

# West Michigan Airport Authority

## Meeting Agenda

November 10, 2014

11:30am – 1:00pm

Park Township Offices, 52 – 152<sup>nd</sup> Avenue

1. Public Comments.
2. Consideration of the October 13, 2014 Closed Session and Regular Meeting Minutes. (Action Required)
3. Fiscal Year 2014 Audit Presentation. (Action Required)
4. Contract for Final Design and Construction Drawings for New Apron and Infrastructure. (Action Required)
5. FBO Report.
6. Communications Committee Update.
7. Monthly Budget and Investment Report. (Accept as Information)
8. Other Business: November 14, 2014, MAP meeting at 10:00 a.m.
9. Next meeting: December 8, 2014, 11:30 a.m., at Westshore Aviation.
10. 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  
Proposed Meeting Minutes  
October 14, 2014**

The West Michigan Airport Authority Board met at the Howard Miller Library & Community Center in the City of Zeeland.

Present: Authority Members Klunder, Klynstra, Sylte, Matthysse, Wiersma, Students VanderKolk and DeLeau, Ex-Officio Members Disselkoen and Storey

Absent: Authority Members Toscano, Martin, and Dykstra

Others Present: Mead & Hunt Representatives Ward and Thoman, Ken Brandsen of Progressive AE, Community Members Elzinga and Stroop, FBO Ludema, Communications Assistant Scholten, Airport Authority Manager Robinson and Executive Assistant Babinec.

Chairperson Klunder called the meeting to order at 11:35 a.m. and welcomed the Board and guests to the City of Zeeland.

**14.10.01 Public Comments**

Mr. Klunder welcomed new Park Township Representative Ross Sylte to the West Michigan Airport Authority Board.

**14.10.02 Consideration of the September 8, 2014 Regular & Closed Session Minutes**

It was moved by Klynstra, supported by Matthysse to approve the September 8, 2014 regular, and closed session minutes as presented. This motion was unanimously adopted.

**14.10.03 Closed Session to Discuss Property Acquisition**

It was moved by Hoogland and supported by Wiersma to go into a closed session to discuss property acquisition. This motion was unanimously adopted by roll call vote.

Airport Manager Robinson commented that the West Michigan Airport Authority Board and staff have been assembling the funding necessary to build a new Airport Business Center to replace the existing airport office building. The existing office building is in a deteriorating condition, is too small to accommodate the functions required for an airport of this size, and in no way portrays the economic health of this area. The West Michigan Regional Airport offers a first impression of the Holland/Zeeland community and the Authority owes it to this community to provide a building that reflects the vitality of this area.

Mr. Robinson also advised that the Authority has been working with property owners, the Michigan Department of Transportation (MDOT) Airports Division, potential contributors, airport consultant Mead & Hunt and state representatives to raise the funds necessary for such a project. The project is more than the building itself, it also involves a new, expanded aircraft apron area to handle the larger aircraft using this airport than when it was originally designed, and the associated infrastructure for these projects.

Mr. Robinson reviewed the proposed budget for all aspects of this project. Not all of the necessary funds have been raised. The Authority needs to raise additional monies in order to construct an apron large enough to accommodate the types of aircraft using the airport today. The Authority's Building & Development Committee continues to approach potential contributors to complete the total desired funding. There will also be a general community fund raising effort to offer broader support for the project.

It is proposed that the new airport business center, apron and infrastructure be located immediately east of the existing Geurink Boulevard. This will place these facilities near the center of the airport, rather than at one end or the other. In order to accomplish this location, additional property must be acquired. The Authority has been negotiating with Johnson Controls (JCI) for the purchase of 15.14 acres immediately north of the airport. MDOT has been involved in these negotiations as well in that they will fund 95% of the purchase price. A purchase price of \$500,000 has been agreed to (\$33,025 per acre). This price was reached after an appraisal was conducted and a third-party review of this appraisal.

A condition of this purchase required by JCI is that the City of Holland purchase Regent Boulevard for \$1. This Boulevard needs about \$350,000 in improvements to bring it to City standards and the adjacent property owners, including the Airport Authority, will be assessed for this amount. The adjacent property owners have agreed to this in recognition of the value of this road to access of their properties and potential future development. The City has approved the purchase of Regent Boulevard and has begun the assessment process for the improvements. The Authority's share of the improvement cost is estimated to be about \$61,000. This cost has been included in the attached project budget for a total Airport Authority share of \$86,000 for this property purchase.

Another aspect of this purchase is that MDOT has typical language in its purchase documents to the effect that the current owner will be responsible for any future environmental liability due to any contamination on this property prior to the sale. JCI objects to this language because this is not typical language for their property sales and that a Phase 1 environmental analysis has not revealed any environmental concerns. This property has only been used for agricultural purposes.

Mr. Robinson indicated that he met with the Authority's attorney, Andy Mulder, and discussed this Phase 1 analysis with the preparer (Driesenga & Assoc.) and as a result, Mr. Robinson does not feel that there are environmental contamination concerns. MDOT is requiring that the Authority Board acknowledge this and that it will accept responsibility for any future environmental liability resulting for possible contamination. Actually, a "clean" Phase 1 does protect the Authority in that it did conduct its due diligence at the time of purchase. Also attached to this report is the letter in this regard that needs Board approval.

The Michigan Aeronautics Commission needs the Authority Board to approve this purchase by October 15, 2014 in order to be considered for funding at its November 19 meeting.

It was moved by Wiersma and supported by Hoogland to approve the purchase of 15.14 acres from JCI as described in this report; that the Board authorize Chairperson Tim Klunder to sign the environmental letter; that this purchase is subject to MDOT approving a grant for 95% of the purchase price; and that the Board approve the attached Airport Business Center project budget. This motion was unanimously adopted by roll call vote.

#### **14.10.04                      Contract for Final Design and Construction Drawings for New Airport Business Center**

Airport Manager Robinson commented that the Authority has been working with property owners, the Michigan Department of Transportation (MDOT) Airports Division, potential contributors, airport consultant Mead & Hunt and state representatives to raise the funds necessary to build a new Airport Business Center to replace the existing airport office building; and that the next step is to conduct the final design and construction drawings for the building and then the same for the new apron and project infrastructure. After extensive meetings, the Building and Development Committee is recommending that the Board approve a contract between Mead & Hunt and the Authority for the building design and construction drawings; and that Progressive AE be selected to conduct the building design. Progressive AE will be a sub-consultant to Mead & Hunt (MH) in order to combine the airport expertise of MH with the outstanding design expertise of Progressive.

Mr. Robinson highlighted the scope of work; the funding for this project; and timeline for the project.

