

# West Michigan Airport Authority

## Meeting Agenda

Monday, October 14, 2013

11:30am – 12:30pm

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

1. Public Comments.
2. Consideration of the September 9, 2013 Meeting Minutes. (Action Required)
3. FBO Report. (Ludema)
4. Building & Development Activities:
  - A. Results of MDOT/Aeronautics meeting in Lansing.
  - B. Airport consultant selection.
  - C. Naming of viewing areas.
  - D. Crack filling project.
5. Review of Fiscal Year 2014 Action Plan.
6. Communications Activities. (Scholten)
7. Monthly Budget and Investment Report. (Accept as Information)
8. Next meeting: November 11, 2013, at Park Township Offices.
9. Other Business.
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 (355-1310) 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  
September 9, 2013**

**Item 2.**

The West Michigan Airport Authority Board met at the Westshore Aviation, 1585 South Washington Avenue, Holland.

**Present:** Authority Members Klynstra, Klunder, Hoogland, Wickmann, Toscano, Matthyse, Dykstra, Wiersma, Martin, Student Representatives VanderKolk and DeLeau and Ex-Officio Members Storey and Disselkoen.

**Absent:** FBO Ron Ludema and Holland City Community Development Supervisor Joel Dye.

**Others Present:** Communications Assistant Karen Scholten, Executive Assistant Sinka Babinec and Assistant City Manager Greg Robinson.

The meeting began at 11:34 a.m. with an introduction of all Authority members present to the student representatives from Holland VanderKolk and DeLeau. Chairperson Klunder thanked Westshore Aviation for serving as host for the meeting.

**13.09.01 Public Comments.**

There were no public comments expressed at this meeting.

**13.09.02 Consideration of the July 29, 2013 Meeting Minutes.**

It was moved by Dykstra and supported by Matthyse to approve the July 29, 2013 meeting minutes as submitted. This motion was unanimously adopted.

**13.09.03 FBO Report.**

Due to the absence of Mr. Ludema, Mr. Robinson stated that the report was included in the packet and highlighted that: Fuel sales were close to what they were in August 2013; contributing to the fuel sales was the FBO charter sales being up 14% from August 2013; Wings of Mercy event turnout was excellent; the parade float check is on, painted and ready to be finished out for the Pumpkinfest parade in October; that a vehicle crash crashed into the east fence; and that a police report was made and the repair is in process.

The FBO Report was accepted as information.

**13.09.04 Communications Committee Activities.**

Ms. Scholten showed a video presentation highlighting the Wings of Mercy CareAffaire open house hold on Saturday, August 24, 2013 at the West Michigan Regional Airport. The event was a great success with \$21,000 raised to date. The float will make its appearance at the Zeeland's Pumpkinfest on Saturday, October 5, 2013 at 3 p.m. A brochure for promoting the new terminal is being designed and will be printed this week. Holland Public TV is helping with a new video project for the airport.

The Communications Committee Report was accepted as information.

**13.09.05 Recommendation from the Building & Development Committee on an Airport Consultant.**

Assistant City Manager Robinson provided background on the airport consultant selection process. Six (6) bids were received and were evaluated by the Building and Development Committee. The Airport Consultant Selection Committee comprised of Building and Development Subcommittee members reviewed the six (6) proposals and invited Mead & Hunt, Prein & Newhof, Burns & McDonnell and QoE Consulting. Mead & Hunt was the unanimous selection to be the Airport Consultant, with Prein & Newhof being the second choice, Burns & McDonnell being third choice.

Chairperson Klunder thanked the Building & Development Committee and staff for all their effort during the consultant selection process.

It was moved by Toscano and supported by Mattysse to approve the selection of Mead & Hunt as the WMAA Airport Consultant as recommended by the Building and Development Committee and direct staff to submit their recommendation to MDOT-AERO. This motion was approved unanimously.

**13.09.06 Proposal to Conduct Pavement Crack Filling.**

It was moved by Wickmann and supported by Wiersma to authorize staff to develop a contract with Scodeller Construction for the purposes of crack sealing both the runway and taxiway at the West Michigan Regional Airport at a cost not to exceed \$0.68 a linear foot, and, furthermore, not to exceed a total budget of \$20,000; and that this cost be funded through the Airport Authority working capital. This motion was approved unanimously.

