

West Michigan Airport Authority

Meeting Agenda

September 8, 2014

11:30am – 1:00pm

Westshore Aviation, 1585 S. Washington (Holland)

1. Public Comments.
2. Consideration of the August 11, 2014 Regular Meeting and Closed Session Minutes. (Action Required)
3. Memorandum of Understanding with Palisades Nuclear Plant (Action Required)
4. Communications Committee Update:
 - A. Presentation of new website design.
 - B. August 23 Wings of Mercy Event.
 - C. Fiscal Year 2015 Work Plan.
5. FBO Report.
6. Monthly Budget and Investment Report. (Accept as Information)
7. Other Business.
8. Closed Session to Discuss Property Acquisition. (Action may be requested following the closed session.)
9. Next meeting: October 13, 2014, 11:30am at Howard Miller Library & Community Center (Zeeland).
10. 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
August 11, 2014**

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

Present: Authority Members Klunder, Hoogland, Klynstra, Wickmann, Matthyse, Dykstra, Wiersma, Student Assistant VanderKolk and Ex-Officio Members Disselkoe and Storey.

Absent: Toscano, Martin and Student DeLeau.

Others Present: 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 Park Township for serving as host for the meeting.

14.08.01 Public Comments

Holland Mayor Dykstra and City Manager Cotton presented a proclamation honoring the retirement of Holland Assistant City Manager Greg Robinson, 30 years of service, from the City of Holland. Although Mr. Robinson is retiring, he will always be remembered as a pillar of good leadership and a loyal individual dedicated to both his position and community.

14.08.02 Consideration of the June 9, 2014 Regular Meeting Minutes

It was moved by Wiersma and supported by Matthyse to approve the June 9, 2014 regular and closed session minutes as presented. This motion was unanimously adopted.

14.08.03 Presentation of the Updated Five Year Airport Capital Plan

Airport Authority Manager Robinson advised that the Building & Development Committee has reviewed with Mead & Hunt representatives an updated Five Year Capital Plan. The projects proposed to be included are very similar to what the Board approved last year, but a few dates and estimated costs/revenues have been revised. The primary project over the next 18 – 24 months is the new Airport Business Center and the funding is becoming reality for the project. Mr. Robinson highlighted that the rehabilitation of the worst pavement area and the rehab of runway/taxiway lighting projects have been scheduled for fiscal years 2016 and 2017 respectively. The revised Plan will be presented to the MDOT/AERO on August 20, 2014. The meeting with AERO staff will be on November 14, 2014 at 10:00 a.m.

It was moved by Wickmann and supported by Dykstra to approve the Updated Five Year Airport Capital Plan as presented and direct staff to present it to Michigan Department of Transportation AERO staff. This motion was unanimously adopted.

14.08.04 Memorandum of Understanding with Palisades Nuclear Plant

Mr. Robinson advised that a representative of the Palisades Nuclear Plant has met with the Operations Committee to request that the airport be made available as a staging area in the extremely unlikely possibility of a catastrophic event. Ron Ludema has met with Palisades to discuss logistics as well. Mr. Robinson stated that a Memorandum of Understanding is being finalized and it is intended to be ready for the next Board meeting. Diana Fried of Palisades will be at the Board meeting to address Board questions. Mr. Robinson

noted that this would be an opportunity for the airport to serve the West Michigan community in another capacity.

14.08.05 FBO Report

FBO Ron Ludema presented the monthly Fixed Base Operator (FBO) reports for the months of June and July describing fuel sales and airport operations. He highlighted that July 2014 fuel sales have been up by 12,578 gallons compared to July 2013 sales. This report was accepted as information. Mr. Ludema highlighted that at the request of the Board, the FBO report will include the freight weight and number of parts. He noted that this information may be difficult to obtain, but he will make the attempt.

14.08.06 Communications Committee Update

Communications Specialist Karen Scholten announced that Kelsey Doornbos is no longer working for the Airport Authority as an intern as she was offered a full-time position with a local company.

