

West Michigan Airport Authority

Meeting Agenda

October 8, 2018

11:30am – 1:00pm

Howard Miller Library & Community Center, 14 S. Church Street (Zeeland)

1. Public Comments.
2. Consideration of the September 10, 2018 Meeting Minutes. (Action Requested)
3. Bids for Taxiway Crack Sealing. (Action Requested)
4. Selection of Airport Engineering/Planning Consultant. (Action Requested)
5. Renewal of Hangar 3 Partners Lease. (Action Requested)
6. FBO Report
7. Communications Committee Update.
8. Monthly Budget and Investment Report. (Accept as Information)
9. Next meeting: November 12, 2018, 11:30 a.m., at Airport Business Center.
10. Other Business.
11. Adjourn.

Mission Statement: To provide the public with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life

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

MEETING MINUTES

September 10th, 2018

11:30am – 1:00pm

Airport Business Center, 60 Geurink Blvd. Holland, MI.

PRESENT: Storey, Blanton, Sylte, Haverdink, Matthyse, Bos, Keeter, Hoogland, Corbin, Hoekstra

ABSENT: Klynstra

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

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

18.09.01 Public Comments.

No Public Comments

18.09.02 Consideration of August 13th, 2018 Meeting Minutes.

Motion to approve the August 13th meeting minutes by Matthyse, supported by Bos and approved unanimously by the board.

18.09.03 Renewal of Hangar 3 Partners Lease

Airport Authority Manager Robinson presented the general terms of the lease between Hangar 3 Partners and the Airport Authority to the Board. As of September 10th the contract was not finalized and was under review by legal counsel. The terms were presented as information and no action was taken by the Board.

18.09.04 Warranty Release for Apron Construction.

On August 10th, 2015, The Airport Authority entered into an agreement with Millbocker and Sons to construct a terminal apron at the new terminal building for \$3,226,800.75.

Following initial construction, sections of the apron needed to be replaced.

On June 1st, 2016 the Airport Authority signed the First Addendum to the initial agreement requiring the contractor to guarantee the concrete against defects in material and workmanship for one additional year (two years total with original guarantee). This additional guarantee period has come to a close and airport consultant (Mead & Hunt) has inspected the current state of the concrete and has determined there are no defects. At this point, Mead & Hunt has advised the Airport Authority to release the contractor from the warranty.

Staff proposed the Airport Authority Board approve the Warranty Release for Apron Construction as presented.

A motion to approve the Warranty Release was made by Hoogland, supported by Hoekstra and approved unanimously.

18.09.05 Renewal of Memorandum of Understanding with Palisades Nuclear Plant

In 2016, the Authority Board approved a Memorandum of Understanding (MOU) with Entergy Nuclear Operations to use the airport as a staging area if an extreme event were to occur at the Palisades Nuclear Plant. This MOU is part of a national nuclear industry effort to provide additional layers of protection in the case of such an event and would allow Entergy to house backup safety equipment at the airport on a temporary basis.

This MOU is renewed every two (2) years and allows the temporary staging of emergency equipment while minimizing impacts on airport operations in such an event. Any costs, if incurred by the WMAA, resulting from serving as a staging area for Entergy, would be reimbursed to the authority under this agreement.

A motion to approve the MOU as presented was made by Blanton, supported by Matthyse, and approved unanimously.

18.09.06 Contract Amendment for East Connector Project.

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%). On February 12, 2018 the Airport Authority Board Approved the first contract amendment for this project regarding the slope of the connector not conforming with FAA specifications resulting in the contractor deducting damages from the total cost of the project (-\$13,775.55).

A second contract amendment is now being requested for additional work, outside of the original scope of the agreement, to remove old paint markings on the taxiway. In summary, the older paint markings were on a portion of pavement initially planned to be cut back during the construction process; however, it was later decided to leave the pavement intact to protect the structural integrity of the taxiway. The residual markings created visual confusion for pilots on the taxiway. The total cost for this work is \$5,535.00 bringing the net cost of the East Connector Project to \$418,231.55.

The Board inquired as to what the Airport Authority's final share of the cost associated with the contract amendment would be. Authority Manager Thelenwood believed the final share from the Authority would only be 5% of the total project cost, per standard FAA, MDOT split but would follow-up with Consultant Mead & Hunt to confirm.

A motion was made to approve the Contract Amendment subject to the terms that the Airport Authority's local share for the project not exceed the standard 5% of the total project cost. Motion by Blanton, supported by Bos and approved unanimously.

18.09.07 Bids for Taxiway Crack Sealing

No bids were received for initial bid – staff were to re-bid after reviewing and adjusting bid-specs. No Action required from the Board.

18.09.08 Updated 5 Year Capital Projects Plan

Each year, the Airport Authority submits its proposed five-year capital projects to the MDOT-Airports Division for review, revisions, and approval. Approval by MDOT-Airports does not guarantee funding support, but does provide the Authority with a certain level of confidence that the projects will become reality.

The projects proposed for federal fiscal years 2019-2024 have been reviewed by the Building & Development Committee and are similar to those approved by MDOT-Airports during last year's review. The Authority has received significant support from MDOT and the FAA over the years for nearly all capital projects and the FY 2019-2024 submittal anticipates further commitment to our airport.

The projects focus on the rehabilitation of critical airport assets such as runway lighting, the runway itself, and the west overflow aircraft parking area. With approval of the local millage renewal, the Authority Board, FAA and MDOT can be confident that the local match for the project grants will be provided.

Bos made a motion to accept the 5 Year Capital Project Plan as presented, was supported by Keeter and approved unanimously.

18.09.09 FBO Report

18.09.10 Communications Update

Communications Coordinator Scholten provided an update to the Board regarding the Wings of Mercy CareAffaire event held at the airport, e-news content, and the purchase of promotional items.

18.09.11 Financial Reports

Authority manager Robinson presented the board with monthly financial reports which continue to show the airport authority in good financial standing.

It was moved by Blanton, supported by Matthyse and approved unanimously to accept the Financial Reports as information, as presented.

18.09.12 Other Business

Land release paperwork for Parcel K has been submitted to the FAA

Application for Supplemental funding from FAA for capital improvement projects has been submitted.

Interviews for airport Engineering/Planning Consultant will be held September 11th, 2018. The Airport will be interviewing Mead & Hunt and Prein & Newhof.

Authority Assistant Manager informed the Airport Authority Board that text adjustments requested in the August meeting had been made to the Airport Use of Facilities Policy.

Meeting Adjourn – 1:00PM

Minutes Approved:_____ (Secretary)

Date:_____

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



October 8, 2018

Report 3

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Authority Assistant
Subject: Manager **Bids for Taxiway Crack Sealing**

On September 25, 2018 Airport Authority Staff solicited bids for crack sealing work on the airport Taxiway. For past crack sealing projects, the airport solicited a quote directly from MDOT's designated pavement crack sealing contractor, with the assurance that we would receive the same price/foot awarded by MDOT. Due to the nature of a significant portion of the cracks on the taxiway, the process used to seal them is not be the same as that bid by MDOT and, therefore, staff opted to open the bid for this work to several contractors.

In summary, the taxiway has two categories of cracks which need to be addressed:

- **Over-band cracks:** 14,500 ft. (typically bid by MDOT)
- **Expansion Joint cracks:** 7,350 ft. (not bid by MDOT)

Although the total length for expansion joint cracks is approximately half the total length of the over-band cracks, the cost to repair them is significantly higher (\$8-\$10/foot as compared to \$.68/foot for over-band).

This project was bid with two potential options designed to mitigate overall impact on airport users:

- a) completing the project in phases, during normal business hours, to avoid completely shutting down the taxiway, or
- b) completing the project overnight, during non-peak hours, and completely shutting down the taxiway.

With either option, the contractor is required to provide four (4) days' notice before work begins so notice of the project can be sent to airport users and tenants. In summary, bids received were as follows:

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



OPTION A (Phased)

Scodeller Construction:

- Over-band: \$00.89/foot
- Expansion Joint: \$17.00/foot
- Mobilization Cost: \$2,000
- **Project Total: \$139,855.00**

Fahrner Asphalt Sealers, LLC:

- Over-band: \$00.96/foot
- Expansion Joint: \$4.71/foot
- Mobilization Cost: \$6,000.00
- **Project Total: \$54,538.50**

OPTION B (Overnight)

Scodeller Construction:

- Over-band: \$00.85/foot
- Expansion Joint: \$15.00/foot
- Mobilization Cost: \$2,000.00
- **Project Total: \$124,575.00**

Fahrner Asphalt Sealers, LLC:

- Over-band: **NO BID**
- Expansion Joint: **NO BID**
- Mobilization Cost: **NO BID**
- **Project Total: NO BID**

Recommendation

It is recommended that the Airport Authority Board approve Fahrner Asphalt Sealers, LLC as the lowest qualified bidder and authorize Chairperson Sylte to sign a final contract for Taxiway Crack Sealing work, subject to final approval of the Airport Authority's Attorney.

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.

REQUEST FOR PROPOSALS – TAXIWAY CRACK SEALING

West Michigan Airport Authority

SEPTEMBER 25, 2018

The West Michigan Airport Authority is seeking Bids for Crack Sealing work on the Airport Taxiway located at the West Michigan Regional Airport, 60 Geurink Boulevard, Holland, Michigan 49423.

I. SCOPE OF WORK

The Authority is seeking proposals for Taxiway Crack Sealing, which will include the following:

1. **Over-band Crack Sealing:** 14,500 feet (approx.)
2. **Expansion Joint Crack Sealing:** 7,350 feet (approx.)*

*see attached photos

Over-band cracks are expected to be sealed using materials proposed by the contractor, standardly used for over-band cracks. Due to the width & depth of the expansion joint cracks, it is anticipated the contractor will use mastic to fill the expansion joints. If the contractor wishes to propose another material they should provide separate pricing, clearly marked as "Alternative Bid - Materials." The selected contractor is expected to provide their own equipment and materials to complete the necessary work outlined above. The Contractor shall inspect the area for the work to be performed and shall familiarize itself with the area and the work to be performed. The Contractor is requested to provide a bid for this project, on each of the proposals as outlined below:

Proposal – A:

The Contractor will operate during the airport's normal business hours and the crack sealing work will be completed in phases to avoid interruption of normal traffic on and off the taxiway throughout daytime hours (as outlined in the attached phasing map). The Contractor will provide all necessary equipment to safely close off access to impacted sections of the taxiway being repaired. The Contractor will coordinate directly

with Tulip City Air Service (FBO) staff while work is being completed and inform FBO staff when traffic can resume on completed sections of the taxiway.

Proposal – B:

The Contractor will operate between the hours of **10:00 PM & 6:00 AM**, during which time, the taxiway will be completely shut down. The Contractor will coordinate directly with Tulip City Air Service (FBO) staff while work is being completed and inform FBO staff when traffic can resume on the taxiway.

For both "Proposal – A" & "Proposal – B", the work is expected to be complete within three (3) days, including any additional work to level the crack sealing. The Contractor will be required to provide **four (4) Days Notice** before work is to begin so as the proper notices may be issued to pilots and tenants. The Contractor will be required to provide a designated point of contact during this project which will coordinate directly with FBO staff for the duration of the project and will maintain radio communication with FBO staff while work is being completed.

