

# West Michigan Airport Authority

## Meeting Agenda

Monday, April 14, 2014

11:30am – 1:00pm

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

1. Public Comments.
2. Consideration of the March 10, 2014 Meeting Minutes. (Action Required)
3. FBO Report.
4. Communications Committee:
  - A. Recognition of Telly Award for Airport Video.
  - B. Quotations for the Annual Report Printing and Mailing. (Action Required)
  - C. Status of Authority Website Redesign, E-Newsletter, Tulip Time Parade Float.
5. Operations Committee:
  - A. FBO financial review.
  - B. T hangar lease rate.
  - C. Recent airport operational/maintenance data.
6. Characteristics of West Michigan Regional Airport.
7. Monthly Budget and Investment Report. (Accept as Information)
8. Motion to go into Closed Session to discuss Property Acquisition.
9. Next meeting: May 12, 2014, 11:30am at Park Township Offices.
10. Other Business.
11. Adjourn.

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

**If you are not able to attend the meeting, please contact Greg Robinson (355-1310) 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**  
March 10, 2014

The West Michigan Airport Authority Board met at Westshore Aviation, which is located at West Michigan Regional Airport in Holland.

**Present:** Authority Members, Klunder, Hoogland, Wickmann, Matthyse, Toscano, Whiteman, Student Representatives VanderKolk and de DeLeau, and Ex-Officio Member Disselkoen.

**Absent:** Klynstra, Wiersma, Martin, and Storey.

**Others Present:** Communications Assistant Scholten and Assistant City Manager Robinson.

Chairperson Klunder called the meeting to order at 11:35 a.m. and thanked Westshore Aviation for serving as host for the meeting.

**14.03.01 Public Comments.**

There were no public comments expressed at this meeting.

**14.03.02 Consideration of the February 10, 2014 Meeting Minutes.**

It was moved by Wickmann and supported by Matthyse to approve the February 10, 2014 meeting minutes as presented. This motion was unanimously adopted.

**14.03.03 Public Hearing on the Fiscal Year 2015 Operating and Capital Budgets.**

Holland Assistant City Manager Robinson highlighted portions of the Fiscal Year (FY) 2015 Operating and Capital Budgets as submitted to the Authority at the February 10, 2014 meeting. The budget includes a .10 millage rate for properties in the member units. As discussed at the last meeting, Mr. Robinson amended the Snow Removal line-item for FY 14, by increasing it to \$75,000; and adjusted the Capital Reserves accordingly.

Chairperson Klunder declared the public hearing to be open. There were not any public comments on the budget. Chairperson Klunder then declared the public hearing closed.

As there were no further questions, it was moved by Toscano and supported by Wickmann to approve the Resolution adopting the FY 2015 Operating and Capital Budgets as submitted and directing the member units to levy a millage of 0.10 mills for FY 2015, which runs from July 1, 2014 through June 30, 2015. This motion was unanimously adopted.

Chairperson Klunder recognized all Operations Committee members and Assistant City Manager Robinson for their work in putting together the WMAA FY 2015 budget.

**14.03.04 Communications Committee:**

**A. Quotations for Redesign of the Airport Authority Website.**

Assistant City Manager Robinson commented that the Authority's website has become cumbersome to maintain and change. The intent is to redesign the site so that content can be managed by Airport

Authority staff. The WMAA Communications Committee and the City's Technology Services staff prepared specifications and solicited bids for the website redesign project. The following three (3) proposals were received for this project: Starboard App Dev. \$5,000; Cryst Design Communications \$7,675; and Puzzle Creative \$5,700. Copywriting, photos, and special applications that might be developed were not included. City of Holland Technology Services staff and the WMAA Communications Committee reviewed the three proposals and recommended Starboard App Dev due to their clear understanding of the scope of work and positive references with similar work.

It was moved by Toscano and supported by Whitemann to approve the proposal submitted by Starboard App Dev at a not-to-exceed amount of \$5,000 for content management; with a contingency amount up to an additional \$1,000 for discretionary needs. This motion was unanimously adopted.

