

# West Michigan Airport Authority

## Meeting Agenda

February 12, 2018

11:30am – 1:00pm

Airport Business Center, 60 Geurink Boulevard, Main Conference Room  
(Holland)

1. Public Comment
2. Election of Officers for 2018.
3. Consideration of the December 11, 2017 meeting minutes. (Action Requested)
4. FBO Report. (Terry Boer)
5. Fiscal Year 2019 Budget:
  - A. Action Plan. (Action Requested)
  - B. Presentation of Fiscal Year 2019 Operating and Capital Budgets. (Action Requested)
  - C. Schedule public hearing. (Action Requested)
6. East Connector Contract Project Modification (Action Requested)
7. Communications Committee Report. (Karen Scholten)
8. Project and Activity Updates
  - A. FAA land release.
  - B. Former office building demolition.
  - C. Consultant search
9. Financial Reports.
10. Other Business.
11. Next meeting: March 12, 2018, at the Airport Business Center.
12. Adjourn.

**If you are not able to attend the meeting, please contact Greg Robinson ([g.robinson@wmairportauthority.com](mailto:g.robinson@wmairportauthority.com)) or Aaron Thelenwood ([a.thelenwood@cityofholland.com](mailto:a.thelenwood@cityofholland.com)). We must have at least one of the three representatives of each unit of government present at the meeting to attain a quorum. Thank you.**

## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 510-2332

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



February 12, 2018

## REPORT 2

To: West Michigan Airport Authority Board.  
From: Aaron Thelenwood, Assistant Authority Manager.  
Subject: Election of Officers for 2018.

The Airport Authority by-laws require annual election of the Board Chairperson, Vice-Chairperson, Secretary and Treasurer. The 2017 holders of these positions are:

|                  |   |
|------------------|---|
| Chairperson      | Russ Sylte, Park Township                   |
| Vice-Chairperson | VACANT                                      |
| Secretary        | Cal Matthyse, Park Township                 |
| Treasurer        | Tim Vagle, City of Holland Finance Director |

The process for electing Officers is as follows:

1. The Chairperson opens the floor for nominations for one position at a time.
2. Individual Board members may make a nomination simply by saying "I nominate \_\_\_\_\_ for the position of \_\_\_\_\_. A second is not needed for a nomination.
3. Once all nominations are received, the Chairperson closes the nominations for the position.
4. Then a Board member may make a motion to elect any one of the nominees for the particular position. This motion needs to be seconded. If the motion is seconded and receives at least 5 votes, this nominee is elected to the position. The remaining nominees, if any, are not voted on.
5. If none of the nominees receives 5 votes, then the process starts anew.

This process is followed for each position. The Treasurer position has been filled by the City of Holland Finance Director Tim Vagle since his office is responsible for overseeing the finances of the Authority.

# West Michigan Airport Authority

## MEETING MINUTES

December 11, 2017

11:30am – 1:00pm

**Howard Miller Public Library, Zeeland, MI.**

**PRESENT:** Authority Members: Sylte, Matthyse, Hoekstra, Bos, Klynstra, Blanton, Keeter, Hoogland, Haverdink, Storey

**ABSENT:** Corbin

**Others Present:** Todd Whiteman (Former WMAA Member), Michelle McKellips (City of Holland Finance) Authority Manager Robinson, Authority Assistant Manager Thelenwood, Communications Coordinator Scholten

*Board Member Sylte called the meeting to order at 11:30 a.m.*

**17.12.01 Public Comments.**

**17.12.02 Consideration of November 13<sup>th</sup>, 2017 Meeting Minutes**

November 13<sup>th</sup> meeting minutes were approved unanimously by the board.

**17.12.03 Presentation of Fiscal Year 2017 Audit.**

Rehmann Robson has completed the Fiscal Year (FY) 2017 financial audit of the West Michigan Airport Authority. The Authority contracts with the City of Holland for financial services and the City staff worked closely with Rehmann to provide the information necessary for this audit.

Once again, the FY2017 audit indicates the sound financial position of the Authority. The Authority strives to be an excellent steward of the finances provided by various revenue sources, including the taxpayers of Park Township and the cities of Holland and Zeeland. The FY17 audit reflects this position.

At this point, the Authority has been able to save for capital projects, manages its potential risks by purchasing appropriate insurance policies, and conducts its day to day operations in a financially responsible manner.

The audit notes a fund balance of \$1,028,775 as of June 30, 2017. It is this balance that the Authority draws-down on as it funds its share of capital projects. We continue to wait for final grant close-out for the Airport Business Center apron and

site work projects, but we have been informed that there will likely be a reimbursement to the Authority upon close-out. This fund balance does not take into account remaining capital expenses for projects underway such as the former office building demolition and associated site improvements. Also, there are significant capital projects planned for the next several years (new public hangar building(s), runway rehab, replacement of runway lights, etc.).

The 2017 audit also notes:

- Assets exceed liabilities by \$8,882,537. This is due primarily to the capital assets of the Authority, including the new Business Center.
- The Authority does not have any debt.
- The Authority invests a portion of its fund balance with the City of Holland pooled investments.

Acceptance of the Fiscal Year 2017 audit was approved unanimously by the board.

#### **17.12.04      Review of Capital Projects Meeting with MDOT/AERO.**

WMAA Staff recently attended an annual meeting with MDOT/AERO to discuss the 5 year plan for approved Capital Improvement Projects at the airport. The following Capital Improvement Projects were approved between 2018 & 2024 respectively:

- Installation of Weather Reporting Equipment for ASOS (2018)
- Design for Runway Rehabilitation (2020)
- Design for Rehabilitation of Runway Lights and LED Lighting Improvements (2020)
- Construction for Runway Rehabilitation (2021)
- Construction for Rehabilitation of Runway Lights and LED Lighting Improvements (2021)
- Design for West Overflow Apron Rehabilitation (2023)
- Construction for West Overflow Apron Rehabilitation (2024)

#### **17.12.05      Fiscal Year 2018 Action Plan Status and Fiscal Year 2019 Budget Preparation Schedule**

Regarding the FY 18 Action Plan status, the following items are completed or underway:

- Construction of East Taxiway Connector (Complete)
- Demo of former Airport Office building and portion of the connected parking lot:
  - Office demo expected to occur by mid december.

- Phase 2 (parking lot demo & landscaping) will occur in spring 2018
- Crack Sealing & Paint Markings (Scheduled Spring 2018)
- Business Plan for an Additional Public Hangar Building (Analysis slated for early 2018)
- Airport Development effort:
  - Evaluation of potential uses of vacant airport properties (Complete)
  - Land Releases for Non Aeronautical Business (Begun)
  - Remaining vacant airport properties will focus on Aeronautical use (Ongoing)
- Communications:
  - Millage Renewal outreach initiatives (Complete)
  - Updates to ABC informational displays (Ongoing)
  - Participate in three community events (2 complete, Tulip Time Parade scheduled)
  - Distribute Information Regarding Airport Activities through multi-media platforms (Ongoing)
  - Maintain Active Social media Presence (Ongoing)
  - Maintain Active Communications with Airport Tenants (Staff Reviewing Potential Approaches)
- Outreach to Local Educational Entities (Slated for Future Staff Review)
- Update to Emergency Plan (Begun)
- Update Airport Outreach Procedures (Ongoing, Slated to be Complete by end of Current Fiscal Year)
- Schedule Emergency Response Simulation at Airport (Slated for to be Complete by end of Current Fiscal Year)
- Update management Agreement with the City of Holland (Slated for to be Complete by end of Current Fiscal Year)

- Update Airport Building Standards (Slated for to be Complete by end of Current Fiscal Year)
- Evaluate the Need to Update the City of Holland Airport Zoning Ordinance (Ongoing)

**FY 19 Budget Schedule:**

1. January/February 2018: Operations Committee reviews the preliminary Action Plan, operating and capital budgets.
2. February 12, 2018: Board considers proposed Action Plan.
3. March 12, 2018: Board considers the operating and capital budgets and sets public hearing for April Board meeting.
4. April 9, 2018: Board holds public hearing and approves the budget if no changes are necessary as the result of the hearing.
5. April/May 2018: Millage rate submitted to local government members.

The Airport Authority Board accepted the outlined Action Plan Updates and approved the FY19 Budget Schedule unanimously.

**17.12.06 Airport Project Status**

- Office Demo: Slated for Mid to late December. Awaiting final FAA approvals
- FAA Land Releases: Process is ongoing

**17.12.07 FBO Report**

Snow removal has begun and crews have been out a number of times so far this year. Fuel sales are up, overall all for the year. Charter flights have remained steady.