It was moved by Wiersma and supported by Matthyse to approve the contract with Mead & Hunt for final design of the building in the amount of \$180,634.40; that the contract be approved as to form by the Authority's attorney; Authorize Chairperson Tim Klunder to sign the contract on behalf of the Authority; and that contract work not begin until the contract has been reviewed by MDOT/AERO staff.

This motion was unanimously adopted by roll call.

**14.10.05 Fiscal Year 2014 Audit Proposal**

Mr. Robinson presented the Engagement Letter from Rehmann Robson for conducting the fiscal year 2014 financial audit. This firm has conducted the Authority's audits since the Authority became its own entity and has performed this responsibility well. The Authority's audit is part of a contract that the City of Holland has with Rehmann Robson. Proper preparation of the audit is vital to ensuring the Board and community that the Authority's finances are properly monitored and accounted for. The cost for this year's preparation is \$6,100. This is a reduction of \$400 from last year; however, last year's audit included a one-time fee of \$500 for unanticipated work for new Government Accounting Standards compliance requirements. The Board has budgeted \$6,200 for this purpose.

It was moved by Wiersma and supported by Sylte to approve the Engagement Letter with Rehmann Robson for preparation of the fiscal year 2014 audit at a cost of \$6,100. This motion was unanimously adopted.

**14.10.06 Communications Committee Update**

Ms. Scholten presented a report on the recent activities of the Communications Committee. Ms. Scholten spoke of her work on the new website, stating that the update is now complete, and that the information from the old website had all been transferred. She encouraged suggestions, as this is the Board's website. Chairperson Klunder thanked Ms. Scholten for her work on the new website. She also encouraged the Board to visit the site at [westmichiganregionalairport.com](http://westmichiganregionalairport.com).

**14.10.07 FBO Report**

FBO Ludema presently the monthly Fixed Base Operator (FBO) report describing fuel sales and various airport operations. Mr. Ludema advised that all equipment is working well and that fuel sales have been fluctuating over the past several months, but on the positive side over the fiscal year. This report was accepted as information.

**14.10.08 Monthly Budget & Investment Report**

It was moved by Wiersma and supported by Hoogland to accept the monthly budget and investment report as presented. This motion was unanimously adopted

**14.10.09 Other Business: November 14, 2014 MAP Meeting at 10 a.m.**

Mr. Robinson advised the Board that the annual Michigan Airports Planning meeting with the Michigan Department of Transportation Airports Division is scheduled for November 14, 2014, 10:00 a.m., in Lansing. He invited Board members to attend and to notify him of their interest by the end of October.

**14.10.10 Next Meeting: November 10, 2014, 11:30am at the Park Township Offices**

**14.09.10 Adjournment**

There being no further business, the meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Jim Wiersma  
Secretary

## West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423

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

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



November 7, 2014

Item 3.

**To:** West Michigan Airport Authority Board.  
**From:** Joel Dye, Interim Director of Community & Neighborhood Services Department  
**Subject:** Fiscal Year 2014 Audit Report Presentation – Accept as Information.

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Rehmann Robson has completed the independent auditor's report for Fiscal Year 2014. This firm has conducted the Authority's audits since the Authority became its own entity and has performed this responsibility well. The Authority's audit is part of a contract that the City of Holland has with Rehmann Robson.

As you will see in the report, it is the opinion of Rehman Robson that the financial statements present fairly and the general fund present fairly the financial position of the Authority for the fiscal year 2014. There was one area noted where the Authority needs to improve, and that is during the budget approval process. During this process, the Authority needs to identify that the budget is being approved at the "Department" level to conform to Michigan Department of Treasury requirements; it appears that this is a simple change by adding language to the budget approval resolution.

This report was already reviewed by the Operations Committee and on Monday November 10<sup>th</sup> representatives from Rehman Robson will be present at the Authority's Regular Meeting to review the auditor's report and answer any questions that the authority may have.

### Recommendation

It is recommended that the Authority Board accept the Fiscal Year 2014 Financial Audit as presented.

Attachment

## **West Michigan Airport Authority**

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November 6, 2014

Rehmann Robson  
2330 East Paris Ave SE  
Grand Rapids, MI 46546

This representation letter is provided in connection with your audit of the financial statements of the governmental activities and the general fund of the West Michigan Airport Authority as of and for the year ended June 30, 2014, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, and results of operations, and the budgetary comparison for the general fund of the Authority in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of November 6, 2014:

### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 16, 2014, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP. We have reviewed, approved, and taken responsibility for the financial statements and related notes.
2. We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions used by us in making accounting estimates are reasonable.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.

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7. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
8. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
9. With regard to items reported at fair value:
  - a. The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
  - b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
  - c. The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
  - d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
10. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
11. All funds and activities are properly classified.
12. All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
13. All components of net position and fund balance classifications have been properly reported.
14. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
15. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
16. All interfund and intra-entity transactions and balances have been properly classified and reported.
17. Deposit and investment risks have been properly and fully disclosed.
18. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
19. All required supplementary information is measured and presented within the prescribed guidelines.

## Information Provided

20. We have provided you with:
  - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
  - b. Additional information that you have requested from us for the purpose of the audit; and

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- c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- 21. All transactions have been recorded in the accounting records and are reflected in the financial statements.
- 22. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 23. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - a. Management;
  - b. Employees who have significant roles in internal control; or
  - c. Others where the fraud could have a material effect on the financial statements.
- 24. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
- 25. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.
- 26. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- 27. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- 28. The government has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- 29. We have disclosed to you all guarantees, whether written or oral, under which the government is contingently liable.
- 30. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- 31. There are no:
  - a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
  - b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.
  - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
- 32. The government has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- 33. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 34. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB-62. Significant estimates are estimates at the balance sheet date that could change materially within the next year.

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Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.

### Required Supplementary Information

35. With respect to the required supplementary information accompanying the financial statements:

- a. We acknowledge our responsibility for the presentation of the required supplementary information in accordance with accounting principles generally accepted in the United States of America.
- b. We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with accounting principles generally accepted in the United States of America.
- c. The methods of measurement or presentation have not changed from those used in the prior period.
- d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

  
\_\_\_\_\_  
Greg Robinson, Airport Manager

  
\_\_\_\_\_  
Michelle Price, Assistant Finance Director



## Authorization for Release of Reports

Client: West Michigan Airport Authority

Year End: June 30, 2014

I acknowledge that key members of management or the board have received and had an opportunity to carefully review drafts of the following:

- ☒ Financial statements
- ☐ Single audit
- ☒ Communication with the audit committee (management letter)
- ☐ Other \_\_\_\_\_

I understand that the content and presentation of the financial statements is the responsibility of management, and consent to the final printing and release of these reports.

  
\_\_\_\_\_  
Authorizing Official & Title  
Greg Robinson, Airport Manager

11-7-14  
Date

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November 10, 2014

Item 4.

