

West Michigan Airport Authority

Meeting Agenda

Monday, May 9, 2011

11:30am – 1:00pm

Park Township Offices, 52 – 152nd avenue

1. Public Comments.
2. Consideration of the April 11, 2011 Meeting Minutes. (Action Required)
3. FBO Report.
4. Request to Solicit Bids for Refurbishing of the Instrument Landing System. (Action required)
5. Designation of National Incident Management System (NIMS) Coordinator. (Action required)
6. Communications Committee Activities. (Karen Scholten)
7. Building & Development Activities.
8. Monthly Budget and Investment Report:
 - A. Accept as Information.
 - B. Approve budget amendments related to insurance recovery. (Action required)
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 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
Meeting Minutes
April 11, 2011**

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

Present: Authority Members Wiersma, Martin, Whiteman, Hoogland, Klunder, Mitchell, Wickmann, Matthyse, and Toscano.

Absent: Authority Member Dykstra.

Others Present: Ottawa County Representative Disselkoe, Allegan County Representative Burns, Park Township Supervisor Jacob, Assistant City Manager Robinson, Executive Assistant O'Connor, Communications Assistant Scholten, and Youth Representatives Bos and Ziegeler.

11.04.01 Public Comments.

There were no public comments.

11.04.02 Consideration of March 14, 2011 Meeting Minutes.

It was moved by Wickmann and supported by Matthyse to approve the March 14, 2011 meeting minutes as submitted. This motion was unanimously adopted.

11.04.03 FBO Report.

FBO Ludema presented the monthly report on operations and fuel sales at Tulip City Airport. He expressed optimism over the future of activity at the airport due to increases in fuel sales and operations over the month of March. Mr. Robinson also highlighted the report of airport agreement expenses, which covers snowplowing, mowing, maintenance and airport management expenses. This report was accepted as information.

11.04.04 Establish Fuel Flowage Fee for FY2012.

Mr. Robinson presented a report on fuel flowage rates in the past couple years as well as comparables from nearby airports, current use of the fees and the recommendation from the Operations Committee for a rate of 9 ½ cents for FY2012. He stated that notifications were sent to all fueling facilities at the airport and no comments were received. Authority members discussed various items related to fuel flowage fees, including use of fees and mid-year fuel adjustments.

It was moved by Toscano and support by Whiteman to accept the recommendation of the Operations Committee and set the FY2012 Fuel Flowage Fee at 9 ½ cents per gallon. This motion was unanimously adopted with Bruce Wickmann abstaining from the vote by approval of the Authority.

11.04.05 Discussion on Refurbishment of the Instrument Landing System (ILS).

Mr. Robinson provided an update on the ILS refurbishment project and showed a video taken by Mr. Wickmann on a recent flight to demonstrate how aircraft pilots utilize the ILS/Localizer. This report was accepted as information.

11.04.06 Status of Terminal Concept Study.

Mr. Robinson provided an update on the Terminal Concept Study. He stated that URS's work is almost complete and the Building & Development Committee is discussing the various aspects of the design phase. Preparations are underway for final approval and community input with an anticipated submission date within the next three months.

This report was accepted as information.

11.04.07 Communications Committee Update.

Mrs. Scholten presented a report on the recent activities of the Communications Committee as well as upcoming events. The West Michigan Airport Authority will be represented in the Muziekparade on Saturday, May 14th as part of the Tulip Time Festival and will participate in the CareAffaire with Wings of Mercy. Authority members interested in participating in either event were encouraged to contact Mrs. Scholten for more information. Authority members discussed the various activities as well as possible future events at the airport. This report was accepted as information.

11.04.08 Monthly Budget & Investment Report.

It was moved by Hoogland and supported by Wickmann to approve the monthly budget & investment report as submitted. This motion was unanimously adopted.