**13.09.07 Fiscal Year 2013 Audit – Engagement Letter with Rehmann Robson.**

Mr. Robinson presented the Engagement Letter from Rehmann Robson for conducting the fiscal year 2013 audit. This firm has conducted the Authority's audits since the Authority became its own entity and has performed this responsibility well. An audit is vital to ensuring to the Board and community that the Authority's finances are properly monitored and accounted for. The cost for this year's audit is \$6,000 which is \$100 more than the cost of the fiscal year 2012 audit. The Board had budgeted \$5,800 for this purpose. Rehmann Robson is proposing a one-time fee of \$500 to cover additional Government Accounting Standards requirements.

It was moved by Hoogland and supported by Martin to approve to approve the Engagement Letter with Rehmann Robson for preparation of the fiscal year 2013 audit at a cost of \$6,500. This motion was approved unanimously.

**13.09.08                      Comments from Jim Storey on the Naming of Viewing Areas.**

Ex-Officio Members Storey kindly requested naming the two (2) viewing areas after Bill Sikkels for his actively involvement with the Airport. Board Member Martin suggested also engraved plaques. His suggestion was well received by the Board. The Board referred Mr. Storey's suggestion to the Building and Development Committee for further review.

**13.09.09                      Monthly Budget and Investment Report.**

It was moved by Klynstra and supported by Matthyse to accept as information the Monthly Budget and Investment Report as presented. This motion was unanimously adopted.

**13.09.10                      Next Meeting: October 14, 2013 at the Howard Miller Library and Community Center in Zeeland.**

**13.09.11                      Other Business.**

Mr. Robinson provided a report on recent activities and accomplishments achieved by the Authority related to the new terminal project. This report was accepted as information.

**13.09.12                      Adjournment.**

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

Respectfully submitted,

Jim Wiersma  
Secretary

# **WMAA MONTHLY FBO REPORT**

<b>Total Fuel Gallons Delivered</b>	<b>Current Month Sep-13</b>	<b>One Year ago Sep-12</b>	<b>Fiscal Year To Date 10/1/12 - 9/30/13</b>	<b>F/Y to Date Compared 2012</b>
	67,008	53,549	615,142	-8,628

**Transplant Flights** **0**

**Wings Of Mercy Flights**

**Freight Flights From/To Holland** **13**

1-Pilatus    2-Lear 25    4-Metroliners  
2- DC-9    2-Falcon 20    2-C-310

**Notable Activities**

MICHIGAN STATE BLOCK GRANT PROGRAM

AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2014 to FY-2018

\*ACIP includes current development year (2014 already programmed - minor changes acceptable)