To: West Michigan Airport Authority Board.  
From: Greg Robinson, Airport Authority Manager.  
Subject: Contract for Final Design of the New Airport Apron and Infrastructure.

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At the October 2014 meeting, the West Michigan Airport Authority Board approved the land acquisition and final building design contract for the new Airport Business Center. Grants for these two items will be considered by the Michigan Aeronautics Commission at its November 12, 2014 meeting.

The final design work for the building will begin later in November and the next step for the Authority Board is to approve a final design and construction drawings contract for the new apron and infrastructure. Attached to this report is the proposed scope of work and costs for airport consultant Mead & Hunt to conduct this work. The remainder of the actual contract language will be received during this week and will be typical for this type of contract, is very similar to that approved by the Board for the final building design work, and will include the required MDOT and FAA elements.

The scope of this contract is attached and includes:

- Additional survey work
- Geotechnical investigation
- Final geometric & grading designs
- Final pavement designs
- Utility designs
- Drainage designs
- Environmental considerations
- Construction drawings for all elements
- Assistance with the bidding process

The preliminary estimated cost for the apron is \$2.6 million and the infrastructure is estimated at \$865,000, for a total estimated construction cost of \$3,465,000. The final design contract has a lump sum cost of \$225,936.17. This is about 6.5% of the estimated construction costs which is consistent with projects of this nature. MDOT/AERO will fund 95% of this design contract, however, MDOT/AERO has just received this contract is now reviewing it. The WMAA share of this cost will be \$11,297.

The Michigan Aeronautics Commission (MAC) is not expected to consider the grant for this final design work until its January 2015 meeting. Airport Authority staff and MH have been working with MDOT/AERO to be sure that this work will be funded at the January meeting. The Authority will absorb the contract costs until that time and will be reimbursed for expenses incurred prior to MAC

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grant approval. There is a slight risk that the MAC would not approve the grant, but this is a very small risk and all indications from MDOT/AERO have been very positive. If for some reason the land acquisition and final building design contract were not approved by the MAC at its November 12, 2014 meeting, then the apron/infrastructure design work would not be started.

It is intended that construction drawings will be completed by March 2015 and then the project would be bid for a summer 2015 construction start.

### **Recommendation**

It is recommended that the Board:

1. Approve the contract with Mead & Hunt for final design and construction drawings for the new airport apron and infrastructure in the amount of \$225,936.17;
2. Forward the contract to the Authority's attorney for approval as to form;
3. Authorize Chairperson Tim Klunder to sign the contract on behalf of the Authority; and
4. That contract work not begin until the contract has been reviewed by MDOT/AERO staff.

Attachment:                      Revised Project budget  
   Mead & Hunt contract scope of work and cost estimate

## Airport Business Center Funding Status

### November 10, 2014

	<u>Estimated Cost</u>	<u>Federal</u>	<u>MDOT</u>	<u>MEDC</u>	<u>WMAA</u>	<u>Contributions</u>
Land						
Property Acquisition	\$ 561,000	\$ -	\$ 475,000	\$ -	\$ 86,000	\$ -
Wetland Credits	50,000	45,000	2,500	-	2,500	-
Building (7,500 sq ft @ \$200/sq ft + cont)						
Design	180,634	-	162,571	-	18,063	-
Construction	1,800,000	-	500,000	1,300,000	-	-
Furnishings	150,000	-	-	-	-	150,000
Apron and Infrastructure						
Design	225,936	203,342	11,297	-	11,297	-
Site work construction	865,000	778,500	43,250	-	43,250	-
Apron construction	2,600,000	1,710,000	95,000	-	490,000	305,000
<b>Total</b>	<b><u>\$ 6,432,570</u></b>	<b><u>\$ 2,736,842</u></b>	<b><u>\$ 1,289,618</u></b>	<b><u>\$ 1,300,000</u></b>	<b><u>\$ 651,110</u></b>	<b><u>\$ 455,000</u></b>

**ATTACHMENT E  
SCOPE OF SERVICES  
WEST MICHIGAN REGIONAL AIRPORT  
HOLLAND, MICHIGAN  
DESIGN SITE IMPROVEMENTS AND APRON FOR TERMINAL BUILDING**

**PROJECT DESCRIPTION:**

The West Michigan Regional Airport is a busy general aviation airport serving a variety of aircraft including large business jets. The existing terminal building and terminal area are small and do not adequately serve the airport's users. The West Michigan Regional Airport is scheduled to build a new mid-field terminal building in 2015. This project will include the design of site improvements, including grading, utilities, automobile parking areas, and apron to support the new terminal building. The preliminary design (completed in 2014) established the following details:

Apron – Approximately 33,000 SYD (including taxiway connectors)  
Automobile parking – Approximately 7,300 SYD (including entrance)

**DATA COLLECTION:**

Topographic Survey

Collection of information related to several features around the airport was previously completed during the preliminary design phase to better define potential environmental concerns or impacts. Each item is noted below:

- Site conditions – The CONSULTANT completed a topographic survey of the proposed terminal area site. The survey collected data that may impact the design of drainage, pavements, utilities, and buildings associated with the proposed development. Features that were surveyed include:
  - Existing ground elevations.
  - Drainage features including ditches and/or culverts.
  - Elevations of existing adjacent pavements, including streets, aircraft aprons and taxiways.
  - Any wetlands which have been delineated.
  - Runway and Taxiway centerline elevations for the portion of runway 8/26 and Taxiway located south of the proposed terminal area development.
  - If identified during the topographic survey evidence of underground utilities including utility markers and/or duct markers. Geurink Blvd was previously improved under another project. The CONSULTANT assumed that up to date utility information will be available and provided by the SPONSOR.
  
- Trees - Another constraint to the project was trees located in the aircraft apron area in the vicinity of a ditch line crossing project area. The CONSULTANT located and identified

the trees which will need to be addressed as part of the project. This included identifying the physical location of the trees, but did not include a specific tree inventory.

The previously completed survey limits were based on the limits of the preliminary geometric layout of the terminal building and associated site improvements. Based on subsequent preliminary 3D design of the site, it is anticipated additional topographic survey will be required on adjacent areas to ensure the ability to offset floodplain impacts based on the requirements of the Tulip Inter-County Drain Board. The CONSULTANT will coordinate with the SPONSOR to determine any additional existing utilities present in the area.

#### Geotechnical Investigation

The geotechnical investigation will consist of performing 21 soil borings all within the apron, parking lot and drainage pond area. The soil borings will be drilled to a depth of 10 feet below existing ground level. If highly compressible soil is encountered in any of the borings, the depth will be extended to determine the full depth of the compressible soil layer. If it is determined that the boring depth must be extended, the additional work must be done under a separate agreement.

