West Michigan Airport Authority

Meeting Agenda

December 11, 2017

11:30am – 1:00pm

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

1. Public Comments.
2. Consideration of the November 13, 2017 Meeting Minutes. (Action Requested)
3. Presentation of Fiscal Year 2017 Audit. (Action Requested)
4. Review of Capital Projects Meeting with MDOT/AERO. (Action Requested)
5. Fiscal Year 2018 Action Plan Status and Fiscal Year 2019 Budget Preparation Schedule.
6. Airport Project Status:

   A. Demolition of former office building.

   B. FAA Land Release.
7. FBO Report
8. Communications Committee Update.
9. Monthly Budget and Investment Report. (Accept as Information)
10. 2018 Board Meeting Schedule.
11. Next meeting: January 8, 2018, 11:30 a.m., at Airport Business Center.
12. Other Business.
13. 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 (510-2332) or Sinka Babinec (355-1310). 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

November 13, 2017

11:30am – 1:00pm

Airport Business Center, 60, Geurink Blvd.

PRESENT: Authority Members: Whiteman, Matthyse, Blanton, Hoogland, Keeter, Corbin, Storey, Haverdink

ABSENT: Authority Members Sylte, and Klynstra.

Others Present: Authority Manager Robinson, Authority Assistant Manager Thelenwood, Communications Coordinator Scholten

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

17.11.01 Public Comments.

Member of the public, Jeff King, brought to the attention of the WMAA Board concerns regarding Senate Bill 584m it's impacts on current legislation regarding open and concealed carry practices in General Aviation Airports.

17.11.02 Recognition

The WMAA Board recognized the substantial efforts of JET and their support of the 2018 Airport Millage renewal efforts.

17.11.03 Consideration of the October 9th, 2017 meeting minutes.

Approval of the meeting minutes was moved by Hoogland and supported by Keeter. This motion was approved unanimously.

17.11.04 FBO Report.

Fuel sales were down slightly compared to last month but, overall, charter operations are doing well. Overall, general maintenance is going well and Tulip City has fitted their trucks and equipment for winter weather.

17.11.05 Millage Renewal Results

On November 7, 2017, the voters in Park Township, the City of Zeeland and the City of Holland approved a .10 millage renewal for the West Michigan Airport

Authority for a 10 year period. This millage renewal will expire on December 31, 2027.

The vote was very positive in support of the Authority: 72% approval in the City of Holland, 68% in the City of Zeeland, and 64% in Park Township.

The Airport Authority can be confident now in the financial support for a portion of the annual operating budget and in its ability to provide the local match to available federal and state grants for necessary capital project. This is truly a great opportunity for the Authority to continue its goal of providing this community with state-of-the-art global air access.

Thank you to all who worked to provide information to the public on the millage renewal and the value of this airport to West Michigan. There are many to thank and this report cannot do justice to the appreciation felt by the Authority Board and staff for everyone's

17.11.06 Demolition Bids for Former Office Building

The Airport Authority has retained the services of Elzinga & Volkers to serve as Project Manager for the demolition of the airport's former Terminal/Office building located at the entryway of Geurink Blvd. The scope of this project includes the demolition of the former office building, restoration of the building's foundation, removal of shrubs surrounding the building, removal of the old Tulip City Air Service sign on South Washington, removal of the walkway connecting the former office building to the runway, and proper disposal of all demolition materials. Based on these parameters the apparent lowest bid is from Pitsch Enterprises at $11,275.

The bid does not include costs for utility disconnection and re-wiring of parking-lot light fixtures tied in through the former office building's circuit box. These services will be contracted out independently through the Holland Board of Public Works (for utilities) and through an electrician selected by our Project Manager. Some of these costs have yet to be determined; however, based on preliminary estimates from E&V, and quotes for the rewiring of the parking lot light (estimated at $7,000.00) it was recommended the board approve a budget of $40,000 for this project.

This project (including demolition and utility disconnects) is anticipated to take about 7 days to complete.

17.11.07 Five Year Capital Plan Update

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 the federal fiscal years 2018-2024 are similar to those approved by MDOT-Airport during last year's review. The Authority has received significant support from MDOT and the FAA over the past several years for the new Airport Business Center and apron projects, and the 2018 submittal anticipates further commitment to our airport. You will see that the projects focus on the rehabilitation of critical airport assets such as runway lighting, the runway rehabilitation, and an 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.