**17.12.08 Communication's Report**

**17.12.09 Monthly Budget & Investment Report**

Motion to accept reports as information was approved unanimously.

**17.12.10 2018 Board Meeting Schedule**

Motion to accept the 2018 Board Meeting was approved unanimously.

**17.12.12 Other Business**

The Board recognized Member Whiteman's resignation from the board and his term of service and contributions to the WMAA.

Meeting Adjourn – 12:40pm

Minutes Approved: \_\_\_\_\_

(Secretary)

Date: \_\_\_\_\_

# WMAA MONTHLY FBO REPORT

| Total Fuel Gallons<br>Delivered | Current | One      | Fiscal Year        | F/Y to Date |
|---------------------------------|---------|----------|--------------------|-------------|
|                                 | Month   | Year ago | To Date            | Compared    |
|                                 | Jan-18  | Jan-17   | 10-1-17 to 9-30-18 | 2017        |
|                                 | 41,728  | 40,831   | 186,262            | 3,733       |

Transplant Flights 0

Wings Of Mercy Flights 1

Freight Flights From/To Holland 11

FREIGHT WEIGHT 13285 #

NUMBER OF PARTS IF KNOWN 9 SKIDS + 93 BOXES



## West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423  
P (616) 510-2332

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



February 12<sup>th</sup>, 2018

### REPORT 5.

**To:** West Michigan Airport Authority Board.  
**From:** Aaron Thelenwood, Airport Authority Manager.  
**Subject:** **Presentation of the Fiscal Year 2018 Operating and Capital Budgets.**

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Annually, the Airport Authority Manager prepares and submits the fiscal year Operating and Capital budgets to the Authority Board for consideration.

The FY 18 Action Plan update was presented to the Board in December 2017. Much progress has been made on the FY18 Action Plan and an aggressive Action Plan is proposed for FY19.

Revenues in the proposed FY19 Operating budget are estimated to decrease by about 1.6% from the estimated FY18 year-end revenues. This is due primarily to a decrease in tax revenue from the Cities of Holland and Zeeland as the result of the elimination of the personal property tax. The other revenues are expected to remain stable. The millage rate is recommended to remain at one-tenth of a mill.

Operating expenses are proposed to decrease by about 1.6% as well due primarily to a decrease in communication and outreach costs.

It is recommended that \$149,900 from revenues be placed in reserves to provide the local match for future Capital Projects. There are two (2) new projects proposed for FY19: The Entryway Landscaping & Parking Lot Rehabilitation Project and Proposed Public Hangar Site Work.

Also, it is recommended that \$25,000 continue to be placed in the Reserves for Business Center Maintenance and Repairs to save for future needs. These costs primarily cover the depreciated value of Business Center equipment and infrastructure.

### **Recommendation**

It is recommended that the Authority Board adopt a resolution setting the public hearing for the Fiscal Year 2019 Operating and Capital budgets for April 09, 2018 & approve the proposed FY19 Action Plan.

Attachment: Resolution & FY19 Action Plan

*The West Michigan Airport Authority will provide the public with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.*

West Michigan Airport Authority

Fiscal Year 2019 (July 1, 2018 – June 30, 2019) Action Plan

February 1, 2018

**Mission Statement**

To provide the community with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.

**Fiscal Year 2019 Action Plan**

1. Remove the entrance parking lot and install landscaping on this site. (Summer 2018)
2. Conduct crack sealing and paint markings. (Spring - Summer 2018)
3. Prepare an evaluation of site improvements needed to the east of the present T hangar buildings in order to determine opportunities for additional public and private hangars. (September 2018)
4. Determine a business plan and schedule for an additional public hangar building. (November 2018)
5. Continue implementation of an airport development effort in cooperation with area economic development partners that will:
  - a. Further define reasonable development opportunities of airport properties based on FAA requirements and anticipated airport needs.
  - b. Work with local and regional companies to determine opportunities at the airport;
  - c. Develop a network with airport-related companies and governmental entities to determine opportunities at the airport.
6. Communications:
  - a. Coordinate periodic updates to informational displays in the Airport Business Center.
  - b. Participate in at least three community events.
  - c. Distribute information on airport activities through videos, website updates, periodic newsletters, media releases and community presentations.
  - d. Continue to be active in social media venues such as Facebook and Twitter.
  - e. Interact with airport tenants and users on airport activities, needs and matters of interest:
    - i. E-newsletter.
    - ii. Periodic meetings.
    - iii. One-on-one contacts.
7. Update the Airport Emergency Plan. (August 2018)

8. Update the Airport Operations Procedures. (December 2018)
9. Work with the City of Holland Public Safety Department on conducting an emergency response simulation at the airport. (August 2018)
10. Update the Management Agreement with the City of Holland. (December 2018)
11. Update the Airport Building Standards. (August 2018)

## **West Michigan Airport Authority**

270 South River Avenue, Holland, MI 49423

P (616) 355-1310 F (616) 546-7056

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



### **RESOLUTION TO PRESENT THE PROPOSED ANNUAL BUDGET FOR FISCAL YEAR 2019**

**Whereas**, the West Michigan Airport Authority annual budget for the fiscal year July 1<sup>st</sup>, 2018 through June 30<sup>th</sup>, 2019 as proposed by the Airport Authority Manager, was presented to the Authority on February 12<sup>th</sup>, 2018; 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 Airport Manager, Park Township Clerk, City of Holland 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 11:30 am on Monday April 9<sup>th</sup>, 2018 at the Airport Business Center; 60 Geurink Blvd. Holland, MI 49423; and

**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 Airport Authority Manager is instructed to publish a notice of public hearing on the proposed budget in a local newspaper, no later than Friday, March 30<sup>th</sup>, 2018.

