

# West Michigan Airport Authority

## Meeting Agenda

Monday, March 12, 2012

11:30am – 1:00pm

Park Township Offices, 52 – 152<sup>nd</sup> Avenue

1. Public Comments.
2. Consideration of the February 13, 2012 Meeting Minutes. (Action Required)
3. Public Hearing on the Fiscal Year 2013 Operating and Capital Budgets. (Action Required)
4. FBO Report.
5. Subcommittee Assignments. (Action Required)
6. Project Reports:
  - A. ILS.
  - B. S. pavement area rehabilitation.
  - C. Vehicle charging station.
  - D. Tree clearing.
  - E. Geurink Boulevard.
7. Communications Committee Activities.
8. Monthly Budget and Investment Report. (Accept as Information)
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 or Sinka Babinec at 355-1310. We must have at least one (1) of the two representatives of each unit of government present at the meeting to attain a quorum. Thank you.**

**West Michigan Airport Authority**  
**Proposed Meeting Minutes**  
**February 13, 2012**

The West Michigan Airport Authority Board met at Holland City Hall, 270 South River Avenue, Holland.

**Present:** Authority Members Klynstra, Klunder, Mitchell, Wickmann, Toscano, Matthyse, Wiersma, Disselkoen and Youth Representatives Bos and Ziegeler  
**Absent:** Dykstra, Martin, and FBO Ludema  
**Others Present:** Tulip City Services Operation Manager Osborne, Holland Interim City Manager Robinson, Communications Assistant Scholten and Executive Assistant Babinec

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

**12.02.01 Public Comments.**

There were no public comments.

**12.02.02 Consideration of the January 9, 2011 Meeting Minutes.**

It was moved by Wiersma and supported by Toscano to approve the January 9, 2012 meeting minutes as amended. This motion was unanimously adopted.

**12.02.03 Election of Officers.**

The Authority members discussed their preference to maintain the current officers.

It was moved by Mitchell and supported by Toscano to re-elect Tim Klunder to serve as Chair of the West Michigan Airport Authority. This motion was unanimously adopted.

It was moved by Matthyse and supported by Wiersma to re-elect Michael Toscano to serve as Vice-Chair of the West Michigan Airport Authority. This motion was unanimously adopted.

It was moved by Mitchell and supported by Wickmann to re-elect Jim Wiersma to serve as Secretary of the West Michigan Airport Authority. This motion was unanimously adopted.

It was moved by Mitchell and supported by Wickmann to re-appoint Tim Vagle as Treasurer of the West Michigan Airport Authority. This motion was unanimously adopted.

**12.02.04 FBO Report.**

FBO Ludema was absent due to being on vacation. Mr. Osborne, Tulip City Air Service Operations Manager, reviewed the past month's activity at the airport in terms of operations and fuel sales. There has been a decrease in fuel sales over the past month; however, the numbers are ahead of last year at this time. The newly refurbished Instrument Landing System (ILS) at the Airport is complete, but needs to be certified by the Federal Aviation Administration. Board member Toscano suggested that Airport users should be notified about the completion of the ILS project. The tree removal project is underway. Staff has received positive comments from airport users on the new restroom.

**12.02.05 Site Plan Review for Challenge Manufacturing, 1400 Pine Avenue.**

It was moved by Wiersma and supported by Matthyse to approve the site plan submitted by Driesenga & Associates for a 73,868 square foot building addition to the existing Challenge Manufacturing facility at 1400 Pine Avenue, subject to the following conditions:

- That the application receives FAA approval and complies with all FAA requirements.
- That the elevation of the addition, including all rooftop appurtenances, not exceed a height of 70 feet.
- That any improvements to storm water detention be designed to be mowable throughout.
- That any emission from the building not be visible so as to create hazardous conditions to air traffic.

- That any external material of the building, including rooftop appurtenances, be non-reflective to reduce glare that could obstruct a pilot's vision.
- That any external lighting be directed downwards so as not to create any visual hazards for pilots.
- That any crane utilized during construction be flagged during the day and lowered at night.
- That, if requires by MDOT Bureau of Aeronautics, A Michigan Tall Structures Act permit be obtained by the applicant.

This motion was unanimously adopted.

#### **12.02.06 Operations Committee Proposal for Agricultural Leases.**

Mr. Robinson advised that there has been a verbal agreement for years between the WMAA Board and three (3) separate farmers to cultivate 135 acres of airport property. The most recent lease rate is \$75 per acre a year. The WMAA Operations Committee recommended that the Authority enter into written leases with each of the farmers in order to better streamline the process; ensure that the farmers are paying a fair rent; and to formalize these relationships.

Board member Toscano expressed his concerns over the need of written leases in terms of this being too much government oversight. The Board members held general discussions about the merits of the lease and the lease terms.

It was recommended that the WMAA Board approve written agricultural land leases for airport property; that the Chairperson be authorized to sign the leases on behalf of the WMAA; that the lease rate be set at \$90.00 per acre for 2012 and be increased on an annual basis equal to that of the CPI as established in December of each year as recommended by the Operations Committee.

