

West Michigan Airport Authority

Meeting Agenda

April 9, 2018

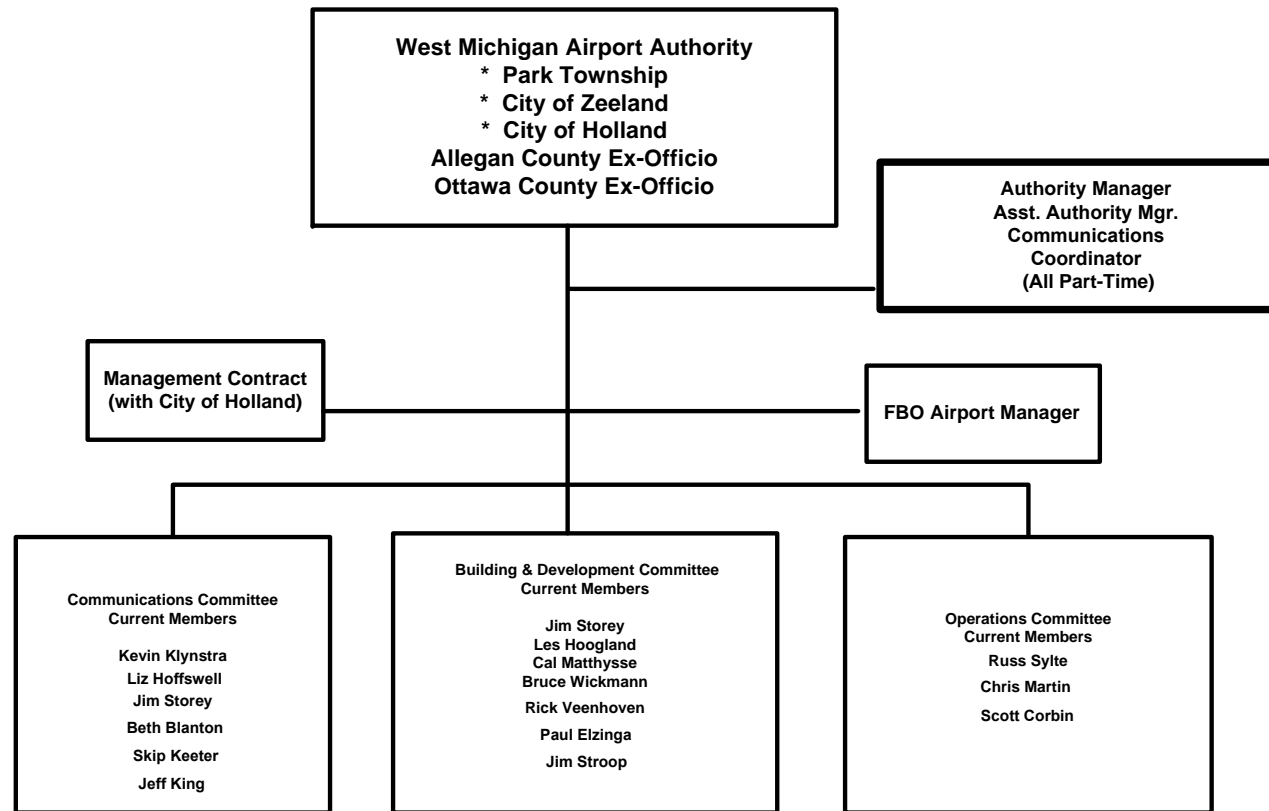
11:30am – 1:00pm

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

1. Public Comment
2. Consideration of the February 12, 2018 meeting minutes.
3. Public Hearing on the Fiscal Year 2019 Operating and Capital Budgets.
4. Resolution to Adopt the Fiscal Year 2019 Operating and Capital Budgets.
5. Bids for Demolition and Restoration at Airport Entranceway.
6. Bids for Fence Repairs.
7. FBO Report & Report on Feb. 2018 MDOT/AERO Conference. (Terry Boer)
8. Communications Committee Report. (Karen Scholten)
9. Project and Activity Updates
 - A. FAA land release. (Action Requested)
 - B. Crack sealing schedule.
 - C. Engineering/Planning Consultant Procurement Process.
10. Appointments to Authority Sub-Committees.
11. Financial Reports.
12. Other Business.
13. Next meeting: May 14, 2018, location to be determined.
14. Adjourn.

