West Michigan Airport Authority

Meeting Agenda

March 9, 2015

11:30am – 1:00pm

Westshore Aviation, 1585 S. Washington Avenue (Holland)

1. Public Comments.
2. Consideration of the February 9, 2015 Meeting Minutes. (Action Required)
3. Public Hearing and Resolution on the Fiscal Year 2016 Operating and Capital Budgets. (Action Required)
4. Progress on the Airport Business Center and New Apron Projects:
   A. Property acquisition closing.
   B. Presentation on final building design.
   C. Projects schedule.
   D. Fund raising campaigns.
5. Approval of Alcohol and Drug Policy. (Action Required)
6. FBO Report.
7. Communications Committee Update.
8. Monthly Budget and Investment Report. (Accept as Information)
9. Other Business.
10. Next meeting: April 13, 2015, 11:30 a.m., at Howard Miller Library, Zeeland.
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 (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
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Comprising City of Zeeland, Park Township and City of Holland

March 4, 2015

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: March 9, 2013 Meeting Agenda.

Enclosed with this memorandum is the agenda for the March 9, 2013 Airport Authority Board meeting and the supporting information. Following is a brief explanation of certain agenda items and the recommended Board action.

Item #3. Fiscal Year 2016 Operating and Capital Budgets:

After the public hearing and discussion/revisions***, it is recommended that the Board adopt a Resolution approving the Fiscal Year 2016 Operating and Capital Budgets, including that the member governmental units levy the Airport Authority .10 of a mill. Further, that the Board approve the Fiscal Year 2015 budget adjustments as presented.***

Item #4. Airport Business Center and Apron Projects:

The Building & Development Committee has approved the final design for the building exterior and interior. The Board will hear this recommendation on Monday. We are on a tight timeframe for completion of the design drawings and submittal to MDOT. After the Board discussion on Monday, Progressive and Mead&Hunt will proceed with finalizing the designs and construction drawings. The drawings are anticipated to be completed in April 2015. If we can meet this timeline, then we are hopeful for a late summer construction start.

Recommendation: It is recommended that the Board approve the final building and apron designs as presented.

Item #5. Alcohol and Drug Policy:

As a requirement of MDOT and FAA grants, all employees of the Authority must work under an Alcohol and Drug Policy that meets federal requirements. The City of Holland policy has covered the work of the Authority staff in the past, but now that the Authority has a part-time employee, it must have such a policy as well. You will find a draft policy in the meeting packet that mirrors the City of Holland policy except in name.

Recommendation: That the Board adopt the Alcohol and Drug Policy.

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There has been an extraordinary amount of work conducted at the committee level and by staff on airport activities since the last Board meeting and we are excited to discuss our progress with you! We will see you on Monday at the Westshore Aviation meeting room.

West Michigan Airport Authority
Proposed Meeting Minutes
February 9, 2015

The West Michigan Airport Authority Board met at the Park Township Offices.

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

Absent: FBO Ludema and Hoogland.

Others Present: Mead & Hunt Aviation Planning Manager Ward, Tulip City Airport Staff Representative Krzciok, Communications Assistant Scholten, Airport Authority Manager Robinson and Executive Assistant Babinec.

Chairperson Klunder called the meeting to order at 11:35 a.m. and thanked Park Township for hosting the meeting.

15.02.01 Public Comments
There were no public comments expressed at this meeting.

15.02.02 Consideration of the January 12, 2015 Regular Minutes
It was moved by Matthysse and supported by Wiersma to approve the January 12, 2015 meeting minutes as presented. This motion was unanimously adopted.

15.02.03 FBO Report
Due to the absence of Mr. Ludema, Mr. Krzciok stated that the report was included in the packet and highlighted that fuel sales were down to what they were in January 2014; however, fiscal year to date reflects a positive 57,400 gallons compared to last year. He reported that due to bad weather conditions, a small Cessna 172 aircraft flipped while landing; and that the pilot was unhurt. Mr. Krzciok stated that the runway was cleared of snow prior to the accident.

1**5.02.04 Progress on the Airport Business Center and New Apron Projects**

A. Scope of new apron (Mead & Hunt)
Jeff Thoman, of Mead & Hunt, reviewed the new proposed apron project. The proposed apron size was decreased to about 20,500 square yards compared from the original terminal study of 27,000 square yards due to funding reasons. He also reviewed the areas of the project that could provide expansion opportunities in the future. Mr. Robinson noted that the Board has approved the design contract with Mead & Hunt and the Michigan Aeronautics Commission (MAC) has approved the design grant. This design work is underway and should be completed in April 2015. The delay in the timing of this work is due to finalizing the land acquisition.