It was moved by Wiersma and supported by Wickmannto adopt this recommendation. The motion carried as follows:

**Ayes:** Klynstra, Klunder, Mitchell, Wickmann, Matthyse, and Wiersma.

**Nays:** Toscano

#### **12.02.07 Building & Development Committee Recommendation Concerning an Electric Vehicle (EV) Charging Station.**

Mr. Robinson provided background and a recommendation from the WMAA Building & Development Committee for the installation of an EV charging station next to the Tulip City Air Service Hangar. Mr. Robinson also stated that while the charging station is free to the BPW and the West Michigan Airport Authority, the Authority is required to pay \$6,300 for installation. The Authority will also have to enter into a lease with the Holland BPW for use of this charging station.

Board members discussed the financial aspects of this project and stated that the EV charging station at the Airport will provide more options for airport users while supporting the Advanced Energy Storage goals of the Holland/Zeeland area. Board members questioned if the EV charging station could be dismantled from this location and reassembled at another location. This was referred to staff for further review.

It was moved by Wickmann and supported by Mitchell that the WMAA Board allocate \$6,300 for the installation of an electric vehicle charging station near the Tulip City Air Service Hangar; and that the WMAA Chairperson be authorized to sign a lease on the Authority's behalf with the BPW for this charging station. This motion was unanimously adopted.

#### **12.02.08 Presentation of Fiscal Year 2013 Budget and Scheduling of Public Hearing.**

Mr. Robinson presented the preliminary West Michigan Airport Authority Operating and Capital Budgets for fiscal year (FY) 2013. He highlighted the proposed action plan items as well as the results of the FY 2012 action plan. Mr. Robinson reviewed the line-item amounts being proposed for FY 2013 in the operating budget and explained each of the capital projects.

It was moved by Toscano and supported by Wiersma to adopt a resolution scheduling a public hearing for March 12, 2012 on the proposed budget. This motion was unanimously adopted.

**12.02.09 Communications Committee Presentation of Video on the West Michigan Regional Airport.**

The WMAA Communications Committee presented the recently completed video on the West Michigan Regional Airport. Grooters Productions worked with the Committee to prepare this video, which was received very positively by the Board. Communications Assistant Scholten stated that the video would be used on the Airport and Tulip City Air Services websites, and could be used by others as well to inform the community of the value of this airport.

Ms. Scholten also commented on the following activities of the WMAA Communications Committee:

- A 2012 Communications Plan is being developed.
- The WMAA website will be updated. The update will include changing the domain name to reflect the West Michigan Regional Airport and to add the new airport video on the homepage. The update will be completed in February 2012.
- An e-newsletter is completed and ready for distribution.

Ms. Scholten thanked the entire Authority Board for all their support during the creation of the video.

This report was accepted as information.

**12.02.10 Other Items:**

**ILS Rehabilitation:** Complete except for FAA certification.

**Geurink Boulevard Improvements:** A Request for Proposals to engineering firms is about to be distributed.

**Regent Boulevard:** The Building & Development Committee is reviewing the pluses and minuses of having this road as the main entrance road to the airport.

**12.02.11 Monthly Budget and Investment Report**

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

**12.01.12 Adjournment**

There being no further business, the meeting was adjourned at 1:00 PM.

Respectfully Submitted,

Jim Wiersma  
Secretary

## West Michigan Airport Authority

270 South River Avenue, Holland, Michigan 49423  
(616) 355-1311 (616) 546-7056 fax  
www.tulipcityairport.org

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

### **RESOLUTION TO APPROVE THE PROPOSED ANNUAL BUDGET AND CERTIFY MILLAGE AMOUNT FOR FISCAL YEAR 2013**

**Whereas,** the West Michigan Airport Authority annual budget for the fiscal year July 1, 2012 through June 30, 2013 as proposed by the Holland Interim City Manager, was presented to the Authority on February 13, 2012; and

**Whereas,** the Authority has reviewed, considered and revised the proposed budget;

**Whereas,** the Airport Authority held a public hearing concerning the proposed budget on March 12, 2012 at the Park Township offices.

**Now, Therefore Be It Resolved,** that the West Michigan Airport Authority Board approves the fiscal year 2013 operating and capital budgets; and

**Be It Further Resolved,** that the .10 property tax millage rate to support the proposed budget is part of this approval; and

**Be It Further Resolved,** that the Holland Interim City Manager is instructed to notify the member governmental units of the .10 property millage rate for fiscal year 2013.

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Tim Klunder  
Chairperson

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Jim Wiersma  
Secretary

West Michigan Airport Authority  
Fiscal Year 2012 (July 1, 2011 – June 30, 2012) Action Plan Status Report  
February 13, 2012

**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 2012 Action Plan**

Primary Action Items:

1. Complete rehabilitation of the pavement in the south hangar area.  
This project will be completed prior to the end of FY12. Due to funding timing at the state/federal level, this project was unable to begin until the fall of 2011. It was then decided to move construction of the project to the spring of 2012 to provide enough time to complete the project.
2. Complete refurbishment of the Instrument Landing System.  
This project is underway and should be completed within the next two weeks. FAA flight check is anticipated to occur two to three months from now.
3. Proceed with the next steps towards constructing a new terminal:
  - a. Environmental assessment.
    - i. The state has completed preliminary work on this. A more detailed assessment may be necessary as the final property acquisition occurs.
  - b. Survey and preliminary engineering to support environmental assessment.
    - i. This will occur along with any additional assessment work that may be required.
  - c. Begin property acquisition process.
    - i. Discussions have occurred with the property owner; however, the state has indicated that it will not be able to participate in the up-front funding of property acquisition. The authority does not have adequate funds at this point for this acquisition and if the property is to be acquired soon, either private fund raising must occur or a creative purchase arrangement must be negotiated with the property owner.
  - d. Establish local funding sources.