Ms. Scholten also provided an update on the new website design, which will feature a new structure, layout, and navigation bars. The website will be available within the next couple of weeks.

Ms. Scholten summarized the new and ongoing activities of the WMAA Communications Committee and commented that the Wings of Mercy CareAffaire Fundraiser will be on Saturday, August 23, 2014, from 8 am to Noon. Along with the benefit pancake breakfast, a 5 K run will be added beginning on the apron. Volunteer pilots with the Young Eagles program will give free Discovery Flights to children ages 8-17.

This report was accepted as information.

14.08.07 Monthly Budget & Investment Report

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

14.08.08 Other Business

Mr. Robinson summarized data collected on airport fuel, landing revenues and selected expenses for fiscal years 2011 – 2014.

14.08.09 Motion to go into Closed Session to Discuss Property Acquisition

It was moved by Hoogland and supported by Klynstra to go into a closed session to discuss property acquisition. This motion was unanimously adopted.

14.08.10 Next Meeting: September 8, 2014, 11:30am at Westshore Aviation (Holland).

14.08.11 Adjournment

There being no further business, the meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Jim Wiersma
Secretary

Memorandum of Understanding (MOU)
Between
West Michigan Airport Authority
and
Entergy Nuclear Operations, Inc., as Agent for Entergy Nuclear Palisades, LLC, owner of
the Palisades Nuclear Power Plant

This Memorandum of Understanding (“MOU”) is entered into this 15 day of September, 2014, by and between the **West Michigan Airport Authority** (“WMAA”) and **Entergy Nuclear Operations, Inc.** (“ENOI”), as agent for Entergy Nuclear Palisades, LLC, the owner of the **Palisades Nuclear Power Plant** (“PLP”). The purpose of this MOU is to establish the use of the West Michigan Regional Airport (“Airport”) as a staging area in the event that the PLP would experience an emergency event. The Airport has been selected because it is located approximately 30 air miles (36 driving miles) from the PLP. This MOU is established under the following terms and conditions:

1. An authorized representative of the PLP shall request use and assistance of the Airport from the Airport Manager. The request for use of the Airport by the PLP shall include the duration of such use. The PLP liaison and SAFER Staging Area Coordinator will work with the Airport Manager to help ensure that normal air operations are not disrupted to the extent possible.
2. The WMAA and the PLP shall use areas of the Airport for the staging of equipment which may include helicopter operations and semi-tractor trailer operations. This MOU does not include: reserving equipment or resources for the sole purchase by the PLP and controlling the movement, sales, or purchase of equipment used at the Airport.
3. A 24 hour contact name and number shall be provided by the WMAA and the PLP for contact information.
4. Any costs incurred by the WMAA relating to a request to use the Airport as a staging area shall be paid and reimbursed by the PLP. The WMAA shall submit an invoice for such costs within thirty (30) days of the termination of the use of the Airport.
5. The PLP shall save, indemnify, and hold harmless the WMAA, its officers, directors, and employees from any claim, action, or liability, arising out of or relating to the authorized use of the Airport by the PLP. This covenant of indemnification shall include reasonable attorney’s fees and costs incurred by the WMAA in defense of such claim, action, or liability. In addition, the PLP shall file with the WMAA a certificate of insurance listing the WMAA, its officers, directors, and employees as additional insureds relating to general liability and automobile coverage during the term of this Agreement. The certificate of insurance shall waive subrogation of any claim against the WMAA, its officers, directors, and employees.
6. This MOU may be terminated upon thirty (30) days written notice by either party.
7. This Agreement is subject to all requirements mandated by any federal or state agency establishing restrictions or limitations relating to the Airport.
8. This Agreement should be reviewed and updated as appropriate by each party once every two years.

9. The 24-Hour West Michigan Regional Airport Contact Name and Number:

Name: _____

Number: _____

10. The contact name and number for the PLP is:

Dan Malone – Manager, Emergency Preparedness
Phone: 269.764.2463 (W)
269.303.6516 (C)

This MOU is executed on the date noted above.