Motion to approve the 5 year Capital Plan as presented was made by Matthyse, supported by Keeter and approved unanimously.

17.11.08 Communication's Report

Preparations for participation in the Holland Parade of Lights (November 28th) have begun.
The three mailings regarding the millage renewal were completed successfully.
The launch party/book signing event for *Ascent* was well attended and the book committee is pursuing additional venues to feature the book for sale.

17.11.09 Project Updates

A. East Connector: Construction of the East Connector is complete and final paint markings are applied. Final inspection by Mead & Hunt (Airport Consultant) will take place soon.

B. Crack Sealing Project: Crack sealing work has been delayed until spring of 2018. Although the bid to do the work was approved in July, at this point the contractors were all well booked up into the year. Due to this, the WMAA runway work was one of the last projects on contractors schedule. This pushed the project too far into the colder fall months and as temperatures began to fall below 40 degrees at night, the project was no longer feasible to complete; temperatures need to be at least 50 degrees or above for the sealing compounds to adhere. Scodeller submitted and updated contract for the work, designating that the project will be complete by the end of May 2018.

C. Site Plan Review:

D. Fence Repair: Fence Consultants of West Michigan has been secured to complete the repairs of the portions of the fence damaged by the west end of the runway, near the tunnel, and the south east section. Fence Consultants will provide an update when the parts for the repair have been received. Additionally, WMAA staff have

requested Fence Consultants provide an estimate for a snow fence by the section of the fence near the tunnel due to its frequent damage from snow ploughs.

E. Land Release: Estimate to complete the land release work for Phase 1 review by July, 2018. Manager Robinson recommended the hiring of Mead & Hunt to provide support for the process on an hourly fee basis. Staff researched the possibility of performing the land release application in house; however, due to the complexity of the application, it was determined that hiring Mead & Hunt would be the preferable approach due to the limited time available for WMAA staff and the fact that mead & Hunt has extensive experience in this regard.

A motion to hire Mead & Hunt to provide assistance in Phase 1 of the land release process on an hourly basis was made by Matthyse, supported by Hoogland, and approved unanimously.

17.11.10 Financial Reports

Motion to accept reports as information made by Keeter, supported by Blanton and approved unanimously.

17.10.11 Other Business

17.11.11 Adjourn – 12:40pm

Minutes Approved:_____

(Secretary)

Date:_____

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
P (616) 368-3023
Comprising City of Zeeland, Park Township and City of Holland

December 11, 2017 **Report #3**

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: Fiscal Year 2017 Audit.

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

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

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

The audit notes a fund balance of $1,028,775 as of June 30, 2017. It is this balance that the Authority draws-down on as it funds its share of capital projects. We continue to wait for final grant close-out for the Airport Business Center apron and site work projects, but we have been informed that there will likely be a reimbursement to the Authority upon close-out. This fund balance does not take into account remaining capital expenses for projects underway such as the former office building demolition and associated site improvements. Also, there are significant capital projects planned for the next several years (new public hangar building(s), runway rehab, replacement of runway lights, etc.).

The 2017 audit also notes:

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

Recommendation

It is recommended that the Authority Board accept the Fiscal Year 2017 Audit as presented by Rehmann Robson.

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
P (616) 368-3023
Comprising City of Zeeland, Park Township and City of Holland

December 11, 2017 **Report #5**

REVISED

To: West Michigan Airport Authority Board.
From: Greg Robinson, Authority Manager.
Subject: Fiscal Year 2019 Budget Preparation.

It is time again to begin preparation of the next fiscal year budget. Following is the proposed schedule for preparation and approval of the Fiscal Year 2019 (July 1, 2018 – June 30, 2019) budget:

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

Recommendation

It is recommended that the Authority Board approve the Fiscal Year 2019 budget schedule as presented in this report.

West Michigan Airport Authority

Fiscal Year 2018 (July 1, 2017 – June 30, 2018) Action Plan

December 11, 2017

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 2018 Action Plan

1. Construct the apron east taxiway connector. Completed.
2. Remove the former airport office building and, perhaps, a portion of this parking lot, and conduct site restoration for this airport entrance.

   The demolition of the building is expected to occur by mid-December 2017. Phase 2 of the project will be landscaping and construction of a new parking area in the spring 2018.

3. Conduct crack sealing and paint markings.

   This project will occur in late spring/early summer 2018.

4. Determine a business plan and schedule for an additional public hangar building.

   This analysis and design has not begun yet, but should be in early 2018.