If you are not able to attend the meeting, please contact Greg Robinson (g.robinson@wmairportauthority.com) or Aaron Thelenwood (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 Organizational Structure
January 2017



West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423
P (616) 510-2332

Comprising City of Zeeland, Park Township and City of Holland



April 9, 2018

To: West Michigan Airport Authority Board.
From: Greg Robinson, Authority Manager.
Subject: **April 9, 2018 Board meeting.**

Included in this packet are the various reports on agenda items for the April 9, 2018 Board meeting. I will not be able to attend the April 9, 2018 meeting as my wife and I will be at the Cleveland Clinic. However, I do plan to attend the May and June meetings. As a result, Aaron and Karen will present the reports to you on Monday.

1. **Regarding the FY19 Operating and Capital budgets:** The only change since you received these budgets in February is that we have reduced the Contract – Management Services line item to a revised number provided by the City Finance Office. This line-item covers the financial/accounting/payroll services provided to the Authority by the City of Holland.
2. **FY19 Action Plan:** You may notice that the layout of this Action Plan has been changed from that presented to you in February. The specific Plan activities remain the same, but they have been grouped onto four categories: Operations, Communications, Capital Projects, and Economic Structuring.

The reasoning behind this is that whatever we do, it is always important to ask “Why?”. Why are we doing this? What do we hope to accomplish with this activity? What is the consequence if we do not address an activity?

To be successful, our airport relies on us being effective with the way we conduct operations, the way we communicate to our stakeholders, our ability to construct necessary capital projects, and the economic viability of the airport. So, as we think in this 4-point approach, each of the FY19 Action Plan items have been evaluated as to how they meet this approach and then have been placed in the corresponding category.

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.

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3. **FAA Land Release:** The Manager's Report is self-explanatory, but I want to note that although the cost to prepare the required documentation is significant, the value to the airport far exceeds these costs. Further, there may be a way to recoup these costs, or a portion thereof, as we structure the land sale or lease. Hopefully, these costs will be less than the estimate.
4. **Subcommittee appointments:** Each year the Board reviews membership on the three subcommittees and approves the appointments. This is an opportunity for Board members to volunteer for a committee and/or change from one committee to another. The report explains the purpose of each committee and the meeting commitments. Connor and Dave have not yet been appointed to a committee and it is not a requirement for every Board member to serve on a sub-committee.
5. **5-year capital plan:** We presented a 5 Year Capital Improvement Plan to the Building & Development Committee last week. This Plan is somewhat different from the 5 Year Capital Plan submitted to the state each year in that the revised version includes projects that the state and FAA will not participate in. It is important for the Board to have all capital projects in one Plan so that the Board is aware of the scope of projects and can financially prepare for them. This revised 5 Year Capital Improvement Plan will be presented to the Board at the May meeting.

I apologize that I am not able to attend the April meeting, but know that Aaron, Karen and I are moving forward with the Board's Action Plan items and numerous other activities that are required to operate this airport. Thank you and I look forward to seeing you at the subcommittee meetings and the May Board meeting!

West Michigan Airport Authority

MEETING MINUTES

February 12, 2018

11:30am – 1:00pm

Howard Miller Public Library, Zeeland, MI.

PRESENT: Authority Members: Sylte, Hoekstra, Bos, Corbin, Klynstra, Keeter, Hoogland, Haverdink

ABSENT: Matthysse, Blanton, Storey

Others Present: Authority Assistant Manager Thelenwood, Communications Coordinator Scholten, Boer (FBO)

Board Member Sylte called the meeting to order at 11:35 a.m.

18.02.01 Public Comments.

18.02.02 Election of Officers for 2018

Treasurer

Hoekstra Nominated Tim Vagle (City of Holland Finance Director), Klynstra supported. Keeter made a motion to elect, seconded by Klynstra and the motion passed unanimously.

Secretary

Klynstra nominated Matthysse, supported by Keeter. Bos made a motion to elect, seconded by Keeter and the motion passed unanimously.

Vice Chair

Keeter nominated Corbin, supported by Hoogland. Keeter made a motion to elect, seconded by Hoekstra and the motion passed unanimously.

Chair

Keeter nominated Sylte, seconded by Corbin. Hoekstra made a motion to elect, seconded by Keeter and the motion passed unanimously.

Sylte called elections to a close at 12:00PM

18.02.03 Consideration of December 11th, 2017 Meeting Minutes

Klynstra made a motion to approve the December 11th meeting minutes, supported by Keeter and the motion was approved unanimously.