The CONSULTANT will record groundwater level during and immediately after drilling. The bore holes will be backfilled with soil cuttings

The CONSULTANT will obtain split-spoon soil samples in each boring at 2.5' intervals and record the SPT N-Values per ASTM D-1586.

After soil borings are complete, the CONSULTANT will classify the soils in accordance with the Unified Soil Classification system. The moisture content and unconfined compressive strength of the soils will also be determined.

### **DESIGN CONSIDERATIONS:**

#### Geometric & Grading Design Criteria

- Apron – During the preliminary design phase the apron geometry and grading was developed in accordance with FAA AC 150/5300-13A using the requirements of Airplane Design Group III and Taxiway Design Group 3. The CONSULTANT will incorporate any new information and revise the layout accordingly.
- Parking Lot – During the preliminary design phase the parking lot geometry and grading was developed in accordance to meet Standard MDOT requirements. The CONSULTANT will verify that the layout meets all local requirements and will incorporate any new information and revise the layout accordingly.

#### Pavement Thickness

- Apron - A preliminary pavement design was completed for the apron as part of the preliminary design phase using the requirements set forth in FAA AC 150/5320-6. The CONSULTANT will revisit the specified fleet mix to determine if the proposed section is adequate. The CONSULTANT will incorporate any new information and revise the pavement section accordingly using FAARFIELD pavement design software.
- Parking Lot – The preliminary design phase did not include design of the pavement section for the parking lot. It is anticipated that the surface course will be asphalt. The



CONSULTANT will work with the Sponsor to confirm local requirements before completing the pavement design using the AASHTO design method.

#### Utility Design

- Airside – It is anticipated that the project will incorporate modifications to the existing airfield electrical systems and well as airfield circuitry. The CONSULTANT will coordinate with the SPONSOR to determine the extents of the modifications and additions. All airfield design work will be done in accordance with FAA AC 150/5340-30
- Landside - The CONSULTANT will coordinate with the local utility companies, SPONSOR, and the terminal building design team to size and provide the necessary utilities through the site to the terminal building. These utilities include:
  - Electric
  - Gas
  - Water
  - Sanitary Sewer
  - Communication
  - Access Control
  - Parking Lot Lighting

All design work will be done in accordance with local and national codes and requirements.

#### Drainage Design

It is anticipated that this project will incorporate significant drainage features including:

- Storm sewer collection and piping system
- Storm sewer detention area, including mitigation of flood plain impacts
- Edge drain subsurface drainage system
- Glycol collection area – Collection and disposal through Sanitary Sewer (Does not include treatment)

The CONSULTANT will follow FAA AC 150/5320-5 for all drainage design (surface & subsurface). All drainage design as listed above will be done in accordance with federal, state and local requirements, including requirements on the Tulip Inter-County Drain Board.

#### Environmental Considerations

It is anticipated that a wetland and floodplain permit will be required as part of this project. The CONSULTANT shall complete and file a Joint Wetland and Floodplain Protection Permit for the above referenced project with Michigan Department of Environmental Quality (MDEQ) and U.S. Environmental Protection Agency (USEPA) staff. The permit application shall include the project justification, alternatives considered, expected impacts, and anticipated mitigation requirements. Up to two (2) on-site resource agency meetings are proposed as part of the permit development process. Coordination with the various resource agencies shall be conducted to establish acceptable mitigation measures for expected wetland and floodplain impacts.

This Scope of Services includes consultation and a coordination associated with the MDEQ and USEPA permit application only and does not include field investigations or engineering design associated with off-site mitigation. It is assumed that wetland impacts shall be mitigated through

the purchase of wetland banking credits at the MDEQ approved Parma Wetland Bank and no additional wetland delineation or offsite field investigations are required. Wetland mitigation beyond banking credits shall be added by amendment.

It should be noted that Mead & Hunt does not guarantee a permit will be issued to construct the proposed project. Permit approval is at the discretion of the permitting agencies and is not guaranteed.

#### **Plan Development and Bidding Considerations:**

At the point, the exact bidding process is yet to be determined. The project will either be bid through MDOT or be bid through a local letting. Regardless of method, The CONSULTANT will prepare plans and specifications for the project.

The plans and specifications shall be reviewed two times (60% & 90%) with the SPONSOR. Concurrently a quality assurance review shall be performed internally. All SPONSOR comments and quality assurance comments shall be addressed in the final plan set prior to issuing for bids.

In addition, the CONSULTANT will host a pre-bid meeting with the SPONSOR and prospective bidders as well as be available to assist in answering question and submitting any necessary addendums. If the project is bid locally, the CONSULTANT will assist the SPONSOR in the tasks of bid review and provide a recommendation to award.

#### **Sponsor Responsibilities:**

- Provide access to project site.
- Provide single point of contact with airport to review all documents and make decisions.

## DESIGN SERVICES FEE ESTIMATE - ATTACHMENT C

### SUMMARY SHEET

Airport: West Michigan Regional Airport

Project Description: Design Site Improvements and Apron for Terminal Building

M & H Project No.: 08199-00-132315.01

180 Calendar days in contract

COST BY ELEMENT	
ELEMENT 1.11 - PRE DESIGN CONFERENCE	\$3,824.72
ELEMENT 1.12 - ENGINEERING SURVEY	\$1,894.35
ELEMENT 1.13 - DETAILED CONSTRUCTION PLANS AND SPECIFICATIONS	\$115,499.76
ELEMENT 1.14 - ESTIMATE OF PROBABLE CONSTRUCTION COST	\$7,680.16
ELEMENT 1.15 - ENGINEERING REPORT	\$19,952.70
ELEMENT 1.16 - USERS CONFERENCE	\$0.00
ELEMENT 1.18 - CONFERENCES AND MEETINGS	\$51,083.60
M&H PROJECT COSTS*	\$199,935.30

\*excludes sub consultants

COST BREAKDOWN	
LABOR COST	\$62,906.18
OVERHEAD COST @ 1.85	\$116,376.43
PROFIT @ 11%	\$19,721.09
DIRECT COSTS	\$931.60
SUB TOTAL	\$199,935.30
SUB CONSULTANT-SOMAT	\$7,900.00
SUB CONSULTANTS- PROGRESSIVE AE	\$18,100.87
<b>TOTAL COST THIS PROJECT</b>	<b>\$225,936.17</b>

Airport: West Michigan Regional Airport  
Project Description: Design Site Improvements and Apron for Terminal Building  
M & H Project No.: 08199-00-132315.01

