

West Michigan Airport Authority

Meeting Agenda

July 13, 2015

11:30am – 1:00pm

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

1. Public Comments.
2. Consideration of the June 8, 2015 Meeting Minutes. (Action Required)
3. Construction Bids for New Airport Business Center. (Action Required)
4. Construction Bids for New Apron and Sitework. (Action Required)
5. Request to Amend Mead & Hunt Design Contract for Airport Business Center. (Action Required)
6. Proposal for Fund Raising Support. (Action Required)
7. FBO Report.
8. Communications Committee Update.
9. Monthly Budget and Investment Report. (Accept as Information)
10. Next meeting: 11:30 a.m., August 10, 2015 at Park Township Offices.
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 (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

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

Comprising City of Zeeland, Park Township and City of Holland



July 13, 2015

To: West Michigan Airport Authority Board. Item 3.
From: Greg Robinson, Authority Manager.
Subject: Bids for New Airport Business Center.

The Airport Business Center Design Team, Authority Building & Development Committee and the Authority Board have completed the designs for the new Airport Business Center. This new building will be located at the east end of Geurink Boulevard and will be about 7,500 square feet in size. The building will replace the current tired, deteriorating brown office building at the entrance to the airport. The new building will have a larger, more inviting passenger lobby area, a larger pilot's lounge, leased space for the Airport Manager/FBO, offices for Airport Authority staff and conference rooms for the Authority, business and public use.

Progressive AE, through Mead&Hunt, are the architects for this building. The building has been estimated to cost about \$1.67 million and estimated construction administration costs are \$180,000 for a total estimated cost of \$1.85 million. The Authority will receive \$500,000 in MDOT/AERO funds for the project as well as \$1.3 million from the Michigan Economic Development Corporation for a total of \$1.8 million. The Airport Authority share was budgeted at \$50,000.

Along with the new building will be construction of a new aircraft apron and associated sitework and utility extensions. Bids have also been opened for this work and will be presented in another report to the Board.

The Airport Business Center bids were opened on June 3, 2015, and the following were submitted:

1. CL Construction, Holland	\$2,384,793
2. GDK Construction, Holland	2,421,000
3. Lakewood Construction, Holland	2,433,645
4. Terhorst & Rinzema Const., Ada	2,595,000
5. Elzinga Volkens, Holland	2,655,000
6. BCI Construction, Grand Rapids	2,840,000

Progressive has reviewed the bid of CL Construction and has determined that it does meet the specifications. However, this low bid is \$714,793 over the estimated cost. Progressive has reviewed the bid submittals of the three lowest bidders to determine why the bid amounts are so far off of the estimated cost and this will be explained to the

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Board at Monday's meeting. The difference is due in large part to the current bidding environment. The contractors and their subcontractors apparently have enough work that allows them to bid higher on projects. Also, it appears that the range of available subcontractors is limited and this is apparent in the bids as well.

The Authority does not have an additional \$715,000 to allocate to this project. So, the options are:

1. Reject these bids and re-bid the project. We have been told though that we should not expect bid prices to decrease in the near future and they may in fact increase.
2. Raise additional funds for the project.
3. Reject bids and re-design the building.
4. Discuss with the low bidder ways to reduce project costs.

This last option (#3) was the option pursued by the Building & Development Committee. CL has been very cooperative with Progressive, Authority staff and the Committee in presenting and evaluating ways to reduce construction costs. Options have been presented that could reduce the costs by \$455,000 to \$508,000 without noticeably altering the design of the building. These reductions have been discussed with the Building & Development Committee and will be presented to the Board on Monday. During this cost reduction process, staff has been continually evaluating whether these reductions are of such a nature that would require the project to be re-bid. However, most of the cost reductions are eliminating certain items from the project or simplifying aspects of the project. Further, local fund raising efforts continue that could be used to add elements back into the project. Therefore, it is not felt that the integrity of the bidding process is being compromised by working with the lowest bidder to reduce bid costs.

Attached to this report is a revised project budget which indicates a building construction cost of \$1,929,793 and a construction administration cost estimate of \$167,000, for a total building budget of \$2,096,793. This is \$246,793 over the estimated budget amount. It is recommended that this additional \$246,793 be funded through the Airport Authority Fund Equity.

The Airport Authority has been saving funds over the past eight (8) years for this project in an attempt to avoid having to finance debt. The annual Authority budget is limited in its ability to sustain non-revenue generating debt and with the millage needing to be renewed every five (5) years, this creates additional uncertainty when it comes to accumulating debt.

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The Authority's Fund Equity is at \$1,113,000 as of June 30, 2015. The attached project budget depicts a total Airport Authority share of \$893,299 for all aspects of the building, apron and sitework projects. This is about 13.6% of the total projects cost of \$6.57 million. The Federal Aviation Administration will be funding about \$2.4 million, MDOT/AERO about \$1.8 million, and the MEDC at \$1.3 million. Local private contributions are at about \$250,000 at this point and it is hoped that these local contributions will continue over the next couple of months.