5. Implement an airport development effort in cooperation with Tulip City Air Service, Mead & Hunt, Lakeshore Advantage, the Michigan West Coast Chamber of Commerce, and the Allegan and Ottawa County's Economic Development Offices that will:
   a. Work with local and regional companies to determine opportunities at the airport;
   b. Develop a network with airport-related companies and governmental entities to determine opportunities at the airport;
   c. Develop available land at the airport.

   The first step for this item was to evaluate potential use of all vacant airport properties. This has been completed and the Board has reviewed this work. There is a non-aeronautical business interested in an airport property and the process for an FAA land release has begun. This is an extensive process that could take from 9 to 18 months. Staff and the Board will now focus on attracting aeronautical-related uses for the other

remaining properties. This should be thought of as an incremental, but deliberate process that could take years to fully realize.

6. Communications:
    a. Prepare and distribute communications materials regarding the 2017 millage renewal vote:
        i. Direct mailings.
        ii. Social media.
        iii. Presentations to member governmental units.
        iv. Presentations to community organizations.
        v. Press releases on the millage renewal.

        This work has been completed and resulted in a successful millage renewal vote.

    b. Coordinate periodic updates to informational displays in the Airport Business Center.

        Attention is now being paid to this.

    c. Participate in at least three community events.

        The Authority has participated in two events so far (Wings of Mercy and Zeeland Pumkinfest Parade) and will have a float in one of the Tulip Time parades.

    d. Distribute information on airport activities through videos, website updates, periodic newsletters, media releases and community presentations.

        This activity is ongoing.

    e. Continue to be active in social media venues such as Facebook and Twitter.

        This activity is ongoing.

    f. 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.

        Staff discussed this item recently and the means for interacting more often with tenants.

7. Work with area educational entities (High Schools, Intermediate School District, Hope College, Grand Valley State University, Western Michigan University, etc.) to evaluate opportunities for aircraft-related interaction and, perhaps, courses.

   Attention has not been given to this item yet.

8. Update the Airport Emergency Plan.

   This update has begun.

9. Update the Airport Operations Procedures.

   It is anticipated that this item will be completed by the end of the fiscal year.

10. Work with the City of Holland Public Safety Department on conducting an emergency response simulation at the airport.

    This will be addressed prior to the end of the fiscal year.

    The next two items are expected to be addressed prior to the end of the fiscal year.

11. Update the Management Agreement with the City of Holland.
12. Update the Airport Building Standards.

13. Evaluate the need to update the City of Holland Airport Zoning Ordinance.

    Changes to this ordinance are now being considered by the City of Holland that would streamline the site plan review process for projects within 3,200 feet of the runway and 2,500 feet of the future crosswind runway.

Budget Performance Report

Fiscal Year to Date 12/07/17
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	**541 - Business Center**									
490675.AIR	Private Donations WMAA - From Companies	.00	.00	.00	.00	.00	.00	.00	+++	136,580.00
490675.INDV	Private Donations WMAA - From Individuals	.00	.00	.00	.00	.00	.00	.00	+++	225.00
Department	**541 - Business Center** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$136,805.00
	REVENUE TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$136,805.00
EXPENSE										
Department	**541 - Business Center**									
721933.0	Equipment Maintenance General	8,000.00	2,830.00	10,830.00	.00	.00	.00	10,830.00	0	885.00
722801.9010	Contr-Printing/Promo Advertising/Promotional	.00	.00	.00	.00	.00	.00	.00	+++	65.00
722808.1	Contr-Bldgs&Grnds Janitorial	10,570.00	.00	10,570.00	.00	.00	.00	10,570.00	0	650.00
723850.0	Communications Telephone	2,400.00	.00	2,400.00	.00	.00	1,513.50	886.50	63	1,705.50
723850.WIFI	Communications WIFI Internet Connection	3,900.00	.00	3,900.00	.00	.00	.00	3,900.00	0	312.50
723920.BPW	Public Utilities BPW	13,500.00	.00	13,500.00	.00	.00	5,674.80	7,825.20	42	7,681.03
723920.GAS	Public Utilities Natural Gas	5,500.00	.00	5,500.00	.00	.00	315.75	5,184.25	6	1,246.04
723955.Q5	Misc. Signage/Billboards	.00	.00	.00	.00	.00	.00	.00	+++	15,934.86
723955.STRP	Misc. Stripe Fees	.00	.00	.00	.00	.00	.00	.00	+++	1.03
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	251,108.53	(251,108.53)	+++	310,768.17
730977.0	Machinery & Equipment General	.00	.00	.00	.00	.00	320.00	(320.00)	+++	60,012.37
Department	**541 - Business Center** Totals	$43,870.00	$2,830.00	$46,700.00	$0.00	$0.00	$258,932.58	($212,232.58)	554%	$399,261.50
Department	**546 - Airport East Connector Project**									
730974.0	Land Improvements General	.00	.00	.00	.00	.00	23,500.00	(23,500.00)	+++	.00
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	.00	.00	+++	1,150.00
Department	**546 - Airport East Connector Project** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$23,500.00	($23,500.00)	+++	$1,150.00
	EXPENSE TOTALS	$43,870.00	$2,830.00	$46,700.00	$0.00	$0.00	$282,432.58	($235,732.58)	605%	$400,411.50
Fund	**Z01 - WMAA (Airport) General Fund** Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	136,805.00
	EXPENSE TOTALS	43,870.00	2,830.00	46,700.00	.00	.00	282,432.58	(235,732.58)	605%	400,411.50
Fund	**Z01 - WMAA (Airport) General Fund** Totals	($43,870.00)	($2,830.00)	($46,700.00)	$0.00	$0.00	($282,432.58)	$235,732.58		($263,606.50)
	Grand Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	136,805.00
	EXPENSE TOTALS	43,870.00	2,830.00	46,700.00	.00	.00	282,432.58	(235,732.58)	605%	400,411.50
	Grand Totals	($43,870.00)	($2,830.00)	($46,700.00)	$0.00	$0.00	($282,432.58)	$235,732.58		($263,606.50)