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
	Hourly Rate	\$50.89	\$43.34	\$36.43	\$36.78	\$28.87	\$27.62	\$17.44
ELEMENT 1.11 - PRE DESIGN CONFERENCE								
Pre design meeting	16							8
TOTAL HOURS	16	0	0	0	0	0	0	8
No. of trips at 170 miles/trip	1							
Meals (days)	1					1		1
Nights Lodging								
Total labor and overhead this element	\$3,332.90							
Mileage this element ( \$0.56 /mile)	\$95.20							
Meals this element (\$30/Trip)	\$0.00							
Meals this element (\$10/trip)	\$30.00							
Lodging (\$75/night)	\$0.00							
Phone								
Materials								
Profit this element	\$366.62							
TOTAL COST THIS ELEMENT	\$3,824.72							
ELEMENT 1.12 - ENGINEERING SURVEY								
Topographical survey					8	12		
Electrical survey								
TOTAL HOURS	0	0	0	0	8	12	0	0
No. of trips at 170 miles/trip						1		
Meals (days)					1	1		
Nights Lodging								
Total labor and overhead this element	\$1,602.84							
Mileage this element ( \$0.56 /mile)	\$95.20							
Meals this element (\$30/Trip)	\$0.00							
Meals this element (\$10/trip)	\$20.00							
Lodging (\$75/night)	\$0.00							
Phone								
Materials								
Profit this element	\$176.31							
TOTAL COST THIS ELEMENT	\$1,894.35							

Airport: West Michigan Regional Airport  
Project Description: Design Site Improvements and Apron for Terminal Building  
M & H Project No.: 08199-00-132315.01

Employee Classification	PROJECT	SR. PROJECT	ENGINEER	SR. ENGINEER	ENGINEER	SURVEY/CADD	ADMIN	SR. AVIATION
	MANAGER	ENGINEER	IV	TECH	III	TECH	ASSISTANT	PLANNER
<b>ELEMENT 1.13 - DETAILED CONSTRUCTION PLANS AND SPECIFICATIONS</b>								
Title sheet and Std Plans	2		4			2	2	
Quantity takeoff and sheets	16	40	40			2	2	
Safety/Phasing plan and submittals	2	8	16			2	2	
Demolition design & sheets		4	16			2	1	
Revisit pavement design & typical sect. sheets	2	8	12	4		2	1	
Supplemental specifications	4	24	40	24		2	8	
Geometric Design - Apron	2	8	16			2	2	
Grading Design and Sheets	8	24	80			2	2	
Drainage Design and sheets	4	40	80			2	2	
Glycol collection design and sheets	8	8	24			2	2	
Electrical design and sheets- Airfield	2	8		40		2	2	
Electrical design and sheets- Parking Lot	2	4		40		2	2	
Restoration design and sheets	2	4	8			2	2	
Tree Removal design and sheets	2	2	16			2	2	
Cross sections and earthwork summary	8	16	40					
Wetland and Flood Plain Mitigation & Permitting	16	24	40					40
<b>TOTAL HOURS</b>	<b>80</b>	<b>222</b>	<b>432</b>	<b>108</b>	<b>0</b>	<b>28</b>	<b>32</b>	<b>40</b>
Total labor and overhead this element	\$104,053.84							
Phone								
Printing								
Profit this element	\$11,445.92							
<b>TOTAL COST THIS ELEMENT</b>	<b>\$115,499.76</b>							
<b>ELEMENT 1.14 - ESTIMATE OF PROBABLE CONSTRUCTION COST</b>								
Cost estimate Civil	4	8	24				8	
Cost estimate Electrical	2	4		16				
<b>TOTAL HOURS</b>	<b>6</b>	<b>12</b>	<b>24</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>
Total labor and overhead this element	\$6,919.06							
Phone								
Materials								
Profit this element	\$761.10							
<b>TOTAL COST THIS ELEMENT</b>	<b>\$7,680.16</b>							

M & H Project No.: 08199-00-132315.01

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
<b>ELEMENT 1.15 - ENGINEERING REPORT</b>								
Civil report	2	8	40				8	
Electrical report	2	4		16			4	
Development of Alternatives	8	8	40					8
Selection of Alternative	8							8
<b>TOTAL HOURS</b>	<b>20</b>	<b>20</b>	<b>80</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>16</b>
Total labor and overhead this element	\$17,975.41							
Phone								
Materials								
Profit this element	\$1,977.29							
<b>TOTAL COST THIS ELEMENT</b>	<b>\$19,952.70</b>							
<b>ELEMENT 1.16 - USERS CONFERENCE</b>								
<b>TOTAL HOURS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
No. of trips at 170 miles/trip								
Meals (days)								
Lodging (\$75/night)								
Total labor and overhead this element	\$0.00							
Mileage this element ( \$0.56 /mile)	\$0.00							
Meals this element (\$30/Trip)	\$0.00							
Meals this element (\$10/trip)	\$0.00							
Lodging (\$75/night)	\$0.00							
Phone								
Materials								
Profit this element	\$0.00							
<b>TOTAL COST THIS ELEMENT</b>	<b>\$0.00</b>							

M & H Project No.: 08199-00-132315.01

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
<b>ELEMENT 1.18 - CONFERENCES AND MEETINGS</b>								
Design Review - 60%	4	12	8					8
Design Review - 90%	4	12	8					8
Coordination with Drain Board	4	12	24					
Meeting Env. Agencies	4	12						32
Coordination with Local Agencies	4	12						16
Coordination with Sponsor	4	12						16
Coordination with AERO	4	12						16
Prebid Meeting	4	12	8					8
Bid Assistance	4	12	40	24				16
TOTAL HOURS	36	108	88	24	0	0	0	120
No. of trips at 170 miles/trip	6							
Meals (days)	6							6
Lodging (\$75/night)								
Total labor and overhead this element	\$45,398.56							
Mileage this element ( \$0.56 /mile)	\$571.20							
Meals this element (\$30/Trip)	\$0.00							
Meals this element (\$10/trip)	\$120.00							
Lodging (\$75/night)	\$0.00							
Phone								
Materials								
Profit this element	\$4,993.84							
<b>TOTAL COST THIS ELEMENT</b>	<b>\$51,083.60</b>							

# ***WMAA MONTHLY FBO REPORT***

Item 5.

<b>Total Fuel Gallons Delivered</b>	<b>Current Month Oct-14 76,212</b>	<b>One Year ago Oct-13 58,063</b>	<b>Fiscal Year To Date 10/1/14- 9/30/15 76,212</b>	<b>F/Y to Date Compared 2014 18,149</b>
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<b>Transplant Flights</b>	<b>0</b>
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**Wings Of Mercy Flights**

<b>Freight Flights From/To Holland</b>	<b>0</b>
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<b>FREIGHT WEIGHT</b>	<b>0</b>
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**NUMBER OF PARTS IF KNOWN**

Notable Activities



## West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423

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

Comprising City of Zeeland, Park Township and City of Holland



DATE: November 10, 2014

Item 6.