_____/_____
Tim Klunder
Chairman, West Michigan Airport Authority
West Michigan Regional Airport

_____/_____
Dan Malone
Manager, Emergency Planning
Palisades Nuclear Power Plant
Entergy Nuclear Operations, Inc.

_____/_____
Tony Vitale
Site Vice President
Palisades Nuclear Power Plant
Entergy Nuclear Operations, Inc.

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



DATE: September 8, 2014

SUBJECT: WMAA Communications Committee Board Update

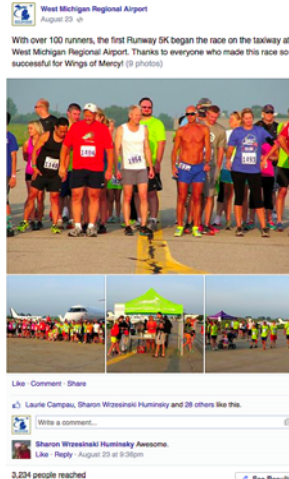
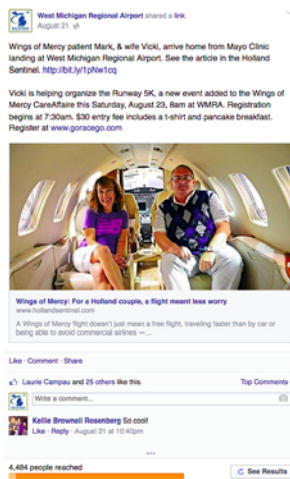
Tier 1 (most important)

UPDATE WEBSITE ON A CONTINUAL BASIS

- Please check the WMRA website for news and updates. (www.WestMichiganRegionalAirport.com)
The new website is ready to go live and a short presentation will be given at the Board meeting.

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 653 "Likes" (from 539 "Likes" last month).



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

WMRA JET FLOAT IN TULIP TIME MUZIEKPARADE Saturday, May 10, 2014

- The WMRA jet float completed its fourth consecutive year in the Tulip Time Muziekparade.

Tier 2 (important)

PRESS RELEASES/NEWS ARTICLES

- Wings of Mercy 5K Run and CareAffaire Press Releases
- "Now Boarding" article on front page of the Sentinel (Wings of Mercy patient flying from/to WMRA and event info)

2014 PARADES & EVENTS

- The Wings of Mercy CareAffaire fundraiser on August 23 was a great success. With over 100 runners, the new 5K Runway began their run on the taxiway. Over 500 breakfasts were served and 100 kids received free flights. Adults with designated donations received jet rides from Metal Flow and helicopter rides. Thanks to everyone for making this the most successful event yet! The new 2014 Wings of Mercy CareAffaire video will be shown at the Board meeting along with coverage from ABC on their 6:00 p.m. and 11:00 p.m. News.

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.

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



- Zeeland's Magical Christmas Parade: Monday, December 1, 2014

PRESENTATIONS/SPEAKING ENGAGEMENTS

- Please let a Communications Committee member know if a business or organization is interested in scheduling an airport presentation or speaking engagement.
- A speaking engagement to the Holland Rotary Is scheduled for October 8.

TIER 3 *(less important)*

eNEWSLETTER

The WMRA eNews is scheduled for September.

Please contact Karen if you have any questions or comments.
k.scholten@cityofholland.com O 616.355.1305 H 616.399.8509

WMAA MONTHLY FBO REPORT

Total Fuel Gallons Delivered	Current Month Aug-14	One Year ago Aug-13	Fiscal Year To Date 10/01/13-9/30/14	F/Y to Date Compared 2013
	48,570	56,168	564,817	16,684

Transplant Flights **0**

Wings Of Mercy Flights

Freight Flights From/To Holland **1**
1 Lear 35

FREIGHT WEIGHT **187.6**
3 Pallets

NUMBER OF PARTS IF KNOWN UNKNOWN

Notable Activities

Wings of Mercy Fund Raiser A Success
5K participation excellent for first time event held