Prospective bidders must provide an expected timeline for completion for both "Proposal – A" & "Proposal - B." The contractor may propose an extended timeline (beyond the proposed three days) but must provide a justification for the additional days and this proposal must be clearly marked as "Alternative Bid - Timeline." It is expected that the work will be completed on concurrent days. Special accommodations will be made to account for weather. Any scheduling arrangement beyond this is subject to the sole approval of the Airport Authority Manager, or his designee.

Determination of the final approach (Proposal A, B, or some combination of the two) will be agreed upon by the Airport Authority Manager, or his designee, and the selected contractor in a pre-project meeting.

The Contractor will provide a tentative schedule (specifying dates) for when the work is anticipated to occur.

II. INDEMNIFICATION

The Contractor will agree to defend, indemnify, and save harmless the West Michigan Airport Authority, its officers, agents, and employees, from any and all claims and

liabilities that may result from the Contractors work. This covenant of indemnification shall include reasonable attorney's fees and costs incurred by the West Michigan Airport Authority, its officers, agents, and employees in defense of such claim or liability.

III. INSURANCE

The Contractor is to maintain the following insurance:

- a. General liability insurance with bodily injury limits of not less than \$1,000,000.
- b. Automobile Liability insurance with bodily injury limits of not less than \$1,000,000.
- c. Workers Compensation insurance in accordance with statutory requirements and employer's liability insurance with limits of not less than \$100,000 for each occurrence.
- d. Property Damage insurance in an amount of not less than \$1,000,000.
- e. Bonds if work exceeds \$50,000.
- f. The Contractor shall name the West Michigan Airport Authority, its officers, agents, and employees as additional insureds and the insurance coverage for general liability, automobile liability, and property damage shall waive subrogation against the West Michigan Airport Authority, its officers, agents, and employees.

IV. QUALIFICATIONS

Contractors must have experience performing work as described above in an airport setting.

V. WARRANTY

The Contractor shall warrant that the Work performed under the Contract conforms to the Contract requirements and is free of any defect in equipment, material, workmanship, furnished or performed by the Contractor or any subcontractor or supplier of the Contractor. This warranty shall continue for a period of one (1) year from the final acceptance of the Work. If the Authority takes possession of any part of the Work before final acceptance, this warranty shall continue for a period one (1) year from the date the Authority takes possession. However, this will not relieve the Contractor from corrective items required by the final acceptance of the Work. The Contractor shall

remedy at the Contractor's expense any failure to conform, or any defect. In addition, the Contractor shall remedy at the Contractor's expense any damage to the Authority's real or personal property when that damage is the result of: (1) The Contractor's failure to conform to contract requirements; or (2) Any defect of equipment, material, workmanship, or design furnished by the Contractor or any subcontractor or supplier of the Contractor. The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for one year from the date of repair or replacement. The Authority will notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage. If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the Authority shall have the right to replace, repair, or otherwise remedy the failure, defect, or damage, at the Contractor's expense, including reasonable attorney's fees and costs incurred to enforce the warranty. This warranty shall not limit the Authority's rights with respect to latent defects, gross mistakes, or fraud.

VI. MATERIALS TO BE USED

All materials used must comply with MDOT/FAA standards.

VII. CONTRACTOR BID

Proposal – A:

	Cost/Foot	Mobilization
Over-band Crack Sealing	<input type="text"/>	<input type="text"/>

	Cost/Foot	Mobilization
Expansion Joint Crack Sealing	<input type="text"/>	<input type="text"/>

Project Total

Expected Timeline for completion (hours)

Proposal – B:

	Cost/Foot	Mobilization
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Over-band Crack Sealing

Expansion Joint Crack Sealing Cost/Foot Mobilization

Project Total

Expected Timeline for completion (hours)

Estimated Schedule for project (Dates):

Proposals are due by 5:00 p.m. on Wednesday, October 4th, 2018; two (2) sealed hard copies and one electronic (email or PDF) copy must be delivered to the reception desk at the Airport Business Center, 60 Geurink Boulevard. The envelope should be addressed to:

**The West Michigan Airport Authority
60 Geurink Blvd.
Holland, MI 49423**

And conspicuously labeled as:

Bid for Taxiway Crack Sealing

And must include the name of the contractor and business address.

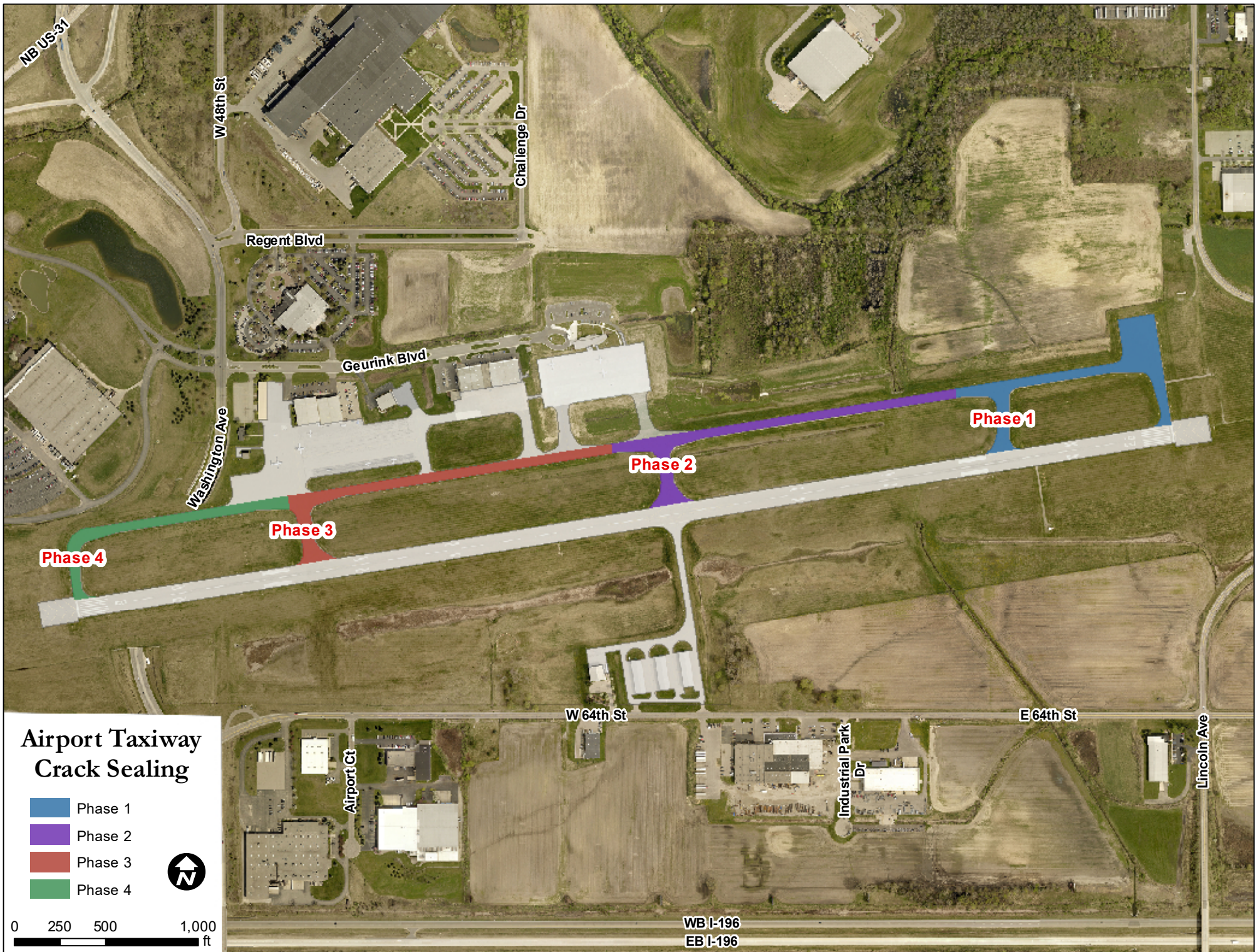
The emailed copy may be submitted to Airport Authority assistant manager, Aaron Thelenwood, at: a.thelenwood@wmairportauthority.com with the subject line "Bid for Taxiway Crack Sealing."

VIII. AWARD OF BID

The Airport Authority, at it's sole discretion, will determine which Proposal (A , B, or some combination of the two) will be approved. The contract will be awarded to the lowest, responsible, and qualified bidder.

The West Michigan Airport Authority reserves the right to accept or reject any or all bids, in whole or part, or rebid if it is in the best interest of the Authority. The Authority also retains the right to waive any informalities/irregularities in the bids, as well as the right to split the award or bid between two or more bidders.

Further information can be obtained from Authority Assistant Manager Aaron Thelenwood at a.thelenwood@wmairportauthority.com.





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remedy at the Contractor's expense any failure to conform, or any defect. In addition, the Contractor shall remedy at the Contractor's expense any damage to the Authority's real or personal property when that damage is the result of: (1) The Contractor's failure to conform to contract requirements; or (2) Any defect of equipment, material, workmanship, or design furnished by the Contractor or any subcontractor or supplier of the Contractor. The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to work repaired or replaced will run for one year from the date of repair or replacement. The Authority will notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage. If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the Authority shall have the right to replace, repair, or otherwise remedy the failure, defect, or damage, at the Contractor's expense, including reasonable attorney's fees and costs incurred to enforce the warranty. This warranty shall not limit the Authority's rights with respect to latent defects, gross mistakes, or fraud.

VI. MATERIALS TO BE USED

Scodeller Construction, Inc.
51722 Grand River Ave
Wixom, MI 48393

All materials used must comply with MDOT/FAA standards.

VII. CONTRACTOR BID

[Signature] 10/4/18

Proposal - A:

	Cost/Foot	Mobilization
Over-band Crack Sealing	<u>\$0.89</u>	<u>\$1,000</u>

	Cost/Foot	Mobilization
Expansion Joint Crack Sealing	<u>\$12.00</u>	<u>\$1,000</u>

Project Total \$139,855

Expected Timeline for completion (hours) 50 hrs.

Proposal - B:

Cost/Foot	Mobilization
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Over-band Crack Sealing

\$0.85

\$1,000

Expansion Joint Crack Sealing

Cost/Foot

\$15.00

Mobilization

\$1,000

Project Total

\$124,525

Expected Timeline for completion (hours)

140/105

Estimated Schedule for project (Dates):

Proposals are due by 5:00 p.m. on Wednesday, October 4th, 2018; two (2) sealed hard copies and one electronic (email or PDF) copy must be delivered to the reception desk at the Airport Business Center, 60 Geurink Boulevard. The envelope should be addressed to:

**The West Michigan Airport Authority
60 Geurink Blvd.
Holland, MI 49423**

And conspicuously labeled as:

Bid for Taxiway Crack Sealing

And must include the name of the contractor and business address.

The emailed copy may be submitted to Airport Authority assistant manager, Aaron Thelenwood, at: a.thelenwood@wmairportauthority.com with the subject line "Bid for Taxiway Crack Sealing."