- i. Potential local funding sources will be pursued when the preliminary design for the new terminal is completed. This design work is anticipated to be completed within the next few weeks.
4. Secure an LPV approach for runway 8.
  - a. This has been secured and now the airport has LPV approaches from the east and west. Once the ILS project is completed, the airport will have a state-of-the-art instrument approach system, with ILS and LPV.
5. Update and implement the communications strategy including communication with:
  - a. General public.
  - b. Current airport users.
  - c. Potential airport users.
  - d. Those with land leases at the airport.
  - e. Those leasing T hangar spaces at the airport.
  - f. Area governmental units.
  - g. Lakeshore Advantage.
  - h. Holland and Zeeland Chambers of Commerce.

The Airport Authority's Communications Committee has been implementing a variety of activities to address this objective. The Committee has:

1. Recently developed a video of the airport's value to the community.
2. Developed an updated website.
3. Entered a float in the Saturday 2011 Tulip Time parade.
4. Prepared several press releases on Authority/airport activities.
5. Provided support to the Wings of Mercy for its CareAffaire event.
6. Speaking engagement(s) to area organizations.

Other Action Items:

6. Prepare and distribute a Request for Proposals for leasing airport agricultural land. The Operations Committee will be discussing this at the next Committee meeting. The lease rate has been increased this year and staff has prepared a proposal for dealing with the leasing of agricultural land. This item is anticipated to be completed before the end of the fiscal year.
7. Prepare and distribute a Request for Proposals for airport consultant services. This item has not been addressed yet, but is planned to be before the end of the fiscal year.

## West Michigan Airport Authority

### 2011 Activities and Accomplishments

January 9, 2012

#### *Building & development*

1. Continued work on a new terminal building, including preparation of a preliminary design, obtaining financial support from the Michigan Department of Transportation Airports Division, discussion with land owner about property acquisition, and preliminary environmental assessment work.
2. Completed design, bidding and contractor selection for the S. Pavement Area rehabilitation which will be completed in the spring of 2012.
3. Near completion of the Instrument Landing System refurbishing project.
4. Completed the installation of a new restroom in the center T hangar building.
5. Prepared plans for the installation of two public viewing areas which should be constructed in early 2012.
6. Worked with the MDOT Bureau of Aeronautics (BOA) to prepare an updated 10 year capital projects plan.
7. Continued work on the Airport Layout Plan (ALP) which is now being reviewed by the MDOT Airports Division.
8. Began the initial stage of the design work for the reconstruction of Geurink Boulevard.

#### *Communications*

1. Renamed the airport to the West Michigan Regional Airport.
2. Developed a new logo for the West Michigan Regional Airport.
3. Worked with Grooters Productions to prepare a video on the value of the airport to the community.
4. Entered the first ever Airport Authority float in the Saturday Tulip Time Festival parade.
5. Prepared updates to the Authority's website.
6. Collaborated with the Wings of Mercy on its annual CareAffaire event.
7. Prepared and distributed informational pieces on the West Michigan Regional Airport and WMAA activities.



## *Operations*

1. Prepared specifications and received bids for an extensive tree removal project at the airport to ensure adequate airspace minimums for aircraft.
2. Successfully obtained a clean audit for fiscal year 2011.
3. Have continued to operate a budget within annual budget projections.
4. Reviewed the fuel flowage fee for 2011 for the Board's consideration.
5. Organized the private farming activities on airport property.
6. Began the use of additional staff time from the City of Holland to accomplish Authority activities.
7. Conducted a review of insurance purchases for the Authority and airport.

West Michigan Airport Authority  
Fiscal Year 2013 (July 1, 2012 – June 30, 2013) Action Plan  
February 13, 2012

**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 2013 Action Plan**

1. Provide information to the public and airport stakeholders regarding the May 2013 millage renewal vote.
2. Complete the Geurink Boulevard reconstruction project.
3. New terminal project:
  - a. Raise the funding for the local share of this project.
  - b. Complete the necessary property acquisition.
    - i. Environmental assessment work.
    - ii. Property appraisals.
    - iii. Actual purchase agreement and closing.
  - c. Consider wetland mitigation credits.
  - d. Begin design/engineering for site work.
  - e. Begin design/engineering for apron work.
  - f. Begin final design for terminal building.
4. Communications:
  - a. Prepare a Communications Strategy for the millage renewal and remainder of fiscal year.
  - b. Interact with area governments and organizations concerning the millage renewal vote and the value of the Authority to the community.
  - c. Use the recently completed video to inform the community of the value of the West Michigan Regional Airport.
  - d. Collaborate with the Wings of Mercy to provide a CareAffaire event that attracts participants from throughout the community.
5. 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 area near the airport.
6. Receive and review proposals for airport consultant services and select a consultant to serve the Authority over the next three to five years.