#### **B. Quotations for the Annual Report Printing and Mailing.**

Assistant City Manager Robinson advised that the Communications Committee has been preparing an informational piece that is to be mailed to households in the three member units. This piece will focus on the operating and capital budgets for Fiscal Year 2014, as well as projects undertaken by the Authority. At the last Board meeting, it was asked whether the postcard should be mailed to households in Holland Charter Township and Zeeland Charter Township as well. Registered voter households in the City of Holland, City of Zeeland and Park Township amount to approximately 21,000 and to all registered voter households in the Charter Townships of Holland and Zeeland adds about 17,000 more. Three (3) proposals listed below were received for this project: Holland Litho, for 21,000 pcs. at \$5,555 and for 38,000 pcs. at \$9,369; KWIK Mailers for 21,000 pcs. at \$8,859 and for 38,000 pcs. at \$14,975; Grandville Printing Co. for 21,000 pcs. at \$5,684 and for 38,000 pcs. at \$9,726.

Board members Toscano and Matthyse asked questions about the content and the purpose of the postcard. The Authority members discussed whether the postcard should be restructured/refined to better appeal to readers.

It was moved by Whitemann and supported by Wickmann to send the Informational Report postcard back to the Communications Committee for further review. This motion was unanimously adopted.

#### **C. Fiscal Year 2014 Communications Budget Update.**

Communications Assistant Scholten provided an update on the proposed communications budget. Ms. Scholten commented that the new airport video on the Airport Business Center and New Business Development project was written and directed at no cost by the Communications Committee and Holland Public TV. She also reviewed the estimated cost of the Postcard to the Community project and the WMAA Website Redesign project.

Board member Toscano suggested to add state and federal legislators to the mailing list of the Postcard to the Community.

After a brief discussion, the update on the proposed communications budget was accepted as information.

#### **14.03.05 FBO Report**

Mr. Ron Ludema reported that there has been an increase in fuel sales over the past month; however, the numbers are behind last year at this time. He stated that the Airport saw an increase in freight

flights from and to Holland. There has been some damage on the fence located at the south side of the airport due to snow drifting. Mr. Ludema will contact a fence consultant for an estimated repair cost. Mr. Ludema also advised that the airport is in need of pavement painting and that he will be making contacts with the Statewide Paint Program in the near future. Mr. Ludema was also glad to report that Menard's, a new airport user, is using the airport 3-4 times a week. Board Member Toscano suggested that Menard's Headquarters be contacted to welcome and thank them for using the airport.

Chairperson Klunder expressed appreciation to FBO Ludema and staff of the Tulip City Air Service on behalf of the Authority members for their hard work and efforts in maintaining the airport during this past winter season.

This report was accepted as information.

#### **14.03.06 Report on February 19 Michigan Airports Conference.**

Authority Board member Les Hoogland and Mr. Robinson gave an update on the Michigan Airports Conference held in Lansing during February 2014. They highlighted various presentations, which primarily addressed:

- The status of FAA and MDOT Funding: No significant increases or decreases in funding are anticipated;
- Airports Safety: Ensuring safety during winter weather noting that Airport Managers are required to make changes to the NOTAM for significant snowfalls;
- Developing, improving and connecting intermodal freight hubs at strategic locations in Michigan;
- Airlines are decreasing service to smaller service areas;
- Local Airports have great opportunities to grow and need to think globally, rather than locally.

This report was accepted as information.

#### **14.03.07 Monthly Budget and Investment Report**

It was moved by Whiteman and supported by Matthyse to accept as information the Monthly Budget and Investment Report as presented. This motion was unanimously adopted.

#### **14.03.08 Election of Officers.**

Mr. Robinson provided background on the Authority's bylaws, which state that officers shall be elected on an annual basis. The Authority members discussed their preference to maintain the current officers as well as their desire to have a representative from each governing unit as an officer.

It was moved by Wickmann and supported by Hoogland to re-appoint Tim Klunder to serve as Chair of the West Michigan Airport Authority. This motion was unanimously adopted.