VIII. AWARD OF BID

The Airport Authority, at it's sole discretion, will determine which Proposal (A , B, or some combination of the two) will be approved. The contract will be awarded to the lowest, responsible, and qualified bidder.

FAHRNER ASPHALT SEALERS, LLC

2224 Veterans Memorial Parkway, Saginaw, MI 48601

Phone 989-752-9200

Fax 989-752-9205

West Michigan Airport Authority

PROPOSAL A

LINE NO	ITEM DESCRIPTION, UNITS	APPROX. QUANTITY	UNIT PRICE DOLLARS / CENTS	BID AMOUNT DOLLARS / CENTS
	Overband	14500	\$ 0.96	\$ 13,920.00
	Mobilization	1	\$ 3,000.00	\$ 3,000.00
	Expansion Joint	7350	\$ 4.71	\$ 34,618.50
	Mobilization	1	\$ 3,000.00	\$ 3,000.00
			TOTAL	\$ 54,538.50

SITE AND SECURITY DEVICES AND INSTALLATION ARE TO BE DONE BY THE

AIRPORT

Approximate 40 Hrs starting 10/22

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 989-752-9200

SIGNATURE

SOAL

DATE

10/1/18

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



October 8, 2018

Report 4

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Authority Assistant Manager
Subject: **Selection of Airport Engineering/Planning Consultant**

To be eligible for funding through the Michigan Department of Transportation Aeronautics Division (MDOT-AERO), and the Federal Aviation Administration (FAA), the West Michigan Regional Airport is required to perform Engineering/Planning Consultant searches and interviews every five (5) years. The process stipulated by MDOT is a qualifications-based assessment and is intended to ensure that consultant contracts are reviewed on a regular basis and executed in an open and transparent process based solely on the consultant's qualifications – fees are not considered. The last time the WMAA completed this process was in 2013 and it is now time to complete this review again.

The Airport Authority's Building & development Committee served as the Search Committee during this process; in line with past practice. The committee was comprised of an odd number of members (in-line with MDOT protocol) and was determined to have the appropriate level of expertise necessary to make a recommendation to the Authority Board.

The Airport Authority posted an advertisement for Engineering & Planning services on July 6th – August 7th. The Airport Authority received statements of qualifications (SOQ) from two consultants: Mead & Hunt and Prein & Newhof. After reviewing the SOQ's from each consultant, interviews were held on September 11th, 2018. After an extensive interview, and after performing reference checks for each prospective consultant, the Search Committee reconvened Wednesday, October 3rd, 2018 with the intent to propose a recommended candidate to the Airport Authority Board. During the initial interviews, Committee members were able to ask questions related to the background, expertise, and general familiarity with the West Michigan regional Airport of each consultant. Each consultant was rated by individual committee member based on key criteria related to the functions of the work they would be completing. The scores assigned by each committee member were tallied up to assign a final score for each consultant.

Following the final review, the Search Committee proposed recommending Mead & Hunt for approval by the Airport Authority Board as the Engineering/Planning Consultant. If approved by

West Michigan Airport Authority

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Comprising City of Zeeland, Park Township and City of Holland



the Board, the Authority would next enter into contract negotiations with Mead & Hunt, facilitated by MDOT-AERO.

Recommendation

It is recommended that (1) the Airport Authority Board approve Mead & Hunt as the selected Airport Engineering/Planning Consultant and authorize staff to enter into contract negotiations; & (2) authorize Board Chair Sylte to sign a final contract, subject to final approval by the Authority's Attorney, and contingent on the terms of the contract not being substantially different from the terms of the Authority's current agreement with Mead & Hunt.

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.

CONSULTANT SELECTION PROCESS RECORD

Airport Name: _____

Sponsor: _____

Content of Sponsor's advertisement for Professional Services was reviewed and approved by MDOT-Aeronautics Project Manager prior to posting:

- ☐ Yes
- ☐ No

Date advertisement was posted: From: _____ To: _____

Where was advertisement posted? _____

The following Consulting Firms responded to advertisement with Statements of Qualification:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following Consulting Firms were solicited directly by Sponsor:

_____	_____
_____	_____
_____	_____
_____	_____

The following Consulting Firms were requested by Sponsor to submit Proposals or additional information:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following Consulting Firms were selected by Sponsor for interviews (if applicable):

_____	_____
_____	_____
_____	_____

Sponsor's Ranking of Consulting Firms:

_____	(Most Qualified)

_____	(Least Qualified)

Firms were ranked based on: (please check all that apply)

- ☐ Face-to-Face Interviews
- ☐ Telephone Interviews
- ☐ Information included in Proposals
- ☐ Information included in Statements of Qualification
- ☐ Other _____(describe)

Selection Panel Members:

_____	_____
_____	_____
_____	_____
_____	_____

Qualifications-Based Selection procedures were used in conducting this Professional Services selection process, and fees for consultant services were not a consideration. Negotiation of fees for consultant services will be performed on a contract-by-contract basis at the time those services are required.

Sponsor Authorized Representative

Date

Title

- ☐ **PLEASE ATTACH COPY OF SPONSOR ADVERTISEMENT FOR PROFESSIONAL SERVICES.**
- ☐ **PLEASE ATTACH COPIES OF SPONSOR FINAL CONSENSUS (OVERALL) SCORING SHEETS THAT WERE USED IN THE RANKING OF EACH CONSULTING FIRM.**
- ☐ **PLEASE ATTACH COPY OF SPONSOR NOTIFICATION LETTER TO SUCCESSFULLY SELECTED CONSULTING FIRM.**
- ☐ **PLEASE COMPLETE AND SIGN THIS FORM AND SUBMIT IT TO YOUR MDOT-AERONAUTICS PROJECT MANAGER, ALONG WITH THE ATTACHMENTS LISTED ABOVE. THIS FORM AND THE ASSOCIATED ATTACHMENTS MAY BE SCANNED AND FORWARDED TO YOUR PROJECT MANAGER ELECTRONICALLY AS A .pdf FILE.**

IMPORTANT!! - PLEASE KEEP ON FILE ALL RECORDS ASSOCIATED WITH THIS SELECTION PROCESS. YOUR SELECTION PROCESS MAY BE AUDITED AT ANY TIME IN THE FUTURE BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND/OR THE FEDERAL AVIATION ADMINISTRATION (FAA). FAILURE TO PROVIDE PROPER DOCUMENTATION MAY RESULT IN THE DETERMINATION OF QUESTIONABLE COSTS AND THE POTENTIAL REQUIREMENT TO REIMBURSE MDOT AND THE FAA THE STATE AND FEDERAL SHARE OF ASSOCIATED PROJECT GRANTS.

West Michigan Airport Authority
Request for Qualifications (RFQ)

The West Michigan Airport Authority (WMAA) intends to select a consultant to assist in airport development projects. Interested consulting firms are requested to submit a Statement of Qualifications (SOQ) in *triplicate*, to The West Michigan Airport Authority, Attn: Aaron Thelenwood, 60 Geurink Blvd. Holland, MI 49423 no later than Tuesday, August 7th, 2018 by 5:00PM. The SOQ should demonstrate the consultants' interest in providing airport planning, architectural/engineering design, and construction administration services focused on WMAA's current Five-Year Airport Capital Improvement Plan (ACIP). Services will include general consulting and advisement on airport development issues including assistance in the following projects:

- Install Weather Reporting Equipment ASOS Equipment
- Install Runway Lighting - Design
- Install Runway Lighting – Construction
- Runway Rehabilitation – Design
- Runway Rehabilitation – Construction
- West Overflow Apron Rehabilitation - Design

Services associated with the above project list, such as minor ALP Updates, programming, drainage improvements, environmental review, approach clearing, paint marking, crack sealing, NAVAID/electrical, land acquisition, and/or planning/user survey studies may be performed in association with the listed projects as funding and constructability allow. From time to time projects develop as a result of airport inspections, letters of correction and/or emergency circumstances. The selected consultant may be asked to perform said additional work as part of this procurement action.

This is a Quality Based Selection process, and services for each project will be negotiated independently. SOQ submittals shall exclude fees or costs. Not all of the services or development items listed in this advertisement may be contracted nor eventually required. The Sponsor reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least 3 airport references within the State of Michigan. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the Sponsor.

Projects are anticipated to be initiated between 2018-2023 (5 year period). Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm will be subject to all state and federal requirements.

Questions can be directed to: Greg Robinson, Assistant City Manager at
616-368-3023 or g.robinson@wmairportauthority.com
Aaron Thelenwood, Assistant Airport Authority Manager at
616-368-3021 or a.thelenwood@wmairportauthority.com

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423
P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



Firm: _____

Airport: _____

Selection Committee Member: _____

Date: _____

Categories/Questions	Rating *	Notes
Qualifications Specialized experience and technical competence to perform professional services. Qualified in-house staff, established sub-consultant relationships.		
Soundness of Approach Solid technique of analysis, comprehensive problem solving, accomplishing objectives		
Efficiency Establishing course of action for efficient production, exhibiting evidence of well thought out project planning		
Integrity Past record of performance, quality of work, competency		
Availability Ability to meet schedules, past project delivery, accessibility to airport manager, follow-up		
Adaptability Maintaining effectiveness when experiencing changes in task/direction, responding positively to change		
Fiscal Responsibility Evidence of pro-active cost control measures, budget constraint awareness		
Regulatory Knowledge Experience w/FAA and MDOT Airport Programs, State/Local Regulatory Procedures		
Innovation Generating innovative solutions to project challenges, on the cutting edge of technology		
Customer Focus Making customer needs primary focus, concerned with customer understanding procedures and timelines, answering questions in 'lay' terms		

*** Rating:** During the interview, rate each firm on a scale of 1 to 5, with 5 being the high, in each of the categories; each board member's score will be compiled in a final scorecard. Enter the rating numbers on the lines provided opposite each category. Ratings from each will be compiled

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

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P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



Airport: West Michigan Regional Airport

Date: 09/11/2018

Composite Interview Scoring Summary

	Mead & Hunt	Prein & Newhof	N/A	N/A	NA
Interviewer 1	50	46	----	----	----
Interviewer 2	46	45	----	----	----
Interviewer 3	49	43	----	----	----
Interviewer 4	46	42	----	----	----
Interviewer 5	39	44	----	----	----
Grand Total	230	220	----	----	----

(Note: For use in compiling all scores of firms participating in the interview process. Enter the grand total for each firm as recorded by each interviewer on the interview score sheet.)

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

Comprising City of Zeeland, Park Township and City of Holland



October 8, 2018

Report 5

To: West Michigan Airport Authority Board.
From: Greg Robinson, Authority Manager.
Subject: **Renewal of Hangar 3 Partners Lease.**

Hangar 3 Partners (H3P) has had a ground lease at the airport since 1988. This is a 30-year lease with the Option to Renew for another 30 years, subject to certain conditions. The H3P hangar is the first hangar as one enters the main airport entrance road (Geurink Blvd.).

Although the Board could simply extend the lease for another 30 years, much has changed at the airport over the past 30 years and the current lease includes provisions that are no longer relevant. So, a new lease has been prepared that blends the provisions of the current lease with revised language contained in the newest lease at the airport (Gentex). In addition, we have had the leased area surveyed to determine exactly where the current boundaries are.