Fund Equity Changes Report

Through 12/07/17
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	713,119.78	.00	.00	713,119.78				
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	$1,170,355.78	$0.00	$0.00	$1,170,355.78	($141,581.63)	$307,450.28	$426,915.66	$909,308.77
	Fund Type **GENERAL FUND** Totals	$1,170,355.78	$0.00	$0.00	$1,170,355.78	($141,581.63)	$307,450.28	$426,915.66	$909,308.77
	Fund Category **GOVERNMENTAL** Totals	$1,170,355.78	$0.00	$0.00	$1,170,355.78	($141,581.63)	$307,450.28	$426,915.66	$909,308.77
	Grand Totals	$1,170,355.78	$0.00	$0.00	$1,170,355.78	($141,581.63)	$307,450.28	$426,915.66	$909,308.77

Budget Performance Report

Fiscal Year to Date 12/07/17
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**									
420502.24	Federal Grant FAA Capital	.00	.00	.00	.00	.00	.00	.00	+++	1,269,984.49
430502.24	State Grant MDOT State Capital	.00	.00	.00	.00	.00	.00	.00	+++	481,249.27
440573	State-Reim Local PPT Tax Loss	.00	.00	.00	.00	.00	.00	.00	+++	21,951.97
450582.C	Contributions from Other Govts From City of Holland	98,400.00	.00	98,400.00	.00	.00	97,615.51	784.49	99	97,389.15
450582.P	Contributions from Other Govts From Park Township	104,000.00	.00	104,000.00	.00	.00	7.71	103,992.29	0	96,516.70
450582.Z	Contributions from Other Govts From City of Zeeland	55,400.00	.00	55,400.00	.00	.00	48,478.68	6,921.32	88	60,737.98
460647.7	Sales Sale of Merchandise-Taxable	.00	.00	.00	466.00	.00	956.00	(956.00)	+++	.00
460654.1	Franchise Fees FBO Franchise Fees	22,400.00	.00	22,400.00	.00	.00	9,354.60	13,045.40	42	22,239.00
460654.5	Franchise Fees Fuel Flowage Fee	62,000.00	.00	62,000.00	.00	.00	29,251.25	32,748.75	47	74,625.28
460654.7	Franchise Fees Landing Fees	33,000.00	.00	33,000.00	.00	.00	12,751.62	20,248.38	39	33,249.45
480665.0	Investment Income General	2,500.00	.00	2,500.00	.00	.00	2,724.82	(224.82)	109	7,719.34
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	(3,205.58)
480669.A	Rental Airport Business Center	7,900.00	.00	7,900.00	.00	.00	3,286.05	4,613.95	42	6,032.60
480669.24	Rental Hangar Land Lease	85,000.00	.00	85,000.00	.00	.00	82,196.04	2,803.96	97	92,183.61
480669.25	Rental Agricultural Land Lease	11,950.00	.00	11,950.00	.00	.00	.00	11,950.00	0	11,775.81
480669.26	Rental T-Hangars	53,000.00	.00	53,000.00	.00	.00	19,360.00	33,640.00	37	58,280.00
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	.00	.00	+++	21,082.78
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	1,468.00	(1,468.00)	+++	7,370.50
	Department **000 - General Revenues** Totals	$535,550.00	$0.00	$535,550.00	$466.00	$0.00	$307,450.28	$228,099.72	57%	$2,359,182.35
	REVENUE TOTALS	$535,550.00	$0.00	$535,550.00	$466.00	$0.00	$307,450.28	$228,099.72	57%	$2,359,182.35
EXPENSE										
Department	**540 - Airport Operations**									
710701.0	Payroll-Regular General	.00	.00	.00	.00	.00	3,888.82	(3,888.82)	+++	8,368.74
710701.3	Payroll-Regular Allocated	17,600.00	.00	17,600.00	.00	.00	.00	17,600.00	0	.00
710707.0	Payroll-Temporary Help General	.00	.00	.00	.00	.00	7,474.14	(7,474.14)	+++	28,998.05
710707.8	Payroll-Temporary Help Allocated	32,500.00	.00	32,500.00	.00	.00	.00	32,500.00	0	.00
711702.0	Payroll-Vacation/PTO General	500.00	.00	500.00	.00	.00	202.96	297.04	41	791.24
711703	Payroll-Holidays	500.00	.00	500.00	.00	.00	129.90	370.10	26	348.93
711716.1	Insurance Health	3,000.00	.00	3,000.00	.00	.00	1,065.73	1,934.27	36	11,565.78
711716.2	Insurance Dental	50.00	.00	50.00	.00	.00	17.14	32.86	34	48.36
711717	Insurance-Life & AD&D	25.00	.00	25.00	.00	.00	8.53	16.47	34	21.32
711718.1	Retirement Contribution MERS	325.00	.00	325.00	.00	.00	324.12	.88	100	633.52
711720	Insurance-Income Protection	50.00	.00	50.00	.00	.00	31.96	18.04	64	80.05
712715	Employer FICA/Medicare Contribution	1,500.00	.00	1,500.00	.00	.00	860.80	639.20	57	2,785.44
712723	Unemployment Comp Insurance	25.00	.00	25.00	.00	.00	2.03	22.97	8	54.28
712724	Workers Comp Insurance	25.00	.00	25.00	.00	.00	4.95	20.05	20	13.69
721730.0	Postage General	200.00	.00	200.00	.00	.00	114.23	85.77	57	66.10
721740.0	Operating Supplies General	500.00	.00	500.00	.00	.00	.00	500.00	0	2,544.78