B. Status of final building design

Mr. Robinson highlighted that the Board has approved the design contract with Mead & Hunt/Progressive AE and this work is well underway. A Final Design Team has been established and the Board has received a presentation on its preliminary work. The MAC has approved the grant for this design work, but the WMAA is awaiting the grant documents for approval. This design work should be completed in April 2015.

C. Property acquisition closing.

The process has been completed and it is expected that the closing will occur in March 2015.

15.02.05 Review of Fiscal Year 2016 Budget Action Plan and Adopt Resolution Setting Public Hearing for March 9, 2015

Airport Manager Robinson highlighted the proposed FY 2016 Budget and explained the various expenses and revenues. Mr. Robinson also highlighted the action plan for FY 2016, which will begin on July 1, 2015, and reviewed the line-item amounts being proposed. Proposed capital projects were presented as well.

It was moved by Dykstra and supported by Klynstra to adopt a resolution to set a public hearing for the proposed FY 2016 budget for Monday, March 9, 2015, and that the necessary public notices be published. This motion was unanimously adopted.

15.02.05A Adopt a Resolution Approving the MDOT Grant for the New Apron and Sitework Design

Mr. Robinson advised that the West Michigan Airport Authority received a grant contract for the design of a new apron and site work from the Michigan Department of Transportation and he is recommending that the Board approve this grant contract.

It was moved by Toscano and supported by Wiersma to adopt a Resolution approving the MDOT grant for the new apron and sitework design in the total amount of $235,000; subject to approval as to form by the Authority attorney; and that the Authority's share of $10,340 of this grant is approved as well. This motion was unanimously adopted.

15.02.06 Set 2015 Fuel Flowage Fee

Mr. Robinson advised that the Authority's Operations Committee has recommended that the fuel flowage fee remain at 10 cents per gallon for calendar year 2015. Each year, the Authority Board reviews and sets a fuel flowage fee that is used to offset, in part, the cost of snowplowing, mowing, runway/taxiway lights repair and the utilities for keeping the lights and ILS operating.

It was moved by Martin and supported by Matthysse to approve a fuel flowage fee of 10 cents per gallon for the period March 1, 2015 to February 28, 2016. This motion was unanimously adopted.

15.02.07 Communications Committee Update

Ms. Scholten presented a report on the recent activities of the Communications Committee. Ms. Scholten is designing/writing the WMRA eNews and the "Postcard to the Community". Both items are

scheduled to be sent in March 2015. The Fundraising Committee is developing a fund raising campaign to support the new airport business center and apron projects.

15.02.08 Election of Officers for 2015

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.

Vice Chair Toscano opened the floor for nominations for chairperson. Board Member Martin nominated Tim Klunder to serve as chairperson for 2015.

There being no further nominations, it was moved by Dykstra and supported by Klynstra to close nominations. This motion was unanimously adopted.

It was then moved by Dykstra and supported by Klynstra to elect Tim Klunder to serve as chairperson for 2015. This motion was unanimously adopted.

Chairperson Tim Klunder opened the floor for nominations for vice chairperson. Board Member Dykstra nominated Mike Toscano to serve as vice chair for 2015.

There being no further nominations, it was moved by Klynstra and supported by Matthysse to close nominations. This motion was unanimously adopted.

It was then moved by Klynstra and supported by Matthysse to elect Mike Toscano for vice chair for 2015. This motion was unanimously adopted.

Chairperson Tim Klunder opened the floor for nominations for secretary. Board Member Matthysse nominated Board Member Wiersma to serve as secretary for 2015.

There being no further nominations, it was moved by Dykstra and supported by Klynstra to close nominations. This motion was unanimously adopted.

It was then moved by Dykstra and supported by Klynstra to elect Jim Wiersma to serve as secretary for 2015. This motion was unanimously adopted.

Chairperson Tim Klunder opened the floor for nominations for treasurer. Board Member Toscano nominated Tim Vagle to serve as treasurer for 2015.

There being no further nominations, it was moved by Martin and supported by Sylte to close nominations. This motion was unanimously adopted.

It was then moved by Martin and supported by Sylte to elect Tim Vagle to serve as treasurer for 2015. This motion was unanimously adopted.

Chairperson Klunder thanked all of the members for their continuing work and support to the West Michigan Airport Authority Board.