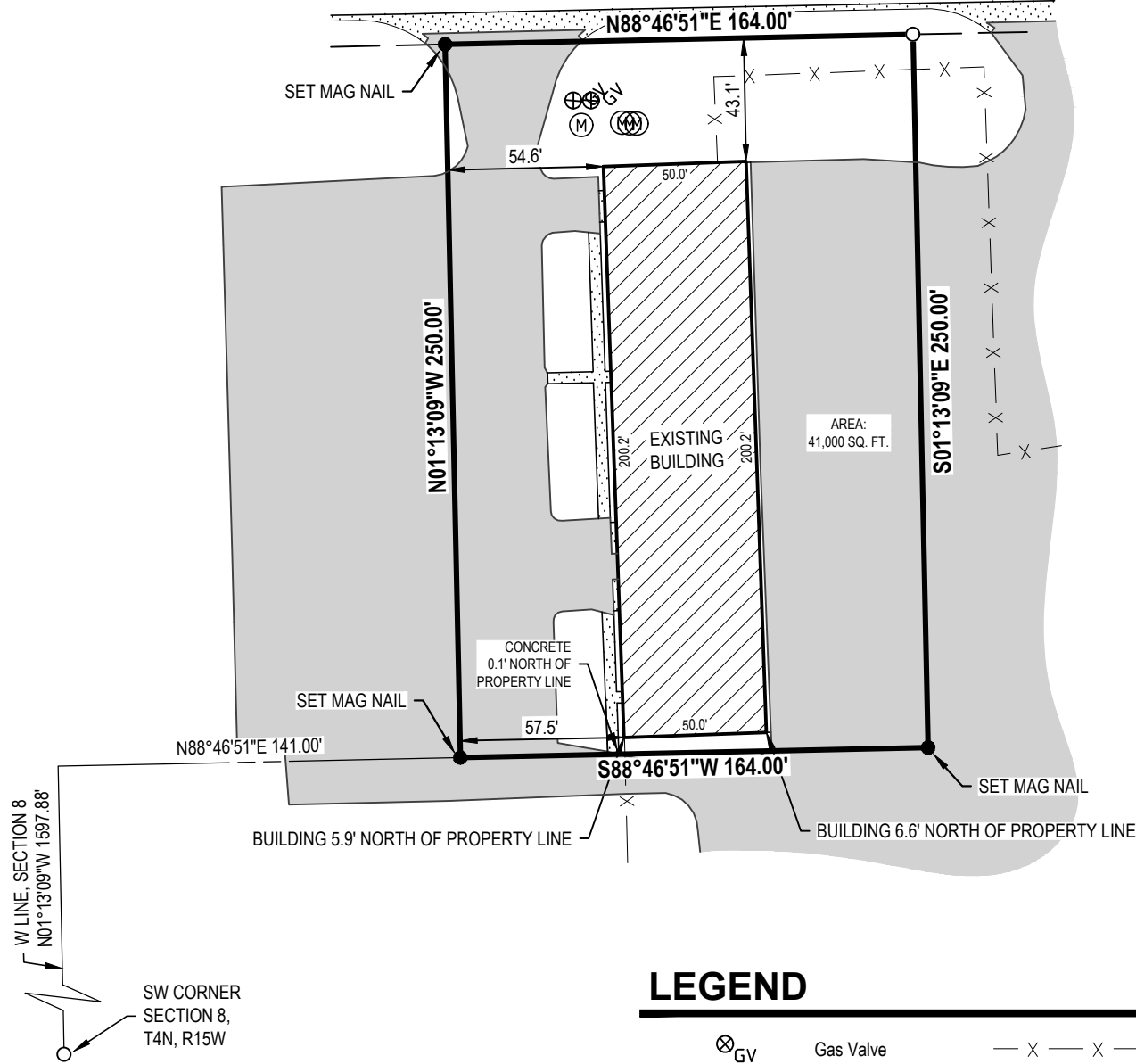
The revised lease will have the following key provisions:

1. The lease is for a 30-year term with the option to renew for an additional 30 years.
2. The leased square footage is 41,000 and includes some parking spaces in the entranceway parking lot.
3. The lease rate is 20 cents per square foot in year one with annual adjustments according to the Consumer Price Index. 20 cents/sq.ft. is close to the current year lease rate with a slight adjustment.
4. All references to Tulip City Airport have been changed to West Michigan Regional Airport.
5. A section regarding fencing has been revised since fencing has been installed.
6. Language has been added regarding maintenance of the building.
7. Language has been included noting non-exclusive use of the driveway.
8. Insurance levels have been revised to \$1,000,000.

Recommendation

The terms of the lease renewal are being reviewed by the attorneys and it is hoped that this review will be finalized in time for Board action on October 8, 2018. As a result, this report will be revised prior to the October 8 meeting.

GEURINK BOULEVARD



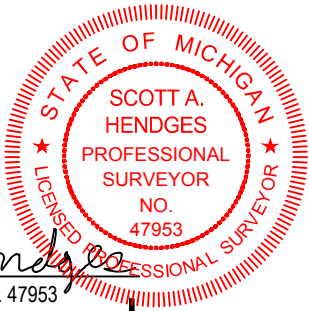
LEGEND

- | | | | |
|-----------------|--------------|-----------|----------|
| ⊗ _{GV} | Gas Valve | — X — X — | Fence |
| Ⓜ | Manhole | | Asphalt |
| ● | Iron - Set | | Concrete |
| ○ | Iron - Found | | Building |

DESCRIPTION

That part of the Southwest 1/4 of Section 8, Town 4 North, Range 15 West, City of Holland, County of Allegan, State of Michigan, described as beginning at a point being North 01 degree 13 minutes 09 seconds West 1597.88 feet as measured on the West line of Section 8 and North and North 88 degrees 46 minutes 51 seconds East 141.00 feet from the Southwest corner of Section 8; thence proceeding North 01 degree 13 minutes 09 seconds West 250.00 feet; thence North 88 degrees 46 minutes 51 seconds East 164.00 feet; thence South 01 degree 13 minutes 09 seconds East 250.00 feet; thence South 88 degrees 46 minutes 51 seconds West 164.00 feet to the point of beginning, containing 41,000.00 square feet.

(Provided by Client)



By: *Scott A. Hendges*

Scott A. Hendges Licensed Professional Surveyor No. 47953

SCALE: 1" = 60' 0' 30' 60'



West Michigan Airport Authority Greg Robinson 60 Geurink Blvd Holland, MI 49423			 www.nederveld.com • 800.222.1868 Holland 347 Hoover Blvd. Holland, MI 49423 Ann Arbor, Chicago, Columbus, Grand Rapids, Indianapolis, St. Louis
DRAWN BY: JV REV. BY: REV.:	DATE: 08-08-2018 REV. DATE:	PRJ #: 18201262 1 OF 1	

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

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: October 8, 2018

SUBJECT: WMAA Communications Committee Board Update



Page 1 of 2

Tier 1 (most important)

UPDATE WEBSITE ON A CONTINUAL BASIS

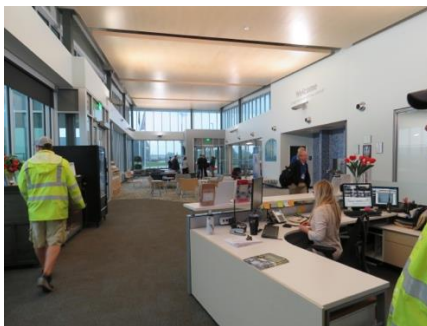
- Please check the WMRA website for news and updates. www.WestMichiganRegionalAirport.com
There is a new slider on the home page featuring airport facts.

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 2,615 "Likes."

2018 RECENT PHOTOS



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

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Tier 2 (*important*)

PRESS RELEASES/NEWS ARTICLES

- As needed.

2018-2019 PARADES & EVENTS

- **Zeeland's Pumpkinfest Parade:** Saturday, October 6, 2018
Please join us at the Pumpkinfest Parade on Saturday, October 6, 3:00 p.m.



- The jet float participated 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
Due to the weather, the event turned into a huge fundraising hangar party that everyone enjoyed.

PRESENTATIONS/SPEAKING ENGAGEMENTS

- Please contact a Communications Committee member for presentations or speaking engagements.

TIER 3 (*less important*)

- **Note Cards and Business Cards**
Notecards and business cards for Board members are printed and available for use.
- **2018 WMRA Video**
The video will include the new Business Center, airport activities and amenities.
- **eNEWS**
The eNews was sent out on August 21, 2018. A hard copy is available.

PLEASE CONTACT KAREN IF YOU HAVE ANY QUESTIONS OR COMMENTS.

k.scholten@wmregionalairport.com C 616.953.9633

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.

WMAA Fund Balance as of 6/30/18				\$ 922,708.35
	Operating	Capital	EEC Project	
Year to date Revenues	215,272.33	-	-	\$ 215,272.33
Year to date Expenses	90,430.08	6,256.64	-	\$ 96,686.72
Estimated Fund Balance as of 10/4/18				<u>\$ 1,041,293.96</u>
	Budget	YTD		
Remaining Operating Revenues	562,700.00	215,272.33		\$ 347,427.67
	Budget	YTD	Encumbrances	
Remaining Operating Expenses (excluding contingences)	464,200.00	90,430.08		\$ 373,769.92
Contingency Account (Reserves for Capital Projects)				\$ 189,900.00
Ending Fund Balance as of 10/4/18				<u>\$ 825,051.71</u>
1. Other Expected Expenses:				
Enterance Site Improvements		50,000.00		
Final Closeout to MDOT terminal/apron grant		241,869.00		\$ 291,869.00
2. Ending Fund balance after expected capital expenses				<u>\$ 533,182.71</u>
FY15 Donations	25,500.00			
FY16 donations	289,315.00			
FY17 Donations	136,805.00			
FY18 Donations	-			
FY19 Donations	-			
Total Donations to Date	<u>451,620.00</u>			



Budget Performance Report

Fiscal Year to Date 10/04/18

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 Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	.00	.00	.00	.00	2,437.84	971.00	(3,408.84)	+++	.00
721933.0	Equipment Maintenance General	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
722808.1	Contr-Bldgs&Grnds Janitorial	9,300.00	.00	9,300.00	.00	.00	1,768.12	7,531.88	19	7,872.78
723850.0	Communications Telephone	2,400.00	.00	2,400.00	.00	.00	576.00	1,824.00	24	2,112.00
723850.WIFI	Communications WIFI Internet Connection	3,900.00	.00	3,900.00	.00	.00	937.50	2,962.50	24	3,437.50
723920.BPW	Public Utilities BPW	15,000.00	.00	15,000.00	.00	.00	1,939.31	13,060.69	13	16,988.41
723920.GAS	Public Utilities Natural Gas	3,600.00	.00	3,600.00	.00	.00	64.71	3,535.29	2	5,681.80
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	.00	.00	+++	269,366.43
730977.0	Machinery & Equipment General	.00	.00	.00	.00	.00	.00	.00	+++	320.00
Department 541 - Business Center Totals		\$36,700.00	\$0.00	\$36,700.00	\$0.00	\$2,437.84	\$6,256.64	\$28,005.52	24%	\$305,778.92
Department 546 - Airport East Connector Project										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	23,500.00
Department 546 - Airport East Connector Project Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$23,500.00
EXPENSE TOTALS		\$36,700.00	\$0.00	\$36,700.00	\$0.00	\$2,437.84	\$6,256.64	\$28,005.52	24%	\$329,278.92
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		36,700.00	.00	36,700.00	.00	2,437.84	6,256.64	28,005.52	24%	329,278.92
Fund Z01 - WMAA (Airport) General Fund Totals		(\$36,700.00)	\$0.00	(\$36,700.00)	\$0.00	(\$2,437.84)	(\$6,256.64)	(\$28,005.52)		(\$329,278.92)
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		36,700.00	.00	36,700.00	.00	2,437.84	6,256.64	28,005.52	24%	329,278.92
Grand Totals		(\$36,700.00)	\$0.00	(\$36,700.00)	\$0.00	(\$2,437.84)	(\$6,256.64)	(\$28,005.52)		(\$329,278.92)