18.02.04 FBO Report

Fuel sales are down slightly compared to last year. Overall, there is expected to be an increase in the sale of planes due in part to recent changes in the tax law as well as pent up demand overall and a delayed rebound in aviation following the recession.

18.02.05 Fiscal Year 2019 Budget

A. Action Plan

Airport Authority Staff presented an aggressive action plan for key initiatives to be accomplished in Fiscal Year 2019. It was recommended that the Board approved the action plan as presented.

It was moved by Keeter to approve the FY 19 action plan, supported by Bos and approved unanimously.

B. Presentation of FY19 Operating and Capital Budgets

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.

It was recommended that the FY 19 Operating Budget be accepted As Information. Corbin made a motion to accept the FY 19 Operating Budget as Information, supported by Keeter and approved unanimously.

It was Recommended that the FY 19 Capital Budget also be accepted As Information. Hoogland made a motion to accept the FY 19 Capital Budget as Information, supported by Hoekstra and approved unanimously.

C. Resolution to Schedule a Public Hearing

The board was asked to approve a Resolution setting a Public Hearing for the FY 19 Operating & Capital budget on April 9th, 2018. Klynstra made a motion to Schedule a Public Hearing on April 9th, 2018, supported by Keeter and approved unanimously.

18.02.06 East Connector Project Contract 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 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.

It was recommended that the board approve the East Connector Project Contract Modification. A motion to approve the Contract Modification was made by Hoekstra, supported by Keeter and approved unanimously.

18.02.07 Communication's Report

18.02.08 Project Updates

A. FAA Land Release

Authority Manager Robinson is currently working on a proposal with Airport Consultant to put together a proposal for completing the FAA land release process. Mead & Hunt would provide services under a Fee For Service agreement.

B. Former Office Building Demolition

The former office building was demolished toward the end of December, 2017. The next steps in the project are to backfill the building foundation and re-seed the lot. In the spring Project Manager Elzinga & Volkers will begin the bid process for the Landscaping Work planned for the entryway of Geurink Blvd.

C. Consultant Search

The FAA requires the Airport to seek bids for Consulting Services. It is time again for the Authority Board to begin seeking a new contract for Consulting Services. Airport Authority staff will begin assembling a search committee to review Consultants. Staff are currently working with MDOT to assemble the required documents for the review process. In total, the search is designed to take 60 days from start to finish and is an experienced based review process.

18.02.09 Financial Reports

Estimated Fund Balance is \$873,599. Currently the Airport Authority is in good financial standing.

Keeter made a motion to approve the financial reports, supported by Bos and approved unanimously.

18.02.10 Other Business

It was requested that future meeting packets include a roster of current board members.

Meeting Adjourn – 12:40pm

Minutes Approved:_____

(Secretary)

Date:_____

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



April 9, 2018

REPORTS 3 & 4.

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Manager.
Subject: **Public Hearing and Resolution on the Fiscal Year 2019 Operating and Capital Budgets.**

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 \$152,700 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.

Recommendation

It is recommended that the Authority Board hold a public hearing on these budgets; make appropriate changes as the result of public or Board member comments; and then adopt a resolution approving the Fiscal Year 2019 Operating and Capital budgets.

Attachment: Resolution

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

April 2, 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

Operations

- Conduct crack sealing and paint markings. (Spring - Summer 2018)
- Update the Airport Emergency Plan. (August 2018)
- Update the Airport Operations Procedures. (December 2018)
- Work with the City of Holland Public Safety Department on conducting an emergency response simulation at the airport. (August 2018)
- Update the Management Agreement with the City of Holland. (December 2018)
- Update the Airport Building Standards. (August 2018)

Communications

- Coordinate periodic updates to informational displays in the Airport Business Center.
- Participate in at least three community events.
- Distribute information on airport activities through videos, website updates, periodic newsletters, media releases and community presentations.
- Continue to be active in social media venues such as Facebook and Twitter.
- 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.

Capital Projects

- Remove the entrance parking lot and install landscaping on this site. (Summer 2018)

Economic Structuring

- 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)

- Determine a business plan and schedule for an additional public hangar building.
(November 2018)
- Continue implementation of an airport development effort in cooperation with area economic development partners that will:
 2. Further define reasonable development opportunities of airport properties based on FAA requirements and anticipated airport needs.
 3. Work with local and regional companies to determine opportunities at the airport;
 4. Develop a network with airport-related companies and governmental entities to determine opportunities at the airport.