MICHIGAN STATE BLOCK GRANT PROGRAM											
AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2014 to FY-2018											
*ACIP includes current development year (2014 already programmed - minor changes acceptable)											
Airport Name: West Michigan Regional Airport								Date prepared: 07-22-2013			
Associated City: Holland, MI								Prepared By: JET			
Sponsor: West Michigan Airport Authority								Sponsor email address & phone: grobinson@cityofholland 616-355-1310			
Airport Identifier: BIV											
Development Year	Project Description	Shown on ALP? (Yes or No)	ACIP Code**	NPIAS Priority Rating**	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible.
2014	Carry forward 2012 & 2013 NPE = \$241,700										
	Property Acquisition for New Terminal Building, Airport Parking Lot/Entrance Road	Yes	CATECO	47	\$0	\$0	\$0	\$896,800	\$47,200	\$944,000	Additional land is required for a new airport terminal building area. The additional land is necessary for the automobile parking lot, airport entrance road improvements, emergency access to the terminal building and future expansion. Land acquisition will be initially funded by sponsor then reimbursed at 95 percent state, 5 percent local.
	Design Engineering for Terminal Building Site Work & Auto Parking Lots	Yes	CATECO	47	\$49,500	\$0	\$0	\$2,750	\$2,750	\$55,000	This involves design engineering for the site improvements around the new terminal building, including new parking lot and possible entrance road.
	Design Engineering for Terminal Apron	Yes	CAAPCO	54	\$151,150	\$15,350	\$0	\$9,250	\$9,250	\$185,000	Construction of the terminal apron at midfield needs to occur simultaneously with the development of a new airport terminal area.
	Purchase Wetland Mitigation Credits	Yes	CATECO	47	\$45,000	\$0	\$0	\$2,500	\$2,500	\$50,000	Wetland mitigation credits will be required to offset wetlands displaced during the terminal area project.
	Architectural Design for Airport Terminal Building	Yes	CATECO	47	\$0	\$0	\$0	\$161,100	\$17,900	\$179,000	This project includes architectural design for the new airport terminal building. The design to be based on the recommendations of the previously completed terminal study.
	Terminal Building Site Work & Auto Parking Lot Construction	Yes	CATECO	47	\$146,050	\$663,950	\$0	\$45,000	\$45,000	\$900,000	Developing the infrastructure around the terminal building will be necessary to accommodate the airport entrance road, auto parking lots, wetland mitigation area and other infrastructure such as water/sewer services.
	Terminal Apron Construction	Yes	CAAPCO	54		\$1,529,200	\$1,250,000	\$154,400	\$154,400	\$3,088,000	Construction of the terminal apron at midfield needs to occur simultaneously with the development of a new airport terminal area.
	Airport Terminal Building Construction	Yes	CATECO	47	\$0	\$0	\$0	\$500,000	\$3,126,000	\$3,626,000	Construction of a new terminal building will provide the airport with a facility that will better serve the users. Cost from FY 2010 ACIP. New study cost estimates to be inserted when available.
2015	Carry forward 2014 NPE = \$0										
	Runway 8 MALSR	Yes	SPRWVI	81	\$150,000	\$594,300	\$0	\$41,350	\$41,350	\$827,000	Installation of MALSR on Rwy 8 approach will lower minimums, providing better service to pilots flying the LPV approach to BIV. A 50:1 glide slope will be implemented on Runway 8 and new survey data on obstructions will need to be submitted to FAA's GIS database for analysis to lower minimums.
	Property Acquisition for Runway 8 MALSR	Yes	SPRWVI	81	\$0	\$665,100	\$0	\$36,950	\$36,950	\$739,000	Land is required for MALSR installation. Parcels are in Fillmore Township, Allegan County, MI. The first is in Section 17 (03-06-007-011-00) and will consist of approximately a 25-acre aviation easement inside the RPZ. This parcel is currently active farmland and an easement will allow the continued use of the land for farming. This same parcel will also be subject to a 7-acre fee-simple purchase for the MALSR approach lights. The second parcel is in Section 18 (03-06-018-003-00) and will consist of approximately 10 acres inside the RPZ and will be taken in fee-simple since the property includes a residential parcel. An additional parcel that is just west of the RPZ may be necessary since it is a residential parcel and may be tied to the farm parcel.
2016	Carry forward 2015 NPE = \$0										
	Airport Pavement Preventative Maintenance (Crack Sealing/Paint Marking)	Yes	RERWIM	70	\$150,000	\$38,100	\$0	\$10,450	\$10,450	\$209,000	Airport markings will likely be faded and need to be re-marked by this time. Preventative maintenance of airport pavements with crack sealing, joint repair and seal-coat will extend service life.
	Rehabilitate Old Airport Terminal Apron & Taxiway/Taxilane Pavements in North Hangar Area	Yes	RETWIM	66	\$0	\$389,700	\$0	\$21,650	\$21,650	\$433,000	The last pavement condition index (PCI) review indicated the pavement in the north hangar area to have a score of 44 & 68. Due to the relocation of the airport terminal, this project was postponed. However, by 2017, it is anticipated that this area will require attention. These pavements will still provide access to multiple hangars and overflow parking for the new terminal apron, so they need to be addressed.
2017	Carry forward 2016 NPE = \$0										
	Rehabilitation of Runway Lights and LED Lighting Improvements	Yes	RERWLI	70	\$150,000	\$0	\$1,281,900	\$79,550	\$79,550	\$1,591,000	Portions of the runway lighting circuit are over 20 years old. The system shorts often due to high ground water and has become unreliable. The proposed project is to completely rehab the lighting system and remove the primary cause of failure by sheeting water past lights and increasing the subsurface drainage into underdrains away from lighting circuits. LED improvements will prolong service life and reduce operating costs.
2018	Carry forward 2017 NPE = \$0										
	Design for Runway 8/26 Rehabilitation	No	RERWIM	70	\$118,800	\$0	\$0	\$6,600	\$6,600	\$132,000	Runway 26 was last rehabilitated in 2001 and some sort of rehabilitation will likely be warranted by 2020. Design should be accomplished a year prior for better bidding and to allow time to study alternatives. The exact condition of the pavement at this future date is uncertain, so alternatives (Porous Friction Course (PFC) overlay, concrete white topping, etc.) should be studied and give the airport a cost benefit analysis of the available options for them to fully compare.
	Preliminary Engineering and EA for Crosswind Runway	NA	CARWCO	63	\$31,200	\$103,800	\$0	\$7,500	\$7,500	\$150,000	This project involves preliminary engineering and environmental assessment for a future crosswind runway.