With a Fund Equity of \$1,113,000 and projected Authority expenses of \$893,299, the balance would be \$219,710. This project will not be completed until August 2016, so much of the construction will occur in Fiscal Year 2016. The Authority's FY 2016 budget anticipates another \$174,000 that could be allocated to this project, bringing the Fund Equity to about \$393,700 at the end of the project. This is an adequate amount to account for emergency expenditures and/or future capital projects. One item to note: the attached project budget does not include any contingencies. There are bound to be unanticipated items during the construction and this amount of Fund Equity should provide flexibility for these unknowns.

The Michigan Aeronautics Commission is expected to allocate funds for the Airport Business Center, apron and sitework at its July 22, 2015 meeting. If these projects are to stay on a schedule for an August 2015 start, the Board will need to take action on July 13.

Recommendation

It is recommended that the Authority Board:

1. Approve CL Construction as the low bid for the new Airport Business Center Project;
2. That the low bid amount of \$2,384,793 be accepted, subject to cost reductions of at least \$455,000 for a contract amount of \$1,929,793;
3. That the attached project budget be approved depicting \$280,093 to be allocated from the Authority's Fund Equity;
4. That changes to the contract amount be done only through change orders approved by the Authority Manager or Authority Board;
5. That the contract be approved as to form by the Authority's attorney.

Attachment: Revised project budget

West Michigan Airport Authority
Airport Business Center, Apron and Sitework Projects Budget
July 9, 2015

<u>Fiscal Year 2015</u>	<u>Total Cost</u>	<u>FAA</u>	<u>State-AERO</u>	<u>State-MEDC</u>	<u>WMAA</u>	<u>Other Local</u>
Airport Business Center - Property Acquisition	\$ 595,400	\$ -	\$ 494,000	\$ -	\$ 101,400	\$ -
ABC - Site Work and Apron Designs	\$ 234,999	\$ 214,321	\$ 10,339	\$ -	\$ 10,339	\$ -
ABC - Building Design	\$ 193,000	\$ -	\$ 173,700	\$ -	\$ 19,300	\$ -
Total Fiscal Year 2015	\$ 1,023,399	\$ 214,321	\$ 678,039	\$ -	\$ 131,039	\$ -
<u>Fiscal Year 2016</u>						
ABC - Wetland Mitigation	\$ 50,000	\$ 45,000	\$ 2,500	\$ -	\$ 2,500	\$ -
ABC - Building Construction	\$ 1,929,793	\$ -	\$ 349,700	\$ 1,300,000	\$ 280,093	\$ -
ABC- Building Construction Administration	\$ 167,000	\$ -	\$ 150,300	\$ -	\$ 16,700	\$ -
ABC- Lanscaping/Signage/AV/Irrigation	\$ -	\$ -			\$ 50,000	\$ -
ABC- Furnishings	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
ABC- ASOS relocation	\$ 54,000	\$ 48,600	\$ 2,700	\$ -	\$ 2,700	
ABC- Apron & Site Work Construction	\$ 2,886,800	\$ 1,844,071	\$ 557,449	\$ -	\$ 385,280	\$ 100,000
ABC- Apron & Site Work Construct. Admin.	\$ 260,000	\$ 182,381	\$ 55,132	\$ -	\$ 22,487	\$ -
ABC- Existing Office Demo & Site Restoration	\$ 50,000	\$ 45,000	\$ 2,500	\$ -	\$ 2,500	\$ -
	\$ 5,547,593	\$ 2,165,052	\$ 1,120,281	\$ 1,300,000	\$ 762,260	\$ 250,000
Total Fiscal Year 2016						
Total Expenses	\$ 6,570,992	\$ 2,379,373	\$ 1,798,320	\$ 1,300,000	\$ 893,299	\$ 250,000

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July 13, 2015

To: West Michigan Airport Authority Board. Item 4.
From: Greg Robinson, Authority Manager.
Subject: Bids for New Apron and Sitework.

This is a companion report to the previous report on Bids for the New Airport Business Center.

Bids for the new aircraft apron and the sitework associated with the apron and new Airport Business Center were opened on June 26, 2015. The following bids were submitted:

- | | |
|----------------------------|----------------|
| 1. Millbocker & Sons | \$3,226,800.75 |
| 2. Kaminnga & Roodvoets | 3,465,327.25 |
| 3. DJ McQuestions and Sons | 3,520,186.00 |
| 4. Schippers Excavation | 3,761,843.00 |

The engineer's (Mead&Hunt) estimate for this work was \$3,126,918. Mead&Hunt has determined that the Millbocker & Sons bid does meet bid specifications.

Although the low bid is about \$100,000 above the project estimate and this project is FAA and MDOT/AERO eligible, any increase will need to be funded by the Airport Authority. Neither the FAA nor MDOT/AERO have additional funds for this project. Because of this and the increased Authority funds needed for other aspects of the total project, the Building & Development Committee has discussed with Mead&Hunt reductions in this project to bring the total projects budget within the funding capabilities of the Authority.

As a result, it is proposed that \$340,000 be deducted from this bid and, perhaps, funded at a later date either by additional fund raising or future FAA or MDOT/AERO funding.

The attached budget depicts an apron/sitework construction cost of \$2,886,800. \$385,280 of this cost would be funded by the Airport Authority, \$1,844,071 by the FAA, \$557,449 by MDOT/AERO and \$100,000 by local private contributions. The Michigan Aeronautics Commission is expected to approve the FAA and MDOT/AERO amounts at its July 22, 2015 meeting. Construction is expected to begin in August 2015.