Fund Equity Changes Report

Through 10/04/18
Detail Listing
Exclude Rollup Account

Account	Account Description	Beginning Balance	YTD Credits	YTD Debits	Current Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category	GOVERNMENTAL								
Fund Type	GENERAL FUND								
Fund	Z01 - WMAA (Airport) General Fund								
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	Z01 - WMAA (Airport) General Fund Totals	\$1,028,774.15	\$0.00	\$0.00	\$1,028,774.15	(\$106,065.80)	\$215,272.33	\$96,686.72	\$1,041,293.96
Fund Type	GENERAL FUND Totals	\$1,028,774.15	\$0.00	\$0.00	\$1,028,774.15	(\$106,065.80)	\$215,272.33	\$96,686.72	\$1,041,293.96
Fund Category	GOVERNMENTAL Totals	\$1,028,774.15	\$0.00	\$0.00	\$1,028,774.15	(\$106,065.80)	\$215,272.33	\$96,686.72	\$1,041,293.96
	Grand Totals	\$1,028,774.15	\$0.00	\$0.00	\$1,028,774.15	(\$106,065.80)	\$215,272.33	\$96,686.72	\$1,041,293.96



Budget Performance Report

Fiscal Year to Date 10/04/18

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 Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 000 - General Revenues										
400408	Tax Refund-Brownfield Overcapture	.00	.00	.00	.00	.00	.00	.00	+++	224.49
430502.24	State Grant MDOT State Capital	.00	.00	.00	.00	.00	.00	.00	+++	47,003.85
440573	State-Reim Local PPT Tax Loss	.00	.00	.00	.00	.00	.00	.00	+++	3,032.70
450582.C	Contributions from Other Govts From City of Holland	97,000.00	.00	97,000.00	.00	.00	101,532.16	(4,532.16)	105	99,964.43
450582.P	Contributions from Other Govts From Park Township	106,000.00	.00	106,000.00	.00	.00	.52	105,999.48	0	98,657.26
450582.Z	Contributions from Other Govts From City of Zeeland	60,000.00	.00	60,000.00	.00	.00	49,289.60	10,710.40	82	73,430.88
460647.7	Sales Sale of Merchandise-Taxable	500.00	.00	500.00	.00	.00	144.70	355.30	29	1,882.83
460654.1	Franchise Fees FBO Franchise Fees	22,900.00	.00	22,900.00	.00	.00	5,807.61	17,092.39	25	22,451.04
460654.5	Franchise Fees Fuel Flowage Fee	71,000.00	.00	71,000.00	.00	.00	16,838.89	54,161.11	24	79,010.17
460654.7	Franchise Fees Landing Fees	33,000.00	.00	33,000.00	.00	.00	8,177.10	24,822.90	25	33,544.54
480665.0	Investment Income General	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	9,171.08
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	(1,217.87)
480669.A	Rental Airport Business Center	8,100.00	.00	8,100.00	.00	.00	2,040.06	6,059.94	25	7,886.52
480669.24	Rental Hangar Land Lease	93,000.00	.00	93,000.00	.00	.00	21,133.53	71,866.47	23	100,508.68
480669.25	Rental Agricultural Land Lease	12,200.00	.00	12,200.00	.00	.00	.00	12,200.00	0	11,978.76
480669.26	Rental T-Hangars	53,000.00	.00	53,000.00	.00	.00	9,280.00	43,720.00	18	58,480.00
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	.00	.00	+++	2.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	1,028.16	(1,028.16)	+++	26,429.55
Department 000 - General Revenues Totals		\$562,700.00	\$0.00	\$562,700.00	\$0.00	\$0.00	\$215,272.33	\$347,427.67	38%	\$672,440.91
REVENUE TOTALS		\$562,700.00	\$0.00	\$562,700.00	\$0.00	\$0.00	\$215,272.33	\$347,427.67	38%	\$672,440.91
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	.00	.00	.00	.00	.00	.00	.00	+++	15,181.23
710707.0	Payroll-Temporary Help General	.00	.00	.00	39.00	.00	4,533.75	(4,533.75)	+++	23,360.41
711702.0	Payroll-Vacation/PTO General	.00	.00	.00	.00	.00	.00	.00	+++	946.11
711703	Payroll-Holidays	.00	.00	.00	.00	.00	.00	.00	+++	517.47
711716.1	Insurance Health	.00	.00	.00	.00	.00	1,625.00	(1,625.00)	+++	4,573.84
711716.2	Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	61.37
711717	Insurance-Life & AD&D	.00	.00	.00	.00	.00	.00	.00	+++	30.54
711718.1	Retirement Contribution MERS	.00	.00	.00	.00	.00	.00	.00	+++	1,170.98
711720	Insurance-Income Protection	.00	.00	.00	.00	.00	.00	.00	+++	118.70
712715	Employer FICA/Medicare Contribution	.00	.00	.00	2.98	.00	346.84	(346.84)	+++	2,894.40
712723	Unemployment Comp Insurance	.00	.00	.00	.00	.00	.00	.00	+++	7.49
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	.00	.00	+++	19.31
721730.0	Postage General	200.00	.00	200.00	.00	.00	1.07	198.93	1	118.03
721740.0	Operating Supplies General	600.00	.00	600.00	.00	.00	484.17	115.83	81	1,077.24
721740.CAP	Operating Supplies Controlled Items-Capital Type	.00	.00	.00	.00	.00	.00	.00	+++	1,520.00
721905.0	Photocopies/In-House Printing General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00



Budget Performance Report

Fiscal Year to Date 10/04/18

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 Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 540 - Airport Operations										
721931.0	Bldg & Grnds Maint General	10,000.00	.00	10,000.00	.00	.00	4,752.94	5,247.06	48	12,854.92
721933.0	Equipment Maintenance General	21,000.00	.00	21,000.00	.00	.00	47.50	20,952.50	0	25,106.40
722801.9000	Contr-Printing/Promo Printing	.00	.00	.00	.00	.00	.00	.00	+++	1,295.49
722801.9010	Contr-Printing/Promo Advertising/Promotional	30,000.00	.00	30,000.00	.00	.00	6,626.29	23,373.71	22	41,484.64
722804.0	Contractual-Legal General	5,000.00	.00	5,000.00	.00	.00	3,848.38	1,151.62	77	11,236.66
722805.1	Contractual-Finance Independent Audit	7,800.00	.00	7,800.00	.00	.00	6,750.00	1,050.00	87	7,400.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	72.18	(72.18)	+++	280.69
722807.2	Contractual-Architect/Engineer Plan Development	.00	.00	.00	.00	.00	2,189.60	(2,189.60)	+++	1,468.05
722807.5	Contractual-Architect/Engineer Engineering	5,000.00	.00	5,000.00	.00	.00	4,673.00	327.00	93	6,559.38
722808.MOW	Contr-Bldgs&Grnds Mowing	29,000.00	.00	29,000.00	.00	.00	11,523.25	17,476.75	40	28,215.03
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	23,000.00	.00	23,000.00	.00	.00	8,170.02	14,829.98	36	17,690.11
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	65,000.00	.00	65,000.00	.00	.00	.00	65,000.00	0	61,320.63
722809.25	Contractual-Misc FAA Land Release	.00	.00	.00	.00	.00	.00	.00	+++	51,252.06
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	2,098.33	.00	8,393.36	19,606.64	30	24,599.50
722809.62	Contractual-Misc Airport Manager-Tulip City Air	3,000.00	.00	3,000.00	.00	.00	259.00	2,741.00	9	1,466.47
723850.0	Communications Telephone	.00	.00	.00	.00	.00	47.28	(47.28)	+++	276.90
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	150.00	(150.00)	+++	750.00
723860.0	Travel, Conf, Seminars General	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,220.00
723910.0	Commercial Insurance Premiums General	25,000.00	.00	25,000.00	.00	.00	24,260.00	740.00	97	23,886.00
723920.GATE	Public Utilities Fence Gates	1,000.00	.00	1,000.00	.00	.00	46.51	953.49	5	820.22
723920.LAND	Public Utilities Landing Lights & System	4,000.00	.00	4,000.00	(89.92)	.00	446.43	3,553.57	11	4,137.74
723920.PLOT	Public Utilities Parking Lot Lights	1,000.00	.00	1,000.00	.00	.00	112.94	887.06	11	1,297.81
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	.00	.00	367.02	5,632.98	6	5,407.30
723920.THAN	Public Utilities T-Hangars	4,000.00	.00	4,000.00	.00	.00	220.30	3,779.70	6	5,277.88
723955.0	Misc. General	3,000.00	.00	3,000.00	.00	.00	482.22	2,517.78	16	4,392.19
723955.STRP	Misc. Stripe Fees	.00	.00	.00	.00	.00	1.03	(1.03)	+++	3.09
723961.0	Dues & Subscriptions General	600.00	.00	600.00	.00	.00	.00	600.00	0	607.00
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	44.27
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	.00	.00	+++	11.85
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	23,800.29
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	.00	.00	+++	33,468.10
770956.0	Contingency General	189,900.00	.00	189,900.00	.00	.00	.00	189,900.00	0	.00
Department 540 - Airport Operations Totals		\$464,200.00	\$0.00	\$464,200.00	\$2,050.39	\$0.00	\$90,430.08	\$373,769.92	19%	\$449,227.79
EXPENSE TOTALS		\$464,200.00	\$0.00	\$464,200.00	\$2,050.39	\$0.00	\$90,430.08	\$373,769.92	19%	\$449,227.79
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		562,700.00	.00	562,700.00	.00	.00	215,272.33	347,427.67	38%	672,440.91
EXPENSE TOTALS		464,200.00	.00	464,200.00	2,050.39	.00	90,430.08	373,769.92	19%	449,227.79

Budget Performance Report

Fiscal Year to Date 10/04/18

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	Z01 - WMAA (Airport) General Fund Totals	\$98,500.00	\$0.00	\$98,500.00	(\$2,050.39)	\$0.00	\$124,842.25	(\$26,342.25)		\$223,213.12
Grand Totals										
	REVENUE TOTALS	562,700.00	.00	562,700.00	.00	.00	215,272.33	347,427.67	38%	672,440.91
	EXPENSE TOTALS	464,200.00	.00	464,200.00	2,050.39	.00	90,430.08	373,769.92	19%	449,227.79
	Grand Totals	\$98,500.00	\$0.00	\$98,500.00	(\$2,050.39)	\$0.00	\$124,842.25	(\$26,342.25)		\$223,213.12