**West Michigan Airport Authority  
Proposed Fiscal Year 2013 Budget**

13-Feb-12

	<u>Approved Budget FY 2012</u>	<u>Estimated Year End FY 2012</u>	<u>Proposed FY 2013</u>
<b>REVENUES</b>			
FBO Franchise Fee	\$ 20,500	\$ 20,720	\$ 21,340
Fuel Flowage Fee	\$ 68,400	\$ 68,400	\$ 69,000
Property Tax - Holland City	\$ 100,000	\$ 99,867	\$ 92,800
Property Tax - Park Township	\$ 84,000	\$ 84,000	\$ 81,500
Property Tax - Zeeland City	\$ 42,000	\$ 43,734	\$ 43,000
Investment Income	\$ 5,000	\$ 7,500	\$ 7,000
Rental - Hangar Land Lease	\$ 77,400	\$ 77,400	\$ 78,000
Rental - Agricultural Land Lease	\$ 8,600	\$ 9,200	\$ 9,200
Rental - T Hangars	\$ 50,400	\$ 51,000	\$ 52,000
Landing Fees	\$ 26,700	\$ 27,000	\$ 28,000
<b>Subtotal Revenues</b>	<b>\$ 483,000</b>	<b>\$ 488,821</b>	<b>\$ 481,840</b>
<b>EXPENSES</b>			
Payroll - Regular + Benefits	\$ 45,000	\$ 45,000	\$ 49,000
Payroll - Temporary Help	\$ 23,800	\$ 15,000	\$ 13,500
Postage	\$ 300	\$ 300	\$ 300
Photocopies	\$ 300	\$ 200	\$ 200
Maintenance - Buildings & Grounds Maintenance	\$ 15,000	\$ 10,000	\$ 15,000
Maintenance - Equipment Maintenance - ILS	\$ 20,000	\$ 20,000	\$ 18,000
Maintenance - Equipment Insurance Claims	\$ 2,500	\$ 2,500	\$ -
Maintenance - Contract - Snowplowing	\$ 60,000	\$ 45,000	\$ 60,000
Maintenance - Contract - Mowing	\$ 16,000	\$ 25,000	\$ 20,000
Maintenance - Contract - General Repairs/ Maintenance	\$ 13,000	\$ 15,000	\$ 14,000
Advertising/Promotional	\$ 30,000	\$ 35,000	\$ 40,000
Contract - Legal	\$ 7,500	\$ 8,500	\$ 8,000
Contract - Plan Development	\$ 1,000	\$ 1,000	\$ 1,000
Contract - Engineering	\$ 1,000	\$ 500	\$ 1,000
Contract - Terminal Study	\$ -	\$ 6,800	\$ -
Contract - Tree Clearing Design	\$ -	\$ 5,000	\$ -
Contract - Management Services	\$ 35,000	\$ 31,000	\$ 32,000
Contract - Airport Manager	\$ 7,000	\$ 7,500	\$ 7,500
Contract - Audit	\$ 6,000	\$ 5,800	\$ 5,800
Communications - Telephone	\$ 300	\$ 300	\$ 300
Travel, Conferences, Seminars	\$ 1,000	\$ 1,000	\$ 1,000
Commercial Insurance Premium	\$ 20,000	\$ 19,700	\$ 21,700
Utilities - T Hangars	\$ 2,000	\$ 2,200	\$ 2,400
Utilities - Runway Lights	\$ 5,000	\$ 4,800	\$ 5,300
Utilities - Landing Lights & Systems	\$ 4,100	\$ 10,000	\$ 8,300
Utilities - Fence Gates	\$ 700	\$ 500	\$ 600
Utilities - Parking Lot Lighting	\$ 900	\$ 800	\$ 900
Miscellaneous	\$ 3,500	\$ 3,000	\$ 3,000
Controlled Capital	\$ -	\$ -	\$ -
Contingency	\$ 10,000	\$ -	\$ 10,000
Reserves for Emergencies/ Unexpected	\$ 25,000	\$ 25,000	\$ 25,000
Reserves for Capital Projects	\$ 127,100	\$ 142,421	\$ 118,040
<b>Subtotal Expenses</b>	<b>\$ 483,000</b>	<b>\$ 488,821</b>	<b>\$ 481,840</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**West Michigan Airport Authority**  
**Proposed Capital Projects for FY2013**  
**Worksheet**  
**Feb. 13, 2012**

	<u>FY2012</u>	<u>FY2013</u>
<b><u>Revenues</u></b>		
FAA Entitlement	\$ 643,150	\$ 192,750
FAA	\$ -	\$ 130,250
MDOT	\$ 253,175	\$ 589,600
Local	\$ 369,675	\$ 381,400
<b>Total Revenues</b>	<b>\$ 1,266,000</b>	<b>\$ 1,294,000</b>