Budget Performance Report

Fiscal Year to Date 12/07/17
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**									
721740.CAP	Operating Supplies Controlled Items-Capital Type	.00	.00	.00	.00	.00	1,520.00	(1,520.00)	+++	.00
721905.0	Photocopies/In-House Printing General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
721931.0	Bldg & Grnds Maint General	10,000.00	2,625.00	12,625.00	.00	1,713.15	6,658.60	4,253.25	66	8,620.20
721933.0	Equipment Maintenance General	21,000.00	.00	21,000.00	.00	.00	4,975.40	16,024.60	24	20,390.23
721933.INS	Equipment Maintenance Repairs-Insurance Claims	.00	.00	.00	.00	.00	.00	.00	+++	22,210.00
722801.9000	Contr-Printing/Promo Printing	.00	.00	.00	.00	.00	2,130.57	(2,130.57)	+++	5,309.66
722801.9010	Contr-Printing/Promo Advertising/Promotional	40,000.00	1,700.00	41,700.00	.00	.00	27,222.34	14,477.66	65	20,254.32
722804.0	Contractual-Legal General	4,000.00	.00	4,000.00	.00	.00	3,794.59	205.41	95	11,045.25
722805.1	Contractual-Finance Independent Audit	7,600.00	.00	7,600.00	.00	.00	6,660.00	940.00	88	7,350.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	118.00	(118.00)	+++	274.92
722807.2	Contractual-Architect/Engineer Plan Development	.00	.00	.00	.00	.00	1,468.05	(1,468.05)	+++	.00
722807.5	Contractual-Architect/Engineer Engineering	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	.00	.00	.00	.00	+++	625.00
722808.MOW	Contr-Bldgs&Grnds Mowing	26,000.00	.00	26,000.00	.00	.00	17,191.28	8,808.72	66	25,876.63
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	20,000.00	.00	20,000.00	.00	.00	9,602.03	10,397.97	48	20,424.45
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	65,000.00	.00	65,000.00	.00	.00	.00	65,000.00	0	37,013.26
722809.61	Contractual-Misc Management Services	24,500.00	.00	24,500.00	2,039.16	.00	12,235.04	12,264.96	50	29,160.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	4,000.00	.00	4,000.00	.00	.00	559.97	3,440.03	14	2,712.59
723850.0	Communications Telephone	.00	.00	.00	.00	.00	617.14	(617.14)	+++	2,981.35
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	250.00	(250.00)	+++	600.00
723850.WIFI	Communications WIFI Internet Connection	.00	.00	.00	.00	.00	.00	.00	+++	625.00
723860.0	Travel, Conf, Seminars General	1,500.00	.00	1,500.00	.00	.00	600.00	900.00	40	786.82
723910.0	Commercial Insurance Premiums General	26,000.00	.00	26,000.00	.00	.00	23,886.00	2,114.00	92	25,113.00
723920.BPW	Public Utilities BPW	.00	.00	.00	.00	.00	.00	.00	+++	9,179.42