Trial Balance Listing

Through 10/04/18
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund Z01 - WMAA (Airport) General Fund						
<i>CURRENT ASSETS</i>						
110001.675	Cash Due from Cash/Inv Pool	653,503.87	224,492.75	127,046.44	750,950.18	563,630.31
113040.0	Accounts Receivable General	15,690.96	62,794.65	72,401.83	6,083.78	5,709.15
114026.2011	Taxes Receivable 2011	.00	.00	.00	.00	1.20
114026.2012	Taxes Receivable 2012	.00	.00	.00	.00	37.92
114026.2013	Taxes Receivable 2013	25.37	.00	.54	24.83	27.99
114026.2014	Taxes Receivable 2014	26.38	.00	.00	26.38	32.78
114026.2015	Taxes Receivable 2015	20.14	.00	.13	20.01	31.38
114026.2016	Taxes Receivable 2016	31.44	.00	1.47	29.97	51.09
114026.2017	Taxes Receivable 2017	73.56	.00	3.38	70.18	.00
114027.2012	IFT Taxes Receivable 2012	.00	.00	.00	.00	40.65
114031	Allowance for Uncollectible Taxes	(169.04)	.00	.00	(169.04)	(217.26)
118123	Prepaid Items	930.00	.00	930.00	.00	.00
119073.2	Due from Local Govt Units Due from Park Township	.23	.52	.75	.00	.00
119073.3	Due from Local Govt Units Due from Zeeland City	.11	49,289.60	49,289.71	.00	.00
119078.1	Due from State of Michigan Due from State-Aeronautics	284,257.67	.00	.00	284,257.67	284,257.67
<i>CURRENT ASSETS Totals</i>		\$954,390.69	\$336,577.52	\$249,674.25	\$1,041,293.96	\$853,602.88
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(31,206.42)	112,948.90	81,742.48	.00	(9,492.00)
211202	Contracts Payable	504.50	.00	504.50	.00	10,417.00
212257.0	Accrued Wages Payable General	(462.50)	462.50	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(35.38)	35.38	.00	.00	.00
21B339.0	Deferred Revenue General	(482.54)	482.54	.00	.00	.00
<i>CURRENT LIABILITIES Totals</i>		(\$31,682.34)	\$113,929.32	\$82,246.98	\$0.00	\$925.00
<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)	(571,538.15)
<i>FUND BALANCE Totals</i>		(\$1,028,774.15)	\$0.00	\$0.00	(\$1,028,774.15)	(\$1,028,774.15)
	P/Y Fund Equity Adjustment	106,065.80	.00	.00	106,065.80	.00
	Fund Revenues	.00	.00	215,272.33	(215,272.33)	(207,218.47)
	Fund Expenses	.00	96,776.64	89.92	96,686.72	381,464.74
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$547,283.48	\$547,283.48	\$0.00	\$0.00
Grand Totals		\$0.00	\$547,283.48	\$547,283.48	\$0.00	\$0.00



Trial Balance Listing

Through 10/04/18
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		10/04/2018		49610	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport							
3463 - CROSS COUNTRY GOLF CARS		11169	AIRPORT - RENTALS	08/24/2018	09/30/2018	450.00	
316 - MEAD & HUNT INC		282797	AIRPORT - AUGUST PROFESSIONAL SERVICES	09/17/2018	09/30/2018	2,533.00	
SERVICE PLUMBING AND MECHANICAL INC.		6832	AIRPORT - SERVICE CALL ON WATER COOLER	09/25/2018	09/30/2018	95.00	
Total Selected Invoices: 3						\$3,078.00	

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 10/03/2018

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	10/04/2018	49610	Accounts Payable	CROSS COUNTRY GOLF CARS		450.00
				Description		Amount
		11169	08/24/2018	AIRPORT - RENTALS		450.00
Check	10/04/2018	49611	Accounts Payable	MEAD & HUNT INC		2,533.00
				Description		Amount
		282797	09/17/2018	AIRPORT - AUGUST PROFESSIONAL SERVICES		2,533.00
Check	10/04/2018	49612	Accounts Payable	SERVICE PLUMBING AND MECHANICAL INC.		95.00
				Description		Amount
		6832	09/25/2018	AIRPORT - SERVICE CALL ON WATER COOLER		95.00
CITY AP PAYABLES ACCOUNT Totals:						\$3,078.00
Checks:						3
Transactions:						3
						\$3,078.00

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account	Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT	09/13/2018		49145	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	469 - ADVENTURES IN ADVERTISING FRANCHISE, INC	DRA2296751	AIRPORT - CLOTHING	08/17/2018	08/31/2018	162.87
	3990 - CSM NEWCO LLC	19675	AIRPORT - AUGUST CLEANING SERVICES	08/31/2018	08/31/2018	650.00
	2780 - DEANNE BUCKLAND	2019-00000840	AIRPORT - REIMBURSEMENT OF PETTY CASH	09/13/2018	09/13/2018	132.56
	454 - ELZINGA & VOLKERS INC	35386	Project Management - Entryway Landscaping	09/06/2018	09/13/2018	1,080.00
	304 - FENCE CONSULTANTS OF WEST MICHIGAN INC	44548	Additional Fence Repair - South of Tunnel	08/17/2018	08/31/2018	3,418.00
	146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00000841	AIRPORT - ACCT #77526661-01	08/08/2018	08/31/2018	2.29
	146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00000842	AIRPORT - ACCT #05613100-02	08/08/2018	08/31/2018	108.69
	146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00000843	AIRPORT - ACCT #05613700-01	08/08/2018	08/31/2018	197.63
	146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00000844	AIRPORT - ACCT #05613990-01	08/08/2018	08/31/2018	151.35
	146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00000845	AIRPORT - ACCT #05614000-01	08/08/2018	08/31/2018	112.94
	146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00000846	AIRPORT - ACCT #05614220-01	08/08/2018	08/31/2018	367.02
	146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00000847	AIRPORT - ACCT #77524873-01	08/08/2018	08/31/2018	46.51
	146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00000848	AIRPORT - ACCT #77526597-00	08/08/2018	08/31/2018	22.67
	146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00000849	AIRPORT - ACCT #77527804-01	08/08/2018	08/31/2018	1,939.31
	146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00000850	AIRPORT - ACCT #77524493-01	07/22/2018	08/31/2018	89.92
	120 - HOLLAND LITHO SERVICE INC	104823-1	Promo Mailer - Wings of Mercy	08/29/2018	08/31/2018	582.26
	2087 - KAREN SCHOLTEN	2019-00000851	AIRPORT - REIMBURSEMENT FOR EXPENSES	08/31/2018	08/31/2018	50.00
	320 - REHMANN ROBSON PC	RR467214	AIRPORT - PAYMENT #1	09/13/2018	09/13/2018	6,750.00
	381 - TAYLOR RENTAL	83550	Tables & Chairs -Care Affaire	08/05/2018	08/31/2018	1,335.00
	322 - TULIP CITY AIR SERVICE INC	18-046459	AIRPORT - SEPTEMBER PHONES AND INTERNET	08/22/2018	08/31/2018	504.50
	322 - TULIP CITY AIR SERVICE INC	18-046793	AIRPORT - AUGUST SERVICES	08/31/2018	08/31/2018	7,864.89
Total Selected Invoices: 21						\$25,568.41

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
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Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 09/12/2018

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	09/13/2018	49145	Accounts Payable	ADVENTURES IN ADVERTISING FRANCHISE, INC		162.87
	Invoice		Date	Description	Amount	
		DRA2296751	08/17/2018	AIRPORT - CLOTHING	162.87	
Check	09/13/2018	49146	Accounts Payable	CSM NEWCO LLC		650.00
	Invoice		Date	Description	Amount	
		19675	08/31/2018	AIRPORT - AUGUST CLEANING SERVICES	650.00	
Check	09/13/2018	49147	Accounts Payable	DEANNE BUCKLAND		132.56
	Invoice		Date	Description	Amount	
		2019-00000840	09/13/2018	AIRPORT - REIMBURSEMENT OF PETTY CASH	132.56	
Check	09/13/2018	49148	Accounts Payable	ELZINGA & VOLKERS INC		1,080.00
	Invoice		Date	Description	Amount	
		35386	09/06/2018	Project Management - Entryway Landscaping	1,080.00	
Check	09/13/2018	49149	Accounts Payable	FENCE CONSULTANTS OF WEST MICHIGAN INC		3,418.00
	Invoice		Date	Description	Amount	
		44548	08/17/2018	Additional Fence Repair - South of Tunnel	3,418.00	
Check	09/13/2018	49150	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		3,038.33
	Invoice		Date	Description	Amount	
		2019-00000841	08/08/2018	AIRPORT - ACCT #77526661-01	2.29	
		2019-00000842	08/08/2018	AIRPORT - ACCT #05613100-02	108.69	
		2019-00000843	08/08/2018	AIRPORT - ACCT #05613700-01	197.63	
		2019-00000844	08/08/2018	AIRPORT - ACCT #05613990-01	151.35	
		2019-00000845	08/08/2018	AIRPORT - ACCT #05614000-01	112.94	
		2019-00000846	08/08/2018	AIRPORT - ACCT #05614220-01	367.02	
		2019-00000847	08/08/2018	AIRPORT - ACCT #77524873-01	46.51	
		2019-00000848	08/08/2018	AIRPORT - ACCT #77526597-00	22.67	
		2019-00000849	08/08/2018	AIRPORT - ACCT #77527804-01	1,939.31	
		2019-00000850	07/22/2018	AIRPORT - ACCT #77524493-01	89.92	
Check	09/13/2018	49151	Accounts Payable	HOLLAND LITHO SERVICE INC		582.26