11.04.09 Other Business.

- Mr. Robinson informed that Ms. Carolyn O'Connor had accepted another position and would be departing the City of Holland at the end of April. Authority members expressed their appreciation for her work with the Authority and wished her well.
- Mr. Matthyse presented the information regarding the West Michigan Aviation Academy in Grand Rapids, a charter school for ninth graders. The curriculum is traditional high school course work with additional aviation-related programs. The Authority members inquired about various aspects of the program and possible connections with Holland/Zeeland area. It was proposed that a letter be sent expressing interest in partnering with the program. Mr. Robinson stated that he would begin drafting the letter.
- Mr. Martin inquired about the status of the observation deck. Mr. Robinson replied that the Building & Development Committee were currently discussing it and will be bringing it to the full Authority at an upcoming meeting.

11.04.10 Adjournment.

There being no further business, the meeting was adjourned.

Respectively Submitted,

Jim Wiersma
Secretary

Item 3.

WMAA MONTHLY FBO REPORT

Total Fuel Gallons Delivered	Current Month Apr-11 54,916	One Year ago Apr-10 46,117	Fiscal Year To Date 10/01/10-09/30/11 380,738	F/Y to Date Compared to F/Y 2010 74,831
---------------------------------	--------------------------------------	-------------------------------------	--	--

Transplant Flights 0

Wings Of Mercy Flights 0

Freight Flights From/To Holland 4
DC-9, C310, Metro IV, Caravan

NOTAMS for February

None

Pavement Condition

Runway/taxiway pavement good

Ramp/taxiway "B" POOR

All taxiways need to be re-striped

Taxiway "B" washout temporarily filled in

Note: Taxiway "B" scheduled for reconstruction summer 2011

Lighting condition

Corrected low setting on Runway lights

ILS Outages

None

West Michigan Airport Authority

270 South River Avenue, Holland, Michigan 49423
(616) 355-1310 (616) 546-7056 fax
www.tulipcityairport.org

Comprising City of Zeeland, Park Township and City of Holland

May 9, 2011

To: West Michigan Airport Authority Board.
From: Greg Robinson, Holland Assistant City Manager.
Subject: ILS Rehabilitation – Request to Solicit Bids.

The Instrument Landing System (ILS) at Tulip City Airport was installed in 1994 and has been experiencing an unacceptable number of outages due to aging equipment. The ILS was not funded by the Federal Aviation Administration (FAA) nor is it maintained by them as most other ILS systems are in Michigan. The FAA has informed the Michigan Department of Transportation Bureau of Aeronautics (BOA) that it will not participate in repairing the existing ILS because Tulip City Airport does not meet the minimum thresholds. In 1994, the BOA funded 50% of the ILS and the remaining 50% was raised locally.

The present ILS is technically obsolete and very difficult to find parts for. In August of 2010, 94 outages had been recorded for the previous 19 months. This level of outages is totally unacceptable for the companies and aircraft that rely on the airport to conduct business. Having this airport available for business jet aircraft is extremely important to this area from an economic development standpoint.

Airport navigation aids that are based on Global Positioning Systems (GPS) are the aids of the future, but it can be expensive for the equipment to be installed in aircraft. So, it is highly unlikely that a full transition to a GPS system will occur over the next 7 - 10 years. Actually, Tulip City Airport is prepared for GPS use as it has already has what is referred to as a LPV approach for runway 26 (approach from the east) and has applied to the FAA for a LPV approach for runway 8 (approach from the west). The approval process with the FAA is expected to be completed by the end of this summer and the LPV approach for runway 8 should be available by the end of August 2011.

It is critical that the airport have a reliable ILS into the foreseeable future. What is being proposed to the Board is that much of the system be replaced. It has been estimated that a new ILS for an airport such as Tulip City could cost in the neighborhood of \$1 million. However, the current ILS has a number of components that do not need replacing. What is being recommended for replacement is the localizer foundation, Distance Measuring Equipment (DME) and Glide Slope antenna transmitting equipment. The anticipated life of this new equipment is 15-20 years.