723920.GAS	Public Utilities Natural Gas	.00	.00	.00	.00	.00	.00	.00	+++	2,983.13
723920.GATE	Public Utilities Fence Gates	500.00	.00	500.00	.00	.00	418.33	81.67	84	1,111.16
723920.LAND	Public Utilities Landing Lights & System	4,000.00	.00	4,000.00	.00	.00	1,283.03	2,716.97	32	4,091.88
723920.PLOT	Public Utilities Parking Lot Lights	900.00	.00	900.00	.00	.00	300.26	599.74	33	887.19
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	.00	.00	1,820.64	4,179.36	30	7,172.35
723920.THAN	Public Utilities T-Hangars	3,300.00	.00	3,300.00	.00	.00	872.51	2,427.49	26	3,826.00
723955.0	Misc. General	2,300.00	.00	2,300.00	.00	.00	3,452.49	(1,152.49)	150	4,075.37
723955.STRP	Misc. Stripe Fees	.00	.00	.00	.00	.00	3.09	(3.09)	+++	.00
723961.0	Dues & Subscriptions General	400.00	.00	400.00	.00	.00	315.00	85.00	79	295.00
723962.0	Assessments & Taxes General	.00	.00	.00	.00	.00	.00	.00	+++	15,822.80
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	13.36
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	.00	.00	+++	714.39
730974.0	Land Improvements General	.00	.00	.00	.00	.00	2,403.41	(2,403.41)	+++	4,341.34
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	.00	.00	+++	1,884,951.13

Budget Performance Report

Fiscal Year to Date 12/07/17
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**									
730980.0	Office Equipment/Furniture General	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
770956.0	Contingency General	160,780.00	.00	160,780.00	.00	.00	.00	160,780.00	0	.00
	Department **540 - Airport Operations** Totals	$491,680.00	$4,325.00	$496,005.00	$2,039.16	$1,713.15	$144,483.08	$349,808.77	29%	$2,237,157.48
	EXPENSE TOTALS	$491,680.00	$4,325.00	$496,005.00	$2,039.16	$1,713.15	$144,483.08	$349,808.77	29%	$2,237,157.48
	Fund **Z01 - WMAA (Airport) General Fund** Totals									
	REVENUE TOTALS	535,550.00	.00	535,550.00	466.00	.00	307,450.28	228,099.72	57%	2,359,182.35
	EXPENSE TOTALS	491,680.00	4,325.00	496,005.00	2,039.16	1,713.15	144,483.08	349,808.77	29%	2,237,157.48
	Fund **Z01 - WMAA (Airport) General Fund** Totals	$43,870.00	($4,325.00)	$39,545.00	($1,573.16)	($1,713.15)	$162,967.20	($121,709.05)		$122,024.87
	Grand Totals									
	REVENUE TOTALS	535,550.00	.00	535,550.00	466.00	.00	307,450.28	228,099.72	57%	2,359,182.35
	EXPENSE TOTALS	491,680.00	4,325.00	496,005.00	2,039.16	1,713.15	144,483.08	349,808.77	29%	2,237,157.48
	Grand Totals	$43,870.00	($4,325.00)	$39,545.00	($1,573.16)	($1,713.15)	$162,967.20	($121,709.05)		$122,024.87