West Michigan Airport Authority
Proposed Fiscal Year 2019 Budget

28-Mar-18

	Approved Budget FY 2018	Estimated Year End FY 2018	Proposed FY 2019
REVENUES			
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	0	\$ 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
Subtotal Revenues	\$ 535,550	\$ 571,650	\$ 562,700
EXPENSES			
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	\$ 25,200
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/internet	\$ 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	\$	152,700
Subtotal Expenses	\$	535,550	\$	571,650	\$	562,700
Balance	\$	-	\$	-	\$	-

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

\$	-	\$	-	\$	-	\$	-
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Fiscal Year 2019

Entryway Landscaping & Parking Lot Rehab

\$	60,000	\$	60,000
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Public Hangar Site Work

\$300,000	\$	300,000
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Total Fiscal Year 2019

\$	360,000	\$	-	\$	-	\$	360,000	\$	-
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Total Expenses

\$	360,000	\$	-	\$	-	\$	360,000	\$	-
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\$	-
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West Michigan Airport Authority

60 Geurink Blvd, Holland, MI 49423
P (616) 368-3021 F (616) 546-7056

Comprising City of Zeeland, Park Township and City of Holland



RESOLUTION TO APPROVE THE PROPOSED ANNUAL BUDGET AND CERTIFY MILLAGE AMOUNT FOR FISCAL YEAR 2019

Whereas, the West Michigan Airport Authority annual budget for the fiscal year July 1, 2018 through June 30, 2019 was presented to the Authority on February 12, 2018; and

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

Whereas, the Airport Authority held a public hearing concerning the proposed budget on April 9, 2018 at the Airport Business Center.

Now, Therefore Be It Resolved, that the West Michigan Airport Authority Board approves the fiscal year 2019 operating and capital budgets; and

Be It Further Resolved, that the .10 property tax millage rate to support the proposed budget is part of this approval; and

Be It Further Resolved, that the Airport Authority does hereby adopt the Annual Budget, of Estimated Revenues and Appropriations, by departmental unit, for all funds as therein presented, to include any modifications approved at the time of the public hearing, for the fiscal year July 1, 2018 through June 30, 2019; and

Be It Further Resolved, that the Airport Authority Manager is instructed to notify the member governmental units of the .10 property millage rate for fiscal year 2019.

Russ Sylte

Chairperson

Cal Matthyse, Secretary

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



April 9, 2018

REPORT 5.

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Manager.
Subject: **Bids for Demolition and Restoration at Airport Entryway.**

In December of 2017, the former office building was demolished. The next step following the demolition is to improve the airport entryway at Geurink Boulevard. The Airport Authority has hired Elzinga and Volkers to serve as project manager for both projects.

The scope of this project is to remove approximately half of the existing parking lot adjacent the former office building and restore to lawn. The remaining parking lot will be entirely replaced with new pavement. For site demo, final grading, and seeding as well as new paving and requisite permitting, Elzinga and Volkers is estimating a total project cost of \$55,825.00. Elzinga and Volkers expects to have bids back for review by May 1st, 2018. The duration of this project will be approximately one week and is slated to begin early June.

Due to the proximity of this property to the runway ramp, and potential future interest in developing this site, staff have decided to forgo any significant landscaping work on this site at this time. The goal is simply to restore the site and make it more presentable.

Once bids are received, Airport Authority Staff are requesting the Board approve staff to award the lowest bidder for the demo and landscaping work so long as the costs for work do not exceed the \$55,825.00 estimate presented by E&V. This would allow the authority to avoid any possible delays in getting started on this project.

Recommendation

It is recommended the Board approve staff to award the lowest bidder for the demo and landscaping work so long as the costs for work do not exceed the \$55,825.00 estimate presented by E&V

West Michigan Regional Airport Authority Landscape Improvements

4/4/18

Work Item	Current Estimate	Notes
Landscape Improvements		
Topographic Survey / Civil & Site Plan	\$ 1,700	Driesenga & Associates
Site Demolition, Final Grading & Seeding	\$ 20,000	Estimate
New Gravel Subbase	Excluded	Assuming that the existing subbase will be reused and re-graded.
Asphalt Paving (12,600 sf @ \$1.68/sf)	\$ 21,200	Zeeland Blacktop Estimate
Allegan County SESC Permit Fees	\$ 550	Allowance
Holland Permit Fees	\$ 150	
Survey Costs	Excluded	May need to add this if needed.
Landscaping & Irrigation	Excluded	
Storm Structure Relocations	Excluded	
Site Utilities	Excluded	
General Conditions / Site Supervision	\$ 3,400	1 week - full time supervision
Construction Management Fee - Lump Sum	\$ 3,750	
Construction Contingency - 10%	\$ 5,075	Unused amount will be returned to WMRAA
TOTAL	\$ 55,825	

ALTERNATES		
Mill & resurface existing parking lot	\$ (6,000)	Would be a savings vs. full replacement. Final product may not look as desirable due to existing rutted areas.