Airport Manager Ron Ludema has obtained two quotes to refurbish the ILS. The estimated cost for parts, installation, construction supervision, training and contingency is in the range of \$468,500. The BOA has indicated that it is willing to fund up to \$200,000 of the equipment and installation cost, leaving an estimated \$268,500 as the local share. The BOA funds will not be available until the federal fiscal year 2012 and are subject to federal funding being continued at expected levels. If the ILS project is done now, there is a slight

West Michigan Airport Authority

270 South River Avenue, Holland, Michigan 49423
(616) 355-1310 (616) 546-7056 fax
www.tulipcityairport.org

Comprising City of Zeeland, Park Township and City of Holland

risk to the WMAA that the BOA will not be able to fulfill its funding approval. The other option is to wait until the BOA funding is secured, but that could take another year due to the difficulties the federal government has been having with budget approvals. In any event, if the project proceeds now, the WMAA will need to contribute the full funding until the BOA is able to provide its reimbursement.

Mead & Hunt has prepared the project specifications and is ready to request bids. Bids could be ready for presentation to the WMAA Board at the June 2011 meeting. Evidently, there is a four month lead time on equipment and, if this is the case, this project may not begin until September/October 2011. It is expected that there will be a three week installation period.

Also, there are only two companies that supply this equipment and only one of them provides the type of equipment that the FAA uses. As a result, there is not broad competition expected for this bid.

It is recommended that the Board direct staff and Mead & Hunt to proceed with soliciting bids for new Instrument Landing System (ILS) equipment as described in this report.

Attachment

West Michigan Airport Authority
Instrument Landing System Refurbishing Cost Estimate
May 6, 2011

Expenses

1. Parts	\$ 285,500.00
2. Installation	\$ 80,000.00
Subtotal	<u>\$ 365,500.00</u>
3. Construction Supervision	\$ 20,000.00
4. Training	\$ 28,000.00
5. Contingency (15%)	\$ 55,000.00
Total	<u>\$ 468,500.00</u>

Revenues

1. MDOT	\$ 200,000.00
2. WMAA	\$ 268,500.00
Total	<u>\$ 468,500.00</u>

West Michigan Airport Authority

270 South River Avenue, Holland, Michigan 49423
(616) 355-1310 (616) 546-7056 fax
www.tulipcityairport.org

Comprising City of Zeeland, Park Township and City of Holland

May 9, 2011

To: West Michigan Airport Authority Board
From: Greg Robinson, Holland Assistant City Manager
Subject: **Designation of National Incident Management System Coordinator.**

In the event of a disaster at Tulip City Airport, it is advantageous to the Authority to have a National Incident Management System (NIMS) Coordinator to manage the event, coordinate the response with other agencies, and to enable the Authority to be eligible for Federal Emergency Management Assistance. When the City of Holland managed the airport, its NIMS Coordinator, Public Safety Captain Chris Tinney, served this role for the airport since it is located in the City.

Captain Tinney serves as the City of Holland's emergency management coordinator and is willing to continue this role as the NIMS Coordinator for the WMAA.

It is recommended that the Board designate City of Holland Public Safety Captain Chris Tinney as its NIMS Coordinator.

Thank you!

Fund Fn Dept	Account	Description	2011 Budget Annual	2011 Actuals Annual	2011 Unrecognized Variance	2011 Percent Budget
104 03 000	450582C	City of Holland Contribution	102,800.00	106,116.99	<3,316.99>	103.23
104 03 000	450582P	Park Township Contribution	87,000.00	89,455.43	<2,455.43>	102.82
104 03 000	4505822	City of Zeeland Contribution	44,000.00	44,857.37	<857.37>	101.95
104 03 000	4606219	Emergency Services Fee	0.00	171.57	<171.57>	0.00
104 03 000	4606541	FBO Franchise Fees	20,000.00	16,666.60	3,333.40	83.33
104 03 000	4606545	Fuel Flowage Fee	60,000.00	49,109.47	10,890.53	81.85
104 03 000	4606546	Landing Fees	15,000.00	16,287.27	<1,287.27>	108.58
104 03 000	480665	Investment Income	7,500.00	2,868.71	4,631.29	38.25
104 03 000	4906851	Recoveries-Insurance	0.00	65,944.58	<65,944.58>	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	116,000.00	0.00	116,000.00	0.00
104 03 000	5505700024	State Grant-MDOT Capital	196,375.00	0.00	196,375.00	0.00
104 03 000	560582A	Contrib-Holland City-Startup	0.00	3,573.28	<3,573.28>	0.00
104 03 000	5606692	Rental-Hangar Land Lease	76,000.00	75,272.55	727.45	99.04
104 03 000	5606698	Rental-Agricultural Land Lease	7,400.00	7,995.00	<595.00>	108.04
104 03 000	560669T	Rental - T-Hangars	40,000.00	38,460.00	1,540.00	96.15
104	000	-General Government	922,075.00	516,778.82	405,296.18	56.05
104		-General Fund-Airport Authority	922,075.00	516,778.82	405,296.18	56.05