15.02.09 Monthly Budget & Investment Report

It was moved by Wiersma and supported by Klynstra to accept the monthly budget and investment report as presented.

15.02.10 Other Business

Mr. Robinson summarized data collected on airport fuel, landing revenues and selected expenses for fiscal years 2011 – 2015.

15.02.11 Next Meeting: March 9, 2015, 11:30 a.m. at Westshore Aviation in Holland

15.02.12 Adjournment

There being no further business, the meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Jim Wiersma
Secretary

West Michigan Airport Authority

Fiscal Year 2015 (July 1, 2014 – June 30, 2015) Action Plan

PROGRESS REPORT

February 5, 2015

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.

Fiscal Year 2015 Action Plan

1. New Airport Business Center:
    a. Complete property acquisition. (Complete in September 2014)
    The process has been completed and it is expected that the closing will occur in March 2015.
    b. Prepare construction drawings for apron and infrastructure. (Complete in October 2014)
    The Board has approved the design contract with Mead & Hunt and the Michigan Aeronautics Commission (MAC) is expected to approve the design grant at its March 2015 meeting. This design work is underway and should be completed in April 2015. The delay in the timing of this work is due to finalizing the land acquisition.
    c. Prepare construction drawings for the building. (Complete in October 2014)
    The Board has approved the design contract with Mead & Hunt/Progressive AE and this work is well underway. A Final Design Team has been established and the Board has received a presentation on its preliminary work. The MAC has approved the grant for this design work, but the WMAA is awaiting the grant documents for approval. This design work should be completed in April 2015. The delay in the timing of this work is due to finalizing the land acquisition.
    d. Bid construction of the three construction projects. (December 2014)
    It is hoped that these projects can be bid in early summer 2015, but this will depend on MDOT approval of the construction drawings and whether MDOT or the WMAA will be bidding the project.
    e. Begin construction of the three projects. (March 2015)

The intent is to begin construction before the end of summer 2015.

There has not yet been much progress on Action Plan items 2 – 7. The new Airport Business Center and Apron projects have required nearly all of the time of the Airport Authority Manager and it is expected that this time demand will continue throughout the projects. The various staff working on Authority activities met recently to discuss the best means for accomplishing these items and it is expected that significant progress or completion will occur on most of these prior to the end of the fiscal year.

2. Reorganize staff or work with another area organization to conduct Business Development activities at the airport. (July 2014)
3. Prepare a preliminary design, cost estimate and business plan for an additional public hangar building. (August 2014)
4. Evaluate options for maintenance of the Instrument Landing System and if it is decided to remain with the current maintenance provider, then update the agreement. (September 2014)
5. Evaluate the public T hangar lease rate, utility costs, maintenance needs and use of the hangars. (November 2014)
6. Interact on a more regular basis with public T hangar and land lease tenants to understand their needs and vision for the airport. (August 2014)
7. Review and update the Airport Emergency Plan. (September 2014)
8. Prepare a crack sealing and paint marking program. (October 2014)
   It has been determined that this work is not necessary during this fiscal year.
9. Communications:
   a. Participate in at least three community events.
      Participation in at least two events has occurred already and this objective should be met in May 2015.
   b. Distribute information on airport activities through videos, website updates, periodic newsletters, media releases and community presentations.
      E-newsletters have been prepared and the website has been updated. Also, a presentation on the airport has been made to the morning Rotary Club.
   c. Continue to be active in social media venues such as Facebook and Twitter.
      The Communications Coordinator remains active on Facebook and Twitter and has substantially increased the number of Facebook likes in the past six months.
   d. Provide updates to member units on activities of the Authority.
      This has not yet occurred on a formal basis, but at a recent Communications Committee meeting, it was suggested that the appointed governmental representatives on the WMAA Board could provide these updates to their individual Board/Councils.

West Michigan Airport Authority

Fiscal Year 2016 (July 1, 2015 – June 30, 2016) Action Plan

February 5, 2015

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.