It was then moved by Matthyse and supported by Wickmann to re-appoint Michael Toscano to serve as Vice-Chair. This motion was unanimously adopted.

It was then moved by Whiteman and supported by Matthyse to re-appoint Jim Wiersma to serve as Secretary. This motion was unanimously adopted.

It was finally moved by Wickmann and supported by Hoogland to re-appoint Tim Vagle as Treasurer. This motion was unanimously adopted.

**14.03.09                      Motion to go into Closed Session to Discuss Property Acquisition.**

It was moved by Whiteman and supported by Matthyse to go into a closed session to discuss property acquisition. This motion was unanimously adopted at 12:40 p.m.

**14.03.10                      Next Meeting: April 14, 2014, 11:30 a.m. at Howard Miller Library and Community Center (Zeeland).**

**14.03.11                      Other Business**

**14.03.12                      Adjournment**

There being no further business, the meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Jim Wiersma  
Secretary

# ***WMAA MONTHLY FBO REPORT***

<b>Total Fuel Gallons Delivered</b>	<b>Current Month Mar-14</b>	<b>One Year ago Mar-13</b>	<b>Fiscal Year To Date 10/01/13-9/30/14</b>	<b>F/Y to Date Compared 2013</b>
	<b>43,525</b>	<b>41,916</b>	<b>261,919</b>	<b>-46,578</b>

<b>Transplant Flights</b>	<b>0</b>
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**Wings Of Mercy Flights**

<b>Freight Flights From/To Holland</b>	<b>9</b>
1 Falcon-20      2 Metroliner	
2 Lear 35        3 C-310	
1 Shorts	

**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:** April 14, 2014

**SUBJECT:** WMAA Communications Committee Board Update

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Tier 1 *(most important)*

### **UPDATE WEBSITE ON A CONTINUAL BASIS**

- Please check the WMRA website for news and updates and to view the new airport video.  
([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.

### **WMRA JET FLOAT IN TULIP TIME MUZIEKPARADE** Saturday, May 10, 2014

- The WMRA float is scheduled for its fourth consecutive year in the Muziekparade. The jet float was awarded a Tulip Time Festival Board of Directors Award in 2013.

Tier 2 *(important)*

### **PRESS RELEASES/NEWS ARTICLES**

- As needed.

### **2014 PARADES & EVENTS**

- Wings\_of Mercy CareAffaire Fundraiser: Saturday, August 23, 2014, from 8:00 a.m. to noon.
- ZEELMANIA: August 2014
- Zeeland's Pumpkinfest Parade: Saturday, October 4, 2014
- Holland's Parade of Lights: December 2014

### **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 next scheduled eNewsletter will be in April 2014.

### **OTHER ACTIVITIES**

- An updated draft of the informational "Postcard to the Community" will be shown at the Board meeting for review. The postcard will be sent to voters in the Cities of Zeeland and Holland and Park Township.

Please contact Karen if you have any questions or comments.

k.scholten@cityofholland.com O 616.355.1305 H 616.399.8509

## West Michigan Airport Authority

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



April 14, 2014

Item 4B

To: West Michigan Airport Authority Board.  
From: Greg Robinson, Holland Assistant City Manager.  
Karen Scholten, Communications Coordinator.  
Subject: Quotations for Annual Report Printing and Mailing.

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The Communications Committee has prepared an informational piece that is to be mailed to households in the three member units. This piece will focus on the value of the airport and is a reminder of the airport and how it is used. The piece will be a 6" x 11" postcard.

It is intended that the information postcard be mailed as soon as possible and Karen Scholten has obtained quotations from three companies interested in this work. At the last Board meeting, it was discussed as to whether the postcard should be mailed to households in Holland Charter Township and Zeeland Charter Township as well. Karen obtained the quotations based on both options, however, the Communications Committee has since recommended that the piece be mailed to households within the members units.

Also, the piece has been revised to reflect comments expressed at last month's Board meeting and additional input from the Communications Committee.

Mailing to all registered voter households in the City of Holland, City of Zeeland and Park Township would amount to approximately 21,000 pieces. Mailing to all registered voter households in the member units and the Charter Townships of Holland and Zeeland would total approximately 38,000.

