

# West Michigan Airport Authority

## Meeting Agenda

Monday, December 14, 2009

11:30am – 1:00pm

Westshore Aviation Hangar, 1585 S. Washington Avenue



1. Consideration of the October 12, 2009 and November 9, 2009 Meeting Minutes. (Action Required)
2. Public Comments.
3. FBO Report.
4. Marketing Committee:
  - A. Web Site Presentation.
  - B. Status of Other Activities.
5. Financial Items:
  - A. Presentation of Fiscal Year 2009 Audit.
  - B. Establish Capitalization Threshold. (Action Required)
  - C. Monthly Budget and Investment Report. (Accept as Information)
6. Operations Committee:
  - A. Recommendation to Establish an FBO Handling Fee. (Action Required)
  - B. Development of a "Scorecard".
7. Building & Development Committee Report:
  - A. Terminal Request For Proposals.
  - B. Status of Runway 26 Instrument Landing System Replacement.
8. Other Business.
9. 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 (355-1313) or Carolyn O'Connor (355-1311). 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  
Meeting Minutes  
October 12, 2009

The West Michigan Airport Authority met at Howard Miller Library & Community Center in Zeeland, Michigan.

Present: Authority Members Wiersma, Dykstra, Hoogland, Klunder, Mitchell, Price, and Wickmann.

Absent: Authority Member Toscano and Martin.

Others Present: Ottawa County Representative Disselkoen, Allegan County Representative Burns, Student Representatives Otto & Stewart, Assistant City Manager Robinson, FBO Ludema and Executive Assistant O'Connor

09.10.01 Consideration of the September 14, 2009 Meeting Minutes.

It was moved by Wickmann and supported by Klunder to approve the September 14, 2009 meeting minutes as submitted. This motion was unanimously adopted.

09.10.02 Public Comments

There were no public comments.

09.10.03 FBO Report.

Mr. Ludema presented the monthly FBO report, describing fuel sales and miscellaneous airport activities. He also reported that this was the end of Tulip City Air Service's fiscal year. This report was accepted as information.

09.10.04 Building & Development Committee Report.

Mr. Robinson and members of the Building & Development Committee provided updates on current projects and updates:

- \* Global Welcome Center Request For Proposals (RFP) – Mr. Robinson stated that the committee is targeting December for providing a recommendation on the firm to do the plan update. There is a potential for delays on this project as a result of the timing and other matters.
- \* Trees at Tulip City Airport – Mr. Ludema informed the Authority that a number of trees needed to be removed by request of the Federal Aviation Administration (FAA), due to their penetration into the slope. The intent is for the removed trees to be shredded and used as mulch. The anticipated cost of the removal is \$60,000. The Authority members inquired about tree replacement and timing of the project. It is hoped to have the project completed in fall of 2009, but it could be as late as spring 2010.
- \* Road/Office Building Improvements – Mr. Robinson reported that Geurink Boulevard is in need of resurfacing and some replacement/repairs need to be done to the office building. Mr. Ludema was requested to submit a breakdown on what needs to be done for review by the Authority and staff.
- \* Instrument Landing System (ILS) – The ILS at the airport has been down several times in the past couple months. The Building & Development Committee is currently looking at replacement/repair options. The Authority discussed the possible use and installation of GPS, but Mr. Ludema cautioned that not all planes were ready for this option.
- \* Airport Layout Plan (ALP) – Mr. Robinson reported that the survey information should be ready for review within the next couple of week. It is anticipated that 40 people completed the survey.

09.10.05 Marketing Committee Report.

Mr. Robinson and members of the Marketing Committee provided updates on current projects and activities:

- \* Airport Web Site – It is anticipated that the web site should be ready for review by the Authority at the November meeting. Mr. Robinson and Ms. O'Connor are working to collect the last of the information needed for the site. Upon approval, the site should be ready to go live.
- \* Newsletter – Mr. Robinson reported that the Marketing Committee was currently working The Image Group to publish a newsletter on a quarterly basis. It is hoped that the first issue will be published in November.

09.10.06            2009 Budget Review.

Mr. Robinson reviewed the final FY2009 budget with the Airport Authority. The Authority members inquired about various aspects of the budget, including staff expenses. This report was accepted as information.

09.10.07            Monthly Budget & Investment Report.

Mr. Robinson highlighted various items in the monthly budget and investment report. He stated that the Authority was 25% of the way through the FY2010 budget year.

Several authority members inquired about the use and tracking of entitlement funds. Mr. Robinson stated that he would look into the entitlement fund information and get back with the Authority regarding how this information is reported.

09.10.08            Staff Report.

Mr. Robinson provided a status update on the tunnel wall repair. He stated that the tunnel was considered part of the City of Holland's road system, not the airport. As such, the City will pay for its repair out of the City's road capital improvement fund. Authority members inquired about possible causes of damages and responsibility for repairs. Mr. Robinson stated the City Engineer has been working on this project, and there appear to be no flaws in design.

Mr. Robinson also invited Authority members to attend the Michigan Airport Planning (MAP) meeting. This is a meeting with Michigan Department of Transportation (MDOT) and airport consultants Mead & Hunt to advocate for capital projects at Tulip City Airport. Several Authority members expressed interest in attending this meeting.