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Russ Sylte  
Chairperson

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Cal Matthyse  
Secretary

**West Michigan Airport Authority**  
**Proposed Fiscal Year 2019 Budget**

05-Feb-18

|   | Approved<br>Budget<br><u>FY 2018</u> | Estimated<br>Year End<br><u>FY 2018</u> | Proposed<br><u>FY 2019</u> |
|---|--------------------------------------|---|----------------------------|
| <b>REVENUES</b>                                       |                                      |   |                            |
| FBO Franchise Fee                                     | \$ 22,400                            | \$ 22,450                               | \$ 22,900                  |
| Fuel Flowage Fee                                      | \$ 62,000                            | \$ 70,000                               | \$ 71,000                  |
| Property Tax - Holland City                           | \$ 98,400                            | \$ 98,300                               | \$ 97,000                  |
| Property Tax - Park Township                          | \$ 104,000                           | \$ 104,000                              | \$ 106,000                 |
| Property Tax - Zeeland City                           | \$ 55,400                            | \$ 73,000                               | \$ 60,000                  |
| Investment Income                                     | \$ 2,500                             | \$ 6,000                                | \$ 6,000                   |
| Book Sales  | \$ -                                 | \$ 1,600                                | \$ 500                     |
| Rental - Hangar Land Lease                            | \$ 85,000                            | \$ 91,650                               | \$ 93,000                  |
| Rental - Agricultural Land Lease                      | \$ 11,950                            | \$ 12,000                               | \$ 12,200                  |
| Rental - T Hangars                                    | \$ 53,000                            | \$ 53,000                               | \$ 53,000                  |
| Landing Fees  | \$ 33,000                            | \$ 31,750                               | \$ 33,000                  |
| Business Center Rental fee                            | \$ 7,900                             | \$ 7,900                                | \$ 8,100                   |
| <b>Subtotal Revenues</b>                              | <b>\$ 535,550</b>                    | <b>\$ 571,650</b>                       | <b>\$ 562,700</b>          |
| <b>EXPENSES</b>                                       |                                      |   |                            |
| Payroll - Regular + Benefits                          | \$ 17,600                            | \$ 20,500                               | \$ 22,000                  |
| Payroll - Temporary Help                              | \$ 32,500                            | \$ 20,400                               | \$ 36,000                  |
| Temp. Help Insurance & Employee costs                 | \$ 6,000                             | \$ 2,700                                | \$ 3,800                   |
| Postage   | \$ 200                               | \$ 200                                  | \$ 200                     |
| Operating supplies                                    | \$ 500                               | \$ 700                                  | \$ 600                     |
| Operating supplies - controlled capital               | \$ 2,000                             | \$ 3,000                                | \$ -                       |
| Photocopies   | \$ 100                               | \$ 100                                  | \$ 100                     |
| Maintenance - Buildings & Grounds Maintenance         | \$ 10,000                            | \$ 13,000                               | \$ 10,000                  |
| Maintenance - Equipment Maintenance - ILS             | \$ 21,000                            | \$ 20,000                               | \$ 21,000                  |
| Maintenance - Contract - Snowplowing                  | \$ 65,000                            | \$ 67,000                               | \$ 65,000                  |
| Maintenance - Contract - Mowing                       | \$ 26,000                            | \$ 29,500                               | \$ 29,000                  |
| Maintenance - Contract - General Repairs/ Maintenance | \$ 20,000                            | \$ 23,000                               | \$ 23,000                  |
| Advertising/Promotional                               | \$ 40,000                            | \$ 50,000                               | \$ 30,000                  |
| Contract - Legal                                      | \$ 4,000                             | \$ 7,000                                | \$ 5,000                   |
| Contract - Engineering                                | \$ 5,000                             | \$ 3,000                                | \$ 5,000                   |
| Contract - Management Services                        | \$ 24,500                            | \$ 28,000                               | \$ 28,000                  |
| Contract - Airport Manager                            | \$ 4,000                             | \$ 2,000                                | \$ 3,000                   |
| Contract - Audit                                      | \$ 7,600                             | \$ 7,400                                | \$ 7,800                   |
| Travel, Conferences, Seminars                         | \$ 1,500                             | \$ 2,000                                | \$ 2,000                   |
| Commercial Insurance Premium                          | \$ 26,000                            | \$ 23,900                               | \$ 25,000                  |
| Utilities - T Hangars                                 | \$ 3,300                             | \$ 4,300                                | \$ 4,000                   |
| Utilities - Runway Lights                             | \$ 6,000                             | \$ 5,500                                | \$ 6,000                   |
| Utilities - Landing Lights & Systems                  | \$ 4,000                             | \$ 3,800                                | \$ 4,000                   |
| Utilities - Fence Gates                               | \$ 500                               | \$ 1,000                                | \$ 1,000                   |
| Utilities - Parking Lot Lighting                      | \$ 900                               | \$ 1,000                                | \$ 1,000                   |
| ABC-Communications/Telephone                          | \$ 6,300                             | \$ 6,300                                | \$ 6,300                   |
| ABC-BPW utilities                                     | \$ 13,500                            | \$ 17,000                               | \$ 15,000                  |
| ABC-Natural Gas                                       | \$ 5,500                             | \$ 3,500                                | \$ 3,600                   |
| ABC-equipment maintenance                             | \$ 8,000                             | \$ 1,000                                | \$ 2,500                   |
| ABC-Cleaning  | \$ 10,570                            | \$ 9,200                                | \$ 9,300                   |
| Miscellaneous   | \$ 2,300                             | \$ 4,500                                | \$ 3,000                   |
| Dues & Subscriptions                                  | \$ 400                               | \$ 600                                  | \$ 600                     |
| Contingency - General                                 | \$ 10,000                            | \$ -                                    | \$ 10,000                  |

|                                      |           |                |           |                |           |                |
|--------------------------------------|-----------|----------------|-----------|----------------|-----------|----------------|
| T hangar repairs                     | \$        | 5,000          | \$        | -              | \$        | 5,000          |
| Reserves for ABC maintenance/repairs | \$        | 25,000         | \$        | 25,000         | \$        | 25,000         |
| Reserves for Capital Projects        | \$        | 120,780        | \$        | 165,550        | \$        | 149,900        |
| <b>Subtotal Expenses</b>             | <b>\$</b> | <b>535,550</b> | <b>\$</b> | <b>571,650</b> | <b>\$</b> | <b>562,700</b> |
| <b>Balance</b>                       | <b>\$</b> | <b>-</b>       | <b>\$</b> | <b>-</b>       | <b>\$</b> | <b>-</b>       |

**West Michigan Airport Authority  
Proposed Capital Projects for FY2019  
February 9, 2018**

**Fiscal Year 2018**

No new projects until Fiscal Year 2019 which  
will be design of of runway lights rehabilitation.

Focus during FY18 will be on completion of  
existing projects in progress.

**Total Fiscal Year 2018**

**Total Cost      FAA      State      WMAA      Other Local**

|  |    |   |    |   |    |   |    |   |    |   |
|--|----|---|----|---|----|---|----|---|----|---|
|  | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
|--|----|---|----|---|----|---|----|---|----|---|

**Fiscal Year 2019**

Entryway Landscaping & Parking Lot Rehab

|  |    |        |  |    |        |  |  |
|--|----|--------|--|----|--------|--|--|
|  | \$ | 60,000 |  | \$ | 60,000 |  |  |
|--|----|--------|--|----|--------|--|--|

Public Hangar Site Work

|  |           |  |    |         |  |  |
|--|-----------|--|----|---------|--|--|
|  | \$300,000 |  | \$ | 300,000 |  |  |
|--|-----------|--|----|---------|--|--|

**Total Fiscal Year 2019**

|  |    |         |    |   |    |   |    |         |    |   |
|--|----|---------|----|---|----|---|----|---------|----|---|
|  | \$ | 360,000 | \$ | - | \$ | - | \$ | 360,000 | \$ | - |
|--|----|---------|----|---|----|---|----|---------|----|---|

**Total Expenses**

|  |    |         |    |   |    |   |    |         |    |   |
|--|----|---------|----|---|----|---|----|---------|----|---|
|  | \$ | 360,000 | \$ | - | \$ | - | \$ | 360,000 | \$ | - |
|--|----|---------|----|---|----|---|----|---------|----|---|

## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 510-2332

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



February 12, 2018

## REPORT 6

To: West Michigan Airport Authority Board.  
From: Aaron Thelenwood, Assistant Authority Manager.  
Subject: East Connector Contract Project Modification.

Construction of the East Taxiway Connector was completed in the fall of 2017. This project was undertaken to alleviate overall traffic congestion from the Taxiway to Runway Apron - adjacent the Airport Business Center.

Initially, this project cost was projected as \$426,472.10 with costs split between the FAA (90%), MDOT/AERO (5%), and a local share (5%).

The attached Project Modification reflects changes to the overall cost from over & under budgeted required materials as well as a default in the final project as determined by the Airport's consultant (Mead & Hunt).

Upon a thorough inspection by Mead & Hunt, a default in the slope of the East Connector was discovered and it was determined the slope was slightly lower than allowable under FAA standards. As remediation the Airport Authority had the ability to take the following actions:

1. Charge a penalty to the Contractor for the default ; or,
2. Request the Project be redone entirely at the contractor's expense.

After review between the Airport's Consultant, Airport Authority Staff, the Airports FBO, and the Contractor the default was determined to have minimal impact on the overall function & structure of the East Connector. Therefore, a penalty was issued to the contractor. In total, with amendments to originally budgeted materials, this contract modification reflects a total impact of \$13,775.55 subtracted from the original total cost of the project.

### **Recommendation**

It is recommended that the Airport Authority Board approve the attached Contract Modification for the East Connector Project.

*The West Michigan Airport Authority will provide the public with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.*



**TIME EXTENSIONS:**

| <b>Original Calendar Days</b> | <b>Additional No. of Days</b> | <b>New Calendar Days</b> |
|-------------------------------|-------------------------------|--------------------------|
| 15                            | 2                             | 17                       |

Reason: The project experienced more weather cancellation days than anticipated.