West Michigan Airport Authority

Fiscal Year 2014 (July 1, 2013 – June 30, 2014) Action Plan

February 11, 2013

**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.

**Fiscal Year 2014 Action Plan**

1. New Airport Business Center:
  - a. Complete property acquisition. ( Complete in December 2013)
  - b. Prepare construction drawings for infrastructure. (Complete in January 2014)
  - c. Prepare construction drawings for apron. (Complete in January 2014)
  - d. Bid construction of the three construction projects. (February/March 2014)
  - e. Begin construction of the three projects. (April/May 2014)
2. Communications:
  - a. Participate in at least three community events.
  - b. Distribute information on airport activities through an updated video, a fresh website, periodic newsletters, media releases and community presentations.
  - c. Continue to be active in social media venues such as Facebook and Twitter.
  - d. Provide updates to member units on activities of the Authority.
3. Conduct an evaluation of the staffing organization to ensure that the Authority is properly positioned for accomplishing future activities.
4. Work with the City of Holland Planning Commission, as well as Fillmore and Laketown Townships on preparing an updated Master Land Use Plan for the areas adjacent to the airport.

## 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: October 14, 2013**

**SUBJECT: WMAA Communications Committee Board Update**

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Tier 1 *(most important)*

### **UPDATE WEBSITE ON A CONTINUAL BASIS**

- Please check the WMAA website for news and updates. ([www.WestMichiganRegionalAirport.com](http://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.

### **WMAA JET FLOAT IN TULIP TIME MUZIEKPARADE** Saturday, May 11, 2013

- The new jet float was a huge success and received a "Directors" award from the Tulip Time Board .

Tier 2 *(important)*

### **PRESS RELEASES/NEWS ARTICLES**

- As needed.

### **EVENTS**

- The Wings\_of Mercy CareAffaire fundraiser was held on Saturday, August 24. The event was a great success with \$21,000 raised to date.
- WMAA participated in ZEELMANIA's "Things that Go" night on Monday, August 19, from 6-8 p.m.
- The WMRA Jet Float made its second appearance in Zeeland's Pumpkifest Parade on October 5 and received great reviews from parade participants and on WHTC radio. Thanks to Ron and Linda Ludema, Kevin Klynstra and everyone who made this a successful event.



### **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.

*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*



TIER 3 *(less important)*

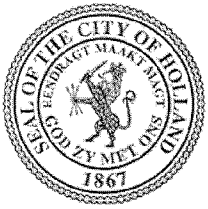
### **eNEWSLETTER**

- An eNewsletter is scheduled for October 2013.

### **OTHER ACTIVITIES**

- A brochure for promoting the new terminal is designed and printed.
- Holland Public TV is helping with a new video project for the airport. Randy Thelen, Lakeshore Advantage, and Jane Clark, West Coast Chamber of Commerce, will be included in the video.