Fund		Project		2011	2011	2011	2011	2011
Fund	Fn Dept	Account	Description	Budget Annual	Actuals Annual	Encumb Annual	Unexp Balance	Percent Expended
104	03 540	710701	Payroll-Regular	40,000.00	36,566.00	0.00	3,434.00	91.42
104	03 540	710707	Payroll-Temporary Help	10,000.00	2,262.75	0.00	7,737.25	22.63
104	03 540	711718	Retirement Contrib-MERS	0.00	6.35	0.00	<6.35>	0.00
104	540		+Personal Services	50,000.00	38,835.10	0.00	11,164.90	77.67
104	03 540	721730	Postage	300.00	19.59	0.00	280.41	6.53
104	03 540	721740CAP	Controlled Items-Capital Type	0.00	1,239.00	0.00	<1,239.00>	0.00
104	03 540	721905	Photocopies/In-House Printing	100.00	53.52	0.00	46.48	53.52
104	03 540	721931	Building & Grnds Maintenance	15,000.00	705.23	0.00	14,294.77	4.70
104	03 540	721933	Equipment Maintenance	30,000.00	15,155.23	0.00	14,844.77	50.52
104	03 540	721933INS	Equip Mtce/Repairs-Insurance Claims	0.00	95,525.18 *	0.00	<95,525.18>	0.00
104	03 540	7228019000	Printing	0.00	210.36	0.00	<210.36>	0.00
104	03 540	7228019010	Advertising/Promotional	40,000.00	13,596.80	0.00	26,403.20	33.99
104	03 540	722804	Contractual-Legal	7,500.00	7,930.17	0.00	<430.17>	105.74
104	03 540	7228050001	Contract-Indpt Audit	7,000.00	5,700.00	0.00	1,300.00	81.43
104	03 540	7228050004	Contr-Financial Svc Fee	0.00	198.00	0.00	<198.00>	0.00
104	03 540	7228070002	Contr-Plan Development	1,000.00	500.00	0.00	500.00	50.00
104	03 540	7228070005	Contractual-Engineering	1,500.00	0.00	0.00	1,500.00	0.00
104	03 540	7228070006	Contr-Terminal Study	0.00	1,800.00	0.00	<1,800.00>	0.00
104	03 540	722808MOW	Contr Mtce-Mowing	13,000.00	12,010.75	0.00	989.25	92.39
104	03 540	722808MTCE	Contr Mtce-General Repairs	12,000.00	11,261.09	0.00	738.91	93.84
104	03 540	722808SNOW	Contr Mtce-Snowplowing	60,000.00	61,624.14	0.00	<1,624.14>	102.71
104	03 540	7228090061	Contract-Management Services	45,000.00	28,430.00	0.00	16,570.00	63.18
104	03 540	7228090062	Contr-Airport Manager-Tulip City Ai	5,000.00	5,150.98	0.00	<150.98>	103.02
104	03 540	723850	Communications-Telephone	300.00	198.97	0.00	101.03	66.32
104	03 540	723860	Travel, Conf, Seminars	1,000.00	250.00	0.00	750.00	25.00
104	03 540	723910	Commercial Insurance Premiums	19,000.00	18,489.00	0.00	511.00	97.31
104	03 540	723920GATE	Utilities-Fence Gates	1,100.00	338.64	0.00	761.36	30.79
104	03 540	723920LAND	Utilities-Landing Lights & Systems	3,900.00	3,128.30	0.00	771.70	80.21
104	03 540	723920PLOT	Utilities-Parking Lot Lighting	800.00	624.55	0.00	175.45	78.07
104	03 540	723920RUNW	Utilities-Runway Lights	4,600.00	4,316.67	0.00	283.33	93.84
104	03 540	723920THAN	Utilities-T Hangars	1,700.00	2,414.00	0.00	<714.00>	142.00
104	03 540	723955	Miscellaneous	3,000.00	2,885.07	0.00	114.93	96.17
104	03 540	7239640002	Refunds-Property Tax Prior Yrs	0.00	7.09	0.00	<7.09>	0.00
104	540		+Other Current Expenditures	272,800.00	293,762.33	0.00	<20,962.33>	107.68
104	03 540	730974	Land Improvements	375,000.00	0.00	0.00	375,000.00	0.00
104	03 540	730975	Buildings & Structures	470,000.00	0.00	0.00	470,000.00	0.00
104	540		+Capital Outlay	845,000.00	0.00	0.00	845,000.00	0.00
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
104	540		+Airport Operations	1,177,800.00	332,597.43	0.00	845,202.57	28.24