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Recommendation

It is recommended that the Authority Board:

1. Approve a contract with Millbocker & Sons in the amount of \$3,226,800.75, subject to bid deductions in the amount of at least \$340,000, for a final contract amount of \$2,886,800;
2. That the Authority share of \$385,280 be allocated from the Authority's Fund Equity;
3. That any cost changes to this contract be approved by change orders that are approved by the Authority Manager or Authority Board.

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July 13, 2015

To: West Michigan Airport Authority Board. Item 6.
From: Greg Robinson, Authority Manager.
Subject: Proposal for Fund Raising Support.

The Airport Business Center Fund Raising Team (Rick Veenhoven, Don Disselkoen, Jim Storey and Les Hoogland) has been working with Mark Schurman on developing a proposal for Mark to conduct fund raising efforts that would help the Authority to construct the Business Center and apron projects as originally designed. As the Board is well aware, the construction bids for these projects came-in at about \$800,000 over the estimated cost. As a result, the Authority needs to reduce design components of these projects in order to fund them.

The Fund Raising Team has been making contacts with individuals and companies for months now, but lacks the day to day attention that is needed for a successful fund raising effort. About \$250,000 has been committed to date, but additional funding would enable these projects to be constructed as hoped for in the design stage.

Mr. Schurman's proposal is that he would be compensated at \$75 per hour over the July/August 2015 time period, not to exceed 80 hours without approval from the Authority Board. This is a commitment of \$6,000 for his efforts. Also, in addition Mr. Schurman would be compensated in an amount equal to 10% of all funds raised, not to exceed \$20,000.

The Fund Raising Team feels that this compensation is competitive with other fund raising campaigns and will provide the Authority with the greatest opportunity to garner additional financial support for these projects.

Recommendation

The Airport Business Center Fund Raising Team recommends that the Authority enter into an agreement with Mark Schurman for fund raising efforts with compensation as described in this report; subject to the agreement being approved as to form by the Authority's attorney; and that the cost for this agreement be funded through the advertising/promotions budget.

Attachment: Proposal from Mark Schurman

July 10, 2015

Mr. Greg Robinson
Airport Authority Manager
West Michigan Airport Authority
270 S. River Avenue
Holland, MI 49423

Dear Greg:

This letter, when signed by you, will confirm that your organization, the West Michigan Airport Authority, has retained Schurman Communications as counsel in support of your Business Center and Aircraft Apron fund raising campaign for the period of July 13, 2015 through August 28, 2015 subject to the terms and conditions outlined below.

As your counsel, I will help implement a mutually agreed-upon program for your organization encompassing the team of volunteers in the existing WMAA Fundraising Committee and other key influencers that we will collectively identify and enlist, as together we prioritize, contact and seek financial and in-kind contributions from organizations and individuals in the greater WMAA region. I will provide professional services as required to coordinate and carry out the program, including my direct involvement in strategy, messaging, donor solicitations, volunteer coordination and the tracking of our collective progress against our goals. I will work in collaboration with yourself, the Fundraising Committee and others you identify against a timeline designed to secure committed contributions in support of the proposed new WMAA Business Center and Aircraft Apron by August 28, 2015, within the agreed upon fee structure and WMAA budget parameters identified below. Together our focus will be to raise the maximum possible contributions in the brief time available, in order to confirm a building and aircraft apron design that best represents the quality and character of the community and within the eventual budget available, enabling construction to proceed in September 2015.

For my services over the period of July 13 – August 28, 2015 we agree you will be billed at the rate of:

- \$75 / hour for all my personal work, meetings, and coordination of others efforts, as well as any administration and reporting related to the fundraising effort. I am not to exceed 80 total hours, or 20 hours in any given work week, without your prior approval in writing.
- Additionally, I will receive a performance bonus equal to 10% of all new funds received or committed to in writing, beginning July 14, 2015 and through August 28, 2015. This bonus is capped at a maximum of \$20,000.
- Personal expenses specifically related to the execution of this work, including meals or other hospitality demands while in direct contact with donors, will be documented and billed at cost for reimbursement. If project demands should require travel beyond the immediate Holland/Zeeland community, mileage will be documented and billed at IRS guideline rate. My own office overhead expenses, phone, etc. will not be billed to you.

My hourly fees, any earned performance bonus, and documented appropriate expenses are due payment in two installments, on August 10, 2015 and September 14, 2015, and require me to submit in writing my hours and related documentation of committed funds or expenses 7 days prior to those dates (August 3; September 7). If payment is not received in a timely manner, Schurman Communications reserves the right to suspend further work on the program.

As part of our understanding, you agree to indemnify Schurman Communications, and its officers and employees, and hold us harmless from and against any losses, claims, damages, expenses or liabilities which we may incur based on information, representations, reports or data you furnish us, to the extent that such material is furnished, prepared, approved, relied upon and/or used by us. Additionally, you agree to the same indemnification terms related to our contacts and work on your behalf with private and public organizations, governments, the general public and the media. You also agree to grant Schurman Communications permission to cite your name and organization web link in marketing efforts for our business, in both conversation and copy.