Batch Date: 09/12/2018

9/12/2018 1:19:49 PM

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		09/27/2018		49491	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport							
		1954 - AIA CORPORATION	DRA2319773	AIRPORT - MUGS	09/24/2018	09/27/2018	392.34
		101 - CUNNINGHAM DALMAN P.C.	254208	AIRPORT - LEGAL SERVICES	09/05/2018	09/27/2018	1,388.52
		101 - CUNNINGHAM DALMAN P.C.	254210	AIRPORT - LEGAL SERVICES	09/05/2018	09/27/2018	298.92
		101 - CUNNINGHAM DALMAN P.C.	254211	AIRPORT - LEGAL SERVICES	09/05/2018	09/27/2018	184.22
		101 - CUNNINGHAM DALMAN P.C.	254212	AIRPORT - LEGAL SERVICES	09/05/2018	09/27/2018	346.12
		101 - CUNNINGHAM DALMAN P.C.	254209	AIRPORT - LEGAL SERVICES	09/05/2018	09/27/2018	62.93
		304 - FENCE CONSULTANTS OF WEST MICHIGAN INC	44583	AIRPORT - Fence Repair (creek) 64th Street	08/22/2018	09/27/2018	4,866.00
		234 - FIFTH THIRD BANK - CREDIT CARD - 2019-00001023 ACH		AIRPORT - SERVICES	08/31/2018	09/27/2018	15.00
		159 - FRIS OFFICE OUTFITTERS	916028-0	AIRPORT - SUPPLIES	08/15/2018	09/27/2018	15.02
		146 - HOLLAND BOARD OF PUBLIC WORKS	2019-00001024	AIRPORT - ACCT #77524493.02	08/22/2018	09/27/2018	96.47
		120 - HOLLAND LITHO SERVICE INC	106397	AIRPORT - BUSINESS CARDS	09/18/2018	09/27/2018	72.87
		120 - HOLLAND LITHO SERVICE INC	106398	AIRPORT - NOTECARDS AND ENVELOPES	09/18/2018	09/27/2018	285.95
		459 - LANDSCAPE DESIGN SERVICES INC 120083		AIRPORT - Annual Landscaping Services - ABC	09/12/2018	09/27/2018	224.00
		130 - SEMCO ENERGY GAS COMPANY	2019-00001025	AIRPORT - ACCT #0361537.501	08/30/2018	09/27/2018	30.60
		800 - STATE OF MICHIGAN	591-10359088	AIRPORT - WEATHER OBS DATA SYSTEM	09/05/2018	09/27/2018	103.50
Total Selected Invoices: 15							\$8,382.46

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 09/26/2018

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	09/27/2018	49491	Accounts Payable	AIA CORPORATION		392.34
	Invoice		Date	Description		Amount
	DRA2319773		09/24/2018	AIRPORT - MUGS		392.34
Check	09/27/2018	49492	Accounts Payable	CUNNINGHAM DALMAN P.C.		2,280.71
	Invoice		Date	Description		Amount
	254208		09/05/2018	AIRPORT - LEGAL SERVICES		1,388.52
	254210		09/05/2018	AIRPORT - LEGAL SERVICES		298.92
	254211		09/05/2018	AIRPORT - LEGAL SERVICES		184.22
	254212		09/05/2018	AIRPORT - LEGAL SERVICES		346.12
	254209		09/05/2018	AIRPORT - LEGAL SERVICES		62.93
Check	09/27/2018	49493	Accounts Payable	FENCE CONSULTANTS OF WEST MICHIGAN INC		4,866.00
	Invoice		Date	Description		Amount
	44583		08/22/2018	AIRPORT - Fence Repair (creek) 64th Street		4,866.00
Check	09/27/2018	49494	Accounts Payable	FRIS OFFICE OUTFITTERS		15.02
	Invoice		Date	Description		Amount
	916028-0		08/15/2018	AIRPORT - SUPPLIES		15.02
Check	09/27/2018	49495	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		96.47
	Invoice		Date	Description		Amount
	2019-00001024		08/22/2018	AIRPORT - ACCT #77524493.02		96.47
Check	09/27/2018	49496	Accounts Payable	HOLLAND LITHO SERVICE INC		358.82
	Invoice		Date	Description		Amount
	106397		09/18/2018	AIRPORT - BUSINESS CARDS		72.87
	106398		09/18/2018	AIRPORT - NOTECARDS AND ENVELOPES		285.95
Check	09/27/2018	49497	Accounts Payable	LANDSCAPE DESIGN SERVICES INC		224.00
	Invoice		Date	Description		Amount
	120083		09/12/2018	AIRPORT - Annual Landscaping Services - ABC		224.00
Check	09/27/2018	49498	Accounts Payable	SEMCO ENERGY GAS COMPANY		30.60
	Invoice		Date	Description		Amount

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 09/26/2018

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	2019-00001025		08/30/2018	AIRPORT - ACCT #0361537.501		30.60
	09/27/2018	49499	Accounts Payable	STATE OF MICHIGAN		103.50
EFT	Invoice		Date	Description		Amount
	591-10359088		09/05/2018	AIRPORT - WEATHER OBS DATA SYSTEM		103.50
	09/27/2018	4159	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	15.00
	Invoice		Date	Description		Amount
	2019-00001023		08/31/2018	AIRPORT - SERVICES		15.00
CITY AP PAYABLES ACCOUNT Totals:						\$8,382.46
Transactions: 10						
Checks: 9						\$8,367.46
EFTs: 1						\$15.00

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		10/04/2018		49610	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport							
3463 - CROSS COUNTRY GOLF CARS		11169	AIRPORT - RENTALS	08/24/2018	09/30/2018	450.00	
316 - MEAD & HUNT INC		282797	AIRPORT - AUGUST PROFESSIONAL SERVICES	09/17/2018	09/30/2018	2,533.00	
SERVICE PLUMBING AND MECHANICAL INC.		6832	AIRPORT - SERVICE CALL ON WATER COOLER	09/25/2018	09/30/2018	95.00	
Total Selected Invoices: 3						\$3,078.00	

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 10/03/2018

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	10/04/2018	49610	Accounts Payable	CROSS COUNTRY GOLF CARS		450.00
				Description		Amount
		11169	08/24/2018	AIRPORT - RENTALS		450.00
Check	10/04/2018	49611	Accounts Payable	MEAD & HUNT INC		2,533.00
				Description		Amount
		282797	09/17/2018	AIRPORT - AUGUST PROFESSIONAL SERVICES		2,533.00
Check	10/04/2018	49612	Accounts Payable	SERVICE PLUMBING AND MECHANICAL INC.		95.00
				Description		Amount
		6832	09/25/2018	AIRPORT - SERVICE CALL ON WATER COOLER		95.00
CITY AP PAYABLES ACCOUNT Totals:						\$3,078.00
Transactions: 3						
Checks: 3						\$3,078.00



STATE CAPITOL
P.O. BOX 30014
LANSING, MI 48909-7514
PHONE: (517) 373-0836
FAX: (517) 373-8728
E-MAIL: marywhiteford@house.mi.gov
www.repwhiteford.com

MICHIGAN HOUSE OF REPRESENTATIVES

REPRESENTATIVE
MARY WHITEFORD
80TH DISTRICT

**APPROPRIATIONS
SUBCOMMITTEES:**
ENVIRONMENTAL QUALITY,
CHAIR
AGRICULTURE AND RURAL
DEVELOPMENT, VICE CHAIR
HEALTH AND
HUMAN SERVICES
LICENSING AND REGULATORY
AFFAIRS AND INSURANCE
AND FINANCIAL SERVICES

September 13, 2018

Greg Robinson
West Michigan Regional Airport
60 Geurink Blvd
Holland, MI 49423

Dear Greg,

I would like to congratulate you and your team for earning The Michigan Aeronautics Commission Award for Leadership and Commitment to the Growth and Development of Global Economic Activity for the Region!

This award is a testament to your leadership, and your team's dedication. Thank you for being a part of our community!

If I can ever be of assistance, please do not hesitate to contact me at (517)373-0836 or by email marywhiteford@house.mi.gov. I encourage you to provide me with input on matters of concern to yourself and our community.

Your friend,

Mary Whiteford
State Representative
80th District

West Michigan Regional Airport honored

Sentinel staff

HOLLAND — West Michigan Regional Airport has recently received an airport recognition award from the Michigan Aeronautics Commission.

The commission met at

Holland's airport on July 25, and presented Airport Authority Manager Greg Robinson with the award for "its leadership and commitment to the growth and development of global economic activity for this region," according

to a news release from the airport authority.

The aeronautics commission is responsible for general oversight of aeronautics throughout Michigan. It approved 49 projects at airports throughout the

state during its meeting at West Michigan Regional Airport.

The award was also given "for coordination of outstanding local efforts to enhance the mobility of people and goods throughout west Michigan and beyond."

Aaron Thelenwood

From: Greg Robinson
Sent: Tuesday, October 2, 2018 9:32 AM
To: Aaron Thelenwood
Subject: FW: PRESS RELEASE: REPORT REVEALS WEST MICHIGAN COMPANIES ARE EXPANDING

Good morning, Aaron:

Please include this email in the 10/8 wmaa meeting packet. Thank you!

Greg

From: Beth Blanton <beth.blanton@lakeshoreadvantage.com>
Sent: Monday, October 01, 2018 3:12 PM
Cc: Jennifer Owens <jennifer.owens@lakeshoreadvantage.com>
Subject: PRESS RELEASE: REPORT REVEALS WEST MICHIGAN COMPANIES ARE EXPANDING

Lakeshore Advantage Investors,

Happy Monday! We unveiled our [2018 Business Intelligence Report](#) on Friday at our third and final *Looking Forward Forum* hosted by Gentex (see press release below). This year's report was focused on the key vital statistics that help to contribute to the success of our growing employers.

If you missed the event on Friday, please know we welcome the opportunity to meet with you and go over the findings. Please email me to schedule.

Also, mark your calendars for three upcoming investor events:

Thursday, October 25, 5:30-7:30pm [SURGE Celebration](#) at the Holland Civic Center
Thursday, November 15, 5:30-7:30pm Elected Officials Reception at Lakeshore Advantage's Offices
Friday, January 18, 2019 11:30-1:00pm Lakeshore Advantage Annual Meeting

More details to come on these events. We hope you can be there.

Have a great week!

Beth Blanton
Vice President, Engagement

Lakeshore Advantage
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REPORT REVEALS WEST MICHIGAN LAKESHORE COMPANIES ARE EXPANDING IN A HEALTHY REGIONAL ECONOMY

Report shares vital stats of expanding companies, expansion investment and barriers to growth in the West Michigan Lakeshore region.

9/28/2018 -ZEELAND, Mich. – Employers in Allegan and Ottawa Counties are expanding in a healthy regional economy and report plans to invest at higher rates and create more jobs than last year, according to the 2018 Business Intelligence Report, released by Lakeshore Advantage today.

“This primary research we conduct, meeting with employers to uncover opportunities for and barriers to growth, differentiates us from other economic development organizations,” said Jennifer Owens, President of Lakeshore Advantage. “With this first-hand, real-time information, we are able to support and pivot to assist area employers, ensuring great jobs in a vibrant economy, making our region the best possible choice for business investment to happen here.”

Sixty-nine percent of companies interviewed in the West Michigan Lakeshore Region plan to expand in the next three years. The 2018 Business Intelligence Report is an “Annual Checkup”, reporting on the vital statistics shared by the expanding companies. Of the expanding companies interviewed:

- 100% invest in training
- 100% plan to introduce new products or services in the next two years
- 99% report increasing or stable market share of their key product
- 89% report increasing or stable international sales
- 85% invest in research and development
- 74% report their key product is emerging or growing
- 25% have college interns

Lakeshore Advantage unveiled the 2018 Business Intelligence Report as part of the organization’s *Looking Forward Forum* investor series to a standing-room only crowd at Gentex Corporate Headquarters Friday morning. Gentex, Ottawa County’s largest employer, announced plans to expand earlier this year.

“We believe a sustained culture of innovation and investing in the people and community that support that culture are what have allowed our company and this region to thrive economically,” said Steve Downing, President and CEO of Gentex. “Lakeshore Advantage demonstrates this culture through their primary research approach and how they support our region for future economic vitality.”

