

West Michigan Airport Authority  
Fiscal Year 2011 Action Plan  
February 14, 2011

**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 2011 Action Plan**

1. Complete the update of the Airport Layout Plan (ALP).

Completion of the ALP is waiting on the recommended location for a new terminal. The terminal recommendation should be ready by the end of February 2011.

2. Prepare a financing strategy, the final design, and construction plan for a new terminal.

As noted in the previous item, a recommendation on at least the location for a new terminal should be coming to the Board in the near future. A preliminary funding strategy and design have been prepared, but are not ready for Board review at this time. These should be ready at some point during the spring 2011. This project has been discussed with the MDOT Bureau of Aeronautics (BOA) and a schedule has been established for this project. However, final BOA approval has not yet been provided.

3. Refurbish the Instrument Landing System (ILS) for runway 26.

This project was also discussed with the BOA in November 2010. This project is estimated to cost \$500,000 and the BOA has verbally expressed an interest in funding \$200,000 of this cost. Further meetings and final specifications for this project will occur in January and February 2011. The project could be underway during the current fiscal year which ends June 30, 2011.

4. Secure an LPV approach for runway 8.

Approval of this project has already been requested of the Federal Aviation Administration by the BOA. This can be an extended process and staff has not been provided with a schedule by the FAA.

5. Complete the MDOT/FAA project grant for the rehabilitation of the south hangar area taxiway.

The Board recently approved the design agreement with Mead & Hunt for this project and it is anticipated that the project will be completed during the summer 2011. The actual grant document has not yet been received.

6. Construct at least one public viewing area at the airport.

This item has not been addressed yet, but a recommendation to the Board is expected prior to the end of the fiscal year.

7. Continue regular distribution of email and direct mail information to airport stakeholders.

The Communications Assistant position has recently been filled and the Operations Committee will be discussing a communications strategy at its meeting during the week of January 10, 2011. A recommendation on the strategy should be coming to the Board in February or March 2011.

8. Make a concerted effort to interact more with airport users and lease holders.

This item is also expected to be discussed by the Operations Committee as part of the overall communications strategy.

9. Prepare and distribute a Request For Proposals for airport consultant services.

Due to the attention that the previous items in the Action Plan will require, this item may not be addressed during FY2011.

West Michigan Airport Authority

2010 Activities and Accomplishments

January 10, 2011

*Building & development*

1. Completed the taxiway connector project.
2. Requested proposals for an update of the terminal study; selected a consultant and conducted the study.
3. Prepared a proposal and funding strategy for refurbishing the Instrument Landing System (ILS).
4. Worked with the MDOT Bureau of Aeronautics (BOA) to prepare an updated 10 year capital projects plan.
5. Began the process for the south pavement area rehabilitation project by approving an agreement with Mead & Hunt for design work.
6. Continued work on the Airport Layout Plan (ALP).
7. Mead & Hunt chief airports planner made a presentation to the ALP Team on the future of general aviation.

*Communications*

1. Prepared and distributed an informational piece to the community on the value of Tulip City Airport and WMAA activities.
2. Established a Communications Assistant position and filled this position.
3. Sponsored a luncheon for the Michigan Airport Tour stop at Tulip City Airport.

*Operations*

1. Established policy for waiving landing fees.
2. Held a strategic planning session for Board.
3. Approved the installation of a state of the art broadcast tower to serve the FAA's new Surveillance and Broadcast Services (SBS) system.
4. Reviewed and approved various site plans in the vicinity of the airport to ensure adequate airspace requirements.
5. Approved private fueling permits for Tulip City Air Service and Wingspan.
6. Successfully obtained a clean audit for fiscal year 2010.
7. Have continued to operate a budget within annual budget projections.

West Michigan Airport Authority  
Fiscal Year 2012 (July 1, 2011 – June 30, 2012) Action Plan  
February 14, 2011

**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.
2. Complete refurbishment of the Instrument Landing System.
3. Proceed with the next steps towards constructing a new terminal:
  - a. Environmental assessment.
  - b. Survey and preliminary engineering to support environmental assessment.
  - c. Begin property acquisition process.
  - d. Establish local funding sources.
4. Secure an LPV approach for runway 8.
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.