West Michigan Airport Authority

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April 9, 2018

REPORT 6.

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Manager.
Subject: **Bids for Fence Repairs.**

In October of 2017, the Airport Authority Board approved a bid from Fence Consultants of West Michigan to repair two sections of fence surrounding the Airport: one 100' section south of the tunnel, and one small section over a creek on the south side of the runway. The section south of the tunnel was repaired in March of 2018 and the section on the south side of the runway will be completed later this Spring.

Following the winter snowplow season of 2017-18, an additional 150' of fencing south of the tunnel has been damaged and is in need of repair. Authority Staff have received a quote from Fence Consultants of West Michigan for **\$3,418.00**. Additionally, staff requested a quote for a snow fence as well to create a barrier and prevent additional damage from snow plows. The quote for 200' of snow fence from Fence Consultants of West Michigan is **\$3,920.00**. The snow fence was recommended as this section of the fence needs to be repaired on a near annual basis. The cost of the snow fence breaks out to about \$19.60/foot and the standard fence is \$22.76/foot – as compared to \$26.12/foot in 2017.

Typically, Staff would seek an alternative bid to compare for this work; however, Fence Consultants of West Michigan has performed these repairs for the Airport Authority in the past. Further, when considering the alternative bid from AAA Fence last year for the same work at a total cost of \$10,400.00 Staff recommends accepting the bid from Fence Consultants of West Michigan.

Recommendation

It is recommended the Board accept the bid from Fence Consultants of West Michigan for (1) Repair of an additional 150' of fence damaged by snow removal and (2) Installation of 200' of snow barrier fencing.

Grand Rapids
615 Eleventh St., NW
Grand Rapids, MI 49504
PH 616-454-1911
Fax 616-233-0422



Holland
1176 Lincoln Ave.
Holland, MI 49423
PH 616-392-3496
Fax 616-392-1346

March 21, 2018
From: Cliff Bos/Fence Consultants
To: West Michigan Airport Authority
RE: 10' tunnel fence repair

Total Fence = \$3,418.00

Furnish and install approximately 150' of 10' black vinyl 6ga. extruded and bonded chain link fence.

Bid includes to straighten all post needed.

Approved _____ Print _____ Date ____ / ____ / ____

Please sign and fax back to 616-392-1346

Not included are bonds, permits, prevailing wage, special insurance, traffic control, staking or layout, demolition, clearing, grading, dewatering, etc. \$250.00 additional cost per additional insured for completed operations per policy year. Payment terms are net 30 days.

Because of unstable material prices, we can hold this quote for only 30 days. I regret any inconvenience.

Thank you for the opportunity to quote this work. If you have any questions, please call me at (616) 392-3496, or contact me by e-mail at cliff@fenceconsultants.com.

Grand Rapids
615 Eleventh St., NW
Grand Rapids, MI 49504
PH 616-454-1911
Fax 616-233-0422



Holland
1176 Lincoln Ave.
Holland, MI 49423
PH 616-392-3496
Fax 616-392-1346

March 21, 2018
From: Cliff Bos/Fence Consultants
To: West Michigan Airport Authority
RE: 4' chain link fence with PDS for snow drifting

Total Fence =\$3,920.00

Furnish and install approximately 200' of 4' galvanized 9ga. chain link fence with PDS privacy slats.

End post will be 3"ss40, line post 2 1/2"SS40 and the top rail 1 5/8"SS20.

All post will be set in cement.