09.10.09            Other Business.

Chairperson Dykstra highlighted the articles included in the authority packet. Several authority members commented about the general aviation airports and their importance to transportation.

Ms. Price stated that legislators in Lansing were aware of the carbon sequestration project and were monitoring the situation and status of the project.

09.10.10            Adjournment

It was moved by Wiersma and supported by Wickmann to adjourn the meeting. This motion was unanimously adopted.

The next meeting of the West Michigan Airport Authority is scheduled for Monday, November 9, 2009 at 11:30am at Park Township Hall.

Respectfully Submitted,

Amanda Price  
Secretary/Treasurer

West Michigan Airport Authority  
Meeting Minutes  
November 9, 2009

The West Michigan Airport Authority met at Park Township Offices in Holland, Michigan.

Present: Authority Members Wiersma, Dykstra, Martin, Hoogland, Klunder, Mitchell, Price, Wickmann, and Toscano.

Absent: None.

Others Present: Ottawa County Representative Disselkoen, Allegan County Representative Burns, Student Representatives Otto & Stewart, Assistant City Manager Robinson, and Executive Assistant O'Connor

09.11.01 Consideration of the October 12, 2009 Meeting Minutes.

This item was removed from the agenda due to the absence of minutes. It will be presented at the December 14, 2009 regular meeting.

09.11.02 Public Comments

There were no public comments. Due to a few recent additions to the Authority, Chairperson Dykstra asked the Authority members to do introductions.

09.11.03 FBO Report.

The monthly FBO report was presented, describing fuel sales and miscellaneous airport activities. Due to the absence of FBO Ludema, Mr. Robinson requested that Authority members save any questions until the December meeting.

This report was accepted as information.

09.11.04 Report from the Marketing Committee.

Mr. Robinson and members of the Marketing Committee presented some of the materials being worked on by the committee and The Image Group, the firm selected to provide marketing services. The new website is almost ready to go live; there is a variety of information still needed to complete the site, including contact information, news and upcoming projects. Staff will be working to provide as much information as possible to expedite the process. An email newsletter and a direct mail piece were shown as possible methods of distributing information to stakeholders and others in the community. The Authority members discussed the possibilities of using social networking tools and other resources and the best method for disseminating information in an effective and cost-efficient manner.

More information and materials will be presented at the December meeting for approval by the Authority members.

09.11.05 Report from the Building & Development Committee.

Mr. Robinson provided an update on activities being reviewed and handled by the Building & Development Committee. The request for proposals for updating the Airport Terminal Concept and Budget Report originally completed in 2005 will be sent out in the next several weeks, and it is anticipated that a recommendation will be brought to the Authority in January 2010.

Mr. Robinson and other Authority members provided a rundown of the October 22<sup>nd</sup> meeting with the Michigan Bureau of Aeronautics (MDOT) in Lansing regarding the 10-Year Capital Improvement Plan for Tulip City Airport. The Authority members discussed the support of MDOT for various projects needed at the airport and the prioritization of projects to be completed in coming years.

This report was accepted as information.

09.11.06 Presentation by Mr. Mark Grennell, Michigan Department of Transportation.

Chairperson Dykstra introduced Mr. Mark Grennell from the Aeronautics Division of the Michigan Department of Transportation (MDOT). Mr. Grennell presented "Tulip City Airport – Runway Approaches", which focused on the various approach options and needs at the airport.

Authority members discussed the need for an Instrument Landing Systems (ILS), land acquisition, and possible improvements to the airport.

09.11.07 Monthly Budget & Investment Report.

Mr. Robinson presented the monthly budget and investment report, and it was accepted as information.

09.11.08 Other Business.

There was no other business to discuss.

09.11.09 Adjournment.

It was moved by Klunder and supported by Wickmann to adjourn the meeting. This motion was unanimously adopted.

The next regular meeting of the West Michigan Airport Authority is scheduled for Monday, December 14, 2009 at WestShore Aviation at Tulip City Airport in Holland, Michigan.

Respectfully Submitted,

Amanda Price  
Secretary/Treasurer

# ***WMAA MONTHLY FBO REPORT***

<b>Total Fuel Gallons Delivered</b>	<b>Current Month <u>Nov-09</u></b>	<b>One Year ago <u>Nov-09</u></b>	<b>Fiscal Year To Date <u>10/01/09-11/30/09</u></b>	<b>F/Y to Date Compared to F/Y 2009</b>	<b>F/Y to Date Compared to F/Y 2008</b>
	41,558	54,948	88708	-46,102	-78065
<b>Transplant Flights</b>	0				
<b>Wings Of Mercy Flights</b>	4				
<b>Freight Flights From/To Holland</b>	3				

## **Notable Activities**

Tunnel repaired; fence repair in process



## BEST PRACTICE

### Establishing Appropriate Capitalization Thresholds for Capital Assets (1997, 2001, and 2006) (CAAFR)

**Background.** The term *capital assets* is used to describe assets that are used in operations and that have initial lives extending beyond a single reporting period. Capital assets may be either intangible (e.g., easements, water (rights) or tangible (e.g., land, buildings, building improvements, vehicles, machinery, equipment and infrastructure). It is incumbent upon public-sector managers to maintain adequate control over all of a government's resources, including capital assets, to minimize the risk of loss or misuse.