Fiscal Year 2016 Action Plan

1. New Airport Business Center:
    a. Construct the Airport Business Center. (Begin August 2015)
    b. Construct the new apron. (Begin August 2015)
    c. Move into the new Airport Business Center. (April 2016)
2. Remove the existing airport office building and, perhaps, a portion of this parking lot, and conduct site restoration for this airport entrance. (May 2016)
3. Evaluate the Authority staffing structure and revise as needed. (February 2016)
4. Provide a centralized location at the new Airport Business Center for all Airport Authority documents and reference materials. (May 2016)
5. Prepare a preliminary design, cost estimate and business plan for an additional public hangar building. (January 2016)
6. Prepare a crack sealing and paint marking program. (June 2016)
7. Revise the airport Stormwater Management Plan upon completion of the Airport Business Center and Apron projects if necessary. (June 2016)
8. Work with the Holland City Planning Commission on the preparation of an updated Master Plan for the area around the airport. (June 2016)
9. Communications:
    a. Organize a ribbon cutting event for the new Airport Business Center.
    b. Coordinate informational displays for the interior of the Airport Business Center.
    c. Participate in at least three community events.
    d. Distribute information on airport activities through videos, website updates, periodic newsletters, media releases and community presentations.
    e. Continue to be active in social media venues such as Facebook and Twitter.
    f. Provide updates to member units on activities of the Authority.
    g. Interact with airport tenants and users on airport activities, needs and matters of interest.

West Michigan Airport Authority
Proposed Fiscal Year 2016 Budget
20-Feb-15

	Approved Budget FY 2015	Estimated Year End FY 2015	Proposed FY 2016
REVENUES			
FBO Franchise Fee	$ 22,200	$ 21,800	$ 22,200
Fuel Flowage Fee	$ 55,000	$ 64,700	$ 65,000
Property Tax - Holland City	$ 104,813	$ 97,610	$ 100,000
Property Tax - Park Township	$ 90,000	$ 100,000	$ 102,000
Property Tax - Zeeland City	$ 48,100	$ 51,635	$ 52,700
Investment Income	$ 4,000	$ 5,500	$ 3,000
Rental - Hangar Land Lease	$ 86,000	$ 83,255	$ 85,000
Rental - Agricultural Land Lease	$ 11,400	$ 11,200	$ 11,500
Rental - T Hangars	$ 55,000	$ 51,700	$ 52,000
Landing Fees	$ 27,000	$ 22,300	$ 23,000
Subtotal Revenues	$ 503,513	$ 509,700	$ 516,400
EXPENSES			
Payroll - Regular + Benefits	$ 61,400	$ 11,300	$ 16,700
Payroll - Temporary Help	$ 13,000	$ 26,300	$ 27,300
Temp. Help Insurance & Employee costs	$ -	$ 11,570	$ 13,100
Postage	$ 100	$ 50	$ 100
Operating supplies	$ -	$ 219	$ 500
Photocopies	$ 100	$ 20	$ 50
Maintenance - Buildings & Grounds Maintenance	$ 15,000	$ 15,000	$ 15,000
Maintenance - Equipment Maintenance - ILS	$ 18,000	$ 18,000	$ 18,000
Maintenance - Contract - Snowplowing	$ 55,000	$ 60,000	$ 60,000
Maintenance - Contract - Mowing	$ 25,000	$ 26,000	$ 25,000
Maintenance - Contract - General Repairs/ Maintenance	$ 17,000	$ 20,000	$ 20,000
Advertising/Promotional	$ 30,000	$ 25,000	$ 30,000
Contract - Legal	$ 5,000	$ 5,000	$ 5,000
Contract - Engineering	$ 1,000	$ 500	$ 1,000
Contract - Management Services	$ 32,000	$ 31,800	$ 32,000
Contract - Airport Manager	$ 4,000	$ 5,000	$ 4,000
Contract - Audit	$ 6,200	$ 6,100	$ 6,300
Communications - Telephone	$ 300	$ 300	$ 500
Travel, Conferences, Seminars	$ 1,000	$ 1,400	$ 1,500
Commercial Insurance Premium	$ 19,700	$ 19,276	$ 21,000
Utilities - T Hangars	$ 2,500	$ 3,200	$ 3,200
Utilities - Runway Lights	$ 3,500	$ 5,000	$ 5,200
Utilities - Landing Lights & Systems	$ 4,500	$ 3,700	$ 3,800
Utilities - Fence Gates	$ 350	$ 500	$ 550
Utilities - Parking Lot Lighting	$ 750	$ 900	$ 950
Building occupancy costs	$ -	$ 1,200	$ 7,400
Miscellaneous	$ 2,200	$ 3,400	$ 3,500
Dues & Subscriptions		$ 365	$ 400
Controlled Capital	$ -	$ 681	
Office Equipment		$ 126	
Contingency	$ 10,000	$ -	$ 10,000
T hangar repairs	$ -	$ -	$ 10,000
Reserves for Emergencies/ Unexpected	$ 25,000	$ 25,000	$ 25,000
Reserves for Capital Projects	$ 150,913	$ 182,793	$ 149,350
Subtotal Expenses	$ 503,513	$ 509,700	$ 516,400
Balance	$ -	$ -	$ -