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration rules of the American Arbitration Association, and judgment, upon the award rendered by the Arbitration(s) may be entered in any court having jurisdiction thereof. You also agree to indemnify and defend Schurman Communications, its agents, officers, owners, directors and employees from and against all costs incurred in collecting or attempting to collect any sums owed whether or not successful.

Should either party need to terminate this agreement sooner than the expiration date, the terminating party must provide 7 days written notice.

You have my assurance of my very best efforts on your behalf.

Sincerely,

Schurman Communications



Mark Schurman, Principal

Accepted and Approved:
West Michigan Airport Authority

Greg Robinson, Airport Authority Manager

Date: _____

West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423
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DATE: July 13, 2015
SUBJECT: WMAA Communications Committee Board Update

Item 8.

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Tier 1 (*most important*)

UPDATE WEBSITE ON A CONTINUAL BASIS

- Please check the new WMRA website for news and updates. (www.WestMichiganRegionalAirport.com)

SOCIAL NETWORKING

- WMRA's Facebook page is online listed as "West Michigan Regional Airport." Please take a moment to visit and "Like" the page, make a comment, and share with colleagues, friends and family.

The WMRA Facebook page has grown to 1,688 "Likes" (from 1,566 "Likes" last month).

Recent Facebook post.



- WMRA's Twitter microblogging account is up and "Tweeting." Please join in and add your "Tweets."

Tier 2 (*important*)

PRESS RELEASES/NEWS ARTICLES

- When needed.

2014 PARADES & EVENTS

- **Tulip Time Muziekparade:** Saturday, May 9, 2015 (fifth consecutive year)
The float received a Director's Award for "Creativity" from the Tulip Time Board in 2013 and 2015.
- **Wings of Mercy CareAffaire:** Saturday, August 22, 2015
The 2014 Wings of Mercy CareAffaire video can be viewed at: <http://youtu.be/1t-hLGC35vY>
- **Zeeland's Magical Christmas Parade:** Monday, November 30, 2015
- **Holland's Parade of Lights:** Tuesday, December 1, 2015

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PRESENTATIONS/SPEAKING ENGAGEMENTS

- An informational meeting for airport tenants to update and answer questions regarding the new Airport Business Center project was held on May 13, 4:00 p.m. at the Tulip City hangar and hosted by Cal Matthyse.
- Please let a Communications Committee member know if a business or organization is interested in scheduling an airport presentation or speaking engagement.

TIER 3 *(less important)*

FUNDRAISING FOR NEW AIRPORT BUSINESS CENTER PROJECT

- A fundraising letter, visual and reply card was mailed to select Holland/Zeeland area businesses and organizations. Thank you letters are being sent.
- A fundraising postcard to the community has been designed/written in house and in the approval process.
- "Earn Your Wings" and "WingOMeter" graphics are being designed in house and in the approval process (goal has not been set).



eNEWSLETTER

- The WMRA eNews is being designed/written in house and scheduled for July 2015.

Please contact Karen if you have any questions or comments.
k.scholten@cityofholland.com C 616.953.9633 H 616.399.8509