As a practical application of the materiality principle, not all tangible capital-type items with useful lives extending beyond a single reporting period are required to be reported in a government's statement of position. Items with extremely short useful lives (e.g., less than 2 years) or of small monetary value are properly reported as an "expense" or "expenditure" in the period in which they are acquired.

When outlays for capital-type items are, in fact, reported on the statement of position, they are said to be *capitalized*. The monetary criterion used to determine whether a given capital asset should be reported on the balance sheet is known as the *capitalization threshold*. A government may establish a single capitalization threshold for all of its capital assets, or it may establish different capitalization thresholds for different classes of capital assets.

Capitalization is, of its nature, primarily a financial reporting issue. That is, a government's principal concern in establishing specific capitalization thresholds ought to be the anticipated information needs of the users of the government's external financial reports. While it is essential to maintain control over all potentially capitalizable items, there exist much more efficient means than capitalization for accomplishing this objective in the case of a government's smaller tangible capital-type items.<sup>1</sup> Furthermore, practice has demonstrated that capital asset management systems that attempt to incorporate data on numerous smaller items are often costly and difficult to maintain and operate.

**Recommendation.** The Government Finance Officers Association (GFOA) recommends that state and local governments consider the following guidelines in establishing capitalization thresholds:

- Potentially capitalizable items should only be capitalized only if they have an estimated useful life of at least two years following the date of acquisition;
- Capitalization thresholds are best applied to individual items rather than to groups of similar items (e.g., desks and tables), unless the effect of doing so would be to eliminate a significant portion of total capital assets (e.g., books of a library district);
- In no case should a government establish a capitalization threshold of less than \$5,000 for any individual item;

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<sup>1</sup> See GFOA's best practice on "Ensuring Control over Noncapitalized Items" (2006).

- In establishing capitalization thresholds, governments that are recipients of federal awards should be aware of federal requirements that prevent the use of capitalization thresholds in excess of certain specified maximum amounts (i.e., currently \$5,000) for purposes of federal reimbursement; and
- Governments should exercise control over potentially capitalizable items that fall under the operative capitalization threshold.<sup>2</sup>

Approved by the GFOA's Executive Board, February 24, 2006.

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<sup>2</sup> See GFOA's best practice on "Ensuring Control over Noncapitalized Items" (2006).



Fund Fn Dept	Account	Description	2010 Budget Annual	2010 Actuals Annual	Unrecognized Variance	2010 Percent Budget
104 03 000	400420	Prior Yr Taxes-MTT Judgement	0.00	24.56	<24.56>	0.00
104 03 000	400423	Service Chg in Lieu Taxes (PILOT)	0.00	14.68	<14.68>	0.00
104 03 000	450582C	City of Holland Contribution	109,200.00	112,452.08	<3,252.08>	102.98
104 03 000	450582P	Park Township Contribution	88,500.00	0.00	88,500.00	0.00
104 03 000	450582Z	City of Zeeland Contribution	47,000.00	42,764.19	4,235.81	90.99
104 03 000	4606541	FBO Franchise Fees	20,000.00	8,333.30	11,666.70	41.67
104 03 000	4606545	Fuel Flowage Fee	66,500.00	20,573.41	45,926.59	30.94
104 03 000	4606546	Landing Fees	10,000.00	6,324.00	3,676.00	63.24
104 03 000	480665	Investment Income	10,000.00	0.00	10,000.00	0.00
104 03 000	4906851	Recoveries-Insurance	0.00	13,427.02	<13,427.02>	0.00
104 03 000	5405360023	Fed Grant FAA Entitl-Capital	150,000.00	0.00	150,000.00	0.00
104 03 000	5405360024	Federal Grant-FAA Capital	4,870,750.00	0.00	4,870,750.00	0.00
104 03 000	5505700024	State Grant-MDOT Capital	132,125.00	0.00	132,125.00	0.00
104 03 000	560582A	Contrib-Holland City-Startup	0.00	10,782.14	<10,782.14>	0.00
104 03 000	5606692	Rental-Hangar Land Lease	80,000.00	57,991.87	22,008.13	72.49
104 03 000	5606698	Rental-Agricultural Land Lease	7,400.00	0.00	7,400.00	0.00
104 03 000	560669T	Rental - T-Hangars	46,000.00	12,120.00	33,880.00	26.35
104 000		-General Government	5,637,475.00	284,807.25	5,352,667.75	5.05
104		-General Fund-Airport Authority	5,637,475.00	284,807.25	5,352,667.75	5.05

By Laura Judge (JUDGE)

und Fn Dept	Account	Description	2010 Budget Annual	2010 Actuals Annual	Unrecognized Variance	2010 Percent Budget
75 00 000	480665	Investment Income	0.00	3,986.08	<3,986.08>	0.00
75 00 000	480665B	Banking Fees-Invest Income	0.00	<952.55>	952.55	0.00
75 000		-General Government	0.00	3,033.53	<3,033.53>	0.00
75		-Cash/Investments Pool	0.00	3,033.53	<3,033.53>	0.00

By Laura Judge (JUDGE)