Budget Performance Report

Fiscal Year to Date 09/02/14

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	.00
430502.24	State Grant MDOT State Capital	1,210,300.00	.00	1,210,300.00	.00	.00	.00	1,210,300.00	0	.00
450582.C	Contributions from Other Govts From City of Holland	104,813.00	.00	104,813.00	.00	.00	90,882.41	13,930.59	87	98,917.58
450582.P	Contributions from Other Govts From Park Township	90,000.00	.00	90,000.00	.00	.00	.00	90,000.00	0	90,262.05
450582.Z	Contributions from Other Govts From City of Zeeland	48,100.00	.00	48,100.00	.00	.00	50,103.49	(2,003.49)	104	47,794.78
460621.9	Fees-Agreements Emergency Services Fee	.00	.00	.00	.00	.00	.00	.00	+++	175.85
460654.1	Franchise Fees FBO Franchise Fees	22,200.00	.00	22,200.00	.00	.00	3,633.34	18,566.66	16	20,599.46
460654.5	Franchise Fees Fuel Flowage Fee	55,000.00	.00	55,000.00	.00	.00	5,549.82	49,450.18	10	63,367.81
460654.7	Franchise Fees Landing Fees	27,000.00	.00	27,000.00	.00	.00	2,893.51	24,106.49	11	23,759.68
480665.0	Investment Income General	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	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	.00	.00	19,346.40	66,653.60	22	91,001.23
480669.25	Rental Agricultural Land Lease	11,400.00	.00	11,400.00	.00	.00	.00	11,400.00	0	11,129.04
480669.26	Rental T-Hangars	55,000.00	.00	55,000.00	.00	.00	4,040.00	50,960.00	7	56,540.00
Department 000 - General Revenues Totals		\$1,978,413.00	\$0.00	\$1,978,413.00	\$0.00	\$0.00	\$176,448.97	\$1,801,964.03	9%	\$511,710.08
REVENUE TOTALS		\$1,978,413.00	\$0.00	\$1,978,413.00	\$0.00	\$0.00	\$176,448.97	\$1,801,964.03	9%	\$511,710.08
EXPENSE										
Department 540 - Airport Operations										
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	.00	.00	1,867.50	(1,867.50)	+++	.00
710707.8	Payroll-Temporary Help Allocated	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	13,138.83
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	142.87	(142.87)	+++	.00
721730.0	Postage General	100.00	.00	100.00	.00	.00	.00	100.00	0	6.50
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	.60	99.40	1	30.27
721931.0	Bldg & Grnds Maint General	15,000.00	.00	15,000.00	.00	1,996.00	.00	13,004.00	13	6,292.00
721933.0	Equipment Maintenance General	18,000.00	.00	18,000.00	.00	.00	4,103.50	13,896.50	23	21,030.50
722801.9010	Contr-Printing/Promo Advertising/Promotional	30,000.00	.00	30,000.00	.00	.00	913.84	29,086.16	3	19,679.82
722804.0	Contractual-Legal General	5,000.00	.00	5,000.00	.00	.00	1,850.60	3,149.40	37	2,823.02
722805.1	Contractual-Finance Independent Audit	6,200.00	.00	6,200.00	.00	.00	.00	6,200.00	0	6,500.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	43.43	(43.43)	+++	248.72
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	4,269.50	20,730.50	17	23,507.13
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	17,000.00	.00	17,000.00	.00	.00	1,115.76	15,884.24	7	24,712.06
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	82,174.88
722809.61	Contractual-Misc Contract-Management Services	32,000.00	.00	32,000.00	2,273.33	.00	6,820.03	25,179.97	21	25,990.00