Other Action Items:

6. Prepare and distribute a Request For Proposals for leasing airport agricultural land.
7. Prepare and distribute a Request For Proposals for airport consultant services.

**West Michigan Airport Authority  
Proposed Fiscal Year 2012 Budget**

14-Feb-11

	Approved Budget <u>FY 2011</u>	Estimated Year End <u>FY 2011</u>	Proposed <u>FY 2012</u>
<b>REVENUES</b>			
FBO Franchise Fee	\$ 20,000	\$ 20,000	\$ 20,500
Fuel Flowage Fee	\$ 60,000	\$ 65,000	\$ 68,400
Property Tax - Holland City	\$ 102,800	\$ 104,926	\$ 100,000
Property Tax - Park Township	\$ 87,000	\$ 87,000	\$ 84,000
Property Tax - Zeeland City	\$ 44,000	\$ 44,331	\$ 42,000
Investment Income	\$ 7,500	\$ 4,500	\$ 5,000
Rental - Hangar Land Lease	\$ 76,000	\$ 76,200	\$ 77,400
Rental - Agricultural Land Lease	\$ 7,400	\$ 7,995	\$ 8,600
Rental - T Hangars	\$ 40,000	\$ 50,300	\$ 50,400
Landing Fees	\$ 15,000	\$ 25,500	\$ 26,700
<b>Subtotal Revenues</b>	<b>\$ 459,700</b>	<b>\$ 485,752</b>	<b>\$ 483,000</b>
<b>EXPENSES</b>			
Payroll - Regular + Benefits	\$ 40,000	\$ 43,900	\$ 45,000
Payroll - Temporary Help	\$ 10,000	\$ 10,000	\$ 23,800
Postage	\$ 300	\$ 300	\$ 300
Photocopies	\$ 100	\$ 300	\$ 300
Maintenance - Buildings & Grounds Maintenance	\$ 15,000	\$ 7,500	\$ 15,000
Maintenance - Equipment Maintenance - ILS	\$ 30,000	\$ 25,000	\$ 20,000
Maintenance - Equipment Insurance Claims	\$ -	\$ 1,079	\$ 2,500
Maintenance - Contract - Snowplowing	\$ 60,000	\$ 70,000	\$ 60,000
Maintenance - Contract - Mowing	\$ 13,000	\$ 20,000	\$ 16,000
Maintenance - Contract - General Repairs/ Maintenance	\$ 12,000	\$ 14,000	\$ 13,000
Advertising/Promotional	\$ 40,000	\$ 40,000	\$ 30,000
Contract - Legal	\$ 7,500	\$ 8,500	\$ 7,500
Contract - Plan Development	\$ 1,000	\$ 1,000	\$ 1,000
Contract - Engineering	\$ 1,500	\$ 500	\$ 1,000
Contract - Terminal Study	\$ -	\$ 2,500	\$ -
Contract - Management Services	\$ 45,000	\$ 34,000	\$ 35,000
Contract - Airport Manager	\$ 5,000	\$ 7,500	\$ 7,000
Contract - Audit	\$ 7,000	\$ 5,700	\$ 6,000
Communications - Telephone	\$ 300	\$ 300	\$ 300
Travel, Conferences, Seminars	\$ 1,000	\$ 700	\$ 1,000
Commercial Insurance Premium	\$ 19,000	\$ 18,989	\$ 20,000
Utilities - T Hangars	\$ 1,700	\$ 2,000	\$ 2,000
Utilities - Runway Lights	\$ 4,600	\$ 5,500	\$ 5,000
Utilities - Landing Lights & Systems	\$ 3,900	\$ 4,200	\$ 4,100
Utilities - Fence Gates	\$ 1,100	\$ 500	\$ 700
Utilities - Parking Lot Lighting	\$ 800	\$ 900	\$ 900
Miscellaneous	\$ 3,000	\$ 3,500	\$ 3,500
Controlled Capital	\$ -	\$ 1,239	\$ -
Contingency	\$ 10,000	\$ 5,000	\$ 10,000
Reserves for Emergencies/ Unexpected	\$ 25,000	\$ 25,000	\$ 25,000
Reserves for Capital Projects	\$ 101,900	\$ 126,145	\$ 127,100
<b>Subtotal Expenses</b>	<b>\$ 459,700</b>	<b>\$ 485,752</b>	<b>\$ 483,000</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**West Michigan Airport Authority**  
**Proposed Capital Projects for FY2012**  
**Worksheet**