			<u>FAA</u> <u>Entitlement</u>	<u>FAA</u>	<u>State</u>	<u>Local</u>
Rehab S. Hangar Pavement Area	\$ 677,000	\$ -	\$ 643,150	\$ -	\$ 16,925	\$ 16,925
Refurbish Runway 26 ILS	\$ 564,000	\$ -	\$ -	\$ -	\$ 228,750	\$ 335,250
Seal Runway Joints	\$ 15,000	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500
Construct Viewing Area	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 20,000
Terminal Environmental Assess./ Engineering	\$ -	\$ 50,000	\$ 47,500	\$ -	\$ 1,250	\$ 1,250
Terminal - Property Acquisition	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
T-Hangar Repairs	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Geurink Blvd. Reconstruction	\$ -	\$ 650,000	\$ -	\$ -	\$ 420,000	\$ 230,000
Terminal - Wetland Mitigation	\$ -	\$ 50,000	\$ 47,500	\$ -	\$ 1,250	\$ 1,250
Terminal - Site Work Design	\$ -	\$ 55,000	\$ 52,250	\$ -	\$ 1,375	\$ 1,375
Terminal - Apron Design	\$ -	\$ 185,000	\$ 45,500	\$ 130,250	\$ 4,625	\$ 4,625
Terminal - Bulding Design	\$ -	\$ 179,000	\$ -	\$ -	\$ 161,100	\$ 17,900
<b>Total Expenses</b>	<b>\$ 1,266,000</b>	<b>\$ 1,294,000</b>	<b>\$ 835,900</b>	<b>\$ 130,250</b>	<b>\$ 842,775</b>	<b>\$ 751,075</b>

# WMAA MONTHLY FBO REPORT

Total Fuel Gallons Delivered	Current Month Feb-12	One Year ago Feb-11	Fiscal Year To Date 10/01/11-09/30/12	F/Y to Date Compared 2011
	49,564	49,557	279,703	17,749

Transplant Flights 0

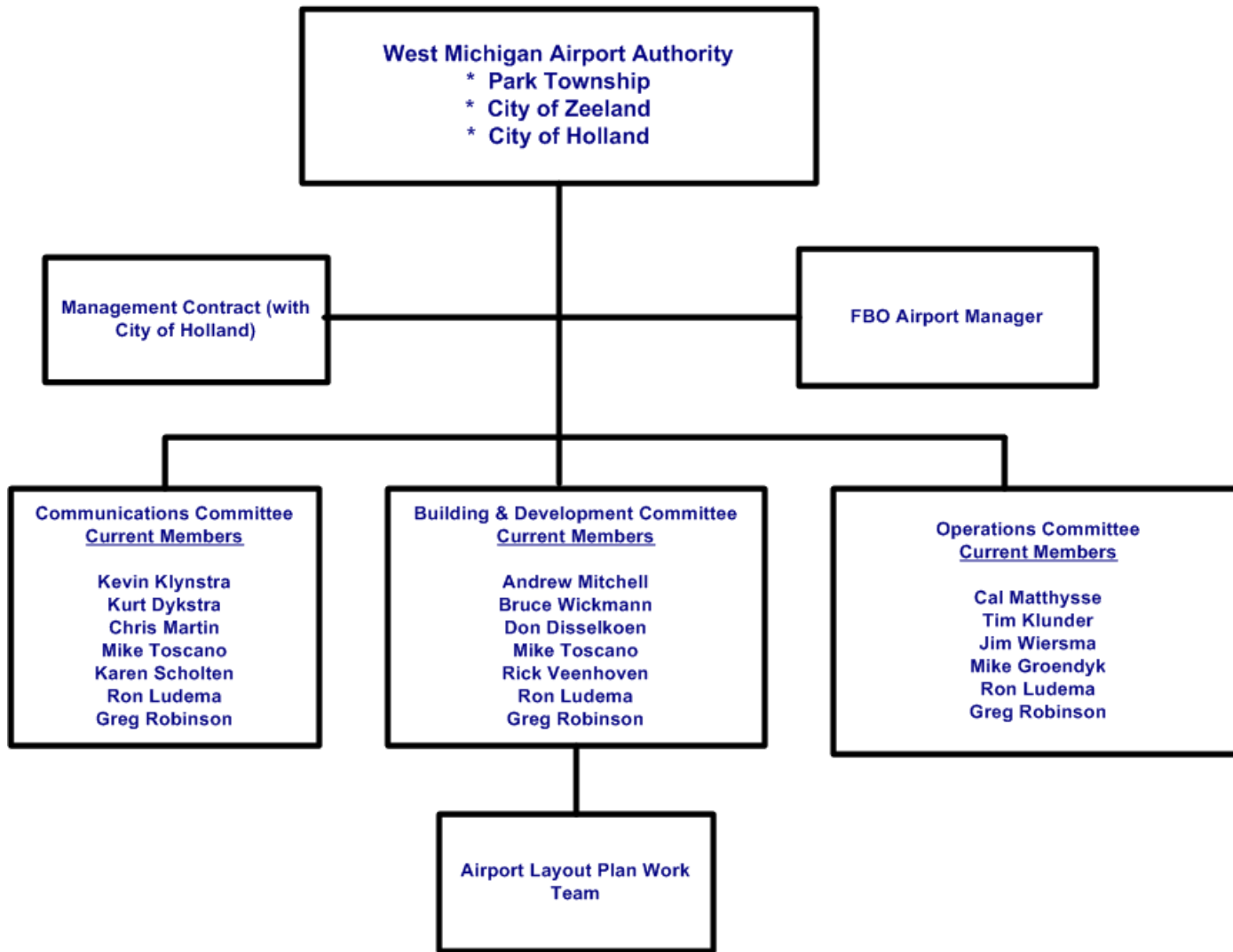
Wings Of Mercy Flights 2

Freight Flights From/To Holland 20

## Notable Activities

NOTAMs Issued	1	Braking Action reports 2/24/12
Lighting Good		
1 MALSR strobe fixed		
Taxiway B = Poor		
Taxiways need restripping (spring 2012)		
Electronic Security gate control box replaced		