**TOTAL AUTHORIZED NET CHANGE:****-\$13,775.55****CONTRACT MODIFICATION SUMMARY:**

Original Category 1 Contract Sum: \$426,472.10

Change by Contract Modification:

Change Order No. 1: -\$13,775.55

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**Authorized Category 1 Contract Sum: \$412,696.55**

**APPROVAL SIGNATURES:**

Prime Contractor – Kalin Construction Co, Inc

1/23/2018

Date



Project Engineer – Jeffrey Thoman, PE

1/23/18

Date

Airport Sponsor – Russell Sylte, WMAA Chair

Date

MDOT Office of Aeronautics – Amanda Hopper

Date



# Budget Performance Report

Fiscal Year to Date 02/02/18

Exclude Rollup Account

| Account   | Account Description                          | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | Prior Year Total |
|---|--|----------------|-------------------|----------------|----------------------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund <b>Z01 - WMAA (Airport) General Fund</b>                 |  |                |                   |                |                            |                  |                  |                           |               |                  |
| REVENUE   |  |                |                   |                |                            |                  |                  |                           |               |                  |
| Department <b>541 - Business Center</b>                       |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 490675.AIR  | Private Donations WMAA - From Companies      | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 136,580.00       |
| 490675.INDV   | Private Donations WMAA - From Individuals    | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 225.00           |
| Department <b>541 - Business Center Totals</b>                |  | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$0.00           | \$0.00                    | +++           | \$136,805.00     |
| REVENUE TOTALS  |  | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$0.00           | \$0.00                    | +++           | \$136,805.00     |
| EXPENSE   |  |                |                   |                |                            |                  |                  |                           |               |                  |
| Department <b>541 - Business Center</b>                       |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 721933.0  | Equipment Maintenance General                | 8,000.00       | 2,830.00          | 10,830.00      | .00                        | .00              | .00              | 10,830.00                 | 0             | 885.00           |
| 722801.9010   | Contr-Printing/Promo Advertising/Promotional | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 65.00            |
| 722808.1  | Contr-Bldgs&Grnds Janitorial                 | 10,570.00      | .00               | 10,570.00      | .00                        | .00              | .00              | 10,570.00                 | 0             | 650.00           |
| 723850.0  | Communications Telephone                     | 2,400.00       | .00               | 2,400.00       | .00                        | .00              | 1,513.50         | 886.50                    | 63            | 1,705.50         |
| 723850.WIFI   | Communications WIFI Internet Connection      | 3,900.00       | .00               | 3,900.00       | .00                        | .00              | .00              | 3,900.00                  | 0             | 312.50           |
| 723920.BPW  | Public Utilities BPW                         | 13,500.00      | .00               | 13,500.00      | .00                        | .00              | 8,462.14         | 5,037.86                  | 63            | 7,681.03         |
| 723920.GAS  | Public Utilities Natural Gas                 | 5,500.00       | .00               | 5,500.00       | .00                        | .00              | 1,995.49         | 3,504.51                  | 36            | 1,246.04         |
| 723955.Q5   | Misc. Signage/Billboards                     | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 15,934.86        |
| 723955.STRP   | Misc. Stripe Fees                            | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 1.03             |
| 730975.0  | Buildings & Structures General               | .00            | .00               | .00            | .00                        | .00              | 251,108.53       | (251,108.53)              | +++           | 310,768.17       |
| 730977.0  | Machinery & Equipment General                | .00            | .00               | .00            | .00                        | .00              | 320.00           | (320.00)                  | +++           | 60,012.37        |
| Department <b>541 - Business Center Totals</b>                |  | \$43,870.00    | \$2,830.00        | \$46,700.00    | \$0.00                     | \$0.00           | \$263,399.66     | (\$216,699.66)            | 564%          | \$399,261.50     |
| Department <b>546 - Airport East Connector Project</b>        |  |                |                   |                |                            |                  |                  |                           |               |                  |
| 730974.0  | Land Improvements General                    | .00            | .00               | .00            | .00                        | .00              | 23,500.00        | (23,500.00)               | +++           | .00              |
| 730975.0  | Buildings & Structures General               | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 1,150.00         |
| Department <b>546 - Airport East Connector Project Totals</b> |  | \$0.00         | \$0.00            | \$0.00         | \$0.00                     | \$0.00           | \$23,500.00      | (\$23,500.00)             | +++           | \$1,150.00       |
| EXPENSE TOTALS  |  | \$43,870.00    | \$2,830.00        | \$46,700.00    | \$0.00                     | \$0.00           | \$286,899.66     | (\$240,199.66)            | 614%          | \$400,411.50     |
| Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>          |  |                |                   |                |                            |                  |                  |                           |               |                  |
| REVENUE TOTALS  |  | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 136,805.00       |
| EXPENSE TOTALS  |  | 43,870.00      | 2,830.00          | 46,700.00      | .00                        | .00              | 286,899.66       | (240,199.66)              | 614%          | 400,411.50       |
| Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>          |  | (\$43,870.00)  | (\$2,830.00)      | (\$46,700.00)  | \$0.00                     | \$0.00           | (\$286,899.66)   | \$240,199.66              |               | (\$263,606.50)   |
| Grand Totals  |  |                |                   |                |                            |                  |                  |                           |               |                  |
| REVENUE TOTALS  |  | .00            | .00               | .00            | .00                        | .00              | .00              | .00                       | +++           | 136,805.00       |
| EXPENSE TOTALS  |  | 43,870.00      | 2,830.00          | 46,700.00      | .00                        | .00              | 286,899.66       | (240,199.66)              | 614%          | 400,411.50       |
| Grand Totals  |  | (\$43,870.00)  | (\$2,830.00)      | (\$46,700.00)  | \$0.00                     | \$0.00           | (\$286,899.66)   | \$240,199.66              |               | (\$263,606.50)   |



# Fund Equity Changes Report

Through 02/02/18

Detail Listing

Exclude Rollup Account

| Account       | Account Description  | Beginning<br>Balance  | YTD Credits   | YTD Debits    | Current Balance       | Prior Year Fund<br>Equity Adjustment | YTD Revenues        | YTD Expenses        | Estimate<br>Fund Balance |
|---------------|--|-----------------------|---------------|---------------|-----------------------|--------------------------------------|---------------------|---------------------|--------------------------|
| Fund Category | <b>GOVERNMENTAL</b>  |                       |               |               |                       |                                      |                     |                     |                          |
| Fund Type     | <b>GENERAL FUND</b>  |                       |               |               |                       |                                      |                     |                     |                          |
| Fund          | <b>Z01 - WMAA (Airport) General Fund</b>                       |                       |               |               |                       |                                      |                     |                     |                          |
| 341390.A      | Fund Balance - Assigned (By Action) Apron, Building & Sitework | 314,815.00            | .00           | .00           | 314,815.00            |                                      |                     |                     |                          |
| 341390.E      | Fund Balance - Assigned (By Action) For Emergencies            | .00                   | .00           | .00           | .00                   |                                      |                     |                     |                          |
| 341390.R      | Fund Balance - Assigned (By Action) For Capital Acquisitions   | 142,421.00            | .00           | .00           | 142,421.00            |                                      |                     |                     |                          |
| 342390        | Fund Balance-Unassigned  | 571,538.15            | .00           | .00           | 571,538.15            |                                      |                     |                     |                          |
| 345390.C      | Fund Balance Committed (By Resolution) For Capital Projects    | .00                   | .00           | .00           | .00                   |                                      |                     |                     |                          |
| 345390.E      | Fund Balance Committed (By Resolution) For Emergencies         | .00                   | .00           | .00           | .00                   |                                      |                     |                     |                          |
| Fund          | <b>Z01 - WMAA (Airport) General Fund Totals</b>                | <b>\$1,028,774.15</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1,028,774.15</b> | <b>\$0.00</b>                        | <b>\$454,291.23</b> | <b>\$524,845.35</b> | <b>\$958,220.03</b>      |
| Fund Type     | <b>GENERAL FUND Totals</b>                                     | <b>\$1,028,774.15</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1,028,774.15</b> | <b>\$0.00</b>                        | <b>\$454,291.23</b> | <b>\$524,845.35</b> | <b>\$958,220.03</b>      |
| Fund Category | <b>GOVERNMENTAL Totals</b>                                     | <b>\$1,028,774.15</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1,028,774.15</b> | <b>\$0.00</b>                        | <b>\$454,291.23</b> | <b>\$524,845.35</b> | <b>\$958,220.03</b>      |
|               | <b>Grand Totals</b>  | <b>\$1,028,774.15</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$1,028,774.15</b> | <b>\$0.00</b>                        | <b>\$454,291.23</b> | <b>\$524,845.35</b> | <b>\$958,220.03</b>      |