GROUP/FUND	WORKING CAPITAL BEGIN YEAR	ACTUAL REVENUE	EXPENSES CURRENT YEAR	ENCUMBRANCES	OTHER APPLICATIONS OR SOURCES	WORKING CAPITAL ENDING
General Fund-Airport Authority Reserves-Restricted	836,484.97 25,000.00	516,778.82 0.00	332,597.43 0.00	0.00 0.00	0.00 0.00	1,020,666.36 25,000.00
TOTAL: General Funds	861,484.97	516,778.82	332,597.43	0.00	0.00	1,045,666.36
Airport Donations	237.61	0.73	0.00	0.00	0.00	238.34
TOTAL: Special Revenue Funds	237.61	0.73	0.00	0.00	0.00	238.34
Cash/Investments Pool	0.00	375.47	0.00	0.00	0.00	375.47
TOTAL: Internal Service Funds	0.00	375.47	0.00	0.00	0.00	375.47
Grand Totals:	861,722.58	517,155.02	332,597.43	0.00	0.00	1,046,280.17

WEST MICHIGAN AIRPORT AUTHORITY - CASH AND INVESTMENT PORTFOLIO STATUS REPORT

At Close of Business Day: April 30, 2011

Cash or Investment Type	Fifth Third	Bank of Holland	Chemical	Flagstar	Huntington	Macatawa	Other Financial Arrangements	TOTAL	Percent Of Grand Total
POOLED									
<u>Short-Term Money Management:</u>									
- Cash in Bank Deposit Account	248,416							248,416	23.94%
- MBIA Michigan Class Pool Account							- 0 -	- 0 -	0.00%
- Certificates of Deposit	- 0 -	275,000	- 0 -	200,720	210,563	100,000	- 0 -	786,283	75.76%
- Accrued Interest Receivable	- 0 -	1,438	- 0 -	1,532	12	173	- 0 -	3,155	0.30%
Total Short-term	248,416	276,438	- 0 -	202,252	210,575	100,173	- 0 -	1,037,855	100.00%
<u>Long-Term Money Management:</u>									
- Certificates of Deposit	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
Total Long-term	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -	0.00%
TOTAL POOLED	248,416	276,438	- 0 -	202,252	210,575	100,173	- 0 -	1,037,855	100.00%

Percent of Short-Term Total	=	23.94%	26.64%	0.00%	19.49%	20.29%	9.65%	0.00%	100.00%
Percent of Long-Term Total	=	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Percent of Grand Total	=	23.94%	26.64%	0.00%	19.49%	20.29%	9.65%	0.00%	100.00%

Additional Information:

> Most recent update of Interest Rate for Deposit Acct at Fifth Third Bank: 0.09995%

> Most recent update of Interest Rate for MBIA Michigan Class Acct: 0.116%

Terms/Rates of Short-term Certificates of Deposits:

> \$275,000 at Bank of Holland (easy access CD) maturing 05/23/2011, 1 yr @ 0.55%

> \$210,562.68 at Huntington maturing 06/02/2011, 49 days @ 0.13%

> \$100,720.42 at Flagstar maturing 06/24/2011, 365 days @ 1.50%

> \$100,000 at Flagstar maturing 09/29/2011, 315 days @ 0.50%

> \$100,000 at Macatawa maturing 10/20/2011, 272 days @ 0.63%

WEST MICHIGAN AIRPORT AUTHORITY
COMPARATIVE ANALYSIS OF "AVERAGE DAILY CASH & INVESTMENT BALANCE" AND "INVESTMENT INCOME"
FOR FISCAL YEARS 2009-2010 AND 2010-2011

Month	Fiscal Year 2009-2010					Fiscal Year 2010-2011				
	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	557,702	754		0	754	818,072	456		0	456
August	579,730	755		0	1,509	829,496	450		0	906
September	690,483	742		0	2,251	927,860	384		0	1,290
October	710,493	483		0	2,734	937,675	367		0	1,657
November	708,956	356		0	3,090	646,622	210		0	1,867
December	735,044	383		0	3,473	966,015	259		0	2,126
January	755,803	471		0	3,944	1,011,004	268		0	2,394
February	766,162	455		0	4,399	1,025,368	282		0	2,676
March	789,149	529		0	4,928	1,073,031	195		0	2,871
9 Months Total	699,280	4,928	0	0	4,928	915,016	2,871	0	0	2,871
April	796,305	508		0	5,436					
May	799,151	455		0	5,891					
June	809,430	413		0	6,304					
12 Months Total	724,867	6,304	0	0	6,304					

Annualized Rate of Return - Current Fiscal Year

July 1, 2010 - March 31, 2011

On Interest Income Only	0.418%
On Total Investment Income (Interest, plus Capital Gains and minus Capital Losses)	0.418%

Annualized Rate of Return - Prior Fiscal Year

July 1, 2009 - March 31, 2010

On Interest Income Only	0.939%
On Total Investment Income (Interest, plus Capital Gains and minus Capital Losses)	0.939%

July 1, 2009 - June 30, 2010

On Interest Income Only	0.870%
On Total Investment Income (Interest, plus Capital Gains and minus Capital Losses)	0.870%

Greg

Vend#	Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
3	BOARD OF PUBLIC WORKS			AP 000370	04/28/11	1,043.66	

Claim# General Description
374 UTILITIES

PO#	Stat	Contract#	Invoice#	Invc Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
			00	04/26/11	1,043.66		0.00	1,043.66
GL Distribution					Gross Amount	Work Order#	ActCd	Description
104-03-540-723920					36.08			GATE
104-03-540-723920					63.71			PLOT
104-03-540-723920					210.45			LAND
104-03-540-723920					412.57			RUNW
104-03-540-723920					320.85			THAN

Vend#	Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
17	CUNNINGHAM DALMAN P.C. ATTORNEYS A			AP 000371	04/28/11	437.72	

Claim# General Description
375 175824-PROFESSIONAL SVCS

PO#	Stat	Contract#	Invoice#	Invc Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
			24280	04/01/11	23.35		0.00	23.35
GL Distribution					Gross Amount	Work Order#	ActCd	Description
104-03-540-722804					23.35			PROFESSIONAL SVCS

Claim# General Description
376 PROFESSIONAL SVC

PO#	Stat	Contract#	Invoice#	Invc Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
			24280	04/01/11	245.12		0.00	245.12
GL Distribution					Gross Amount	Work Order#	ActCd	Description
104-03-540-722804					245.12			PROFESSIONAL SVCS

Claim# General Description
377 PROFESSIONAL SVCS

PO#	Stat	Contract#	Invoice#	Invc Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
			24280	04/01/11	169.25		0.00	169.25
GL Distribution					Gross Amount	Work Order#	ActCd	Description
104-03-540-722804					169.25			PROFESSIONAL SVCS