Fund Fn Dept	Account	Description	2010 Budget Annual	2010 Actuals Annual	Unrecognized Variance	2010 Percent Budget
Grand Totals			5,637,475.00	287,840.78	5,349,634.22	5.11

Fund	Fund Fn Dept	Account	Project	Description	2010 Budget Annual	2010 Actuals Annual	2010 Encumb Annual	2010 Unexp Balance	2010 Percent Expended
104	03 540	710701		Payroll-Regular	40,000.00	3,677.58	0.00	36,322.42	9.19
104	03 540	711702		Payroll-Vacation/Personal	0.00	741.61	0.00	<741.61>	0.00
104	03 540	711703		Payroll-Holidays	0.00	138.19	0.00	<138.19>	0.00
104	03 540	711704		Payroll-Sick Time	0.00	4.69	0.00	<4.69>	0.00
104	03 540	7117160001		Insurance-Health	0.00	447.26	0.00	<447.26>	0.00
104	03 540	7117160002		Insurance-Dental	0.00	37.16	0.00	<37.16>	0.00
104	03 540	711717		Insurance-Life & AD&D	0.00	5.46	0.00	<5.46>	0.00
104	03 540	711718		Retirement Contrib-MERS	0.00	563.72	0.00	<563.72>	0.00
104	03 540	711720		Insurance-Income Protection	0.00	20.69	0.00	<20.69>	0.00
104	03 540	712715		Employer FICA Contribution	0.00	239.87	0.00	<239.87>	0.00
104	03 540	712724		Insurance-Workers Comp	0.00	3.84	0.00	<3.84>	0.00
104	540			+Personal Services	40,000.00	5,880.07	0.00	34,119.93	14.70
104	03 540	721730		Postage	300.00	5.04	0.00	294.96	1.68
104	03 540	721905		Photocopies/In-House Printing	200.00	3.29	0.00	196.71	1.65
104	03 540	721931		Building & Grnds Maintenance	15,000.00	6,571.00	0.00	8,429.00	43.81
104	03 540	721933		Equipment Maintenance	20,000.00	18,522.65	0.00	1,477.35	92.61
104	03 540	7228019010		Advertising/Promotional	40,000.00	10,770.26	0.00	29,229.74	26.93
104	03 540	722804		Contractual-Legal	7,500.00	2,201.17	0.00	5,298.83	29.35
104	03 540	7228050001		Contract-Indpdt Audit	0.00	5,800.00	0.00	<5,800.00>	0.00
104	03 540	7228050004		Contr-Financial Svc Fee	0.00	79.20	0.00	<79.20>	0.00
104	03 540	7228070002		Contr-Plan Development	2,000.00	0.00	0.00	2,000.00	0.00
104	03 540	7228070005		Contractual-Engineering	2,000.00	1,045.00	0.00	955.00	52.25
104	03 540	722808MOW		Contr Mtce-Mowing	13,000.00	5,813.26	0.00	7,186.74	44.72
104	03 540	722808MTC		Contr Mtce-General Repairs	10,000.00	3,435.55	0.00	6,564.45	34.36
104	03 540	722808SNOW		Contr Mtce-Snowplowing	60,900.00	0.00	0.00	60,900.00	0.00
104	03 540	7228090061		Contract-Management Services	35,000.00	13,915.00	0.00	21,085.00	39.76
104	03 540	7228090062		Contr-Airport Manager-Tulip City Ai	0.00	1,433.02	0.00	<1,433.02>	0.00
104	03 540	723850		Communications-Telephone	400.00	59.92	0.00	340.08	14.98
104	03 540	723860		Travel, Conf, Seminars	1,000.00	0.00	0.00	1,000.00	0.00
104	03 540	723910		Commercial Insurance Premiums	24,000.00	18,197.00	0.00	5,803.00	75.82
104	03 540	723920GATE		Utilities-Fence Gates	300.00	140.96	0.00	159.04	46.99
104	03 540	723920LAND		Utilities-Landing Lights & Systems	2,700.00	1,040.82	0.00	1,659.18	38.55
104	03 540	723920PLOT		Utilities-Parking Lot Lighting	600.00	1,245.65	0.00	<645.65>	207.61
104	03 540	723920RUNW		Utilities-Runway Lights	4,500.00	246.19	0.00	4,253.81	5.47
104	03 540	723920THAN		Utilities-T Hangars	2,200.00	552.19	0.00	1,647.81	25.10
104	03 540	723940		Reimb City-Debt Obligation T Hangar	17,520.00	600.00	0.00	16,920.00	3.42
104	03 540	723955		Miscellaneous	3,000.00	430.47	0.00	2,569.53	14.35
104	540			+Other Current Expenditures	262,120.00	92,107.64	0.00	170,012.36	35.14
104	03 540	730971		Land	1,025,000.00	0.00	0.00	1,025,000.00	0.00
104	03 540	730974		Land Improvements	2,055,000.00	7,025.00	0.00	2,047,975.00	0.34
104	03 540	730975		Buildings & Structures	2,305,000.00	0.00	0.00	2,305,000.00	0.00
104	540			+Capital Outlay	5,385,000.00	7,025.00	0.00	5,377,975.00	0.13
104	03 540	770956		Contingency	10,000.00	0.00	0.00	10,000.00	0.00
104	540			+Contingencies	10,000.00	0.00	0.00	10,000.00	0.00