**West Michigan Airport Authority Organizational Structure  
March 12, 2012**





## **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: March 12, 2012**

**SUBJECT: WMAA Communications Committee Board Update**

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Tier 1 (*most important*)

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

- The Image Group completed the update on the WMAA website. The update included changing the domain name to reflect West Michigan Regional Airport and a story rotator was added to the homepage.

### **INNOVATIVE VIDEO/VIDEO CLIPS**

- The new Airport video, developed by Grooters Productions, has been added as a feature story on the website homepage. Copies of the video are in the process of being duplicated and will be distributed to the media and other community venues.

### **DASHBOARD**

- The Committee is in the process of developing an informational dashboard to show the airport's value.

### **ENTER AIRPLANE FLOAT IN TULIP TIME PARADE AND OTHER PARADES**

- The WMAA airplane float will be entered in this year's Tulip Time Muziekparade on May 12. Other entries under consideration are Holland's Festival of Lights parade and Zeeland's Pumpkin Fest parade.

Tier 2 (*important*)

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

- As needed.

### **EVENT: PARTICIPATE AS A SPONSOR IN THE WINGS OF MERCY CAREAFFAIRE AT WMRA**

- This year's CareAffaire is scheduled for Saturday, August 25 at West Michigan Regional Airport.

### **SPEAKING ENGAGEMENTS**

- Upcoming speaking engagements are in the process of being scheduled.

TIER 3 (*less important*)

### **E-NEWSLETTER**

- A designated area on the website homepage has been added for easy access to sign up for eNewsletters.

Please contact Karen if you have any questions or comments.

k.scholten@cityofholland.com Office phone 616.355.1305 Home phone 616.399.8509



# Budget Performance Report

Fiscal Year to Date 03/05/12

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 000 - General Revenues										
420502.23	Federal Grant FAA Entitlement-Capital	112,000.00	.00	112,000.00	.00	.00	.00	112,000.00	0	.00
420502.24	Federal Grant FAA Capital	832,300.00	.00	832,300.00	.00	.00	.00	832,300.00	0	.00
430502.24	State Grant MDOT State Capital	24,850.00	228,750.00	253,600.00	.00	.00	.00	253,600.00	0	.00
450582.C	Contributions from Other Govts From City of Holland	184,000.00	.00	184,000.00	.00	.00	101,247.29	82,752.71	55	.00
450582.P	Contributions from Other Govts From Park Township	.00	.00	.00	.00	.00	83,726.31	(83,726.31)	+++	.00
450582.Z	Contributions from Other Govts From City of Zeeland	42,000.00	.00	42,000.00	.00	.00	43,930.92	(1,930.92)	105	.00
460621.9	Fees-Agreements Emergency Services Fee	.00	.00	.00	.00	.00	177.11	(177.11)	+++	.00
460654.1	Franchise Fees FBO Franchise Fees	20,500.00	.00	20,500.00	.00	.00	13,333.28	7,166.72	65	.00
460654.5	Franchise Fees Fuel Flowage Fee	68,400.00	.00	68,400.00	.00	.00	43,134.68	25,265.32	63	.00
460654.7	Franchise Fees Landing Fees	26,700.00	.00	26,700.00	.00	.00	15,021.42	11,678.58	56	.00
480665.0	Investment Income General	5,000.00	.00	5,000.00	.00	.00	4,644.09	355.91	93	.00
480669.24	Rental Hangar Land Lease	77,400.00	.00	77,400.00	.00	.00	67,464.40	9,935.60	87	.00
480669.25	Rental Agricultural Land Lease	8,600.00	.00	8,600.00	.00	.00	9,225.00	(625.00)	107	.00
480669.26	Rental T-Hangars	50,400.00	.00	50,400.00	.00	.00	31,880.00	18,520.00	63	.00
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	5,280.00	(5,280.00)	+++	.00
Department 000 - General Revenues Totals		\$1,452,150.00	\$228,750.00	\$1,680,900.00	\$0.00	\$0.00	\$419,064.50	\$1,261,835.50	25%	\$0.00
<b>REVENUE TOTALS</b>		<b>\$1,452,150.00</b>	<b>\$228,750.00</b>	<b>\$1,680,900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$419,064.50</b>	<b>\$1,261,835.50</b>	<b>25%</b>	<b>\$0.00</b>
<b>EXPENSE</b>										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	45,000.00	.00	45,000.00	3,656.67	.00	32,910.03	12,089.97	73	.00
710707.0	Payroll-Temporary Help General	23,800.00	.00	23,800.00	.00	.00	8,465.71	15,334.29	36	.00
721730.0	Postage General	300.00	.00	300.00	.00	.00	86.71	213.29	29	.00
721905.0	Photocopies/In-House Printing General	300.00	.00	300.00	.00	.00	34.07	265.93	11	.00
721931.0	Bldg & Grnds Maint General	15,000.00	.00	15,000.00	.00	.00	968.78	14,031.22	6	.00
721933.0	Equipment Maintenance General	20,000.00	.00	20,000.00	.00	.00	5,355.50	14,644.50	27	.00
721933.INS	Equipment Maintenance Repairs-Insurance Claims	2,500.00	.00	2,500.00	.00	.00	9,861.93	(7,361.93)	394	.00
722801.9010	Contr-Printing/Promo Advertising/Promotional	30,000.00	.00	30,000.00	.00	1,580.00	25,779.01	2,640.99	91	.00
722804.0	Contractual-Legal General	7,500.00	.00	7,500.00	.00	.00	7,919.64	(419.64)	106	.00
722805.1	Contractual-Finance/Property Independent Audit	6,000.00	.00	6,000.00	.00	.00	5,800.00	200.00	97	.00
722805.4	Contractual-Finance/Property Financial Service Fees	.00	.00	.00	.00	.00	158.40	(158.40)	+++	.00
722807.2	Contractual-Architect/Engineer Plan Development	1,000.00	.00	1,000.00	.00	500.00	500.00	.00	100	.00
722807.5	Contractual-Architect/Engineer Engineering	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
722807.9	Contractual-Architect/Engineer Design Tree Clearing	.00	.00	.00	.00	.00	4,956.33	(4,956.33)	+++	.00
722807.24	Contractual-Architect/Engineer Terminal Study	.00	.00	.00	.00	.00	1,800.00	(1,800.00)	+++	.00
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	31,690.00	31,690.00	.00	.00	.00	31,690.00	0	.00
722808.MOW	Contr-Bldgs&Grnds Mowing	16,000.00	.00	16,000.00	.00	.00	15,452.88	547.12	97	.00
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	13,000.00	.00	13,000.00	.00	.00	10,126.78	2,873.22	78	.00
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	60,000.00	.00	60,000.00	.00	.00	18,224.63	41,775.37	30	.00