SUBJECT: WMAA Communications Committee Board Update

Tier 1 (most important)

Page 1 of 2

### UPDATE WEBSITE ON A CONTINUAL BASIS

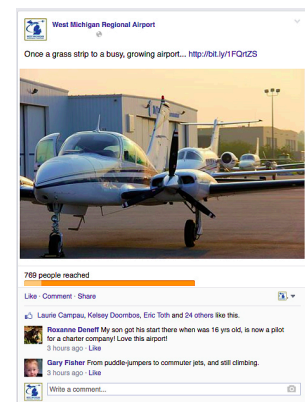
- Please check the new WMRA website for news and updates. ([www.WestMichiganRegionalAirport.com](http://www.WestMichiganRegionalAirport.com))

### SOCIAL NETWORKING

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

The WMRA Facebook page has 842 "Likes" (from 735 "Likes" last month).

Recent Facebook posts shown below



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

Tier 2 (important)

### PRESS RELEASES/NEWS ARTICLES

A plus to the Holland/Zeeland promotional media coverage from the two articles was that the articles were tweeted, linked or reprinted around the country on radio, online news and in newspapers.

- Holland Sentinel front page, 10-14-2014 and Online, "WMRA Land Purchase Approved"  
Link: <http://www.hollandsentinel.com/article/20141013/News/141019660>
- Holland Sentinel front page, 10-24/25-14 and Online, "WMRA Airport Evolution"  
Link: <http://www.hollandsentinel.com/article/20141024/NEWS/141029514/1994/NEWS>

Other media where one or both articles appeared: West Coast Chamber of Commerce (Tweet) • &NewsObserver.com online • The Telegraph, Middle Georgia's News Source • The Washington Times • The Wichita Eagle • WGVU • Cadillac News • AllToday.net online • Montgomery Advertiser online • Battle Creek Enquirer • Lansing State Journal • USA Today/Prince online - Latest World & National News & Headlines • Miami Herald • Google Alert - Regional Airports online • WHTC.com, and online • Riverview Airport Facebook Page (Jenison, MI) • [WN.com](http://WN.com) (World News online) which also linked 4 WMRA videos to the article (see below)

*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

270 South River Avenue, Holland, MI 49423

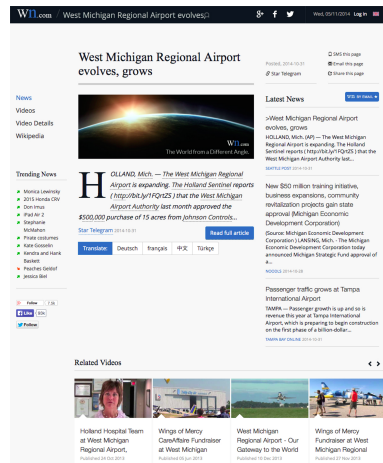
P (616) 355-1310 F (616) 546-7056

Comprising City of Zeeland, Park Township and City of Holland



PAGE 2 OF 2

WN.com (World News online)



Holland Sentinel



Holland Sentinel



## 2014 PARADES & EVENTS

- The WMRA Jet Float appeared in the **TULIP TIME MUZIEKPARADE** on Saturday, May 10 (fourth consecutive year). The float received a Director's Award from the Tulip Time Board in 2013.
- The **Wings of Mercy CareAffaire** fundraiser on August 23 was a great success with the highest attendance and donations. 100+ runners converged for the new 5K Runway, 500 breakfasts were served and 100 kids received free flights. In partnership with Holland TV, a new 2014 Wings of Mercy CareAffaire video is available. <http://youtu.be/1t-hLGC35vY>
- The WMRA jet float is scheduled for **ZEELAND'S MAGICAL CHRISTMAS PARADE** on Monday, December 1 at 6:30 p.m.

## PRESENTATIONS/SPEAKING ENGAGEMENTS

- Please let a Communications Committee member know if a business or organization is interested in scheduling an airport presentation or speaking engagement.

TIER 3 (less important)

## eNEWSLETTER

- The WMRA eNews is scheduled for the week of November 10.

Please contact Karen if you have any questions or comments.