Budget Performance Report

Fiscal Year to Date 06/30/15

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										
400420.0	Prior Year Taxes MTT Adjustments	.00	.00	.00	.00	.00	.00	.00	+++	101.24
420502.23	Federal Grant FAA Entitlement-Capital	249,250.00	.00	249,250.00	.00	.00	.00	249,250.00	0	.00
420502.24	Federal Grant FAA Capital	15,350.00	.00	15,350.00	.00	.00	.00	15,350.00	0	34,372.93
430502.24	State Grant MDOT State Capital	1,210,300.00	.00	1,210,300.00	.00	.00	.00	1,210,300.00	0	20,453.28
450582.C	Contributions from Other Govts From City of Holland	104,813.00	.00	104,813.00	.00	.00	98,477.14	6,335.86	94	98,963.65
450582.P	Contributions from Other Govts From Park Township	90,000.00	.00	90,000.00	.00	.00	92,609.16	(2,609.16)	103	90,267.60
450582.Z	Contributions from Other Govts From City of Zeeland	48,100.00	.00	48,100.00	3.83	.00	52,016.66	(3,916.66)	108	47,797.62
460621.9	Fees-Agreements Emergency Services Fee	.00	.00	.00	.00	.00	177.55	(177.55)	+++	175.85
460654.1	Franchise Fees FBO Franchise Fees	22,200.00	.00	22,200.00	1,816.67	.00	21,800.04	399.96	98	20,599.46
460654.5	Franchise Fees Fuel Flowage Fee	55,000.00	.00	55,000.00	5,477.64	.00	60,807.51	(5,807.51)	111	63,367.81
460654.7	Franchise Fees Landing Fees	27,000.00	.00	27,000.00	2,508.42	.00	20,346.72	6,653.28	75	23,759.68
480665.0	Investment Income General	4,000.00	.00	4,000.00	.00	.00	6,908.07	(2,908.07)	173	5,506.72
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	2,554.64
480669.24	Rental Hangar Land Lease	86,000.00	.00	86,000.00	650.38	.00	91,609.10	(5,609.10)	107	91,001.23
480669.25	Rental Agricultural Land Lease	11,400.00	.00	11,400.00	.00	.00	11,200.38	199.62	98	11,129.04
480669.26	Rental T-Hangars	55,000.00	.00	55,000.00	4,640.00	.00	49,940.00	5,060.00	91	56,540.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	100.00	(100.00)	+++	.00
Department 000 - General Revenues Totals		\$1,978,413.00	\$0.00	\$1,978,413.00	\$15,096.94	\$0.00	\$505,992.33	\$1,472,420.67	26%	\$566,590.75
Department 541 - Airport Business Center Project										
490675.AIR	Private Donations WMAA - From Companies	.00	.00	.00	.00	.00	25,500.00	(25,500.00)	+++	.00
Department 541 - Airport Business Center Project Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,500.00	(\$25,500.00)	+++	\$0.00
REVENUE TOTALS		\$1,978,413.00	\$0.00	\$1,978,413.00	\$15,096.94	\$0.00	\$531,492.33	\$1,446,920.67	27%	\$566,590.75
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	.00	.00	.00	.00	.00	2,963.32	(2,963.32)	+++	.00
710701.3	Payroll-Regular Allocated	61,400.00	.00	61,400.00	.00	.00	.00	61,400.00	0	60,630.00
710707.0	Payroll-Temporary Help General	.00	.00	.00	1,875.00	.00	23,641.41	(23,641.41)	+++	.00
710707.8	Payroll-Temporary Help Allocated	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	13,138.83
711702.0	Payroll-Vacation/PTO General	.00	.00	.00	.00	.00	202.91	(202.91)	+++	.00
711703	Payroll-Holidays	.00	.00	.00	.00	.00	129.09	(129.09)	+++	.00
711716.1	Insurance Health	.00	.00	.00	.00	.00	8,485.37	(8,485.37)	+++	.00
711716.2	Insurance Dental	.00	.00	.00	.00	.00	23.37	(23.37)	+++	.00
711717	Insurance-Life & AD&D	.00	.00	.00	.00	.00	4.65	(4.65)	+++	.00
711718.1	Retirement Contribution MERS	.00	.00	.00	.00	.00	235.44	(235.44)	+++	.00
711720	Insurance-Income Protection	.00	.00	.00	.00	.00	18.73	(18.73)	+++	.00
712715	Employer FICA/Medicare Contribution	.00	.00	.00	143.44	.00	2,025.68	(2,025.68)	+++	.00
712723	Unemployment Comp Insurance	.00	.00	.00	.00	.00	31.06	(31.06)	+++	.00
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	18.37	(18.37)	+++	.00



Budget Performance Report

Fiscal Year to Date 06/30/15

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										
721730.0	Postage General	100.00	.00	100.00	.00	.00	51.17	48.83	51	6.50
721740.0	Operating Supplies General	.00	.00	.00	.00	.00	300.41	(300.41)	+++	.00
721740.CAP	Operating Supplies Controlled Items-Capital Type	.00	.00	.00	.00	.00	681.14	(681.14)	+++	.00
721905.0	Photocopies/In-House Printing General	100.00	.00	100.00	.00	.00	9.83	90.17	10	30.27
721931.0	Bldg & Grnds Maint General	15,000.00	.00	15,000.00	834.00	.00	11,390.00	3,610.00	76	6,292.00
721933.0	Equipment Maintenance General	18,000.00	.00	18,000.00	.00	.00	16,817.25	1,182.75	93	21,030.50
722801.9010	Contr-Printing/Promo Advertising/Promotional	30,000.00	.00	30,000.00	1,229.79	.00	6,998.65	23,001.35	23	19,679.82
722804.0	Contractual-Legal General	5,000.00	.00	5,000.00	1,328.64	.00	19,340.07	(14,340.07)	387	2,823.02
722805.1	Contractual-Finance Independent Audit	6,200.00	.00	6,200.00	.00	.00	5,500.00	700.00	89	6,500.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	22.24	.00	265.83	(265.83)	+++	248.72
722807.2	Contractual-Architect/Engineer Plan Development	.00	.00	.00	.00	.00	.00	.00	+++	194.88
722807.5	Contractual-Architect/Engineer Engineering	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	500.00
722808.MOW	Contr-Bldgs&Grnds Mowing	25,000.00	.00	25,000.00	.00	.00	18,065.00	6,935.00	72	23,507.13
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	17,000.00	.00	17,000.00	.00	.00	19,586.04	(2,586.04)	115	24,712.06
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	55,000.00	.00	55,000.00	.00	.00	58,435.75	(3,435.75)	106	82,174.88
722809.61	Contractual-Misc Contract-Management Services	32,000.00	.00	32,000.00	2,273.33	.00	27,280.00	4,720.00	85	25,990.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	4,000.00	.00	4,000.00	.00	.00	4,345.79	(345.79)	109	3,122.99
723850.0	Communications Telephone	300.00	.00	300.00	25.57	.00	308.23	(8.23)	103	300.07
723860.0	Travel, Conf, Seminars General	1,000.00	.00	1,000.00	44.85	.00	682.69	317.31	68	942.71
723910.0	Commercial Insurance Premiums General	19,700.00	.00	19,700.00	371.00	.00	19,647.00	53.00	100	18,726.00
723920.GATE	Public Utilities Fence Gates	350.00	.00	350.00	34.73	.00	434.59	(84.59)	124	282.37
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	178.09	.00	4,754.10	(254.10)	106	3,833.98
723920.PLOT	Public Utilities Parking Lot Lights	750.00	.00	750.00	64.57	.00	780.36	(30.36)	104	605.53
723920.RUNW	Public Utilities Runway Lights	3,500.00	.00	3,500.00	335.75	.00	4,985.19	(1,485.19)	142	4,084.19
723920.THAN	Public Utilities T-Hangars	2,500.00	.00	2,500.00	167.35	.00	3,509.88	(1,009.88)	140	2,954.67
723942.0	Building Rental/Lease General	.00	.00	.00	.00	.00	500.00	(500.00)	+++	.00
723955.0	Misc. General	2,200.00	.00	2,200.00	132.95	.00	2,822.81	(622.81)	128	1,386.42
723961.0	Dues & Subscriptions General	.00	.00	.00	.00	.00	365.00	(365.00)	+++	70.00
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	(35.87)
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	14.85	(14.85)	+++	25.46
730971.0	Land General	944,000.00	.00	944,000.00	.00	.00	27,923.25	916,076.75	3	.00
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	75,412.18
730975.0	Buildings & Structures General	641,000.00	.00	641,000.00	.00	.00	48,982.58	592,017.42	8	3,600.00
770956.0	Contingency General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
Department 540 - Airport Operations Totals		\$1,912,600.00	\$0.00	\$1,912,600.00	\$9,061.30	\$0.00	\$342,556.86	\$1,570,043.14	18%	\$402,769.31
EXPENSE TOTALS		\$1,912,600.00	\$0.00	\$1,912,600.00	\$9,061.30	\$0.00	\$342,556.86	\$1,570,043.14	18%	\$402,769.31