# Budget Performance Report

Fiscal Year to Date 03/05/12

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										
722809.61	Contractual-Misc Contract-Management Services	35,000.00	.00	35,000.00	2,559.99	.00	23,039.91	11,960.09	66	.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	7,000.00	.00	7,000.00	.00	.00	4,041.22	2,958.78	58	.00
723850.0	Communications Telephone	300.00	.00	300.00	.00	.00	154.45	145.55	51	.00
723860.0	Travel, Conf, Seminars General	1,000.00	.00	1,000.00	.00	.00	317.58	682.42	32	.00
723910.0	Commercial Insurance Premiums General	20,000.00	.00	20,000.00	.00	.00	19,669.00	331.00	98	.00
723920.GATE	Public Utilities Fence Gates	700.00	.00	700.00	.00	.00	263.00	437.00	38	.00
723920.LAND	Public Utilities Landing Lights & System	4,100.00	.00	4,100.00	.00	.00	5,283.79	(1,183.79)	129	.00
723920.PLOT	Public Utilities Parking Lot Lights	900.00	.00	900.00	.00	.00	470.35	429.65	52	.00
723920.RUNW	Public Utilities Runway Lights	5,000.00	.00	5,000.00	.00	.00	2,841.25	2,158.75	57	.00
723920.THAN	Public Utilities T-Hangars	2,000.00	.00	2,000.00	.00	.00	1,577.92	422.08	79	.00
723955.0	Miscellaneous General	3,500.00	.00	3,500.00	.00	.00	1,732.07	1,767.93	49	.00
723961.0	Dues & Subscriptions General	.00	.00	.00	.00	.00	70.00	(70.00)	+++	.00
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	778.53	(778.53)	+++	.00
730971.0	Land General	954,000.00	.00	954,000.00	.00	.00	.00	954,000.00	0	.00
730974.0	Land Improvements General	.00	564,000.00	564,000.00	.00	4,000.00	418,046.06	141,953.94	75	.00
730975.0	Buildings & Structures General	40,000.00	41,018.00	81,018.00	.00	.00	42,303.61	38,714.39	52	.00
770956.0	Contingency General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
Department 540 - Airport Operations Totals		\$1,324,900.00	\$636,708.00	\$1,961,608.00	\$6,216.66	\$6,080.00	\$668,989.14	\$1,286,538.86	34%	\$0.00
EXPENSE TOTALS		\$1,324,900.00	\$636,708.00	\$1,961,608.00	\$6,216.66	\$6,080.00	\$668,989.14	\$1,286,538.86	34%	\$0.00
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		1,452,150.00	228,750.00	1,680,900.00	.00	.00	419,064.50	1,261,835.50	25	.00
EXPENSE TOTALS		1,324,900.00	636,708.00	1,961,608.00	6,216.66	6,080.00	668,989.14	1,286,538.86	34	.00
Fund Z01 - WMAA (Airport) General Fund Totals		\$127,250.00	(\$407,958.00)	(\$280,708.00)	(\$6,216.66)	(\$6,080.00)	(\$249,924.64)	(\$24,703.36)		\$0.00
Grand Totals										
REVENUE TOTALS		1,452,150.00	228,750.00	1,680,900.00	.00	.00	419,064.50	1,261,835.50	25	.00
EXPENSE TOTALS		1,324,900.00	636,708.00	1,961,608.00	6,216.66	6,080.00	668,989.14	1,286,538.86	34	.00
Grand Totals		\$127,250.00	(\$407,958.00)	(\$280,708.00)	(\$6,216.66)	(\$6,080.00)	(\$249,924.64)	(\$24,703.36)		\$0.00