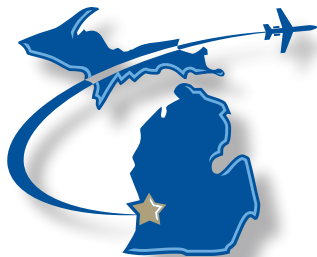
<u>Printer</u>	<u>Quantity</u>	<u>Printing/Mailing Costs/Postage</u>
<b>Holland Litho</b>	21,000	\$5,555
Holland	38,000	\$9,369
<b>KWIK Mailers</b>	21,000	\$8,859
Holland	38,000	\$14,975
<b>Grandville Printing Co.</b>	21,000	\$5,684
Grand Rapids	38,000	\$9,726

### **Recommendation**

It is recommended that the Authority Board approve the Holland Litho quotation of \$5,555 for printing and mailing the informational postcard to registered voter households in the member governmental units.

*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.*



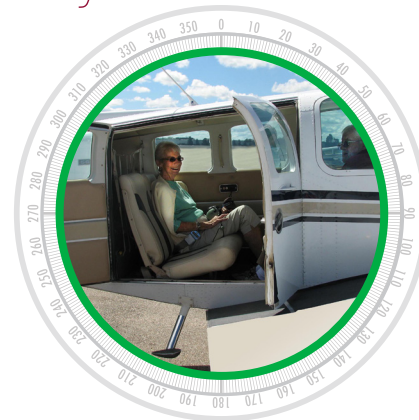


WEST MICHIGAN  
REGIONAL AIRPORT

part of our community's

PLACE

our gateway to the world



"The Holland/Zeeland market is the **2nd biggest export economy** in Michigan.

There is only one way to get to be an export-based economy, the airport helps us do that."

Randy Thelen, Former President, Lakeshore Advantage



"We represent 1,300 member businesses that are global businesses and they **depend on the high quality airport** that we have right here in our own community to meet the demands from their customers."

Jane Clark, President, Michigan West Coast Chamber of Commerce



"I am so thankful to Wings of Mercy. I can now participate in a clinical trial at Mayo Clinic for the cancer I am battling."  
"Volunteer pilots have **flown over 850 free flights** from West Michigan Regional Airport for local people in need."

Ethel, Wings of Mercy Client · Peter VandenBosch, Wings of Mercy

JOB GROWTH · KEY ECONOMIC ASSET · 2ND LARGEST EXPORT ECONOMY · HEALTHY COMMUNITY



## WEST MICHIGAN REGIONAL AIRPORT



Employees from a local company begin a typical day's work at West Michigan Regional Airport.

In a world where technology and globalization are driving economic change, West Michigan Airport Authority's goal remains to meet this change,

**PROVIDE THE PUBLIC WITH STATE-OF-THE-ART GLOBAL AIR ACCESS | STRENGTHEN THE LOCAL ECONOMY | IMPROVE THE AREA'S QUALITY OF LIFE**



To learn more about how our airport is part of our community's PLACE, our gateway to the world, **check out the new Bronze Telly Award-Winning airport video** made in partnership with Holland Public TV.

Scan the code or go to <http://youtu.be/OJwVrlpuuto>

THIS INFORMATION IS PROVIDED BY THE WEST MICHIGAN AIRPORT AUTHORITY,  
PARK TOWNSHIP AND THE CITIES OF ZEELAND AND HOLLAND.

## West Michigan Airport Authority

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



April 14, 2014

Item 5B

To: West Michigan Airport Authority Board.  
From: Holland Assistant City Manager Greg Robinson.  
Subject: T Hangar Rental Rate.