Vend#	Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
7	HOLLAND CITY TREASURER			AP 000372	04/28/11	263.06	

Claim# General Description
370 29694-SVCS

PO#	Stat	Contract#	Invoice#	Invc Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
			MARCH	03/31/11	243.26		0.00	243.26
GL Distribution			Account Name		Gross Amount	Work Order#	ActCd	Description
104-03-540-721730			Postage		16.12			MARCH SVCS
104-03-540-721905			Photocopies/In-House		6.28			MARCH SVCS
104-03-540-7228019010			Advertising/Promotio		181.92			MARCH SVCS
104-03-540-723850			Communications-Telep		21.94			MARCH SVCS
104-03-540-723955			Miscellaneous		17.00			MARCH SVCS

Claim# General Description
373 FEDERAL ARMORED BILL

PO#	Stat	Contract#	Invoice#	Invc Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
			29708	04/20/11	19.80		0.00	19.80
GL Distribution			Account Name		Gross Amount	Work Order#	ActCd	Description
104-03-540-7228050004			Contr-Financial Svc		19.80			FEDERAL ARMOR CHARGES

Vend#	Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
1	GREG ROBINSON PETTY CASH/W.MI AIRP			AP 000373	04/28/11	65.00	Y

Claim# General Description
372 PETTY CASH

PO#	Stat	Contract#	Invoice#	Invc Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
			PETTY CASH	04/19/11	65.00		0.00	65.00
GL Distribution			Account Name		Gross Amount	Work Order#	ActCd	Description
104-03-540-723955			Miscellaneous		65.00			PETTY CASH REIMBURSMENT

Vend#	Vendor Name	Remit#	Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
15	STATE OF MICHIGAN - MDOT DEPT OF T			AP 000374	04/28/11	118.50	

Claim# General Description
371 WEATHER OBSERVATION MAINTENANCE

PO#	Stat	Contract#	Invoice#	Invc Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
			WA334509	04/12/11	118.50		0.00	118.50
GL Distribution			Account Name		Gross Amount	Work Order#	ActCd	Description
104-03-540-721933			Equipment Maintenanc		118.50			MAINTENANCE

Paid Checks:
Check Count 5
Check Total 1,927.94
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 1,927.94
Backup Withholding Total 0.00

Void Checks:
Check Count 0
Check Total 0.00
Backup Withholding Total 0.00

Final Disbursement List. Check Date 04/28/11, Due Date 04/28/11, Discount Date 04/21/11. Computer Checks.

Bank AP FIFTH THIRD BANK - ACCOUNTS PAYABLE ACCT

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
000386	3	BOARD OF PUBLIC WORKS	04/28/11	1,043.66	UTILITIES
000387	17	CUNNINGHAM DALMAN P.C. ATTORNEYS AT LAW	04/28/11	437.72	175824-PROFESSIONAL SVCS
000388	7	HOLLAND CITY TREASURER	04/28/11	263.06	29694-SVCS
000389	1	GREG ROBINSON PETTY CASH/W.MI AIRPORT AU	04/28/11	65.00	PETTY CASH
000390	15	STATE OF MICHIGAN - MDOT DEPT OF TRANSPD	04/28/11	118.50	WEATHER OBSERVATION MAINTENANCE
		Total		1,927.94	

Greg

Vend# Vendor Name	Remit# Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
38 J.RANCK ELECTRIC, INC.		AP 000367	04/14/11	77,172.18	

Claim# General Description
 369 047510021678-RUNWAY LIGHTS

PO# Stat Contract# Invoice#	Inv Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
11741	03/09/11	77,172.18		0.00	77,172.18
GL Distribution	Account Name	Gross Amount	Work Order#	ActCd	Description
104-03-540-721933INS	Equip Mtce/Repairs-I	77,172.18			RUNWAY LIGHTS

Vend# Vendor Name	Remit# Payee	Bank Cntrl#	Chk Date	Check Amount	Sep
13 TULIP CITY AIR SERVICE		AP 000368	04/14/11	2,566.22	