By Laura Judge (JUDGE)

West Michigan Airport Authority  
Expense Budget Summary By Fund for Accounting Period 1/2010 through 12/2010 FUND: 104 General Fund-Airport Authority

Fund	Fn Dept	Account	Project	Description	2010 Budget Annual	2010 Actuals Annual	2010 Encumb Annual	2010 Unexp Balance	2010 Percent Expended
04	540			+Airport Operations	5,697,120.00	105,012.71	0.00	5,592,107.29	1.84
04				+Airport Operations	5,697,120.00	105,012.71	0.00	5,592,107.29	1.84
04				+General Fund-Airport Authority	5,697,120.00	105,012.71	0.00	5,592,107.29	1.84

GROUP/FUND	WORKING CAPITAL		ACTUAL REVENUE	EXPENSES		ENCUMBRANCES	OTHER		WORKING CAPITAL ENDING
	BEGIN YEAR	END YEAR		CURRENT YEAR	APPLICATIONS OR SOURCES				
General Fund-Airport Authority Reserves-Restricted	575,865.35 25,000.00		284,807.25 0.00	105,012.71 0.00	0.00 0.00	0.00 0.00	0.00 0.00	755,659.89 25,000.00	
TOTAL: General Funds	600,865.35		284,807.25	105,012.71	0.00	0.00	0.00	780,659.89	
Airport Donations	235.37		0.00	0.00	0.00	0.00	0.00	235.37	
TOTAL: Special Revenue Funds	235.37		0.00	0.00	0.00	0.00	0.00	235.37	
Cash/Investments Pool	0.00		3,033.53	0.00	0.00	0.00	0.00	3,033.53	
TOTAL: Internal Service Funds	0.00		3,033.53	0.00	0.00	0.00	0.00	3,033.53	
<b>Grand Totals:</b>	<b>601,100.72</b>		<b>287,840.78</b>	<b>105,012.71</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>783,928.79</b>	

Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
3 BOARD OF PUBLIC WORKS			AP 000155	11/12/09	1,014.35	Y
Claim# General Description 143 UTILITIES						
PO# Stat Contract# Invoice#	00	11/11/09				
GL Distribution						
104-03-540-723920GATE	Utilities-Fence Gate					
104-03-540-723920LAND	Utilities-Landing Li					
104-03-540-723920PLOT	Utilities-Parking Lo					
104-03-540-723920RUNW	Utilities-Runway Lig					
104-03-540-723920THAN	Utilities-T Hangars					
Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
30 REHMANN ROBSON PC GRAND RAPIDS OFF			AP 000156	11/12/09	5,800.00	
Claim# General Description 145 62986 2009 AUDIT						
PO# Stat Contract# Invoice#	624627	10/31/09				
GL Distribution						
104-03-540-7228050001	Contract-Indcpt Audit					
Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
10 SIMPLEXGRINNELL			AP 000157	11/12/09	12,707.59	
Claim# General Description 141 327-01711805 REPAIR SECURITY SYSTEM						
PO# Stat Contract# Invoice#	65011602	10/14/09				
GL Distribution						
104-03-540-721933	Equipment Maintenan					
Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
15 STATE OF MICHIGAN - MDOT DEPT OF T			AP 000158	11/12/09	350.00	
Claim# General Description 144 CODE 20943						
PO# Stat Contract# Invoice#	AA321224	11/04/09				
GL Distribution						
104-03-540-7228070005	Contractual-Engineer					

Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
13 TULIP CITY AIR SERVICE			AP 000159	11/12/09	2,688.13	
:Laim# General Description						
142 09-048 REPAIR RUNWAY LIGHTS						
PO# Stat Contract# Invoice#	167083	InvC Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
GL Distribution		09/10/09	1,425.10		0.00	1,425.10
104-03-540-721933		Account Name	Gross Amount	Work Order#	ActCd	Description
		Equipment Maintenanc	1,425.10			REPAIR RUNWAY END IDENTIFIER LIGHTS
:Laim# General Description						
146 09-048 OCTOBER SERVICES						
PO# Stat Contract# Invoice#	167905	InvC Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
GL Distribution		11/03/09	1,263.03		0.00	1,263.03
104-03-540-722808MOW		Account Name	Gross Amount	Work Order#	ActCd	Description
104-03-540-722808MTCE		Contr Mtce-Mowing	141.00			MOWING
104-03-540-7228090062		Contr Mtce-General R	415.38			MAINTENANCE
		Contr-Airport Manage	706.65			AIRPORT MANAGER



Paid Checks:	
Check Count	5
Check Total	22,560.07
Backup Withholding Total	0.00
Paid by ACH:	
ACH Count	0
ACH Total	0.00
Backup Withholding Total	0.00
Total Payments:	
Payment Count	5
Payment Total	22,560.07
Backup Withholding Total	0.00
Void Checks:	
Check Count	0
Check Total	0.00
Backup Withholding Total	0.00