Fund **Z01 - WMAA (Airport) General Fund** Totals



Budget Performance Report

Fiscal Year to Date 06/30/15

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
	REVENUE TOTALS	1,978,413.00	.00	1,978,413.00	15,096.94	.00	531,492.33	1,446,920.67	27	566,590.75
	EXPENSE TOTALS	1,912,600.00	.00	1,912,600.00	9,061.30	.00	342,556.86	1,570,043.14	18	402,769.31
Fund	Z01 - WMAA (Airport) General Fund Totals	\$65,813.00	\$0.00	\$65,813.00	\$6,035.64	\$0.00	\$188,935.47	(\$123,122.47)		\$163,821.44
	Grand Totals									
	REVENUE TOTALS	1,978,413.00	.00	1,978,413.00	15,096.94	.00	531,492.33	1,446,920.67	27	566,590.75
	EXPENSE TOTALS	1,912,600.00	.00	1,912,600.00	9,061.30	.00	342,556.86	1,570,043.14	18	402,769.31
	Grand Totals	\$65,813.00	\$0.00	\$65,813.00	\$6,035.64	\$0.00	\$188,935.47	(\$123,122.47)		\$163,821.44



Trial Balance Listing

Through 06/30/15
 Detail Balance Sheet Listing
 Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund Z01 - WMAA (Airport) General Fund						
<i>CURRENT ASSETS</i>						
110001.675	Cash Due from Cash/Inv Pool	927,498.83	546,666.60	350,458.81	1,123,706.62	927,498.83
113040.0	Accounts Receivable General	12,581.38	256,159.18	268,740.56	.00	12,581.38
114026.2009	Taxes Receivable 2009	20.95	.64	.00	21.59	20.95
114026.2010	Taxes Receivable 2010	62.40	.00	.00	62.40	62.40
114026.2011	Taxes Receivable 2011	72.56	.00	.00	72.56	72.56
114026.2012	Taxes Receivable 2012	82.25	.00	39.51	42.74	82.25
114026.2013	Taxes Receivable 2013	54.46	.00	7.58	46.88	54.46
114027.2012	IFT Taxes Receivable 2012	40.65	.00	.00	40.65	40.65
114031	Allowance for Uncollectible Taxes	(308.15)	.00	.00	(308.15)	(308.15)
118123.1	Prepaid Items Insurance	8,174.00	11,102.00	19,276.00	.00	8,174.00
119073.2	Due from Local Govt Units Due from Park Township	.00	92,620.80	92,620.80	.00	.00
119073.3	Due from Local Govt Units Due from Zeeland City	.00	52,030.29	52,030.29	.00	.00
119078.1	Due from State of Michigan Due from State-Aeronautics	(1,398.13)	.00	.00	(1,398.13)	(1,398.13)
<i>CURRENT ASSETS Totals</i>		\$946,881.20	\$958,579.51	\$783,173.55	\$1,122,287.16	\$946,881.20
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(14,557.38)	288,885.81	274,823.43	(495.00)	(14,557.38)
212257.0	Accrued Wages Payable General	.00	.00	495.00	(495.00)	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	.00	.00	37.87	(37.87)	.00
21B339.0	Deferred Revenue General	(4,375.77)	4,375.77	4,375.77	(4,375.77)	(4,375.77)
<i>CURRENT LIABILITIES Totals</i>		(\$18,933.15)	\$293,261.58	\$279,732.07	(\$5,403.64)	(\$18,933.15)
<i>FUND BALANCE</i>						
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	(760,527.05)	.00	.00	(760,527.05)	(760,527.05)
<i>FUND BALANCE Totals</i>		(\$927,948.05)	\$0.00	\$0.00	(\$927,948.05)	(\$927,948.05)
	Fund Revenues	.00	44.05	531,536.38	(531,492.33)	.00
	Fund Expenses	.00	347,865.22	5,308.36	342,556.86	.00
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$1,599,750.36	\$1,599,750.36	\$0.00	\$0.00
Grand Totals		\$0.00	\$1,599,750.36	\$1,599,750.36	\$0.00	\$0.00



