.69
		2016-00002825	12/13/2015	AIRPORT - ACCT #05613700-01		333.20
		2016-00002826	12/13/2015	AIRPORT - ACCT #05613990-02		90.05
		2016-00002827	12/13/2015	AIRPORT - ACCT #05614000-01		72.18
		2016-00002828	12/13/2015	AIRPORT - ACCT #77526597-00		18.81
		2016-00002829	12/13/2015	AIRPORT - ACCT #77524873-01		39.30
		2016-00002830	12/13/2015	AIRPORT - ACCT #05614220-01		495.72
Check	12/31/2015	30480	Accounts Payable	NEDERVELD ASSOCIATES INC		685.00
		<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>Amount</u>
		93530	12/08/2015	PROFESSIONAL SERVICES - SURVEY AT 1476 LINCOLN		685.00
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 2		\$1,857.95
Checks:		2		\$1,857.95		



City of Holland  
**Payment Batch Register**

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 12/22/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	12/23/2015	30379	Accounts Payable	CUNNINGHAM DALMAN P.C.		435.44
	Invoice		Date	Description		Amount
	226767		12/16/2015	AIRPORT - LEGAL SERVICES		131.95
	226766		12/16/2015	AIRPORT - LEGAL SERVICES		158.34
	226765		12/16/2015	AIRPORT - LEGAL SERVICES		145.15
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 1		\$435.44
Checks:		1		\$435.44		

City of Holland  
**Payment Batch Register**

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 12/16/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	12/17/2015	30241	Accounts Payable	DEANNE BUCKLAND		165.00
	Invoice		Date	Description		Amount
		2016-00002626	12/17/2015	AIRPORT - REIMBURSEMENT OF PETTY CASH		165.00
Check	12/17/2015	30242	Accounts Payable	WESTSHORE AVIATION MANAGEMENT		350.00
	Invoice		Date	Description		Amount
		120115	12/01/2015	AIRPORT - OFFICE SPACE RENTAL 9/1/15-12/15/15		350.00
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 2		\$515.00
Checks:		2		\$515.00		