

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

RESOLUTION TO PRESENT THE PROPOSED ANNUAL BUDGET FOR FISCAL YEAR 2012-2013

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;

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 Interim 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 12, 2012 at Park Township Offices, 52 – 152nd 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 Interim City Manager is instructed to publish a notice of public hearing on the proposed budget in a local newspaper, no later than February 27, 2012.

Tim Klunder
Chairperson

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>
REVENUES			
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
Subtotal Revenues	\$ 483,000	\$ 488,821	\$ 481,840
EXPENSES			
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
Subtotal Expenses	\$ 483,000	\$ 488,821	\$ 481,840
Balance	\$ -	\$ -	\$ -

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

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

			<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
Total Expenses	\$ 1,266,000	\$ 1,294,000	\$ 835,900	\$ 130,250	\$ 842,775	\$ 751,075