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There are 24 public T Hangar spaces at the airport that are leased by the Airport Authority. Periodically, the Board's Operations Committee reviews the leases in terms of language and rates. The Operations Committee reviewed the following information at its March 25, 2014 meeting:

1. Rent:
  - a. Current = \$200/month (since 2007)
  - b. 2007 = \$190
  - c. 2002 = \$180
  - d. 1999 = \$170
2. WMAA can increase rent at any time, but a 30 day notice to tenant is required.
3. Individual spaces are not metered.
4. There is one meter for all three buildings.
5. Rent/expense history:

	<u>FY12 (a)</u>	<u>FY13 (a)</u>	<u>FY14 (e)</u>	<u>FY15 (b)</u>
Revenue	\$45,000	\$54,460	\$57,800	\$55,000
Expenses	\$2,610	\$3,472	\$2,500	\$2,500

6. The Committee also reviewed a survey of rental rates at other airports and noted that the current least rate of \$200 per month is competitive with what is occurring in the market.

Until the past couple of years, this lease rate was used to pay-off the loans needed to construct these facilities. Now, the rate is used to pay for utilities, repairs to the facilities and improvements to the airport. For example, the south taxiway area was reconstructed two summers ago and a portion of the local funding share came from these rents. Also, these revenues were used to construct a restroom facility at the T Hangars for the tenants. It is expected that these facilities will need further repairs as they continue to age.

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### **Recommendation**

After review, the Operations Committee does not feel a need to adjust the \$200 monthly lease rate at this time. The Committee will continue to monitor revenues and expenses for the T Hangars and will recommend future adjustments if warranted.

It is recommended that this report be accepted as information.

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Item 6.

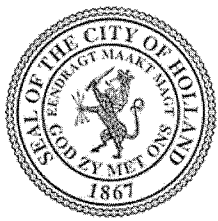
### West Michigan Regional Airport Characteristics

April 10, 2014

July 1, 2013 – March 31, 2014

- Runway Length: 6,002'
- Landing Systems: Rnwy 26 ILS  
Rnwy 8 LPV  
Distance Measuring Equipment  
VOR (Very high frequency directional range)
- Weather System: ASOS (Nat'l Weather Service)  
Weather Services International  
Windsocks
- Surveillance Broadcast Antenna: 1
- # of Private Hangars: 9
- # of Public Hangars: 24
- # of Based Aircraft: 52
- # of NOTEMs Issued: 13
- # of Accidents: 0
- Rnwy/Txwy Pavement Condition: A
- Public Viewing Areas: 2
- Land Ownership: City of Holland
- Airport Acres Owned: 520.96
- Airport Acres Under Easements: 33.32
- Airport Operated By: West Michigan Airport Authority
- Authority Member Units: Park Township, City of Zeeland, City of Holland
- Fixed Base Operator: Tulip City Air Service
- Distance from Major Highways: ½ mile to US-31; 3 miles to I-196
- Snow Removal Hours: 1,294
- # of Aircraft De-iced: 76
- # of Rnwy/Taxiway Bulbs Replaced: 99
- # of Mowing Hours: 205
- # of Charter Flights: 390
- # of Noise Complaints: 0