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



# Item 7. Budget Performance Report

Fiscal Year to Date 10/08/13

Exclude Rollup Account

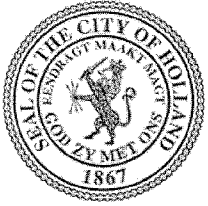
Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>REVENUE</b>										
Department <b>000 - General Revenues</b>										
420502.23	Federal Grant FAA Entitlement-Capital	.00	245,650.00	245,650.00	.00	.00	.00	245,650.00	0	.00
420502.24	Federal Grant FAA Capital	.00	15,350.00	15,350.00	.00	.00	.00	15,350.00	0	.00
430502.24	State Grant MDOT State Capital	.00	1,054,350.00	1,054,350.00	.00	.00	.00	1,054,350.00	0	406.00
450582.C	Contributions from Other Govts From City of Holland	.00	97,000.00	97,000.00	.00	.00	102,199.60	(5,199.60)	105	97,243.52
450582.P	Contributions from Other Govts From Park Township	.00	87,000.00	87,000.00	.00	.00	.00	87,000.00	0	87,909.50
450582.Z	Contributions from Other Govts From City of Zeeland	.00	46,800.00	46,800.00	.00	.00	46,672.79	127.21	100	46,131.38
460621.9	Fees-Agreements Emergency Services Fee	.00	.00	.00	.00	.00	.00	.00	+++	173.04
460654.1	Franchise Fees FBO Franchise Fees	.00	21,800.00	21,800.00	.00	.00	4,999.98	16,800.02	23	19,999.92
460654.5	Franchise Fees Fuel Flowage Fee	.00	65,000.00	65,000.00	.00	.00	10,173.28	54,826.72	16	59,238.13
460654.7	Franchise Fees Landing Fees	.00	35,000.00	35,000.00	.00	.00	4,526.02	30,473.98	13	32,787.07
480665.0	Investment Income General	.00	7,000.00	7,000.00	.00	.00	683.44	6,316.56	10	4,255.80
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	(3,269.51)
480669.24	Rental Hangar Land Lease	.00	86,000.00	86,000.00	.00	.00	19,895.41	66,104.59	23	84,639.76
480669.25	Rental Agricultural Land Lease	.00	12,200.00	12,200.00	.00	.00	.00	12,200.00	0	11,070.00
480669.26	Rental T-Hangars	.00	55,000.00	55,000.00	.00	.00	9,880.00	45,120.00	18	58,900.00
Department <b>000 - General Revenues Totals</b>		<b>\$0.00</b>	<b>\$1,828,150.00</b>	<b>\$1,828,150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$199,030.52</b>	<b>\$1,629,119.48</b>	<b>11%</b>	<b>\$499,484.61</b>
<b>REVENUE TOTALS</b>		<b>\$0.00</b>	<b>\$1,828,150.00</b>	<b>\$1,828,150.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$199,030.52</b>	<b>\$1,629,119.48</b>	<b>11%</b>	<b>\$499,484.61</b>
<b>EXPENSE</b>										
Department <b>540 - Airport Operations</b>										
710701.3	Payroll-Regular Allocated	.00	57,000.00	57,000.00	5,052.50	.00	20,210.00	36,790.00	35	54,720.00
710707.8	Payroll-Temporary Help Allocated	.00	14,000.00	14,000.00	.00	.00	2,991.79	11,008.21	21	12,982.97
721730.0	Postage General	.00	300.00	300.00	.00	.00	.92	299.08	0	15.75
721905.0	Photocopies/In-House Printing General	.00	100.00	100.00	.00	.00	4.64	95.36	5	214.64
721931.0	Bldg & Grnds Maint General	.00	15,000.00	15,000.00	.00	1,800.00	1,800.00	11,400.00	24	.00
721933.0	Equipment Maintenance General	.00	18,000.00	18,000.00	.00	.00	8,000.00	10,000.00	44	12,592.48
722801.9010	Contr-Printing/Promo Advertising/Promotional	.00	30,000.00	30,000.00	.00	.00	2,333.07	27,666.93	8	40,689.52
722804.0	Contractual-Legal General	.00	7,500.00	7,500.00	.00	.00	.00	7,500.00	0	12,206.92
722805.1	Contractual-Finance/Property Independent Audit	.00	6,000.00	6,000.00	.00	.00	.00	6,000.00	0	5,900.00
722805.4	Contractual-Finance/Property Financial Service Fees	.00	.00	.00	.00	.00	59.40	(59.40)	+++	237.60
722807.2	Contractual-Architect/Engineer Plan Development	.00	.00	.00	.00	.00	.00	.00	+++	500.00
722807.5	Contractual-Architect/Engineer Engineering	.00	1,000.00	1,000.00	.00	.00	.00	1,000.00	0	.00
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	.00	.00	.00	.00	.00	.00	+++	12,401.75
722808.MOW	Contr-Bldgs&Grnds Mowing	.00	30,000.00	30,000.00	.00	.00	8,200.13	21,799.87	27	36,157.00
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	.00	15,000.00	15,000.00	.00	.00	2,237.54	12,762.46	15	16,745.77
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	.00	50,000.00	50,000.00	.00	.00	.00	50,000.00	0	32,043.75
722809.61	Contractual-Misc Contract-Management Services	.00	32,000.00	32,000.00	2,165.83	.00	8,663.36	23,336.64	27	27,030.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	.00	5,000.00	5,000.00	.00	.00	753.73	4,246.27	15	3,962.56
723850.0	Communications Telephone	.00	300.00	300.00	.00	.00	45.22	254.78	15	274.91