Half of the companies that provided detail on how they plan to spend their expansion investment reported plans to invest 100% of their expansion investment in technology and/or equipment, compared to 11% planning for their entire expansion investment to be in real estate.

“This leads us to understand that our expanding companies are investing in increasing capacity and technical capabilities, which leads to increased growth in sales, jobs, employee training investment and skills,” said Owens.

The West Michigan Lakeshore region competes nationally for business investment and talent. Over one third of the primary employers in the region have facilities in other states. Of those, 53% plan to expand in the next three years. Given that expanding employers report barriers to growth, with the top barrier being skilled labor supply, the employers have a choice to make regarding where the expansion will occur- in our region or elsewhere.

“We must be vigilant in playing to our strengths and learning from other regions experiencing wins in business investment and talent attraction to be sure ours is the region of choice for both,” said Jane Clark, President, West Coast Chamber.

Sixty-nine percent of the primary employers interviewed are manufacturers. Manufacturing is the base of the economy in the West Michigan Lakeshore region, with one in four jobs being in the manufacturing industry.

“Having a deeper understanding of our primary employers’ needs and plans is critical to building upon the success of West Michigan,” said Michelle Fare, Executive Director, Hudsonville Area Chamber of Commerce.

“The research conducted by Lakeshore Advantage every year in producing the Business Intelligence Report is invaluable to the leadership of our region in the decision-making process.”

Lakeshore Advantage, along with Allendale Area Chamber of Commerce, Hudsonville Area Chamber of Commerce, West Coast Chamber and The Chamber, Grand Haven-Spring Lake-Ferrysburg, conducted 98 interviews of C-level executives at primary employers in Allegan and Ottawa Counties. The 2018 Business Intelligence Report is the analysis of interviews conducted from June 1, 2017 through May 31, 2018.

“The annual Business Intelligence Report is a great communication and marketing tool to share with potential new investors about the healthy economic climate we enjoy in Allegan and Ottawa Counties, and is also a must read for our local communities,” said Joy Gaasch, President of The Chamber, Grand Haven-Spring Lake-Ferrysburg. “We appreciate the opportunity to partner in providing data to support this significant economic development report.”

The region’s diverse manufacturing base that includes food manufacturing, automotive, agriculture, office furniture manufacturing, pharmaceuticals, automation systems among others, is a strength of the region. Respondents reported positive business climate, positive employee work ethic, quality of life and positive community leadership as the greatest strengths of the community.

“Having real time data to identify pain points helps organizations like ours respond by pulling together resources, creating programming and helping to remove red tape that is holding businesses back,” said Janessa Smit, Executive Director, Allendale Area Chamber of Commerce and research partner for the report. “The work Lakeshore Advantage does to facilitate these surveys and pull together the “business pulse” is critical to our success as a region.”

The full report can be viewed at www.lakeshoreadvantage.com/bir .

About Lakeshore Advantage

Lakeshore Advantage is a non-profit, local economic development organization started in 2003 by forward-focused business and community leaders to ensure current and future generations have good paying jobs in a vibrant economy. Lakeshore Advantage assists primary employers, from startups to large world-class corporations, in Allegan and Ottawa counties.

In 2017, Lakeshore Advantage supported 49 business expansion projects in the organization’s project pipeline. Of those, 18 announced business growth projects in 2017 resulted in over \$90 million in private investment and more than 650 new jobs. More at www.lakeshoreadvantage.com.

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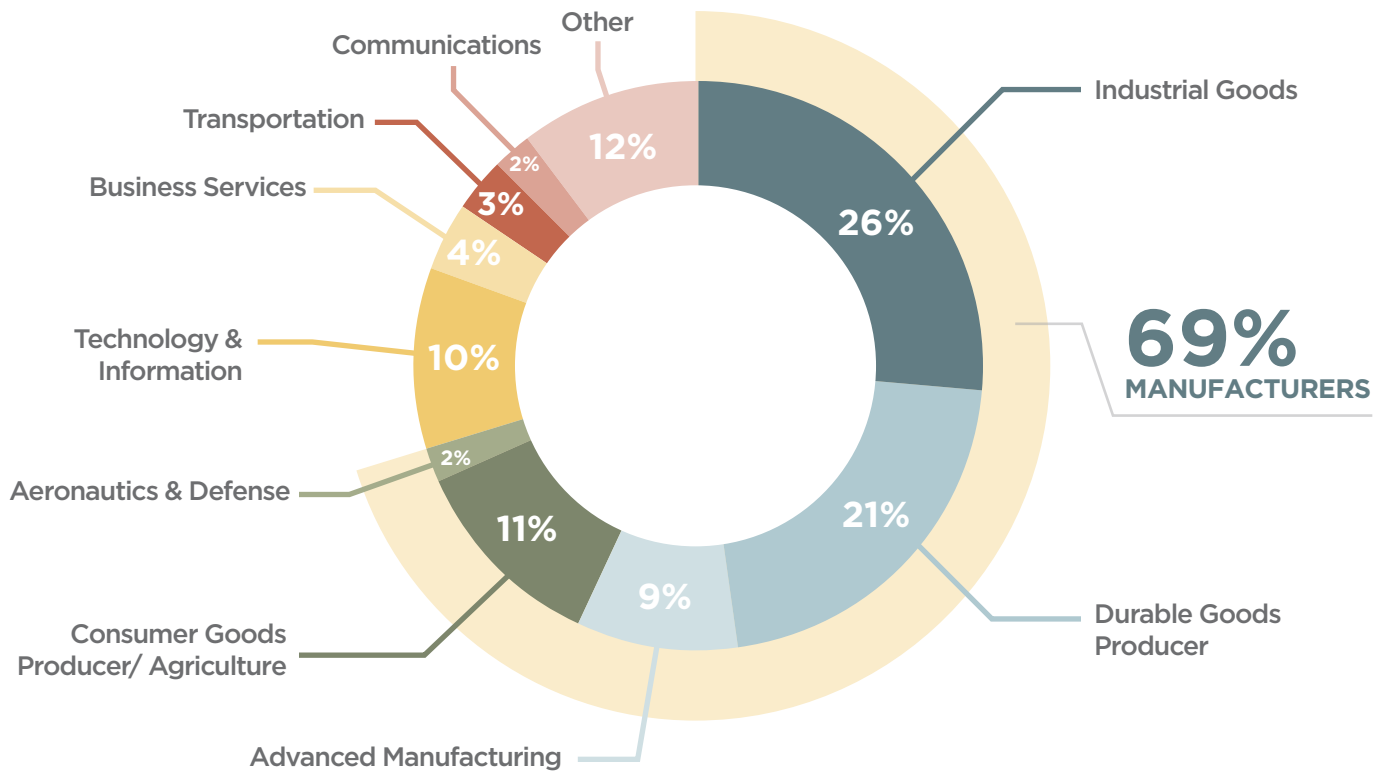


A Healthy Economic Climate

Each year we interview C-Level executives at our region's primary employers to assess our economic vitality. This year's Business Intelligence Report summarizes interviews with **98 area businesses** and indicates that our region is thriving and our companies are expanding.

Manufacturing is the Base of Our Economy

COMPANIES INTERVIEWED



Company Investment Leads to New Jobs



Expanding companies report plans to **invest at higher rates** and **create more jobs** this year than in 2017.

Lakeshore Advantage

Started by forward-thinking business and community leaders in 2003, **Lakeshore Advantage works to ensure current and future generations have good paying jobs in a vibrant economy.** We do this by focusing on three core areas:



Maintain a robust primary business base at all stages of development



Tackle talent challenges to overcome barriers to growth



Look forward to ensure long term economic health

CORE VALUES

Our core values define how we deliver services.

Yes...and

Do the right thing

Come to the rescue

Work hard, laugh often

Get excited when others win

WHO WE SERVE

Primary employers, from start-ups to grown ups.

***A primary employer exports goods/services outside of region and brings back wealth.**

Research conducted in partnership with



Report analysis provided by



LAKESHORE ADVANTAGE

www.lakeshoreadvantage.com

Business leaders grow companies. We give them an advantage.



Expanding Company Vitals

Sixty-nine percent of companies interviewed in the West Michigan Lakeshore Region **plan to expand in the next three years.** Below are the vital statistics these companies reported:



100%
invest in training



100%
plan to introduce new products or services in the next 2 years



99%
increasing or stable market share of key product



89%
increasing or stable international sales



85%
invest in Research & Development



74%
key product emerging or growing



25%
have college interns

A Healthy Economy

Respondents reported the following as our community's greatest strengths:

Positive Business Climate

Positive Employee Work Ethic

Quality of Life

Positive Community Leadership

West Michigan Lakeshore Region's diverse manufacturing base consists of these largest area employers:

Automotive

Gentex Corp.
Magna
Yanfeng

Office Furniture

Herman Miller
Haworth, Inc.

Food

Tyson Foods
JBS
Request Foods
Boar's Head

Pharmaceuticals

Perrigo

Automation & Other

Shape Corp.
Parker Hannifin Corp.
JR Automation
Royal Technologies
LG Chem Michigan, Inc.

Expansion Investment

53% of the expanding companies provided detail on how they would spend their investment.



50%

said their **total expansion investment** would be in **equipment and/or technology**



11%

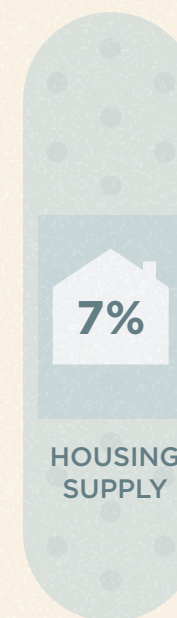
said their **total expansion investment** would be in **real estate**

66% of the expanding companies report barriers to growth.



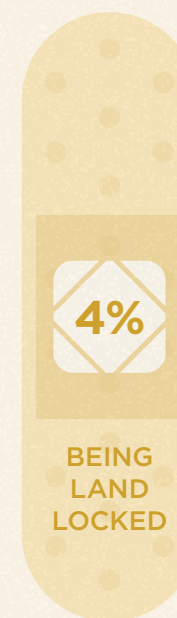
81%

SKILLED LABOR SUPPLY



7%

HOUSING SUPPLY



4%

BEING LAND LOCKED

Talent supply remains the **top barrier to growth.** An emerging trend related to housing supply may impede ability to attract and retain talent.

ZERO

companies reported access to capital as a barrier to growth.

PULSE:

Expanding Companies,
Healthy Economy

Barriers to Growth

Your Company's Self Check

Is your company ready to expand?

Take the Expanding Company Self Check and contact Lakeshore Advantage to see how we can help your company grow healthfully in our region.



CONTACT US

Lakeshore Advantage is here to connect you with resources that help your business thrive.

616.772.5226

lakeshoreadvantage.com

EXPANDING COMPANY SELF CHECK

- ☐ Investing in training
- ☐ Introducing new products
- ☐ Increasing market share
- ☐ Increasing international sales
- ☐ Investing in Research & Development
- ☐ Experiencing growth of your key product or service
- ☐ Hiring interns

Competing Beyond Our Region

West Michigan competes nationally for business investment and talent. Over one third of the primary employers in our region have facilities in other states. Of those, **53% plan to expand in the next three years** and must decide where they will expand - here or elsewhere.