Claim# General Description
 368 09-048-MARCH SVCS

PO# Stat Contract# Invoice#	Inv Dt	Gross Amount	Discount Amt	Discount Used	Net Amount
174176	04/05/11	2,566.22		0.00	2,566.22
GL Distribution	Account Name	Gross Amount	Work Order#	ActCd	Description
104-03-540-722808SNOW	Contr Mtce-Snowplow	520.50			SNOWPLOWING
104-03-540-722808MTCE	Contr Mtce-General R	1,485.54			MAINTENANCE
104-03-540-7228090062	Contr-Airport Manage	560.18			MANAGER

Paid Checks:
Check Count 2
Check Total 79,738.40
Backup Withholding Total 0.00

Paid by ACH:
ACH Count 0
ACH Total 0.00
Backup Withholding Total 0.00

Total Payments:
Payment Count 2
Payment Total 79,738.40
Backup Withholding Total 0.00

Void Checks:
Check Count 0
Check Total 0.00
Backup Withholding Total 0.00

Greg

Final Disbursement List. Check Date 04/14/11, Due Date 04/14/11, Discount Date 04/21/11. Computer Checks.

Bank AP FIFTH THIRD BANK - ACCOUNTS PAYABLE ACCT

MICR Check#	Vendor Number	Payee	Check Date	Check Amount	Description
000384	38	J.RANCK ELECTRIC, INC.	04/14/11	77,172.18	047510021678-RUNWAY LIGHTS
000385	13	TULIP CITY AIR SERVICE	04/14/11	2,566.22	09-048-MARCH SVCS
		Total		79,738.40	

West Michigan Airport Authority
Fiscal Year 2011 Work Plan
10.08.2010

Item 9.

Activity	Tasks	Timeline	Responsibility
1 Provide a reliable instrument landing system	Evaluate potential for refurbishing existing system	August/Sept 2010	Build/Dev Committ (BD)
	Secure MDOT funding commitment for project	Sept/Oct 2010	Staff
	Seek bids for refurbishing system	Oct/Nov 2010	Staff/MDOT
	Refurbishing work	Nov/Dec 2010	Contractor
2 Construct a new terminal	Complete preliminary design work	August/Sept 2010	BD
	Prepare financing strategy	Sep-10	staff/BD
	Secure financing	Oct 2010-Oct 2011	WMAA
	Conduct environmental assessment	2011	MDOT
	Property acquisition	2012	Staff/Mead&Hunt (MH)
	Final project design	2012	Architect
	Design work for entrance road improvements	2012	Architect/MH
	Bid project	2013	MDOT/staff
	Construction of terminal and entrance road	2013/2014	Contractors
3 Millage communications strategy	Develop strategy for providing information to community on the airport's value	Fall 2010	Communications Committ. (CC)
4 LPV approach for runway 8	Submit request to MDOT/FAA	Done	Staff
	Reduce minimums: land acquisition	2014	Staff/MH
	light installation	2014/2015	Contractor
5 Complete the Airport Layout Plan	Complete draft	Sep-10	MH & work team
	Public meeting(s)	Oct-10	MH & work team
	WMAA approval	Nov-10	WMAA
	MDOT/FAA approval	2011	MDOT/FAA
6 Rehabilitation of south pavement areas	Approval by MDOT	Done	MDOT
	MDOT grant contracts	Oct-10	MDOT
	Project design	Nov/Dec 2010	MH
	Approve bid	Mar-11	MDOT
	Construction	April/May 2011	Contractor
7 Construct public viewing area	Select site	Nov-10	BD
	Prepare design	Dec 2010/Jan 2011	BD
	Solicit and approve bid	Jan-Mar 2011	staff/BD
	Construction	May-11	Contractor
8 Request for Proposals for consultant services	Determine process	Feb-11	staff/MDOT
	Determine qualified firms	Feb-11	staff/MDOT
	Prepare RFP	Mar/April 2011	staff/MDOT
	Conduct interviews	June/July 2011	Operations Committ.
	Select consultant	Aug-11	WMAA
	Prepare agreement	Sep-11	staff/WMAA

Other