k.scholten@cityofholland.com O 616.355.1305 H 616.399.8509

*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.*



# Budget Performance Report

Fiscal Year to Date 10/27/14

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
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>REVENUE</b>										
Department <b>000 - General Revenues</b>										
400420.0	Prior Year Taxes MTT Adjustments	.00	.00	.00	.00	.00	.00	.00	+++	101.24
420502.23	Federal Grant FAA Entitlement-Capital	249,250.00	.00	249,250.00	.00	.00	.00	249,250.00	0	.00
420502.24	Federal Grant FAA Capital	15,350.00	.00	15,350.00	.00	.00	.00	15,350.00	0	34,372.93
430502.24	State Grant MDOT State Capital	1,210,300.00	.00	1,210,300.00	.00	.00	.00	1,210,300.00	0	20,453.28
450582.C	Contributions from Other Govts From City of Holland	104,813.00	.00	104,813.00	151.49	.00	96,555.16	8,257.84	92	98,963.65
450582.P	Contributions from Other Govts From Park Township	90,000.00	.00	90,000.00	.83	.00	.83	89,999.17	0	90,267.60
450582.Z	Contributions from Other Govts From City of Zeeland	48,100.00	.00	48,100.00	115.82	.00	50,487.45	(2,387.45)	105	47,797.62
460621.9	Fees-Agreements Emergency Services Fee	.00	.00	.00	.00	.00	.00	.00	+++	175.85
460654.1	Franchise Fees FBO Franchise Fees	22,200.00	.00	22,200.00	1,816.67	.00	7,266.68	14,933.32	33	20,599.46
460654.5	Franchise Fees Fuel Flowage Fee	55,000.00	.00	55,000.00	6,508.83	.00	17,628.20	37,371.80	32	63,367.81
460654.7	Franchise Fees Landing Fees	27,000.00	.00	27,000.00	2,798.45	.00	8,091.74	18,908.26	30	23,759.68
480665.0	Investment Income General	4,000.00	.00	4,000.00	.00	.00	917.58	3,082.42	23	5,506.72
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	2,554.64
480669.24	Rental Hangar Land Lease	86,000.00	.00	86,000.00	52,815.74	.00	72,812.52	13,187.48	85	91,001.23
480669.25	Rental Agricultural Land Lease	11,400.00	.00	11,400.00	.00	.00	.00	11,400.00	0	11,129.04
480669.26	Rental T-Hangars	55,000.00	.00	55,000.00	.00	.00	8,280.00	46,720.00	15	56,540.00
Department <b>000 - General Revenues Totals</b>		\$1,978,413.00	\$0.00	\$1,978,413.00	\$64,207.83	\$0.00	\$262,040.16	\$1,716,372.84	13%	\$566,590.75
Department <b>541 - Airport Business Center Project</b>										
490675.AIR	Private Donations WMAA - Airport	.00	.00	.00	7,500.00	.00	7,500.00	(7,500.00)	+++	.00
Department <b>541 - Airport Business Center Project Totals</b>		\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	(\$7,500.00)	+++	\$0.00
<b>REVENUE TOTALS</b>		\$1,978,413.00	\$0.00	\$1,978,413.00	\$71,707.83	\$0.00	\$269,540.16	\$1,708,872.84	14%	\$566,590.75
<b>EXPENSE</b>										
Department <b>540 - Airport Operations</b>										
710701.3	Payroll-Regular Allocated	61,400.00	.00	61,400.00	.00	.00	.00	61,400.00	0	60,630.00
710707.0	Payroll-Temporary Help General	.00	.00	.00	1,575.00	.00	4,665.00	(4,665.00)	+++	.00
710707.8	Payroll-Temporary Help Allocated	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	13,138.83
712715	Employer FICA/Medicare Contribution	.00	.00	.00	120.48	.00	356.87	(356.87)	+++	.00
721730.0	Postage General	100.00	.00	100.00	.00	.00	.00	100.00	0	6.50
721740.CAP	Operating Supplies Controlled Items-Capital Type	.00	.00	.00	.00	.00	681.14	(681.14)	+++	.00
721905.0	Photocopies/In-House Printing General	100.00	.00	100.00	.00	.00	.60	99.40	1	30.27
721931.0	Bldg & Grnds Maint General	15,000.00	.00	15,000.00	.00	1,996.00	.00	13,004.00	13	6,292.00
721933.0	Equipment Maintenance General	18,000.00	.00	18,000.00	88.50	.00	4,192.00	13,808.00	23	21,030.50
722801.9010	Contr-Printing/Promo Advertising/Promotional	30,000.00	.00	30,000.00	.00	.00	1,242.81	28,757.19	4	19,679.82
722804.0	Contractual-Legal General	5,000.00	.00	5,000.00	1,980.27	.00	6,470.89	(1,470.89)	129	2,823.02
722805.1	Contractual-Finance Independent Audit	6,200.00	.00	6,200.00	5,500.00	.00	5,500.00	700.00	89	6,500.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	22.24	.00	87.91	(87.91)	+++	248.72
722807.2	Contractual-Architect/Engineer Plan Development	.00	.00	.00	.00	.00	.00	.00	+++	194.88
722807.5	Contractual-Architect/Engineer Engineering	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	500.00



# Budget Performance Report

Fiscal Year to Date 10/27/14

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
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>EXPENSE</b>										
<b>Department 540 - Airport Operations</b>										
722808.MOW	Contr-Bldgs&Grnds Mowing	25,000.00	.00	25,000.00	.00	.00	12,873.50	12,126.50	51	23,507.13
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	17,000.00	.00	17,000.00	.00	.00	6,167.02	10,832.98	36	24,712.06
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	82,174.88
722809.61	Contractual-Misc Contract-Management Services	32,000.00	.00	32,000.00	2,273.33	.00	9,093.36	22,906.64	28	25,990.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	4,000.00	.00	4,000.00	.00	.00	1,006.08	2,993.92	25	3,122.99
723850.0	Communications Telephone	300.00	.00	300.00	.00	.00	78.16	221.84	26	300.07
723860.0	Travel, Conf, Seminars General	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	942.71
723910.0	Commercial Insurance Premiums General	19,700.00	.00	19,700.00	.00	.00	19,276.00	424.00	98	18,726.00
723920.GATE	Public Utilities Fence Gates	350.00	.00	350.00	38.17	.00	144.21	205.79	41	282.37
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	203.62	.00	1,057.87	3,442.13	24	3,833.98
723920.PLOT	Public Utilities Parking Lot Lights	750.00	.00	750.00	73.98	.00	253.13	496.87	34	605.53
723920.RUNW	Public Utilities Runway Lights	3,500.00	.00	3,500.00	497.10	.00	1,603.48	1,896.52	46	4,084.19
723920.THAN	Public Utilities T-Hangars	2,500.00	.00	2,500.00	221.83	.00	724.81	1,775.19	29	2,954.67
723955.0	Misc. General	2,200.00	.00	2,200.00	90.10	.00	580.69	1,619.31	26	1,386.42
723961.0	Dues & Subscriptions General	.00	.00	.00	295.00	.00	295.00	(295.00)	+++	70.00
723962.0	Assessments & Taxes General	.00	.00	.00	.00	.00	773.36	(773.36)	+++	.00
723963.2	Write-Offs W/O Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	(35.87)
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	.00	.00	+++	25.46
730971.0	Land General	944,000.00	.00	944,000.00	.00	.00	.00	944,000.00	0	.00
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	75,412.18
730975.0	Buildings & Structures General	641,000.00	.00	641,000.00	.00	.00	.00	641,000.00	0	3,600.00
730980.0	Office Equipment/Furniture General	.00	.00	.00	.00	.00	125.74	(125.74)	+++	.00
770956.0	Contingency General	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
Department 540 - Airport Operations Totals		\$1,912,600.00	\$0.00	\$1,912,600.00	\$12,979.62	\$1,996.00	\$77,249.63	\$1,833,354.37	4%	\$402,769.31
<b>EXPENSE TOTALS</b>		<b>\$1,912,600.00</b>	<b>\$0.00</b>	<b>\$1,912,600.00</b>	<b>\$12,979.62</b>	<b>\$1,996.00</b>	<b>\$77,249.63</b>	<b>\$1,833,354.37</b>	<b>4%</b>	<b>\$402,769.31</b>
<b>Fund Z01 - WMAA (Airport) General Fund Totals</b>										
<b>REVENUE TOTALS</b>		<b>1,978,413.00</b>	<b>.00</b>	<b>1,978,413.00</b>	<b>71,707.83</b>	<b>.00</b>	<b>269,540.16</b>	<b>1,708,872.84</b>	<b>14</b>	<b>566,590.75</b>
<b>EXPENSE TOTALS</b>		<b>1,912,600.00</b>	<b>.00</b>	<b>1,912,600.00</b>	<b>12,979.62</b>	<b>1,996.00</b>	<b>77,249.63</b>	<b>1,833,354.37</b>	<b>4</b>	<b>402,769.31</b>
<b>Fund Z01 - WMAA (Airport) General Fund Totals</b>		<b>\$65,813.00</b>	<b>\$0.00</b>	<b>\$65,813.00</b>	<b>\$58,728.21</b>	<b>(\$1,996.00)</b>	<b>\$192,290.53</b>	<b>(\$124,481.53)</b>		<b>\$163,821.44</b>
<b>Grand Totals</b>										
<b>REVENUE TOTALS</b>		<b>1,978,413.00</b>	<b>.00</b>	<b>1,978,413.00</b>	<b>71,707.83</b>	<b>.00</b>	<b>269,540.16</b>	<b>1,708,872.84</b>	<b>14</b>	<b>566,590.75</b>
<b>EXPENSE TOTALS</b>		<b>1,912,600.00</b>	<b>.00</b>	<b>1,912,600.00</b>	<b>12,979.62</b>	<b>1,996.00</b>	<b>77,249.63</b>	<b>1,833,354.37</b>	<b>4</b>	<b>402,769.31</b>
<b>Grand Totals</b>		<b>\$65,813.00</b>	<b>\$0.00</b>	<b>\$65,813.00</b>	<b>\$58,728.21</b>	<b>(\$1,996.00)</b>	<b>\$192,290.53</b>	<b>(\$124,481.53)</b>		<b>\$163,821.44</b>