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
000210	3	BOARD OF PUBLIC WORKS	11/12/09	1,014.35	UTILITIES
000211	30	REHMANN ROBSON PC GRAND RAPIDS OFFICE	11/12/09	5,800.00	62986 2009 AUDIT
000212	10	SIMPLEXGRINNELL	11/12/09	12,707.59	327-01711805 REPAIR SECURITY SYSTEM
000213	15	STATE OF MICHIGAN - MDOT DEPT OF TRANSP	11/12/09	350.00	CODE 20943
000214	13	TULIP CITY AIR SERVICE	11/12/09	2,688.13	09-048 REPAIR RUNWAY LIGHTS
Total				22,560.07	

**WEST MICHIGAN AIRPORT AUTHORITY**  
**COMPARATIVE ANALYSIS OF "AVERAGE DAILY CASH & INVESTMENT BALANCE" AND "INVESTMENT INCOME"**  
**FOR FISCAL YEARS 2008-2009 AND 2009-2010**

Month	Fiscal Year 2008-2009				Fiscal Year 2009-2010					
	Average Daily Balance	Accrued Interest Income	Capital Gains (Losses)	Market Write Up (Down)	Year-to-Date Investment Income	Average Daily Balance	Accrued Interest Income	Capital Gains (Losses)	Market Write Up (Down)	Year-to-Date Investment Income
	July	0	0	0	0	0	557,702	754	0	0
August	0	0	0	0	0	579,730	755	0	0	1,509
September	413,154	235	235	0	235	690,483	742	0	0	2,251
October	458,298	317	317	0	552	710,493	783	0	0	3,034
<b>4 Month Total</b>	<b>217,863</b>	<b>552</b>	<b>0</b>	<b>0</b>	<b>552</b>	<b>634,602</b>	<b>3,034</b>	<b>0</b>	<b>0</b>	<b>3,034</b>
November	456,893	1,065	1,065	0	1,617					
December	462,679	1,089	1,089	0	2,706					
January	503,738	1,084	1,084	0	3,790					
February	529,316	978	978	0	4,768					
March	560,348	1,093	1,093	0	5,861					
April	574,953	1,085	1,085	0	6,946					
May	572,179	1,056	1,056	0	8,002					
June	565,301	874	874	0	8,876					
<b>12 Month Total</b>	<b>424,738</b>	<b>8,876</b>	<b>0</b>	<b>0</b>	<b>8,876</b>					

**Annualized Rate of Return - Current Fiscal Year**

<u>July 1, 2009 - October 31, 2009</u>	1.419%
On Interest Income Only	1.419%
On Total Investment Income (Interest, plus Capital Gains and minus Capital Losses)	

**Annualized Rate of Return - Prior Fiscal Year**

<u>July 1, 2008 - October 31, 2008</u>	0.752%
On Interest Income Only	0.752%
On Total Investment Income (Interest, plus Capital Gains and minus Capital Losses)	
<u>July 1, 2008 - June 30, 2009</u>	2.090%
On Interest Income Only	2.090%
On Total Investment Income (Interest, plus Capital Gains and minus Capital Losses)	

## HANDLING FEE & LANDING FEE SCHEDULE 2009

	<u>Landing Fee</u>	<u>Handling Fee</u>		<u>Fuel Purchase Required to Waive Landing/Handling Fee</u>
A. <u>Aircraft up to 3,999 pounds gross Takeoff Weight</u> (No fee for training A/C or Fixed gear under 3,000 pounds gross Takeoff Weight.) Landing Fee waived if 20 gallons of fuel is purchased . . .	<b>\$9.00</b>	<b>\$0.00</b>	<b>LF-1</b>	<b>20 Gallons</b>
B. <u>4,000–5,999 pounds gross Takeoff Weight</u> Landing Fee waived if 30 gallons of fuel is purchased (60 gallons for freight).	<b>\$12.00</b>	<b>\$0.00</b>	<b>LF-2</b>	<b>30 Gallons</b>
C. <u>6,000-8,999 pounds Gross Takeoff Weight</u> Landing Fee waived if 50 gallons of fuel is purchased (75 gallons for freight).	<b>\$15.00</b>	<b>\$0.00</b>	<b>LF-3</b>	<b>50 Gallons</b>
D. <u>9,000-12,500 pounds Gross Takeoff Weight</u> Landing Fee waived if 80 gallons of fuel is purchased	<b>\$25.00</b>	<b>\$25.00</b>	<b>LF-4</b>	<b>80 Gallons</b>
E. <u>12,501-18,999 pounds Gross Takeoff Weight</u> Landing Fee waived if 100 gallons of fuel is purchased.	<b>\$30.00</b>	<b>\$30.00</b>	<b>LF-5</b>	<b>100 Gallons</b>
F. <u>19,000-24,999 pounds Gross Takeoff Weight</u> Landing Fee waived if 150 gallons of fuel is purchased	<b>\$35.00</b>	<b>\$35.00</b>	<b>LF-6</b>	<b>150 Gallons</b>
G. <u>25,000-29,999 pounds Gross Takeoff Weight</u> Landing Fee waived if 200 gallons of fuel is purchased	<b>\$40.00</b>	<b>\$40.00</b>	<b>LF-7</b>	<b>200 Gallons</b>
H. <u>30,000-39,999 pounds Gross Takeoff Weight</u> Landing Fee waived if 300 gallons of fuel is purchased	<b>\$45.00</b>	<b>\$45.00</b>	<b>LF-8</b>	<b>300 Gallons</b>
I. <u>40,000-59,999 pounds Gross Takeoff Weight</u> Landing Fee waived if 400 gallons of fuel is purchased	<b>\$50.00</b>	<b>\$50.00</b>	<b>LF-9</b>	<b>400 Gallons</b>
J. <u>60,000-89,999 pounds Gross Takeoff Weight</u> Landing Fee waived if 500 gallons of fuel is purchased	<b>\$60.00</b>	<b>\$60.00</b>	<b>LF-10</b>	<b>500 Gallons</b>
K. <u>90,000 + pounds Gross Takeoff Weight and over</u> Landing Fee waived if 600 gallons of fuel is purchased	<b>\$70.00</b>	<b>\$70.00</b>	<b>LF-11</b>	<b>600 Gallons</b>
L. <u>Minimum Fee for all Freight Aircraft</u> (Landing Fee waivers for fuel purchases apply)	<b>\$25.00</b>		<b>LF- F</b>	