# Budget Performance Report

Fiscal Year to Date 02/02/18

Exclude Rollup Account

| Account   | Account Description                                 | Adopted<br>Budget | Budget<br>Amendments | Amended<br>Budget | Current Month<br>Transactions | YTD<br>Encumbrances | YTD<br>Transactions | Budget - YTD<br>Transactions | % Used/<br>Rec'd | Prior Year Total |
|---|---|-------------------|----------------------|-------------------|-------------------------------|---------------------|---------------------|------------------------------|------------------|------------------|
| Fund <b>Z01 - WMAA (Airport) General Fund</b>   |   |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| REVENUE   |   |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| Department <b>000 - General Revenues</b>        |   |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| 420502.24                                       | Federal Grant FAA Capital                           | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | 1,269,984.49     |
| 430502.24                                       | State Grant MDOT State Capital                      | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | 481,249.27       |
| 440573  | State-Reim Local PPT Tax Loss                       | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | 21,951.97        |
| 450582.C  | Contributions from Other Govts From City of Holland | 98,400.00         | .00                  | 98,400.00         | .00                           | .00                 | 98,294.65           | 105.35                       | 100              | 97,389.15        |
| 450582.P  | Contributions from Other Govts From Park Township   | 104,000.00        | .00                  | 104,000.00        | .00                           | .00                 | 65,941.11           | 38,058.89                    | 63               | 96,516.70        |
| 450582.Z  | Contributions from Other Govts From City of Zeeland | 55,400.00         | .00                  | 55,400.00         | .00                           | .00                 | 72,975.99           | (17,575.99)                  | 132              | 60,737.98        |
| 460647.7  | Sales Sale of Merchandise-Taxable                   | .00               | .00                  | .00               | .00                           | .00                 | 1,483.28            | (1,483.28)                   | +++              | .00              |
| 460654.1  | Franchise Fees FBO Franchise Fees                   | 22,400.00         | .00                  | 22,400.00         | .00                           | .00                 | 13,096.44           | 9,303.56                     | 58               | 22,239.00        |
| 460654.5  | Franchise Fees Fuel Flowage Fee                     | 62,000.00         | .00                  | 62,000.00         | .00                           | .00                 | 41,295.96           | 20,704.04                    | 67               | 74,625.28        |
| 460654.7  | Franchise Fees Landing Fees                         | 33,000.00         | .00                  | 33,000.00         | .00                           | .00                 | 18,516.33           | 14,483.67                    | 56               | 33,249.45        |
| 480665.0  | Investment Income General                           | 2,500.00          | .00                  | 2,500.00          | .00                           | .00                 | 3,960.72            | (1,460.72)                   | 158              | 7,719.34         |
| 480665.X  | Investment Income Market Adjustment                 | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | (3,205.58)       |
| 480669.A  | Rental Airport Business Center                      | 7,900.00          | .00                  | 7,900.00          | .00                           | .00                 | 4,600.47            | 3,299.53                     | 58               | 6,032.60         |
| 480669.24                                       | Rental Hangar Land Lease                            | 85,000.00         | .00                  | 85,000.00         | .00                           | .00                 | 91,639.52           | (6,639.52)                   | 108              | 92,183.61        |
| 480669.25                                       | Rental Agricultural Land Lease                      | 11,950.00         | .00                  | 11,950.00         | .00                           | .00                 | 11,978.76           | (28.76)                      | 100              | 11,775.81        |
| 480669.26                                       | Rental T-Hangars                                    | 53,000.00         | .00                  | 53,000.00         | .00                           | .00                 | 29,040.00           | 23,960.00                    | 55               | 58,280.00        |
| 490685.1  | Recoveries Insurance                                | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | 21,082.78        |
| 490692.0  | Miscellaneous General                               | .00               | .00                  | .00               | .00                           | .00                 | 1,468.00            | (1,468.00)                   | +++              | 7,370.50         |
| Department <b>000 - General Revenues Totals</b> |   | \$535,550.00      | \$0.00               | \$535,550.00      | \$0.00                        | \$0.00              | \$454,291.23        | \$81,258.77                  | 85%              | \$2,359,182.35   |
| REVENUE TOTALS                                  |   | \$535,550.00      | \$0.00               | \$535,550.00      | \$0.00                        | \$0.00              | \$454,291.23        | \$81,258.77                  | 85%              | \$2,359,182.35   |
| EXPENSE   |   |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| Department <b>540 - Airport Operations</b>      |   |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| 710701.0  | Payroll-Regular General                             | .00               | .00                  | .00               | .00                           | .00                 | 7,599.91            | (7,599.91)                   | +++              | 8,368.74         |
| 710701.3  | Payroll-Regular Allocated                           | 17,600.00         | .00                  | 17,600.00         | .00                           | .00                 | .00                 | 17,600.00                    | 0                | .00              |
| 710707.0  | Payroll-Temporary Help General                      | .00               | .00                  | .00               | .00                           | .00                 | 11,468.36           | (11,468.36)                  | +++              | 28,998.05        |
| 710707.8  | Payroll-Temporary Help Allocated                    | 32,500.00         | .00                  | 32,500.00         | .00                           | .00                 | .00                 | 32,500.00                    | 0                | .00              |
| 711702.0  | Payroll-Vacation/PTO General                        | 500.00            | .00                  | 500.00            | .00                           | .00                 | 404.61              | 95.39                        | 81               | 791.24           |
| 711703  | Payroll-Holidays                                    | 500.00            | .00                  | 500.00            | .00                           | .00                 | 340.32              | 159.68                       | 68               | 348.93           |
| 711716.1  | Insurance Health                                    | 3,000.00          | .00                  | 3,000.00          | .00                           | .00                 | 1,295.94            | 1,704.06                     | 43               | 11,565.78        |
| 711716.2  | Insurance Dental                                    | 50.00             | .00                  | 50.00             | .00                           | .00                 | 32.45               | 17.55                        | 65               | 48.36            |
| 711717  | Insurance-Life & AD&D                               | 25.00             | .00                  | 25.00             | .00                           | .00                 | 16.15               | 8.85                         | 65               | 21.32            |
| 711718.1  | Retirement Contribution MERS                        | 325.00            | .00                  | 325.00            | .00                           | .00                 | 609.78              | (284.78)                     | 188              | 633.52           |
| 711720  | Insurance-Income Protection                         | 50.00             | .00                  | 50.00             | .00                           | .00                 | 60.51               | (10.51)                      | 121              | 80.05            |
| 712715  | Employer FICA/Medicare Contribution                 | 1,500.00          | .00                  | 1,500.00          | .00                           | .00                 | 1,434.62            | 65.38                        | 96               | 2,785.44         |
| 712723  | Unemployment Comp Insurance                         | 25.00             | .00                  | 25.00             | .00                           | .00                 | 2.37                | 22.63                        | 9                | 54.28            |
| 712724  | Workers Comp Insurance                              | 25.00             | .00                  | 25.00             | .00                           | .00                 | 9.68                | 15.32                        | 39               | 13.69            |
| 721730.0  | Postage General                                     | 200.00            | .00                  | 200.00            | .00                           | .00                 | (4,493.14)          | 4,693.14                     | -2247            | 66.10            |
| 721740.0  | Operating Supplies General                          | 500.00            | .00                  | 500.00            | .00                           | .00                 | 534.36              | (34.36)                      | 107              | 2,544.78         |