Trial Balance Listing

Through 12/07/17
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**					
CURRENT ASSETS						
110001.675	Cash Due from Cash/Inv Pool	789,881.24	355,210.77	521,761.08	623,330.93	693,352.96
113040.0	Accounts Receivable General	14,795.04	167,612.35	181,462.97	944.42	2,206.10
11304P	Accounts Receivable In/Out	.00	24,945.50	24,945.50	.00	.00
114026.2011	Taxes Receivable 2011	1.20	.00	.00	1.20	67.91
114026.2012	Taxes Receivable 2012	38.30	.00	.38	37.92	38.42
114026.2013	Taxes Receivable 2013	28.13	.00	.14	27.99	32.45
114026.2014	Taxes Receivable 2014	33.06	.00	.28	32.78	39.11
114026.2015	Taxes Receivable 2015	32.96	.00	1.58	31.38	58.64
114026.2016	Taxes Receivable 2016	51.28	.00	.19	51.09	.00
114027.2012	IFT Taxes Receivable 2012	40.65	.00	.00	40.65	40.65
114031	Allowance for Uncollectible Taxes	(217.26)	.00	.00	(217.26)	(277.73)
118123.I	Prepaid Items Insurance	12,334.00	.00	12,334.00	.00	.00
119073.2	Due from Local Govt Units Due from Park Township	.00	7.71	7.71	.00	.00
119073.3	Due from Local Govt Units Due from Zeeland City	32.60	48,478.68	48,511.28	.00	.00
119078.1	Due from State of Michigan Due from State-Aeronautics	284,257.67	.00	.00	284,257.67	418,427.01
	CURRENT ASSETS Totals	$1,101,308.87	$596,255.01	$789,025.11	$908,538.77	$1,113,985.52
CURRENT LIABILITIES						
210202.0	Accounts Payable General	(28,154.47)	495,938.80	467,014.33	770.00	(23,947.44)
211202	Contracts Payable	(43,442.99)	53,859.99	10,417.00	.00	.00
212257.0	Accrued Wages Payable General	(432.00)	432.00	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(33.05)	33.05	.00	.00	.00
21B339.0	Deferred Revenue General	(472.21)	472.21	.00	.00	.00
	CURRENT LIABILITIES Totals	($72,534.72)	$550,736.05	$477,431.33	$770.00	($23,947.44)
FUND BALANCE						
341390.A	Fund Balance - Assigned (By Action) Apron, Building & Sitework	(314,815.00)	.00	.00	(314,815.00)	(314,815.00)
341390.E	Fund Balance - Assigned (By Action) For Emergencies	.00	.00	.00	.00	(25,000.00)
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	(713,119.78)	.00	.00	(713,119.78)	(688,119.78)
	FUND BALANCE Totals	($1,170,355.78)	$0.00	$0.00	($1,170,355.78)	($1,170,355.78)
	P/Y Fund Equity Adjustment	141,581.63	.00	.00	141,581.63	.00
	Fund Revenues	.00	1.70	307,451.98	(307,450.28)	(349,065.60)
	Fund Expenses	.00	432,743.03	5,827.37	426,915.66	429,383.30
	Fund **Z01 - WMAA (Airport) General Fund** Totals	$0.00	$1,579,735.79	$1,579,735.79	$0.00	$0.00
	Grand Totals	$0.00	$1,579,735.79	$1,579,735.79	$0.00	$0.00