Fund Equity Changes Report

Through 06/30/15

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	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	760,527.05	.00	.00	760,527.05				
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	Z01 - WMAA (Airport) General Fund Totals	\$927,948.05	\$0.00	\$0.00	\$927,948.05	\$0.00	\$531,492.33	\$342,556.86	\$1,116,883.52
Fund Type	GENERAL FUND Totals	\$927,948.05	\$0.00	\$0.00	\$927,948.05	\$0.00	\$531,492.33	\$342,556.86	\$1,116,883.52
Fund Category	GOVERNMENTAL Totals	\$927,948.05	\$0.00	\$0.00	\$927,948.05	\$0.00	\$531,492.33	\$342,556.86	\$1,116,883.52
	Grand Totals	\$927,948.05	\$0.00	\$0.00	\$927,948.05	\$0.00	\$531,492.33	\$342,556.86	\$1,116,883.52

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number			
AIR Airport	PAYABLES ACCOUNT	06/11/2015	26414			
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	756 - CITY OF ZEELAND	2015-00004672	AIRPORT - OVERPMT ON OTT CO. 2014 DLQ REAL PROP TAX CK#140816	05/31/2015	05/31/2015	12.99
	159 - FRIS OFFICE OUTFITTERS	2015-00004673	AIRPORT - ACCT #115780	05/31/2015	05/31/2015	10.60
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00004674	AIRPORT - ACCT #77524493-01	05/28/2015	05/31/2015	96.53
	733 - THE HOLLAND SENTINEL	2015-00004675	AIRPORT - ACCT #23237A	05/31/2015	05/31/2015	995.97
	322 - TULIP CITY AIR SERVICE INC	15-021727	AIRPORT - MAY SERVICES	05/31/2015	05/31/2015	5,653.15
Total Selected Invoices: 5						\$6,769.24

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 06/10/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	06/11/2015	26414	Accounts Payable	CITY OF ZEELAND		12.99
	Invoice		Date	Description		Amount
		2015-00004672	05/31/2015	AIRPORT - OVERPMT ON OTT CO. 2014 DLQ REAL PROP TAX CK#140816		12.99
Check	06/11/2015	26415	Accounts Payable	FRIS OFFICE OUTFITTERS		10.60
	Invoice		Date	Description		Amount
		2015-00004673	05/31/2015	AIRPORT - ACCT #115780		10.60
Check	06/11/2015	26416	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		96.53
	Invoice		Date	Description		Amount
		2015-00004674	05/28/2015	AIRPORT - ACCT #77524493-01		96.53
Check	06/11/2015	26417	Accounts Payable	THE HOLLAND SENTINEL		995.97
	Invoice		Date	Description		Amount
		2015-00004675	05/31/2015	AIRPORT - ACCT #23237A		995.97
Check	06/11/2015	26418	Accounts Payable	TULIP CITY AIR SERVICE INC		5,653.15
	Invoice		Date	Description		Amount
		15-021727	05/31/2015	AIRPORT - MAY SERVICES		5,653.15
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 5		\$6,769.24
Checks:		5		\$6,769.24		

City of Holland
Accounts Payable Payment Post Listing

Airport

Batch Department / Invoice Department		Bank Account	Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT	06/18/2015		26600	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	231 - CATERING CONCEPTS	6151512	AIRPORT - FOOD	06/15/2015	06/18/2015	135.25
	101 - CUNNINGHAM DALMAN P.C.	221061	AIRPORT - MAY SERVICES	06/11/2015	06/18/2015	202.75
	101 - CUNNINGHAM DALMAN P.C.	221062	AIRPORT - MAY SERVICES	06/11/2015	06/18/2015	1,125.89
	2780 - DEANNE BUCKLAND	2015-00004797	AIRPORT - REIMBURSEMENT OF PETTY CASH	06/18/2015	06/18/2015	44.85
	2087 - KAREN SCHOLTEN	2015-00004798	AIRPORT - REIMBURSEMENT FOR PHOTOS	06/18/2015	06/18/2015	41.23
	200 - SUPERIOR SPORT STORE	29711	AIRPORT - AWARD	05/13/2015	06/18/2015	60.00
Total Selected Invoices: 6						\$1,609.97