# Budget Performance Report

Fiscal Year to Date 02/02/18

Exclude Rollup Account

| Account                                       | Account Description                              | Adopted<br>Budget | Budget<br>Amendments | Amended<br>Budget | Current Month<br>Transactions | YTD<br>Encumbrances | YTD<br>Transactions | Budget - YTD<br>Transactions | % Used/<br>Rec'd | Prior Year Total |
|---|--|-------------------|----------------------|-------------------|-------------------------------|---------------------|---------------------|------------------------------|------------------|------------------|
| Fund <b>Z01 - WMAA (Airport) General Fund</b> |  |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| EXPENSE                                       |  |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| Department <b>540 - Airport Operations</b>    |  |                   |                      |                   |                               |                     |                     |                              |                  |                  |
| 721740.CAP                                    | Operating Supplies Controlled Items-Capital Type | .00               | .00                  | .00               | .00                           | .00                 | 1,520.00            | (1,520.00)                   | +++              | .00              |
| 721905.0                                      | Photocopies/In-House Printing General            | 100.00            | .00                  | 100.00            | .00                           | .00                 | .00                 | 100.00                       | 0                | .00              |
| 721931.0                                      | Bldg & Grnds Maint General                       | 10,000.00         | 2,625.00             | 12,625.00         | .00                           | 1,200.00            | 7,189.75            | 4,235.25                     | 66               | 8,620.20         |
| 721933.0                                      | Equipment Maintenance General                    | 21,000.00         | .00                  | 21,000.00         | .00                           | .00                 | 8,975.40            | 12,024.60                    | 43               | 20,390.23        |
| 721933.INS                                    | Equipment Maintenance Repairs-Insurance Claims   | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | 22,210.00        |
| 722801.9000                                   | Contr-Printing/Promo Printing                    | .00               | .00                  | .00               | .00                           | .00                 | 1,295.49            | (1,295.49)                   | +++              | 5,309.66         |
| 722801.9010                                   | Contr-Printing/Promo Advertising/Promotional     | 40,000.00         | 1,700.00             | 41,700.00         | .00                           | .00                 | 39,466.37           | 2,233.63                     | 95               | 20,254.32        |
| 722804.0                                      | Contractual-Legal General                        | 4,000.00          | .00                  | 4,000.00          | .00                           | .00                 | 4,791.39            | (791.39)                     | 120              | 11,045.25        |
| 722805.1                                      | Contractual-Finance Independent Audit            | 7,600.00          | .00                  | 7,600.00          | .00                           | .00                 | 7,400.00            | 200.00                       | 97               | 7,350.00         |
| 722805.4                                      | Contractual-Finance Financial Service Fees       | .00               | .00                  | .00               | .00                           | .00                 | 166.12              | (166.12)                     | +++              | 274.92           |
| 722807.2                                      | Contractual-Architect/Engineer Plan Development  | .00               | .00                  | .00               | .00                           | .00                 | 1,468.05            | (1,468.05)                   | +++              | .00              |
| 722807.5                                      | Contractual-Architect/Engineer Engineering       | 5,000.00          | .00                  | 5,000.00          | .00                           | .00                 | .00                 | 5,000.00                     | 0                | .00              |
| 722808.1                                      | Contr-Bldgs&Grnds Janitorial                     | .00               | .00                  | .00               | .00                           | .00                 | 1,300.00            | (1,300.00)                   | +++              | 625.00           |
| 722808.MOW                                    | Contr-Bldgs&Grnds Mowing                         | 26,000.00         | .00                  | 26,000.00         | .00                           | .00                 | 17,661.28           | 8,338.72                     | 68               | 25,876.63        |
| 722808.MTCE                                   | Contr-Bldgs&Grnds Maintenance-General Repairs    | 20,000.00         | .00                  | 20,000.00         | .00                           | .00                 | 13,267.73           | 6,732.27                     | 66               | 20,424.45        |
| 722808.SNOW                                   | Contr-Bldgs&Grnds Snowplowing                    | 65,000.00         | .00                  | 65,000.00         | .00                           | .00                 | 27,117.75           | 37,882.25                    | 42               | 37,013.26        |
| 722809.61                                     | Contractual-Misc Management Services             | 24,500.00         | .00                  | 24,500.00         | 2,039.16                      | .00                 | 16,313.36           | 8,186.64                     | 67               | 29,160.00        |
| 722809.62                                     | Contractual-Misc Airport Manager-Tulip City Air  | 4,000.00          | .00                  | 4,000.00          | .00                           | .00                 | 818.97              | 3,181.03                     | 20               | 2,712.59         |
| 723850.0                                      | Communications Telephone                         | .00               | .00                  | .00               | .00                           | .00                 | 1,648.68            | (1,648.68)                   | +++              | 2,981.35         |
| 723850.CELL                                   | Communications Cellular                          | .00               | .00                  | .00               | .00                           | .00                 | 350.00              | (350.00)                     | +++              | 600.00           |
| 723850.WIFI                                   | Communications WIFI Internet Connection          | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | 625.00           |
| 723860.0                                      | Travel, Conf, Seminars General                   | 1,500.00          | .00                  | 1,500.00          | .00                           | .00                 | 1,220.00            | 280.00                       | 81               | 786.82           |
| 723910.0                                      | Commercial Insurance Premiums General            | 26,000.00         | .00                  | 26,000.00         | .00                           | .00                 | 23,886.00           | 2,114.00                     | 92               | 25,113.00        |
| 723920.BPW                                    | Public Utilities BPW                             | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | 9,179.42         |
| 723920.GAS                                    | Public Utilities Natural Gas                     | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | 2,983.13         |
| 723920.GATE                                   | Public Utilities Fence Gates                     | 500.00            | .00                  | 500.00            | .00                           | .00                 | 515.23              | (15.23)                      | 103              | 1,111.16         |
| 723920.LAND                                   | Public Utilities Landing Lights & System         | 4,000.00          | .00                  | 4,000.00          | .00                           | .00                 | 1,886.81            | 2,113.19                     | 47               | 4,091.88         |
| 723920.PLOT                                   | Public Utilities Parking Lot Lights              | 900.00            | .00                  | 900.00            | .00                           | .00                 | 549.03              | 350.97                       | 61               | 887.19           |
| 723920.RUNW                                   | Public Utilities Runway Lights                   | 6,000.00          | .00                  | 6,000.00          | .00                           | .00                 | 2,777.73            | 3,222.27                     | 46               | 7,172.35         |
| 723920.THAN                                   | Public Utilities T-Hangars                       | 3,300.00          | .00                  | 3,300.00          | .00                           | .00                 | 2,155.18            | 1,144.82                     | 65               | 3,826.00         |
| 723955.0                                      | Misc. General                                    | 2,300.00          | .00                  | 2,300.00          | .00                           | .00                 | 3,717.39            | (1,417.39)                   | 162              | 4,075.37         |
| 723955.STRP                                   | Misc. Stripe Fees                                | .00               | .00                  | .00               | .00                           | .00                 | 3.09                | (3.09)                       | +++              | .00              |
| 723961.0                                      | Dues & Subscriptions General                     | 400.00            | .00                  | 400.00            | .00                           | .00                 | 557.00              | (157.00)                     | 139              | 295.00           |
| 723962.0                                      | Assessments & Taxes General                      | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | 15,822.80        |
| 723963.2                                      | Write-Offs Uncoll Property Taxes                 | .00               | .00                  | .00               | .00                           | .00                 | .00                 | .00                          | +++              | 13.36            |
| 723964.2                                      | Refunds Property Tax Prior Years                 | .00               | .00                  | .00               | .00                           | .00                 | 8.56                | (8.56)                       | +++              | 714.39           |
| 730974.0                                      | Land Improvements General                        | .00               | .00                  | .00               | .00                           | .00                 | 2,403.41            | (2,403.41)                   | +++              | 4,341.34         |
| 730975.0                                      | Buildings & Structures General                   | .00               | .00                  | .00               | .00                           | 11,800.00           | 28,200.00           | (40,000.00)                  | +++              | 1,884,951.13     |



# Budget Performance Report

Fiscal Year to Date 02/02/18  
Exclude Rollup Account

| Account  | Account Description                | Adopted<br>Budget   | Budget<br>Amendments | Amended<br>Budget   | Current Month<br>Transactions | YTD<br>Encumbrances  | YTD<br>Transactions | Budget - YTD<br>Transactions | % Used/<br>Rec'd | Prior Year Total      |
|--|------------------------------------|---------------------|----------------------|---------------------|-------------------------------|----------------------|---------------------|------------------------------|------------------|-----------------------|
| Fund <b>Z01 - WMAA (Airport) General Fund</b>        |                                    |                     |                      |                     |                               |                      |                     |                              |                  |                       |
| EXPENSE  |                                    |                     |                      |                     |                               |                      |                     |                              |                  |                       |
| Department <b>540 - Airport Operations</b>           |                                    |                     |                      |                     |                               |                      |                     |                              |                  |                       |
| 730980.0   | Office Equipment/Furniture General | 2,000.00            | .00                  | 2,000.00            | .00                           | .00                  | .00                 | 2,000.00                     | 0                | .00                   |
| 770956.0   | Contingency General                | 160,780.00          | .00                  | 160,780.00          | .00                           | .00                  | .00                 | 160,780.00                   | 0                | .00                   |
| Department <b>540 - Airport Operations Totals</b>    |                                    | <b>\$491,680.00</b> | <b>\$4,325.00</b>    | <b>\$496,005.00</b> | <b>\$2,039.16</b>             | <b>\$13,000.00</b>   | <b>\$237,945.69</b> | <b>\$245,059.31</b>          | <b>51%</b>       | <b>\$2,237,157.48</b> |
| EXPENSE TOTALS                                       |                                    | <b>\$491,680.00</b> | <b>\$4,325.00</b>    | <b>\$496,005.00</b> | <b>\$2,039.16</b>             | <b>\$13,000.00</b>   | <b>\$237,945.69</b> | <b>\$245,059.31</b>          | <b>51%</b>       | <b>\$2,237,157.48</b> |
| Fund <b>Z01 - WMAA (Airport) General Fund Totals</b> |                                    |                     |                      |                     |                               |                      |                     |                              |                  |                       |
| REVENUE TOTALS                                       |                                    | 535,550.00          | .00                  | 535,550.00          | .00                           | .00                  | 454,291.23          | 81,258.77                    | 85%              | 2,359,182.35          |
| EXPENSE TOTALS                                       |                                    | 491,680.00          | 4,325.00             | 496,005.00          | 2,039.16                      | 13,000.00            | 237,945.69          | 245,059.31                   | 51%              | 2,237,157.48          |
| Fund <b>Z01 - WMAA (Airport) General Fund Totals</b> |                                    | <b>\$43,870.00</b>  | <b>(\$4,325.00)</b>  | <b>\$39,545.00</b>  | <b>(\$2,039.16)</b>           | <b>(\$13,000.00)</b> | <b>\$216,345.54</b> | <b>(\$163,800.54)</b>        |                  | <b>\$122,024.87</b>   |
| Grand Totals   |                                    |                     |                      |                     |                               |                      |                     |                              |                  |                       |
| REVENUE TOTALS                                       |                                    | 535,550.00          | .00                  | 535,550.00          | .00                           | .00                  | 454,291.23          | 81,258.77                    | 85%              | 2,359,182.35          |
| EXPENSE TOTALS                                       |                                    | 491,680.00          | 4,325.00             | 496,005.00          | 2,039.16                      | 13,000.00            | 237,945.69          | 245,059.31                   | 51%              | 2,237,157.48          |
| Grand Totals   |                                    | <b>\$43,870.00</b>  | <b>(\$4,325.00)</b>  | <b>\$39,545.00</b>  | <b>(\$2,039.16)</b>           | <b>(\$13,000.00)</b> | <b>\$216,345.54</b> | <b>(\$163,800.54)</b>        |                  | <b>\$122,024.87</b>   |