14-Feb-11

	<u>FY2011</u>	<u>FY2012</u>		<u>FAA Entitlement</u>	<u>FAA</u>	<u>State</u>	<u>Local</u>
<b>Revenues</b>							
FAA Entitlement	\$ 637,219	\$ 112,000		\$ 637,219	\$ 133,231	\$ 20,275	\$ 20,275
FAA	\$ 133,231	\$ 832,300		\$ -	\$ -	\$ 200,000	\$ 300,000
MDOT	\$ 227,775	\$ 24,850		\$ -	\$ -	\$ 7,500	\$ 7,500
Local	\$ 352,775	\$ 24,850		\$ -	\$ -	\$ 1,000	\$ 15,000
<b>Total Revenues</b>	<b>\$ 1,351,000</b>	<b>\$ 994,000</b>		<b>\$ 637,219</b>	<b>\$ 133,231</b>	<b>\$ 252,625</b>	<b>\$ 377,625</b>
<b>Expenses</b>							
Rehab S. Hangar Pavement Area	\$ 811,000	\$ -		\$ 637,219	\$ 133,231	\$ 20,275	\$ 20,275
Refurbish Runway 26 ILS	\$ 500,000	\$ -		\$ -	\$ -	\$ 200,000	\$ 300,000
Seal Runway Joints	\$ 15,000	\$ -		\$ -	\$ -	\$ 7,500	\$ 7,500
Terminal Environmental Assess./ Engineering	\$ -	\$ 40,000		\$ -	\$ 38,000	\$ 1,000	\$ 1,000
T-Hangar Repairs	\$ 15,000	\$ -		\$ -	\$ -	\$ -	\$ 15,000
Construct Viewing Area	\$ 10,000	\$ -		\$ -	\$ -	\$ -	\$ 10,000
Property Acquisition: Road/ Parking/ Terminal	\$ -	\$ 954,000		\$ 112,000	\$ 794,300	\$ 23,850	\$ 23,850
<b>Total Expenses</b>	<b>\$ 1,351,000</b>	<b>\$ 994,000</b>		<b>\$ 749,219</b>	<b>\$ 965,531</b>	<b>\$ 252,625</b>	<b>\$ 377,625</b>

## **West Michigan Airport Authority**

270 South River Avenue, Holland, Michigan 49423

(616) 355-1310

(616) 355-1490 fax

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

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### **RESOLUTION TO PRESENT THE PROPOSED ANNUAL BUDGET FOR FISCAL YEAR 2011-2012**

**Whereas,** the West Michigan Airport Authority annual budget for the fiscal year July 1, 2011 through June 30, 2012 as proposed by the Holland Assistant City Manager, was presented to the Authority on February 14, 2011; and

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

**Now, Therefore Be It Resolved,** that the West Michigan Airport Authority presents this proposed budget to the public; and

**Be It Further Resolved,** that the proposed budget be placed on file for public inspection in the Offices of the Holland Assistant City Manager, Park Township Clerk, and City of Zeeland Clerk; and

**Be It Further Resolved,** that the Airport Authority will hold a public hearing concerning the proposed budget at 11:30am on Monday, March 14, 2011 at Holland City Hall, 270 South River Avenue, in Holland, Michigan;

**Be It Further Resolved,** that a property tax millage rate recommendation to support the proposed budget will be part of this hearing; and

**Be It Further Resolved,** that the Holland Assistant City Manager is instructed to publish a notice of public hearing on the proposed budget in a local newspaper, no later than March 1, 2011.

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Tim Klunder  
Chairperson

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Jim Wiersma  
Secretary