# Fund Equity Changes Report

Through 10/27/14  
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	<b>GOVERNMENTAL</b>								
Fund Type	<b>GENERAL FUND</b>								
Fund	<b>Z01 - WMAA (Airport) General Fund</b>								
341390.E	Fund Balance - Assigned (By Action) For Emergencies	25,000.00	.00	.00	25,000.00				
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	142,421.00	.00	.00	142,421.00				
342390	Fund Balance-Unassigned	596,705.61	.00	.00	596,705.61				
345390.C	Fund Balance Committed (By Resolution) For Capital Projects	.00	.00	.00	.00				
345390.E	Fund Balance Committed (By Resolution) For Emergencies	.00	.00	.00	.00				
Fund	<b>Z01 - WMAA (Airport) General Fund Totals</b>	<b>\$764,126.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$764,126.61</b>	<b>\$163,821.44</b>	<b>\$269,540.16</b>	<b>\$77,249.63</b>	<b>\$1,120,238.58</b>
Fund Type	<b>GENERAL FUND Totals</b>	<b>\$764,126.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$764,126.61</b>	<b>\$163,821.44</b>	<b>\$269,540.16</b>	<b>\$77,249.63</b>	<b>\$1,120,238.58</b>
Fund Category	<b>GOVERNMENTAL Totals</b>	<b>\$764,126.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$764,126.61</b>	<b>\$163,821.44</b>	<b>\$269,540.16</b>	<b>\$77,249.63</b>	<b>\$1,120,238.58</b>
	<b>Grand Totals</b>	<b>\$764,126.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$764,126.61</b>	<b>\$163,821.44</b>	<b>\$269,540.16</b>	<b>\$77,249.63</b>	<b>\$1,120,238.58</b>

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 10/15/2014

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	10/16/2014	22334	Accounts Payable	CUNNINGHAM DALMAN P.C.		1,980.27
	Invoice		Date	Description		Amount
		213686	09/30/2014	AIRPORT - SEPTEMBER 2014 ATTY BILL		1,980.27
Check	10/16/2014	22335	Accounts Payable	DEANNE BUCKLAND		90.10
	Invoice		Date	Description		Amount
		2015-00001670	10/14/2014	AIRPORT PETTY CASH REIMBURSEMENT		90.10
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 2		<u>\$2,070.37</u>
Checks:		2	\$2,070.37			

City of Holland  
**Accounts Payable Payment Post Listing**

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
201 Finance		PAYABLES ACCOUNT		10/23/2014		22505
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
201 Finance						
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00001752	AIRPORT - ACCT #05613700-01	10/14/2014	10/23/2014	200.46
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00001753	AIRPORT - ACCT #77524873-01	10/14/2014	10/23/2014	38.17
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00001754	AIRPORT - ACCT #05613100-02	10/14/2014	10/23/2014	122.93
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00001755	AIRPORT - ACCT #77526597-00	10/14/2014	10/23/2014	21.37
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00001756	AIRPORT - ACCT #05614220-01	10/14/2014	10/23/2014	497.10
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00001757	AIRPORT ACCT #05614000-01	10/14/2014	10/23/2014	73.98
	146 - HOLLAND BOARD OF PUBLIC WORKS	2015-00001758	AIRPORT - ACCT #05613990-01	10/14/2014	10/23/2014	80.69
	2060 - MICHIGAN WEST COAST CHAMBER OF COMMERCE	2015-00001759	AIRPORT - ONE YEAR MEMBERSHIP	10/20/2014	10/23/2014	295.00
	320 - REHMANN ROBSON PC	RR226357	AIRPORT - PAYMENT ONE FOR 6/30/14 AUDIT	09/29/2014	10/23/2014	5,500.00
	800 - STATE OF MICHIGAN	WA 370972	AIRPORT - JULY - SEPT '14 WEATHER OBS DATA SYSTEMS	09/30/2014	10/23/2014	88.50
Total Selected Invoices: 10						\$6,918.20



City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 10/22/2014

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	10/23/2014	22505	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		1,034.70
	Invoice		Date	Description		Amount
		2015-00001752	10/14/2014	AIRPORT - ACCT #05613700-01		200.46
		2015-00001753	10/14/2014	AIRPORT - ACCT #77524873-01		38.17
		2015-00001754	10/14/2014	AIRPORT - ACCT #05613100-02		122.93
		2015-00001755	10/14/2014	AIRPORT - ACCT #77526597-00		21.37
		2015-00001756	10/14/2014	AIRPORT - ACCT #05614220-01		497.10
		2015-00001757	10/14/2014	AIRPORT ACCT #05614000-01		73.98
		2015-00001758	10/14/2014	AIRPORT - ACCT #05613990-01		80.69
Check	10/23/2014	22506	Accounts Payable	MICHIGAN WEST COAST CHAMBER OF COMMERCE		295.00
	Invoice		Date	Description		Amount
		2015-00001759	10/20/2014	AIRPORT - ONE YEAR MEMBERSHIP		295.00
Check	10/23/2014	22507	Accounts Payable	REHMANN ROBSON PC		5,500.00
	Invoice		Date	Description		Amount
		RR226357	09/29/2014	AIRPORT - PAYMENT ONE FOR 6/30/14 AUDIT		5,500.00
Check	10/23/2014	22508	Accounts Payable	STATE OF MICHIGAN		88.50
	Invoice		Date	Description		Amount
		WA 370972	09/30/2014	AIRPORT - JULY - SEPT '14 WEATHER OBS DATA SYSTEMS		88.50
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 4		\$6,918.20
Checks:		4			\$6,918.20	



## Airport Selected Expenses for Fiscal Years 2011 - 2015