# Budget Performance Report

Fiscal Year to Date 10/08/13  
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>										
EXPENSE										
Department 540 - Airport Operations										
723860.0	Travel, Conf, Seminars General	.00	1,000.00	1,000.00	.00	.00	.00	1,000.00	0	705.56
723910.0	Commercial Insurance Premiums General	.00	21,300.00	21,300.00	.00	.00	10,632.00	10,668.00	50	19,421.00
723920.GATE	Public Utilities Fence Gates	.00	500.00	500.00	.00	.00	.50	499.50	0	365.45
723920.LAND	Public Utilities Landing Lights & System	.00	15,000.00	15,000.00	.00	.00	365.20	14,634.80	2	3,444.54
723920.PLOT	Public Utilities Parking Lot Lights	.00	700.00	700.00	.00	.00	64.76	635.24	9	1,189.66
723920.RUNW	Public Utilities Runway Lights	.00	4,500.00	4,500.00	.00	.00	347.17	4,152.83	8	4,762.95
723920.THAN	Public Utilities T-Hangars	.00	2,400.00	2,400.00	.00	.00	196.07	2,203.93	8	3,471.65
723955.0	Misc. General	.00	3,000.00	3,000.00	.00	.00	281.36	2,718.64	9	2,309.60
723955.55	Misc. Election Costs	.00	.00	.00	.00	.00	.00	.00	+++	9,529.01
723961.0	Dues & Subscriptions General	.00	.00	.00	.00	.00	.00	.00	+++	70.00
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	.00	.00	+++	768.90
730971.0	Land General	.00	925,000.00	925,000.00	.00	.00	.00	925,000.00	0	.00
730974.0	Land Improvements General	.00	.00	.00	.00	.00	(244,475.02)	244,475.02	+++	267,809.03
730975.0	Buildings & Structures General	.00	484,000.00	484,000.00	.00	.00	3,600.00	480,400.00	1	.00
770956.0	Contingency General	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	0	.00
Department 540 - Airport Operations Totals		\$0.00	\$1,748,600.00	\$1,748,600.00	\$7,218.33	\$1,800.00	(\$173,688.16)	\$1,920,488.16	-10%	\$582,522.97
EXPENSE TOTALS		\$0.00	\$1,748,600.00	\$1,748,600.00	\$7,218.33	\$1,800.00	(\$173,688.16)	\$1,920,488.16	-10%	\$582,522.97
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		.00	1,828,150.00	1,828,150.00	.00	.00	199,030.52	1,629,119.48	11	499,484.61
EXPENSE TOTALS		.00	1,748,600.00	1,748,600.00	7,218.33	1,800.00	(173,688.16)	1,920,488.16	-10	582,522.97
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$79,550.00	\$79,550.00	(\$7,218.33)	(\$1,800.00)	\$372,718.68	(\$291,368.68)		(\$83,038.36)
Grand Totals										
REVENUE TOTALS		.00	1,828,150.00	1,828,150.00	.00	.00	199,030.52	1,629,119.48	11	499,484.61
EXPENSE TOTALS		.00	1,748,600.00	1,748,600.00	7,218.33	1,800.00	(173,688.16)	1,920,488.16	-10	582,522.97
Grand Totals		\$0.00	\$79,550.00	\$79,550.00	(\$7,218.33)	(\$1,800.00)	\$372,718.68	(\$291,368.68)		(\$83,038.36)



# Fund Equity Changes Report

Through 10/08/13  
Detail Listing  
Exclude Rollup Account

Account	Account Description	Beginning Balance	YTD Credits	YTD Debits	Current Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category	<b>GOVERNMENTAL</b>								
Fund Type	<b>GENERAL FUND</b>								
Fund	<b>Z01 - WMAA (Airport) General Fund</b>								
341390.E	Fund Balance - Assigned (By Action) For Emergencies	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	697,560.17	.00	.00	697,560.17				
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</b> Totals	<b>\$864,981.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$864,981.17</b>	<b>(\$83,038.36)</b>	<b>\$199,030.52</b>	<b>(\$173,688.16)</b>	<b>\$1,154,661.49</b>
	Fund Type <b>GENERAL FUND</b> Totals	<b>\$864,981.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$864,981.17</b>	<b>(\$83,038.36)</b>	<b>\$199,030.52</b>	<b>(\$173,688.16)</b>	<b>\$1,154,661.49</b>
	Fund Category <b>GOVERNMENTAL</b> Totals	<b>\$864,981.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$864,981.17</b>	<b>(\$83,038.36)</b>	<b>\$199,030.52</b>	<b>(\$173,688.16)</b>	<b>\$1,154,661.49</b>
	Grand Totals	<b>\$864,981.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$864,981.17</b>	<b>(\$83,038.36)</b>	<b>\$199,030.52</b>	<b>(\$173,688.16)</b>	<b>\$1,154,661.49</b>