# Trial Balance Listing

Through 02/02/18  
Detail Balance Sheet Listing  
Exclude Rollup Account

| Account  | Account Description  | Balance Forward  | YTD Debits     | YTD Credits    | Ending Balance   | Prior Year<br>YTD Balance |
|--|--|------------------|----------------|----------------|------------------|---------------------------|
| <b>Fund Z01 - WMAA (Airport) General Fund</b>        |  |                  |                |                |                  |                           |
| <i>CURRENT ASSETS</i>                                |  |                  |                |                |                  |                           |
| 110001.675   | Cash Due from Cash/Inv Pool                                    | 789,881.24       | 518,406.11     | 618,980.93     | 689,306.42       | 782,643.39                |
| 113040.0   | Accounts Receivable General                                    | 14,795.04        | 221,580.27     | 228,245.91     | 8,129.40         | 5,240.09                  |
| 11304P   | Accounts Receivable In/Out                                     | .00              | 24,945.50      | 48,423.00      | (23,477.50)      | .00                       |
| 114026.2011  | Taxes Receivable 2011  | 1.20             | .00            | .00            | 1.20             | 67.91                     |
| 114026.2012  | Taxes Receivable 2012  | 38.30            | .00            | .38            | 37.92            | 38.42                     |
| 114026.2013  | Taxes Receivable 2013  | 28.13            | .00            | .28            | 27.85            | 28.88                     |
| 114026.2014  | Taxes Receivable 2014  | 33.06            | .00            | .28            | 32.78            | 36.70                     |
| 114026.2015  | Taxes Receivable 2015  | 32.96            | .00            | 2.67           | 30.29            | 58.64                     |
| 114026.2016  | Taxes Receivable 2016  | 51.28            | .00            | .67            | 50.61            | .00                       |
| 114027.2012  | IFT Taxes Receivable 2012                                      | 40.65            | .00            | .00            | 40.65            | 40.65                     |
| 114031   | Allowance for Uncollectible Taxes                              | (217.26)         | .00            | .00            | (217.26)         | (277.73)                  |
| 118123.1   | Prepaid Items Insurance  | 12,334.00        | .00            | 12,334.00      | .00              | .00                       |
| 119073.2   | Due from Local Govt Units Due from Park Township               | .00              | 65,941.11      | 65,941.11      | .00              | 30,791.26                 |
| 119073.3   | Due from Local Govt Units Due from Zeeland City                | 32.60            | 72,975.99      | 73,008.59      | .00              | 235.57                    |
| 119078.1   | Due from State of Michigan Due from State-Aeronautics          | 284,257.67       | .00            | .00            | 284,257.67       | 418,427.01                |
| <i>CURRENT ASSETS Totals</i>                         |  | \$1,101,308.87   | \$903,848.98   | \$1,046,937.82 | \$958,220.03     | \$1,237,330.79            |
| <i>CURRENT LIABILITIES</i>                           |  |                  |                |                |                  |                           |
| 210202.0   | Accounts Payable General                                       | (28,154.47)      | 579,744.36     | 551,589.89     | .00              | (45,641.39)               |
| 211202   | Contracts Payable  | (43,442.99)      | 53,859.99      | 10,417.00      | .00              | .00                       |
| 212257.0   | Accrued Wages Payable General                                  | (432.00)         | 432.00         | .00            | .00              | .00                       |
| 212262.1   | Accrued Fringes Payable FICA-Social Security/Medicare          | (33.05)          | 33.05          | .00            | .00              | .00                       |
| 21B339.0   | Deferred Revenue General                                       | (472.21)         | 472.21         | .00            | .00              | .00                       |
| <i>CURRENT LIABILITIES Totals</i>                    |  | (\$72,534.72)    | \$634,541.61   | \$562,006.89   | \$0.00           | (\$45,641.39)             |
| <i>FUND BALANCE</i>                                  |  |                  |                |                |                  |                           |
| 341390.A   | Fund Balance - Assigned (By Action) Apron, Building & Sitework | (314,815.00)     | .00            | .00            | (314,815.00)     | (314,815.00)              |
| 341390.R   | Fund Balance - Assigned (By Action) For Capital Acquisitions   | (142,421.00)     | .00            | .00            | (142,421.00)     | (142,421.00)              |
| 342390   | Fund Balance-Unassigned  | (571,538.15)     | .00            | .00            | (571,538.15)     | (713,119.78)              |
| <i>FUND BALANCE Totals</i>                           |  | (\$1,028,774.15) | \$0.00         | \$0.00         | (\$1,028,774.15) | (\$1,170,355.78)          |
|  | Fund Revenues  | .00              | 4.50           | 454,295.73     | (454,291.23)     | (510,535.40)              |
|  | Fund Expenses  | .00              | 537,307.53     | 12,462.18      | 524,845.35       | 489,201.78                |
| <b>Fund Z01 - WMAA (Airport) General Fund Totals</b> |  | \$0.00           | \$2,075,702.62 | \$2,075,702.62 | \$0.00           | \$0.00                    |
| <b>Grand Totals</b>                                  |  | \$0.00           | \$2,075,702.62 | \$2,075,702.62 | \$0.00           | \$0.00                    |