City of Holland
Payment Batch Register

Airport

Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 06/17/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	06/18/2015	26600	Accounts Payable	CATERING CONCEPTS		135.25
	Invoice		Date	Description		Amount
		6151512	06/15/2015	AIRPORT - FOOD		135.25
Check	06/18/2015	26601	Accounts Payable	CUNNINGHAM DALMAN P.C.		1,328.64
	Invoice		Date	Description		Amount
		221062	06/11/2015	AIRPORT - MAY SERVICES		1,125.89
		221061	06/11/2015	AIRPORT - MAY SERVICES		202.75
Check	06/18/2015	26602	Accounts Payable	DEANNE BUCKLAND		44.85
	Invoice		Date	Description		Amount
		2015-00004797	06/18/2015	AIRPORT - REIMBURSEMENT OF PETTY CASH		44.85
Check	06/18/2015	26603	Accounts Payable	KAREN SCHOLTEN		41.23
	Invoice		Date	Description		Amount
		2015-00004798	06/18/2015	AIRPORT - REIMBURSEMENT FOR PHOTOS		41.23
Check	06/18/2015	26604	Accounts Payable	SUPERIOR SPORT STORE		60.00
	Invoice		Date	Description		Amount
		29711	05/13/2015	AIRPORT - AWARD		60.00
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 5		\$1,609.97
Checks:		5		\$1,609.97		

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account		Check Date	Starting Check Number		
AIR Airport	PAYABLES ACCOUNT		06/25/2015	26717		
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	104 - ACCIDENT FUND NATIONAL INSURANCE CO.	2015-00004878	AIRPORT - POLICY #WCV 8011516 00 02	06/25/2015	06/25/2015	371.00
	234 - FIFTH THIRD BANK - CREDIT CARD	2015-00004886	AIRPORT - ACCT #5473-7816-0013-1892	06/14/2015	06/25/2015	468.56
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00004879	AIRPORT - ACCT #05613990-01	06/11/2015	06/25/2015	105.95
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00004880	AIRPORT - ACCT #77526597-00	06/11/2015	06/25/2015	21.37
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00004881	AIRPORT - ACCT #77524873-01	06/11/2015	06/25/2015	34.73
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00004882	AIRPORT - ACCT #05613700-01	06/11/2015	06/25/2015	145.98
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00004883	AIRPORT - ACCT #05614000-01	06/11/2015	06/25/2015	64.57
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00004884	AIRPORT - ACCT #05613100-02	06/11/2015	06/25/2015	72.14
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00004885	AIRPORT - ACCT #05614220-01	06/11/2015	06/25/2015	335.75
	1305 - TYCO INTEGRATED SECURITY LLC 81370446		Replace non funct. push button Rex @ man gate from airfield area	05/29/2015	06/25/2015	834.00
Total Selected Invoices: 10						\$2,454.05

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 06/24/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	06/25/2015	26717	Accounts Payable	ACCIDENT FUND NATIONAL INSURANCE CO.		371.00
		Invoice	Date	Description		Amount
		2015-00004878	06/25/2015	AIRPORT - POLICY #WCV 8011516 00 02		371.00
Check	06/25/2015	26718	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD		468.56
		Invoice	Date	Description		Amount
		2015-00004886	06/14/2015	AIRPORT - ACCT #5473-7816-0013-1892		468.56
Check	06/25/2015	26719	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		64.57
		Invoice	Date	Description		Amount
		2015-00004883	06/11/2015	AIRPORT - ACCT #05614000-01		64.57
Check	06/25/2015	26720	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		715.92
		Invoice	Date	Description		Amount
		2015-00004879	06/11/2015	AIRPORT - ACCT #05613990-01		105.95
		2015-00004880	06/11/2015	AIRPORT - ACCT #77526597-00		21.37
		2015-00004881	06/11/2015	AIRPORT - ACCT #77524873-01		34.73
		2015-00004882	06/11/2015	AIRPORT - ACCT #05613700-01		145.98
		2015-00004884	06/11/2015	AIRPORT - ACCT #05613100-02		72.14
		2015-00004885	06/11/2015	AIRPORT - ACCT #05614220-01		335.75
Check	06/25/2015	26721	Accounts Payable	TYCO INTEGRATED SECURITY LLC		834.00
		Invoice	Date	Description		Amount
		81370446	05/29/2015	Replace non funct. push button Rex @ man gate from airfield area		834.00
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 5		\$2,454.05
Checks:		5		\$2,454.05		

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date	Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		07/02/2015	26854	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	HARBOR HOUSE PUBLISHERS	15HOL69	AIRPORT - AD	06/10/2015	06/30/2015	495.00
Total Selected Invoices: 1						\$495.00

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 07/01/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	07/02/2015	26854	Accounts Payable	HARBOR HOUSE PUBLISHERS		495.00
	Invoice		Date	Description		Amount
	15HOL69		06/10/2015	AIRPORT - AD		495.00
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 1		<u>\$495.00</u>
Checks:		1		\$495.00		

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	07/09/2015	26987

Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	109 - CDW GOVERNMENT INC	WH78593	AIRPORT - EQUIPMENT	06/24/2015	06/30/2015	410.30
	307 - HOLLAND CITY TREASURER	2015-122	AIRPORT - APRIL - JUNE '15 G ROBINSON HEALTH INS PREMIUM	06/30/2015	06/30/2015	2,739.36
Total Selected Invoices: 2						\$3,149.66