**West Michigan Airport Authority**  
**Request for Proposals (RFP)**  
**Update to New Airport Terminal Concept and Budget Report**

November 25, 2009

**Background**

The West Michigan Airport Authority (WMAA) includes the governments of the City of Holland, Park Township, and the City of Zeeland. The mission of the WMAA is "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."

Tulip City Airport currently has a 1,800 square foot office structure built in 1950 that serves as a terminal. This office building is in need of repair, and has become inadequate for the needs of this airport. Further, the existing building no longer projects an accurate image of this airport nor the community.

In 2005, a "Tulip City Airport Global Welcome Center Concept and Budget Report" was prepared that included design concepts, site location, and estimated costs for a new terminal. The report is attached to this RFP. Being that the Report was done in 2005, the West Michigan Airport Authority desires to update the Report according to the scope of work that follows.

The Authority does not have revenues on hand at this moment to construct a new terminal, but sees an updated terminal report, in part, as a tool to inform the community and airport users of the Authority's vision for a new terminal.

**Scope of Work**

The selected firm will provide an updated Airport Terminal Concept and Budget Report that will include the following:

1. Analysis of three (3) or four (4) site options for the location of the terminal as identified by the Authority's Building and Development Committee.
2. Preparation of conceptual floor layouts for a new terminal.
3. Preparation of conceptual exterior building designs for a new terminal including elevation drawings, key perspectives, and 3-D computer modeling.
4. Updated cost estimates for at least three (3) site options.
5. This is not final design work, but rather conceptual plans and cost estimates.
6. The Authority's Building & Development Committee will meet with the selected firm throughout the preparation of the update to review the work and formulate a terminal recommendation for consideration by the full Board. It is expected that

there will be no more than four (4) meetings with the Committee. The firm may be asked to be part of a presentation to the full Board upon completion of the update.

7. Airport consultants Mead & Hunt will be available to the selected firm to provide information on the terminal needs from an air-use perspective and compliance with Federal Aviation Administration (FAA) and Michigan Department of Transportation (MDOT) requirements.

### **Schedule and Process**

After proposals are submitted, the Building & Development Committee will review the proposals, conduct interviews, and form a recommendation on a firm to the WMAA Board. It is expected that the Board will be asked to select a firm at its February 8, 2010 meeting.

The selected firm will be expected to complete the update by May 31, 2010.

### **Proposal Requirements**

The proposal must be submitted in seven (7) hard copies and one electronic copy. The proposal is to include:

1. A cover letter of interest.
2. Explanation of why the firm is qualified to conduct this work.
3. The approach that the firm will take on this project.
4. List the report update components that the firm will address and characterize the level of information to be provided for each component.
5. Examples of past work that would indicate the firm's capabilities to successfully conduct this work.
6. The expected time frame for completing this work.
7. The firm's cost proposal for this work. Cost will not be the determining factor for selection, but will be one of the criteria.
8. At least three (3) relevant references.
9. **The proposal must be submitted by 5:00 p.m. on Thursday, December 17, 2009 to:**

Greg Robinson

Assistant City Manager

City of Holland

270 S. River Avenue

Holland, MI 49423

[g.robinson@cityofholland.com](mailto:g.robinson@cityofholland.com)

616-355-1310

10. Questions concerning this RFP can be directed to Greg Robinson according to the above-noted contact information.

## **West Michigan Airport Authority**

270 South River Avenue, Holland, Michigan 49423

(616) 355-1310

(616) 355-1490 fax

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

## **2010 Meeting Schedule**

The West Michigan Airport Authority meets on the 2<sup>nd</sup> Monday of each month at 11:30am at various locations in the City of Holland, Park Township, and City of Zeeland. For more information, please contact the Holland City Manager's Office at (616) 355-1310.