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 10/02/2013

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	10/03/2013	15349	Accounts Payable	DRISENGA & ASSOCIATES INC		1,800.00
	Invoice		Date	Description		Amount
	0076192		09/20/2013	WMRA- GEOTECH		1,800.00
Check	10/03/2013	15350	Accounts Payable	KAREN SCHOLTEN		192.04
	Invoice		Date	Description		Amount
	2014-00001149		09/30/2013	REIMBURSE FOR SUPPLIES - PUMPKINS PARADE 10/5/13		192.04
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 2		\$1,992.04
Checks:		2		\$1,992.04		

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 09/25/2013

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	09/26/2013	15181	Accounts Payable	CATERING CONCEPTS		146.70
	Invoice		Date	Description		Amount
		9101305	09/11/2013	WMRA- LUNCH FOR WMAA MEETING ON 9/9/13		146.70
Check	09/26/2013	15182	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		750.75
	Invoice		Date	Description		Amount
		2014-00001083	09/26/2013	WMRA MONTHLY UTILITY BILLINGS		750.75
Check	09/26/2013	15183	Accounts Payable	HOLLAND LIONS CLUB		324.24
	Invoice		Date	Description		Amount
		793182604	09/26/2013	WMRA - REIMBURSEMENT FOR FOOD PURCHASED FOR CAREAFFAIRE		324.24
Check	09/26/2013	15184	Accounts Payable	HOLLAND LITHO SERVICE INC		259.26
	Invoice		Date	Description		Amount
		34602	09/11/2013	WMRA- BROCHURE FOR AIRPORT TERMINAL PROJECT		259.26
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 4		\$1,480.95
Checks:		4		\$1,480.95		

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 09/11/2013

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	09/12/2013	14830	Accounts Payable	AINE MAE SNOAP		100.00
	Invoice		Date	Description		Amount
		2014-00000848	08/25/2013	AIRPORT- WINGS OF MERCY CAREAFFAIRE FUNDRAISER EVENT		100.00
Check	09/12/2013	14831	Accounts Payable	D-SIGN		28.00
	Invoice		Date	Description		Amount
		11788	08/28/2013	AIRPORT- SUPPLIES/BANNER		28.00
Check	09/12/2013	14832	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		92.36
	Invoice		Date	Description		Amount
		80260	08/29/2013	AIRPORT- MONTHLY UTILITY CHARGE 1625 OTTAWA AVE LOCALIZER		92.36
Check	09/12/2013	14833	Accounts Payable	HOLLAND SENTINEL		360.35
	Invoice		Date	Description		Amount
		JULY 2013	08/31/2013	AIRPORT- JULY AIRPORT ADVERTISING		360.35
Check	09/12/2013	14834	Accounts Payable	TULIP CITY AIR SERVICE INC		4,502.11
	Invoice		Date	Description		Amount
		186542	08/31/2013	AIRPORT- MONTHLY MAINTENANCE BILLING AUGUST 2013		4,502.11
Check	09/12/2013	14835	Accounts Payable	ZEELAND FESTIVALS		30.00
	Invoice		Date	Description		Amount
		2014-00000849	08/31/2013	AIRPORT- PUMPKINFEST PARADE ENTRY FEE FOR WMAA FLOAT		30.00
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 6		\$5,112.82
	Checks:	6		\$5,112.82		

## **Report on MAAE fall Conference**

9/9/13 to 9/12/13

I have included here a recap of things that I feel stand out from the conference. They are not in any particular order and some contain my opinion.

1. The most important item is the passing of HB 4571, 4572 and 4677. These bills provide a long-term solution to funding for airports in the State of Michigan. There was some concern about funding for Public Education being hurt by the aviation bills but that has been resolved by HB 4677.  
So please contact your representative and request their vote in favor of passing these bills. (A copy of the MAAE letter is attached.)
2. Federal Funding for 2013 with the sequestration was at 2.3 Billion. The hope is to get back to 2.8 Billion for 2014 but that is not very likely. Also, because of the delay in the Congress Authorizing the release of funds many airports construction projects for 2013 were delayed.
3. The MDOT emphasized that all records for the Consultant selection process is kept on file. The FAA has reviewed some airport's process and they had not kept the records in place even though they used the proper procedures.
4. During the Environmental review we received a detailed report on Grand Rapids Airport deicing collection and processing program. It is a very expensive program that is way beyond the scope of what we would need here. I have spoken with Mead & Hunt about collection of de-ice fluids on the new apron and we are working on that process.
5. I spoke with Jim Cook from Prein & Newhof, Steve Moulten from Burns & McDonnell, and Mike Borta from Qoe about the Consultant selection process. The other two companies that submitted proposals were not in attendance at the Conference. Everyone felt we did a good job with our process. They were disappointed but not surprised at the results.
6. In the General Aviation Breakout session it was interesting what a wide variety of airports that were represented. Many are very small with 10 to 20 airplanes and only a small number of operations.
7. One of the important things about funding is that the FAA is beginning to look at the number of based airplanes as opposed to number of operations. So it is important to keep out Based aircraft records up to date. (Ours is current).
8. We had a discussion about obstructions. As an example Oakland Troy Airport approach charts came out prohibiting night instrument approaches to the airport. This was a surprise to the Airport Manager and he is trying to get information on what caused this to happen.