*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.*

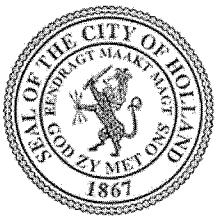


# Budget Performance Report

Fiscal Year to Date 04/07/14

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>										
<b>Department 000 - General Revenues</b>										
400420.0	Prior Year Taxes MTT Adjustments	.00	.00	.00	.00	.00	101.24	(101.24)	+++	.00
420502.23	Federal Grant FAA Entitlement-Capital	.00	245,650.00	245,650.00	.00	.00	.00	245,650.00	0	.00
420502.24	Federal Grant FAA Capital	.00	15,350.00	15,350.00	.00	.00	.00	15,350.00	0	509,821.29
430502.24	State Grant MDOT State Capital	.00	1,054,350.00	1,054,350.00	.00	.00	.00	1,054,350.00	0	14,950.49
450582.C	Contributions from Other Govts From City of Holland	.00	97,000.00	97,000.00	.00	.00	97,496.45	(496.45)	101	97,404.28
450582.P	Contributions from Other Govts From Park Township	.00	87,000.00	87,000.00	3,509.03	.00	88,523.29	(1,523.29)	102	87,909.50
450582.Z	Contributions from Other Govts From City of Zeeland	.00	46,800.00	46,800.00	.00	.00	47,533.44	(733.44)	102	46,131.38
460621.9	Fees-Agreements Emergency Services Fee	.00	.00	.00	.00	.00	175.85	(175.85)	+++	173.04
460654.1	Franchise Fees FBO Franchise Fees	.00	21,800.00	21,800.00	.00	.00	15,149.95	6,650.05	69	19,999.92
460654.5	Franchise Fees Fuel Flowage Fee	.00	65,000.00	65,000.00	935.00	.00	39,132.31	25,867.69	60	59,238.13
460654.7	Franchise Fees Landing Fees	.00	35,000.00	35,000.00	.00	.00	14,931.11	20,068.89	43	32,787.07
480665.0	Investment Income General	.00	7,000.00	7,000.00	.00	.00	3,455.01	3,544.99	49	4,255.80
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	(3,269.51)
480669.24	Rental Hangar Land Lease	.00	86,000.00	86,000.00	.00	.00	89,060.14	(3,060.14)	104	84,639.76
480669.25	Rental Agricultural Land Lease	.00	12,200.00	12,200.00	.00	.00	11,129.04	1,070.96	91	11,070.00
480669.26	Rental T-Hangars	.00	55,000.00	55,000.00	.00	.00	38,780.00	16,220.00	71	54,460.00
<b>Department 000 - General Revenues Totals</b>		<b>\$0.00</b>	<b>\$1,828,150.00</b>	<b>\$1,828,150.00</b>	<b>\$4,444.03</b>	<b>\$0.00</b>	<b>\$445,467.83</b>	<b>\$1,382,682.17</b>	<b>24%</b>	<b>\$1,019,571.15</b>
<b>REVENUE TOTALS</b>		<b>\$0.00</b>	<b>\$1,828,150.00</b>	<b>\$1,828,150.00</b>	<b>\$4,444.03</b>	<b>\$0.00</b>	<b>\$445,467.83</b>	<b>\$1,382,682.17</b>	<b>24%</b>	<b>\$1,019,571.15</b>
<b>EXPENSE</b>										
<b>Department 540 - Airport Operations</b>										
710701.3	Payroll-Regular Allocated	.00	57,000.00	57,000.00	5,052.50	.00	50,525.00	6,475.00	89	54,720.00
710707.8	Payroll-Temporary Help Allocated	.00	14,000.00	14,000.00	.00	.00	9,474.21	4,525.79	68	12,982.97
721730.0	Postage General	.00	300.00	300.00	.00	.00	5.52	294.48	2	15.75
721905.0	Photocopies/In-House Printing General	.00	100.00	100.00	.00	.00	21.78	78.22	22	214.64
721931.0	Bldg & Grnds Maint General	.00	15,000.00	15,000.00	.00	1,800.00	4,793.00	8,407.00	44	.00
721933.0	Equipment Maintenance General	.00	18,000.00	18,000.00	.00	.00	16,912.00	1,088.00	94	12,592.48
722801.9010	Contr-Printing/Promo Advertising/Promotional	.00	30,000.00	30,000.00	.00	6,235.00	5,111.98	18,653.02	38	40,689.52
722804.0	Contractual-Legal General	.00	7,500.00	7,500.00	.00	.00	1,239.82	6,260.18	17	12,206.92
722805.1	Contractual-Finance Independent Audit	.00	6,000.00	6,000.00	.00	.00	6,500.00	(500.00)	108	5,900.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	185.15	(185.15)	+++	237.60
722807.2	Contractual-Architect/Engineer Plan Development	.00	.00	.00	.00	.00	.00	.00	+++	7,828.07
722807.5	Contractual-Architect/Engineer Engineering	.00	1,000.00	1,000.00	.00	.00	500.00	500.00	50	.00
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	.00	.00	.00	.00	.00	.00	+++	12,401.75
722808.MOW	Contr-Bldgs&Grnds Mowing	.00	30,000.00	30,000.00	.00	.00	15,004.13	14,995.87	50	36,157.00
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	.00	15,000.00	15,000.00	.00	.00	13,428.07	1,571.93	90	16,745.77
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	.00	50,000.00	50,000.00	.00	.00	78,324.00	(28,324.00)	157	32,043.75
722809.61	Contractual-Misc Contract-Management Services	.00	32,000.00	32,000.00	2,165.83	.00	21,658.34	10,341.66	68	27,030.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	.00	5,000.00	5,000.00	.00	.00	2,043.05	2,956.95	41	3,962.56