January 11	Howard Miller Library & Community Center, 14 S. Church Street (Zeeland)
February 8	Park Township Offices, 52 - 152nd Avenue
March 8	Westshore Aviation, 1585 S. Washington (Holland)
April 12 <sup>h</sup>	Howard Miller Library & Community Center, 14 S. Church Street (Zeeland)
May 10	Park Township Offices, 52 - 152nd Avenue
June 14	Westshore Aviation, 1585 S. Washington (Holland)
July 12	Howard Miller Library & Community Center, 14 S. Church Street (Zeeland)
August 9	Park Township Offices, 52 - 152nd Avenue
September 13	Westshore Aviation, 1585 S. Washington (Holland)
October 11	Howard Miller Library & Community Center, 14 S. Church Street (Zeeland)
November 8	Park Township Offices, 52 - 152nd Avenue
December 13	Westshore Aviation, 1585 S. Washington (Holland)

**West Michigan Airport Authority**  
**Member and Staff Roster**  
(Printed 12/10/2009)

**City of Holland**

**Kurt Dykstra (Chairperson)**

1118 Alden Court, Holland, MI 49423  
616.566.5325 (C) 616.396.3103 (O)

[k.dykstra@cityofholland.com](mailto:k.dykstra@cityofholland.com)

**Term Expiration: 2011**

**Jim Wiersma**

129 W. 39th Street, Holland, MI 49423  
616.283.5036 (M)/ 616.393.1099 (W)

[jim.wiersma@haworth.com](mailto:jim.wiersma@haworth.com)

**Term Expiration: 2013**

**Christopher Martin**

1172 Beach Drive, Holland, MI 49423  
616.395.0110 (W)/ 616.335.9305 (H)

[chris@psgteam.com](mailto:chris@psgteam.com)

**Term Expiration: 2013**

**Todd Whiteman (Alternate)**

270 South River Ave. Holland, MI 49423  
(616) 848.6796 (C.)

[t.whiteman@cityofholland.com](mailto:t.whiteman@cityofholland.com)

**City of Zeeland**

**Les Hoogland**

21 S. Elm Street, Zeeland, MI 49464  
616.772.0877 (O) 616.218.5663 (M)

[clerk@ci.zeeland.mi.us](mailto:clerk@ci.zeeland.mi.us)

**Term Expiration: 2010**

**Tim Klunder (Vice-Chair)**

21 S. Elm Street, Zeeland, MI 49464  
616.772.6400 (O) 616.218.1383 (C)

[citymgr@ci.zeeland.mi.us](mailto:citymgr@ci.zeeland.mi.us)

**Term Expiration: 2013**

**Andrew Mitchell**

58 Lee St., Zeeland, MI 49464  
616.748.7455 (O)/ 616.403.5554 (M)

[andrew.mitchell@gentex.com](mailto:andrew.mitchell@gentex.com)

**Term Expiration: 2013**

**Sally Gruppen (Alternate)**

516 W. Lawrence, Zeeland, MI 49464  
616.772.4021 (H)

[clerk@ci.zeeland.mi.us](mailto:clerk@ci.zeeland.mi.us)

**Park Township**

**Amanda Price (Secretary/Treasurer)**

3975 Lakeridge, Holland, MI 49424  
616.540.7222 (M)

[arprice@chartermi.net](mailto:arprice@chartermi.net)

**Term Expiration: 2012**

**Bruce Wickmann**

198 Woodlark Ct., Holland, MI 49424  
616.886.1151 (M)

[bruce@wsaviation.com](mailto:bruce@wsaviation.com)

**Term Expiration: 2011**

**Mike Toscano**

1228 Oakhampton, Holland MI 49424  
616.738.1738 (H)/ 616.738.8882 (M)

[mtoscano28@yahoo.com](mailto:mtoscano28@yahoo.com)

**Term Expiration: 2013**

**Jerry Felix (Alternate)**

52 - 152nd Avenue, Holland, MI 49424  
(616) 399-4520 (O)

[jfelix@parktownship.org](mailto:jfelix@parktownship.org)

**Ex-Officio Members**

**Terry Burns (Allegan Co. Rep.)**

1037 Maple St. #A-5, Saugatuck, MI 49453  
616.403-0427 (C)/ 616.355.2525 (W)

[tburns@allegancounty.org](mailto:tburns@allegancounty.org)

**Don Disselkoe (Ottawa Co. Rep)**

300 Farington Blvd. #2, Holland, MI 49423  
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[ddiss@att.net](mailto:ddiss@att.net)

**Steve McNeal (Allegan Co. Rep. - Alternate)**

5544 - 141st Avenue, Holland, MI 49423  
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[smcneal@allegancounty.org](mailto:smcneal@allegancounty.org)



**West Michigan Airport Authority**  
**Member and Staff Roster**  
(Printed 12/10/2009)

**Youth-On-Boards**

**Victoria Otto**

12th Grade, West Ottawa High School  
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**Reid Stewart**

12th Grade, West Ottawa High School  
616.786.2485  
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**Others/Staff**

**Greg Robinson (Staff)**

City of Holland  
270 S. River Avenue, Holland, MI 49423  
616.355.1310  
[g.robinson@cityofholland.com](mailto:g.robinson@cityofholland.com)

**Ron Ludema (FBO)**

Tulip City Air Service  
1581 S. Washington, Holland, MI 49423  
616.392.7831  
[rludema@tulipcityair.com](mailto:rludema@tulipcityair.com)

**Carolyn O'Connor (Staff)**

City of Holland  
270 S. River Avenue, Holland, MI 49423  
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