# Trial Balance Listing

Through 02/02/18  
Detail Balance Sheet Listing  
Exclude Rollup Account



## Accounts Payable Payment Post Listing

| Batch Department / Invoice Department |  | Bank Account                               |                | Check Date                                     |              | Starting Check Number |                    |
|---------------------------------------|--|--|----------------|--|--------------|-----------------------|--------------------|
| AIR Airport                           |  | PAYABLES ACCOUNT                           |                | 01/25/2018                                     |              | 44741                 |                    |
| Selected Invoices                     |  | Vendor                                     | Invoice Number | Invoice Description                            | Invoice Date | Due Date              | Invoice Net Amount |
| AIR Airport                           |  | 454 - ELZINGA & VOLKERS INC                | 2018-00002542  | Project Admin - Office Demo and ENtryway Rehab | 01/12/2018   | 01/25/2018            | 28,200.00          |
|                                       |  | 234 - FIFTH THIRD BANK - CREDIT CARD - ACH | 2018-00002543  | AIRPORT - SOFTWARE                             | 12/31/2017   | 01/25/2018            | 477.00             |
|                                       |  | 146 - HOLLAND BOARD OF PUBLIC WORKS        | 2018-00002544  | AIRPORT - ACCT #77527804-01                    | 01/08/2018   | 01/25/2018            | 1,489.34           |
|                                       |  | 146 - HOLLAND BOARD OF PUBLIC WORKS        | 2018-00002545  | AIRPORT - ACCT #05613100-02                    | 01/08/2018   | 01/25/2018            | 135.26             |
|                                       |  | 146 - HOLLAND BOARD OF PUBLIC WORKS        | 2018-00002546  | AIRPORT - ACCT #05613700-01                    | 01/08/2018   | 01/25/2018            | 698.36             |
|                                       |  | 146 - HOLLAND BOARD OF PUBLIC WORKS        | 2018-00002547  | AIRPORT - ACCT #05613990-01                    | 01/08/2018   | 01/25/2018            | 131.17             |
|                                       |  | 146 - HOLLAND BOARD OF PUBLIC WORKS        | 2018-00002548  | AIRPORT - ACCT #05614000-01                    | 01/08/2018   | 01/25/2018            | 175.40             |
|                                       |  | 146 - HOLLAND BOARD OF PUBLIC WORKS        | 2018-00002549  | AIRPORT - ACCT #05614220-01                    | 01/08/2018   | 01/25/2018            | 462.16             |
|                                       |  | 146 - HOLLAND BOARD OF PUBLIC WORKS        | 2018-00002550  | AIRPORT - ACCT #77524873-01                    | 01/08/2018   | 01/25/2018            | 47.98              |
|                                       |  | 146 - HOLLAND BOARD OF PUBLIC WORKS        | 2018-00002551  | AIRPORT - ACCT #77526597-00                    | 01/08/2018   | 01/25/2018            | 21.14              |
|                                       |  | 733 - THE HOLLAND SENTINEL                 | 2018-00002552  | AIRPORT - Year in Review Ad ACCT #2067         | 01/09/2018   | 01/25/2018            | 500.00             |
| Total Selected Invoices: 11           |  |  |                |  |              |                       | \$32,337.81        |

# Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 01/24/2018

| Type  | Date          | Number | Source           | Payee Name                                     | EFT Bank/Account       | Transaction Amount |
|---|---------------|--------|------------------|--|------------------------|--------------------|
| <b>Bank Account: CITY AP - PAYABLES ACCOUNT</b> |               |        |                  |  |                        |                    |
| Check   | 01/25/2018    | 44741  | Accounts Payable | ELZINGA & VOLKERS INC                          |                        | 28,200.00          |
|   | Invoice       |        | Date             | Description                                    |                        | Amount             |
|   | 2018-00002542 |        | 01/12/2018       | Project Admin - Office Demo and Entryway Rehab |                        | 28,200.00          |
| Check   | 01/25/2018    | 44742  | Accounts Payable | HOLLAND BOARD OF PUBLIC WORKS                  |                        | 3,160.81           |
|   | Invoice       |        | Date             | Description                                    |                        | Amount             |
|   | 2018-00002544 |        | 01/08/2018       | AIRPORT - ACCT #77527804-01                    |                        | 1,489.34           |
|   | 2018-00002545 |        | 01/08/2018       | AIRPORT - ACCT #05613100-02                    |                        | 135.26             |
|   | 2018-00002546 |        | 01/08/2018       | AIRPORT - ACCT #05613700-01                    |                        | 698.36             |
|   | 2018-00002547 |        | 01/08/2018       | AIRPORT - ACCT #05613990-01                    |                        | 131.17             |
|   | 2018-00002548 |        | 01/08/2018       | AIRPORT - ACCT #05614000-01                    |                        | 175.40             |
|   | 2018-00002549 |        | 01/08/2018       | AIRPORT - ACCT #05614220-01                    |                        | 462.16             |
|   | 2018-00002550 |        | 01/08/2018       | AIRPORT - ACCT #77524873-01                    |                        | 47.98              |
|   | 2018-00002551 |        | 01/08/2018       | AIRPORT - ACCT #77526597-00                    |                        | 21.14              |
| Check   | 01/25/2018    | 44743  | Accounts Payable | THE HOLLAND SENTINEL                           |                        | 500.00             |
|   | Invoice       |        | Date             | Description                                    |                        | Amount             |
|   | 2018-00002552 |        | 01/09/2018       | AIRPORT - Year in Review Ad ACCT #2067         |                        | 500.00             |
| EFT   | 01/25/2018    | 3434   | Accounts Payable | FIFTH THIRD BANK - CREDIT CARD - ACH           | 072499952 / 7661394601 | 477.00             |
|   | Invoice       |        | Date             | Description                                    |                        | Amount             |
|   | 2018-00002543 |        | 12/31/2017       | AIRPORT - SOFTWARE                             |                        | 477.00             |
| CITY AP PAYABLES ACCOUNT Totals:                |               |        |                  |  |                        | \$32,337.81        |
| Transactions: 4                                 |               |        |                  |  |                        |                    |

Checks: 3 \$31,860.81  
EFTs: 1 \$477.00



# CONTRACT MODIFICATION

**SPONSOR** – West Michigan Airport Authority  
60 Geurink Blvd  
Holland, MI 49423

**ARCHITECT / ENGINEER** – Mead & Hunt, Inc.  
2605 Port Lansing Rd., Lansing, MI 48906  
Ph: 517-321-8334

**PROJECT:** Construct East Apron Connector  
Federal Project No.: B-23-0045-3916  
State Contract No.: FM 03-07-C30

**CONTRACT MOD. NO.:** #1  
**DATE:** 01-22-2018

**PRIME CONTRACTOR:** Kalin Construction Co., Inc.  
2663 Yore Avenue  
Sodus, MI 49126

**ATTACHMENTS (AS INDICATED):**

- Cost Analysis and Statement of Reasonableness ☐  
Independent Cost Estimate ☐  
Consequences of Change Order ☐  
Conformance to AIP Stds. and Regs. ☐

**SHORT DESCRIPTION:** Change Order No. 1

**DESCRIPTION OF CHANGES:** This change order balances contract quantities to date.

**INCREASES / DECREASES TO EXISTING ITEMS:**

| Item No.   | Description               | Quantity Change | Unit | Unit Price | Total       |
|--|---------------------------|-----------------|------|------------|-------------|
| 100002   | Permit Allowance          | -4,714.50       | DLR  | \$1.00     | -\$4,714.50 |
| Reason: As-constructed quantity                        |                           |                 |      |            |             |
| 154001   | Subgrade Undercutting     | -200            | CYD  | \$30.00    | -\$6,000.00 |
| Reason: As-constructed quantity, item was not required |                           |                 |      |            |             |
| 401001   | Bituminous Surface Course | 10.23           | TON  | \$115.00   | \$1,176.45  |
| Reason: As-constructed quantity                        |                           |                 |      |            |             |
| 801001   | Subgrade Improvement      | -2,825          | SYD  | \$1.50     | -\$4,237.50 |
| Reason: As-constructed quantity, item was not required |                           |                 |      |            |             |

**Total Increase / Decrease to Existing Items:** -\$13,775.55

**NEW ITEMS:**

| Item No. | Description | Quantity | Unit | Unit Price | Total |
|----------|-------------|----------|------|------------|-------|
|----------|-------------|----------|------|------------|-------|

NONE

**Total New Items:** \$0.00

|  |                   |            |              |                      |
|--|-------------------|------------|--------------|----------------------|
| WMAA Fund Balance as of 6/30/17                        |                   |            |              | \$ 1,028,774.15      |
|  | Operating         | Capital    | EEC Project  |                      |
| Year to date Revenues                                  | 454,291.23        | -          | -            | \$ 454,291.23        |
| Year to date Expenses                                  | 237,945.69        | 263,399.66 | 23,500.00    | \$ 524,845.35        |
| Estimated Fund Balance as of 02/02/18                  |                   |            |              | <u>\$ 958,220.03</u> |
|  | Budget            | YTD        |              |                      |
| Remaining Operating Revenues                           | 535,550.00        | 454,291.23 |              | \$ 81,258.77         |
|  | Budget            | YTD        | Encumbrances |                      |
| Remaining Operating Expenses                           | 335,225.00        | 237,945.69 | 2,900.00     | \$ 94,379.31         |
| Ending Fund Balance as of 02/02/18                     |                   |            |              | <u>\$ 945,099.49</u> |
| 1. Other Expected Expenses:                            |                   |            |              |                      |
| FY18 Capital Expenses                                  |                   | 71,500.00  |              | <u>\$ 71,500.00</u>  |
| 2. Ending Fund balance after expected capital expenses |                   |            |              | <u>\$ 873,599.49</u> |
| FY15 Donations   | 25,500.00         |            |              |                      |
| FY16 donations   | 289,315.00        |            |              |                      |
| FY17 Donations   | 136,805.00        |            |              |                      |
| FY18 Donations   | -                 |            |              |                      |
| Total Donations to Date                                | <u>451,620.00</u> |            |              |                      |