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	11/30/2017	43821

Selected Invoices

AIR Airport

Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2018-00001823	AIRPORT - SERVICES	10/31/2017	11/30/2017	15.00
234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2018-00001824	ADOBE CREATIVE CLOUD ANNUAL SUBSCRIPTION	10/31/2017	11/30/2017	890.27
146 - HOLLAND BOARD OF PUBLIC WORKS	2018-00001825	AIRPORT - ACCT #77526597-00	11/13/2017	11/30/2017	21.14
146 - HOLLAND BOARD OF PUBLIC WORKS	2018-00001826	AIRPORT - ACCT 77524873-01	11/13/2017	11/30/2017	49.50
146 - HOLLAND BOARD OF PUBLIC WORKS	2018-00001827	AIRPORT - ACCT #05614220-01	11/13/2017	11/30/2017	532.72
146 - HOLLAND BOARD OF PUBLIC WORKS	2018-00001828	AIRPORT - ACCT #05614000-01	11/13/2017	11/30/2017	76.18
146 - HOLLAND BOARD OF PUBLIC WORKS	2018-00001829	AIRPORT - ACCT #05613990-01	11/13/2017	11/30/2017	100.52
146 - HOLLAND BOARD OF PUBLIC WORKS	2018-00001830	AIRPORT - ACCT #77527804-01	11/13/2017	11/30/2017	1,411.36
146 - HOLLAND BOARD OF PUBLIC WORKS	2018-00001831	AIRPORT - ACCT #05613700-01	11/13/2017	11/30/2017	342.59
146 - HOLLAND BOARD OF PUBLIC WORKS	2018-00001832	AIRPORT - ACCT #05613100-02	11/13/2017	11/30/2017	136.67
130 - SEMCO ENERGY GAS COMPANY	2018-00001833	AIRPORT - ACCT #0361537.501	10/31/2017	11/30/2017	167.95
Total Selected Invoices: 11					$3,743.90

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 11/29/2017

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	11/30/2017	43821	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,670.68

Invoice	Date	Description	Amount
2018-00001825	11/13/2017	AIRPORT - ACCT #77526597-00	21.14
2018-00001826	11/13/2017	AIRPORT - ACCT 77524873-01	49.50
2018-00001827	11/13/2017	AIRPORT - ACCT #05614220-01	532.72
2018-00001828	11/13/2017	AIRPORT - ACCT #05614000-01	76.18
2018-00001829	11/13/2017	AIRPORT - ACCT #05613990-01	100.52
2018-00001830	11/13/2017	AIRPORT - ACCT #77527804-01	1,411.36
2018-00001831	11/13/2017	AIRPORT - ACCT #05613700-01	342.59
2018-00001832	11/13/2017	AIRPORT - ACCT #05613100-02	136.67

Check	11/30/2017	43822	Accounts Payable	SEMCO ENERGY GAS COMPANY		167.95

Invoice	Date	Description	Amount
2018-00001833	10/31/2017	AIRPORT - ACCT #0361537.501	167.95

EFT	11/30/2017	3332	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	905.27

Invoice	Date	Description	Amount
2018-00001823	10/31/2017	AIRPORT - SERVICES	15.00
2018-00001824	10/31/2017	ADOBE CREATIVE CLOUD ANNUAL SUBSCRIPTION	890.27

CITY AP PAYABLES ACCOUNT Totals:	Transactions: 3	$3,743.90

Checks:	2	$2,838.63
EFTs:	1	$905.27

WMAA Fund Balance as of 6/30/17				$ 1,028,774.15
	Operating	Capital	EEC Project	
Year to date Revenues	307,450.28	-	-	$ 307,450.28
Year to date Expenses	144,483.08	258,932.58	23,500.00	$ 426,915.66
Estimated Fund Balance as of 12/07/17				$ 909,308.77
	Budget	YTD		
Remaining Operating Revenues	535,550.00	307,450.28		$ 228,099.72
	Budget	YTD	Encumbrances	
Remaining Operating Expenses	335,225.00	144,483.08	2,900.00	$ 187,841.92
Ending Fund Balance as of 12/07/17				$ 949,566.57
1. Other Expected Expenses:				
FY18 Capital Expenses		71,500.00		$ 71,500.00
2. Ending Fund balance after expected capital expenses				$ 878,066.57

FY15 Donations	25,500.00
FY16 donations	289,315.00
FY17 Donations	136,805.00
FY18 Donations	-
Total Donations to Date	451,620.00

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

December 11, 2017

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Assistant Authority Manager.
Subject: Airport Authority Board Meeting Schedule 2018.

The Airport Authority meets the 2nd Monday of every month at 11:30am. Below is the list of meeting Dates and 2018 **MEETING LOCATIONS TBD**:

Monday, January 8th, 2018 **@**
Monday, February 12th, 2018 **@**
Monday, March 12th, 2018 **@**
Monday, April 9th, 2018 **@**
Monday, May 14th, 2018**@**
Monday, June 11th, 2018 **@**
Monday, July 9th, 2018 **@**
Monday, August 13th, 2018 **@**
Monday, September 10th, 2018**@**
Monday, October 8th, 2018 **@**
Monday, November 12th, 2018 **@**
Monday, December 10th, 2018 **@**

Any questions can be directed to Greg Robinson (566-3759) or Aaron Thelenwood (368-3021).