# Fund Equity Changes Report

Through 03/05/12

Detail Listing

Exclude Rollup Account

Account	Account Description	Beginning Balance	YTD Credits	YTD Debits	Current Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category	<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	.00	25,000.00	.00	25,000.00				
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	.00	126,145.00	.00	126,145.00				
342390	Fund Balance-Unassigned	.00	879,626.79	.00	879,626.79				
345390.C	Fund Balance Committed (By Resolution) For Capital Projects	.00	.00	.00	.00				
345390.E	Fund Balance Committed (By Resolution) For Emergencies	.00	.00	.00	.00				
Fund	<b>Z01 - WMAA (Airport) General Fund Totals</b>	\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$419,064.50	\$668,989.14	\$780,847.15
Fund Type	<b>GENERAL FUND Totals</b>	\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$419,064.50	\$668,989.14	\$780,847.15
Fund Category	<b>GOVERNMENTAL Totals</b>	\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$419,064.50	\$668,989.14	\$780,847.15
	<b>Grand Totals</b>	\$0.00	\$1,030,771.79	\$0.00	\$1,030,771.79	\$0.00	\$419,064.50	\$668,989.14	\$780,847.15

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 02/22/2012

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	02/23/2012	4823	Accounts Payable	CATERING CONCEPTS		111.25
	Invoice		Date	Description		Amount
		2161205	02/16/2012	CITY HALL MEETING-LUNCH		111.25
Check	02/23/2012	4824	Accounts Payable	CUNNINGHAM DALMAN P.C.		1,658.51
	Invoice		Date	Description		Amount
		185273	02/17/2012	MEAD & HUNT AMEND #6 TO REHAB ILS SYST@WMRA		121.80
		185272	02/17/2012	CONTRUCTION CONTRACT WITH K & R		97.44
		185271	02/17/2012	MEAD & HUNGT AGREE RE: REPLACEMENT OF ILS COMP		97.44
		185270	02/17/2012	T-HANGAR LEASE		116.22
		185269	02/17/2012	MEAD HUNT CA CONTRACT FOR TAXIWAY REHAB		146.16
		185268	02/17/2012	GENERAL MATTERS		1,079.45
Check	02/23/2012	4825	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		1,119.55
	Invoice		Date	Description		Amount
		2012-00001642	02/23/2012	AIRPORT UTILITIES		1,119.55
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 3		\$2,889.31
Checks:		3		\$2,889.31		

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 02/15/2012

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	02/16/2012	4691	Accounts Payable	CUNNINGHAM DALMAN P.C.		243.60
	Invoice		Date	Description		Amount
		184985	02/09/2012	WMAA-TOP NOTCH AGREEMENT-PROF SVCS RENDERED		243.60
Check	02/16/2012	4692	Accounts Payable	J.R. HOWELL AIRPORT LIGHTING LLC		61,152.00
	Invoice		Date	Description		Amount
		2012-00001614	02/16/2012	REFURBISH ILS PAY EST #2		61,152.00
Check	02/16/2012	4693	Accounts Payable	MEAD & HUNT INC		4,887.50
	Invoice		Date	Description		Amount
		226841	02/08/2012	REHAB INSTRUMENT LANDING SYSTEM		4,887.50
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 3		\$66,283.10
Checks:		3		\$66,283.10		

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 02/08/2012

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	02/09/2012	4577	Accounts Payable	GROOTERS PRODUCTIONS LLC		6,630.00
	Invoice		Date	Description		Amount
		4695	11/14/2011	WMAA SHORT PROMO PROJ-WMA-1578 FINAL PAYMENT		6,630.00
Check	02/09/2012	4578	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		122.94
	Invoice		Date	Description		Amount
		67370	01/31/2012	AIRPORT UTILITIES CHARGES		122.94
Check	02/09/2012	4579	Accounts Payable	STATE OF MICHIGAN		118.50
	Invoice		Date	Description		Amount
		WA341359	01/27/2012	AIRPORT WEATHER OBSERVATION AND DATA SYSTEM		118.50
Check	02/09/2012	4580	Accounts Payable	STATE OF MICHIGAN		260.00
	Invoice		Date	Description		Amount
		745948	01/31/2012	AIRPORT-ANNUAL PERMIT FEE MIS210458		260.00
Check	02/09/2012	4581	Accounts Payable	TULIP CITY AIR SERVICE INC		19,054.68
	Invoice		Date	Description		Amount
		178411	01/31/2012	AIRPORT MTCE CHARGES		19,054.68
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 5		\$26,186.12
Checks:		5		\$26,186.12		