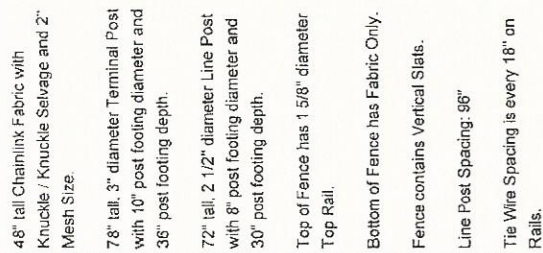
Approved _____ Print _____ Date ____/____/____

Please sign and fax back to 616-392-1346

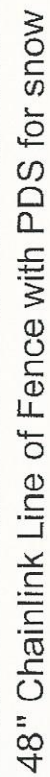
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Drawn: 3/21/2018
File:

West Michigan Airport Authority
Grand Rapids, MI

West Michigan Airport Authority

60 Geurink Blvd., Holland, MI 49423
P (616) 953.9633

Comprising City of Zeeland, Park Township and City of Holland



DATE: April 9, 2018

SUBJECT: WMAA Communications Committee Board Update

Page 1 of 2

Tier 1 *(most important)*

UPDATE WEBSITE ON A CONTINUAL BASIS

- Please check the WMRA website for news and updates. www.WestMichiganRegionalAirport.com

SOCIAL NETWORKING

- WMRA's Facebook page is online listed as "West Michigan Regional Airport." Please take a moment to visit and "Like" the page, make a comment, and share with colleagues, friends and family.

The WMRA Facebook page has 2,594 "Likes ." Below is a comparison with other airports in Michigan:

Pellston Regional Airport: 52

Alpena Regional Airport: 258

Cherry Capital Airport: 951

Muskegon County Airport: 4,721

Southwest Michigan Regional Airport (Benton Harbor): 59

South Haven Regional Airport: 27 Likes

Kalamazoo-Battle Creek Int'l. Airport: 2,136

Riverview Airport (Jenison): 40



- WMRA's Twitter microblogging account is up and "Tweeting." Please join in and add your "Tweets."

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

60 Geurink Blvd., Holland, MI 49423

P (616) 953.9633

Comprising City of Zeeland, Park Township and City of Holland



Page 2 of 2

Tier 2 (*important*)

PRESS RELEASES/NEWS ARTICLES

- As needed.

2016-2017 PARADES & EVENTS

- The jet float will be in the **Tulip Time Muziekparade** for the 7th year on Saturday, May 12, 2018.
The float received a Director's Award for "Creativity" from the Tulip Time Board in 2013 and 2015.
- **Wings_of Mercy CareAffaire:** Saturday, August 25, 2018
The 2017 Wings of Mercy Runway 5K and CareAffaire exceeded all expectations with a record crowd and perfect weather. Over 700 pancake breakfasts were served by our local Lions Club and approximately \$30,000 dollars were donated.
- **Zeeland's Pumpkinfest Parade:** Saturday, October 7, 2017
A perfect day made for a great parade and the jet float received many ooohs and ahhs. The float was a great way to promote the airport's millage.

PRESENTATIONS/SPEAKING ENGAGEMENTS

- Please contact a Communications Committee member for presentations or speaking engagements.
- Myron Kukla, author of ASCENT, is continuing his speaking engagements in the area.

TIER 3 (*less important*)

- **eNEWS**
The January 2018 eNEWS was delivered. The next eNews will go out in May.
- **Informational Brochure**
A new WMRA informational brochure is being designed.
- **Promotional ad in the 2019 West Coast Chamber Directory**

PLEASE CONTACT KAREN IF YOU HAVE ANY QUESTIONS OR COMMENTS.

k.scholten@wmregionairport.com C 616.953.9633

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		04/05/2018		45876	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport							
	3500 - CSM SERVICES		19156	AIRPORT - MARCH CLEANING SERVICES	03/31/2018	03/31/2018	650.00
	2087 - KAREN SCHOLTEN		2018-00003406	AIRPORT - REIMBURSEMENT FOR AD ON FACEBOOK	03/31/2018	03/31/2018	30.00
	316 - MEAD & HUNT INC		274772	AIRPORT - SERVICES	12/12/2017	03/31/2018	3,763.00
Total Selected Invoices: 3							\$4,443.00

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 04/04/2018

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	04/05/2018	45876	Accounts Payable	CSM SERVICES		650.00
	Invoice		Date	Description		Amount
	19156		03/31/2018	AIRPORT - MARCH CLEANING SERVICES		650.00
Check	04/05/2018	45877	Accounts Payable	KAREN SCHOLTEN		30.00
	Invoice		Date	Description		Amount
	2018-00003406		03/31/2018	AIRPORT - REIMBURSEMENT FOR AD ON FACEBOOK		30.00
Check	04/05/2018	45878	Accounts Payable	MEAD & HUNT INC		3,763.00
	Invoice		Date	Description		Amount
	274772		12/12/2017	AIRPORT - SERVICES		3,763.00
CITY AP PAYABLES ACCOUNT Totals:						\$4,443.00
				Transactions: 3		