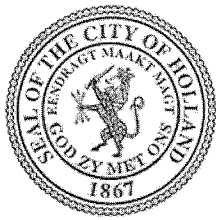
# Budget Performance Report

Fiscal Year to Date 04/07/14

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>										
723850.0	Communications Telephone	.00	300.00	300.00	.00	.00	196.27	103.73	65	274.91
723860.0	Travel, Conf, Seminars General	.00	1,000.00	1,000.00	.00	.00	835.34	164.66	84	705.56
723910.0	Commercial Insurance Premiums General	.00	21,300.00	21,300.00	.00	.00	18,726.00	2,574.00	88	19,421.00
723920.GATE	Public Utilities Fence Gates	.00	500.00	500.00	.00	.00	179.24	320.76	36	365.45
723920.LAND	Public Utilities Landing Lights & System	.00	15,000.00	15,000.00	.00	.00	2,441.49	12,558.51	16	3,444.54
723920.PLOT	Public Utilities Parking Lot Lights	.00	700.00	700.00	.00	.00	448.63	251.37	64	1,189.66
723920.RUNW	Public Utilities Runway Lights	.00	4,500.00	4,500.00	.00	.00	2,982.23	1,517.77	66	4,762.95
723920.THAN	Public Utilities T-Hangars	.00	2,400.00	2,400.00	.00	.00	2,510.43	(110.43)	105	3,471.65
723955.0	Misc. General	.00	3,000.00	3,000.00	.00	.00	953.21	2,046.79	32	2,309.60
723955.55	Misc. Election Costs	.00	.00	.00	.00	.00	.00	.00	+++	9,529.01
723961.0	Dues & Subscriptions General	.00	.00	.00	.00	.00	70.00	(70.00)	+++	70.00
723963.2	Write-Offs W/O Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	18.76
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	23.06	(23.06)	+++	768.90
730971.0	Land General	.00	925,000.00	925,000.00	.00	.00	.00	925,000.00	0	.00
730974.0	Land Improvements General	.00	.00	.00	.00	.00	18,988.98	(18,988.98)	+++	798,364.94
730975.0	Buildings & Structures General	.00	484,000.00	484,000.00	.00	.00	3,600.00	480,400.00	1	.00
770956.0	Contingency General	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	0	.00
Department 540 - Airport Operations Totals		\$0.00	\$1,748,600.00	\$1,748,600.00	\$7,218.33	\$8,035.00	\$277,680.93	\$1,462,884.07	16%	\$1,120,425.71
EXPENSE TOTALS		\$0.00	\$1,748,600.00	\$1,748,600.00	\$7,218.33	\$8,035.00	\$277,680.93	\$1,462,884.07	16%	\$1,120,425.71
<b>Fund Z01 - WMAA (Airport) General Fund Totals</b>										
REVENUE TOTALS		.00	1,828,150.00	1,828,150.00	4,444.03	.00	445,467.83	1,382,682.17	24	1,019,571.15
EXPENSE TOTALS		.00	1,748,600.00	1,748,600.00	7,218.33	8,035.00	277,680.93	1,462,884.07	16	1,120,425.71
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$79,550.00	\$79,550.00	(\$2,774.30)	(\$8,035.00)	\$167,786.90	(\$80,201.90)		(\$100,854.56)
<b>Grand Totals</b>										
REVENUE TOTALS		.00	1,828,150.00	1,828,150.00	4,444.03	.00	445,467.83	1,382,682.17	24	1,019,571.15
EXPENSE TOTALS		.00	1,748,600.00	1,748,600.00	7,218.33	8,035.00	277,680.93	1,462,884.07	16	1,120,425.71
Grand Totals		\$0.00	\$79,550.00	\$79,550.00	(\$2,774.30)	(\$8,035.00)	\$167,786.90	(\$80,201.90)		(\$100,854.56)