Our situation with the tree clearing was similar in that we were not given notice until we saw it on the approach charts. I then contacted FAA and found we had trees penetrating the approach surface. This took almost two years to resolve. It is vitally important that we be proactive and continuously watch for anything that could impact our approaches before the FAA finds something on a flight check.

9. Finally the MDOT Aeronautics has renewed their contract with WSI (Weather Services, Inc.). Steve Shultz from MDOT is requesting that we be set up so pilots can access WSI in our office from their IPADs so they do not need to sit down at the weather station to get information.

Respectfully

Ron Ludema



The **Michigan Association of Airport Executives (MAAE)** is the professional organization for airport executives throughout Michigan. The primary goal for MAAE is to assist airport executives in fulfilling their responsibilities to the airports and communities they serve. MAAE membership includes executives from large and medium size airports, as well as managers from smaller airports.

### **ISSUE BRIEFING: Legislative Proposal on Transportation Funding**

The MAAE Board of Directors believes that it is in the best interest of MAAE and its members to support HB 4571 and HB 4572, sponsored by Representative Wayne Schmidt, which provides funding levels to help sustain and support future growth of the Michigan system of airports. MAAE also supports HB 4677, sponsored by Representative Phil Potvin, which ensures that our schools and local units of government are held harmless financially by redirecting State General Fund dollars to the School Aid Fund and Revenue Sharing.

### **FUNDING SOLUTIONS:**

MAAE supports HB 4571 and HB 4572 because it provides a solution for the long term financial needs of Michigan's air transport system.

The bills simply remove the .03 cent excise tax and associated rebate for commercial airlines. In addition it exempts aviation fuel in Michigan from the 6% general sales tax.

The legislation additionally creates an ad valorem tax of 4% on the wholesale price of aviation fuel. The revenue generated from the new tax will be dedicated to the State Aeronautic Fund entirely. This new tax structure creates a reliable long term revenue stream that is generated by the aviation industry and stays with aviation.

MAAE believes when HB 4571 and HB 4572 are fully implemented, they will provide much needed annual revenue for the State Aeronautics Fund (SAF) in order to restore its operating budget including discretionary programs currently suspended. Those programs include the Airport Awareness Marketing Grants, Small Community Air Service Grants and the Automated Weather Observation System. It would also restore the state/local funding programs currently suspended including: pavement paint marking, windsocks, turf runway marking and Aircraft Rescue and Firefighting (ARFF) training.

### **HISTORY & BACKGROUND:**

Aviation generates an estimated \$19 billion in economic activity in the State of Michigan. Michigan airports support over 100,000 jobs at Michigan airports. There are over 50 million annual passengers, 1 billion pounds of air cargo/US mail annually. For every \$1 million invested 43 jobs are created thus proving that airports are economic engines.

The current funding structure is supported from a variety of sources with the majority of revenue coming from the 1929 aviation fuel tax of \$.03 per gallon. Due to the fact that the tax structure has remained unchanged for eighty three years, with the exception of a 50% rebate to commercial airlines, it no longer supports the administrative and capital responsibilities of MDOT's Office of Aeronautics (AERONAUTICS).

The 1929 Aviation fuel tax was implemented as a method to generate revenue for the promotion and development of aviation in the State of Michigan. The SAF was created in 1945 by PA 327, which facilitates the operation of the AERONAUTICS. As such, the SAF funds all of the vital aviation functions of AERONAUTICS as well as other critical programs previously mentioned in this briefing.

Without approval of HB 4571 and HB 4572, the following problematic issues are likely to occur soon:

- Loss of federal funds due to the inability to provide the required State matching funds.
- Loss of State/Local programs.
- Possible loss of some airports.
- Potential layoffs of MDOT Office of Aeronautics employees
- Significant deterioration of aviation infrastructure across the State resulting in significantly higher costs down the road.

**MAAE encourages you to support HB 4571 and HB 4572 which invests in the Michigan Airport System. The future cannot be a mere extension of the past and doing nothing is simply no longer an option.**