Budget Performance Report

Fiscal Year to Date 09/02/14

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	4,000.00	.00	4,000.00	.00	.00	186.73	3,813.27	5	3,122.99
723850.0	Communications Telephone	300.00	.00	300.00	.00	.00	27.06	272.94	9	300.07
723860.0	Travel, Conf, Seminars General	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	942.71
723910.0	Commercial Insurance Premiums General	19,700.00	.00	19,700.00	.00	.00	19,276.00	424.00	98	18,726.00
723920.GATE	Public Utilities Fence Gates	350.00	.00	350.00	.00	.00	70.08	279.92	20	282.37
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	477.39	4,022.61	11	3,833.98
723920.PLOT	Public Utilities Parking Lot Lights	750.00	.00	750.00	.00	.00	112.30	637.70	15	605.53
723920.RUNW	Public Utilities Runway Lights	3,500.00	.00	3,500.00	.00	.00	718.98	2,781.02	21	4,084.19
723920.THAN	Public Utilities T-Hangars	2,500.00	.00	2,500.00	.00	.00	338.71	2,161.29	14	2,954.67
723955.0	Misc. General	2,200.00	.00	2,200.00	.00	.00	190.09	2,009.91	9	1,386.42
723961.0	Dues & Subscriptions General	.00	.00	.00	.00	.00	.00	.00	+++	70.00
723962.0	Assessments & Taxes General	.00	.00	.00	.00	.00	773.36	(773.36)	+++	.00
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	.00	.00	+++	25.46
730971.0	Land General	944,000.00	.00	944,000.00	.00	.00	.00	944,000.00	0	.00
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	18,988.98
730975.0	Buildings & Structures General	641,000.00	.00	641,000.00	.00	.00	.00	641,000.00	0	3,600.00
730980.0	Office Equipment/Furniture General	.00	.00	.00	.00	.00	125.74	(125.74)	+++	.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	\$2,273.33	\$1,996.00	\$44,105.21	\$1,866,498.79	2%	\$346,187.10
EXPENSE TOTALS		\$1,912,600.00	\$0.00	\$1,912,600.00	\$2,273.33	\$1,996.00	\$44,105.21	\$1,866,498.79	2%	\$346,187.10
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		1,978,413.00	.00	1,978,413.00	.00	.00	176,448.97	1,801,964.03	9	511,710.08
EXPENSE TOTALS		1,912,600.00	.00	1,912,600.00	2,273.33	1,996.00	44,105.21	1,866,498.79	2	346,187.10
Fund Z01 - WMAA (Airport) General Fund Totals		\$65,813.00	\$0.00	\$65,813.00	(\$2,273.33)	(\$1,996.00)	\$132,343.76	(\$64,534.76)		\$165,522.98
Grand Totals										
REVENUE TOTALS		1,978,413.00	.00	1,978,413.00	.00	.00	176,448.97	1,801,964.03	9	511,710.08
EXPENSE TOTALS		1,912,600.00	.00	1,912,600.00	2,273.33	1,996.00	44,105.21	1,866,498.79	2	346,187.10
Grand Totals		\$65,813.00	\$0.00	\$65,813.00	(\$2,273.33)	(\$1,996.00)	\$132,343.76	(\$64,534.76)		\$165,522.98



Fund Equity Changes Report

Through 09/02/14
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	596,705.61	.00	.00	596,705.61				
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	\$764,126.61	\$0.00	\$0.00	\$764,126.61	\$165,522.98	\$176,448.97	\$44,105.21	\$1,061,993.35
Fund Type	GENERAL FUND Totals	\$764,126.61	\$0.00	\$0.00	\$764,126.61	\$165,522.98	\$176,448.97	\$44,105.21	\$1,061,993.35
Fund Category	GOVERNMENTAL Totals	\$764,126.61	\$0.00	\$0.00	\$764,126.61	\$165,522.98	\$176,448.97	\$44,105.21	\$1,061,993.35
	Grand Totals	\$764,126.61	\$0.00	\$0.00	\$764,126.61	\$165,522.98	\$176,448.97	\$44,105.21	\$1,061,993.35