# Fund Equity Changes Report

Through 04/07/14  
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>\$0.00</b>	<b>\$445,467.83</b>	<b>\$277,680.93</b>	<b>\$931,913.51</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>\$0.00</b>	<b>\$445,467.83</b>	<b>\$277,680.93</b>	<b>\$931,913.51</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>\$0.00</b>	<b>\$445,467.83</b>	<b>\$277,680.93</b>	<b>\$931,913.51</b>
Grand Totals		<b>\$764,126.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$764,126.61</b>	<b>\$0.00</b>	<b>\$445,467.83</b>	<b>\$277,680.93</b>	<b>\$931,913.51</b>





City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 03/26/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	03/27/2014	18339 Accounts Payable	CUNNINGHAM DALMAN P.C.		121.29
	Invoice	Date	Description		Amount
	207674	03/18/2014	WMRA-GENTEX LEASE		121.29
Check	03/27/2014	18340 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD		45.80
	Invoice	Date	Description		Amount
	2014-00002664	03/27/2014	WMRA CREDIT CARD PURCHASE- ANNUAL RENEWAL-WEBSITE		45.80
Check	03/27/2014	18341 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		1,228.03
	Invoice	Date	Description		Amount
	2014-00002665	03/27/2014	WMRA UTILITIES BILLING		1,228.03
Check	03/27/2014	18342 Accounts Payable	HOLLAND SENTINEL		336.89
	Invoice	Date	Description		Amount
	23237WMRA	03/27/2014	WMRA FEB 2014 PUBLICATION		336.89
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 4		\$1,732.01
Checks:	4		\$1,732.01		



City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 03/12/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	03/13/2014	18089 Accounts Payable	HARRIS AIRPORT SYSTEMS		4,000.00
	Invoice	Date	Description		Amount
	8	02/28/2014	BIV LOC/CS/DME/MALSR QTRLY MTCE FEE -JAN-MAR 2014		4,000.00
Check	03/13/2014	18090 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		129.04
	Invoice	Date	Description		Amount
	2014-00002630	02/28/2014	WMRA MONTHLY UTILITIES BILLING		129.04
Check	03/13/2014	18091 Accounts Payable	MELISSA WAHMHOF-TREASURER OFC		144.60
	Invoice	Date	Description		Amount
	317	02/28/2014	REPLENISH PETTY CASH		144.60
Check	03/13/2014	18092 Accounts Payable	THE ZEELAND RECORD		67.50
	Invoice	Date	Description		Amount
	1024719	02/27/2014	WMRA-PUBLICATION OF NOTICE OF PUBLIC HEARING		67.50
Check	03/13/2014	18093 Accounts Payable	TULIP CITY AIR SERVICE INC		23,056.33
	Invoice	Date	Description		Amount
	188449	02/28/2014	FEB 2014 MTCE AGREEMENT		23,056.33
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 5		\$27,397.47
Checks:	5		\$27,397.47		

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 04/09/2014

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	04/10/2014	18542	Accounts Payable	COUNTY OF OTTAWA TREASURER		2.40
	Invoice		Date	Description		Amount
		14753AIR	03/31/2014	1ST QTR BILLING 2014-JAN-MAR		2.40
Check	04/10/2014	18543	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		128.51
	Invoice		Date	Description		Amount
		2014-00002781	03/31/2014	AIRPORT MONTHLY BILLING		128.51
Check	04/10/2014	18544	Accounts Payable	STARBOARD APP DEV		2,665.00
	Invoice		Date	Description		Amount
		9900	03/21/2014	WMRA New Website		2,665.00
Check	04/10/2014	18545	Accounts Payable	TULIP CITY AIR SERVICE INC		4,929.26
	Invoice		Date	Description		Amount
		188759	03/31/2014	MARCH 2014 MTCE		4,929.26
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 4		\$7,725.17
Checks:		4			\$7,725.17	