West Michigan Airport Authority
Proposed Capital Projects for FY2016
February 10, 2015

Fiscal Year 2015	Total Cost	FAA	State	WMAA	Other Local
Airport Business Center - Propery Acquisition	$ 581,000	$ -	$ 468,000	$ 113,000	0
ABC - Site Work and Apron Designs	$ 225,936	$ 203,342	$ 11,297	$ 11,297	0
ABC - Building Design	$ 180,634	$ -	$ 162,571	$ 18,063	0
Total Fiscal Year 2015	**$ 987,570**	**$ 203,342**	**$ 641,868**	**$ 142,360**	**$ -**
Fiscal Year 2016					
ABC - Wetland Mitigation	$ 50,000	$ 45,000	$ 2,500	$ 2,500	0
ABC - Building Construction	$ 1,850,000	$ -	$ 1,800,000	$ 50,000	0
ABC - Site Work	$ 865,000	$ 778,500	$ 43,250	$ 43,250	0
ABC - Apron Construction	$ 2,500,000	$ 1,710,000	$ 95,000	$ 410,000	285,000
ABC - Furnishings	$ 150,000	$ -	$ -	$ -	150,000
Existing Office Demolition & Site Restoration	$ 50,000	$ -	$ -	$ 50,000	0
Total Fiscal Year 2016	**$ 5,465,000**	**$ 2,533,500**	**$ 1,940,750**	**$ 555,750**	**$ 435,000**
Total Expenses	**$ 6,452,570**	**$ 2,736,842**	**$ 2,582,618**	**$ 698,110**	**$ 435,000**

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RESOLUTION TO APPROVE THE PROPOSED ANNUAL BUDGET AND CERTIFY MILLAGE AMOUNT FOR FISCAL YEAR 2016

Whereas, the West Michigan Airport Authority annual budget for the fiscal year July 1, 2015 through June 30, 2016 was presented to the Authority on February 9, 2015; and

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

Whereas, the Airport Authority held a public hearing concerning the proposed budget on March 9, 2015 at the Westshore Aviation office at West Michigan Regional Airport.

Now, Therefore Be It Resolved, that the West Michigan Airport Authority Board approves the fiscal year 2016 operating and capital budgets; and

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

Be It Further Resolved, that the Airport Authority does hereby adopt the Annual Budget, of Estimated Revenues and Appropriations, by departmental unit, for all funds as therein presented, to include any modifications approved at the time of the public hearing, for the fiscal year July 1, 2015 through June 30, 2016;

Be It Further Resolved, that the Airport Authority Manager is instructed to notify the member governmental units of the .10 property millage rate for fiscal year 2016.

_____

Tim Klunder

Chairperson

_____

Jim Wiersma

Secretary

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REGIONAL AIRPORT

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Item 5.

Alcohol and Drug Abuse Policy

March 9, 2015

The West Michigan Airport Authority has a vital interest in maintaining and ensuring a safe, healthful and efficient working environment for all its employees, and in protecting the West Michigan Airport Authority's staff, citizens, reputation, property, equipment, operations and the motoring public from the effects of alcohol and drug abuse. Not only can the sale and/or abuse of drugs or alcohol jeopardize the health, safety and well-being of the individual user and West Michigan Airport Authority employees, it can also endanger the safety of the general public and cause serious accidents and casualties.

The unauthorized possession, use or abuse of any controlled substance (including illegal drugs and prescription medications) or alcohol in the work place poses an unacceptable risk to the safe, healthful and efficient performance of the Authority's job responsibilities.

With these basic objectives in mind, the West Michigan Airport Authority has established this drug free work place policy (the "Policy") with regard to the unauthorized use of prohibited substances. Compliance with this Policy is a condition of continued employment with the West Michigan Airport Authority.
This policy is adopted pursuant to the Drug-Free Workplace Act of 1988 (Pub, L. 100- 690, title V, Subtitle D), in an effort to provide a safe and healthy work environment for employees.

The use and effects of illegal drugs and alcohol pose very serious problems. While the West Michigan Airport Authority (the "Employer") would prefer not to intrude into the personal lives of its employees, it must be recognized that employees who use illegal drugs or abuse other controlled substances or alcohol, tend to be less productive, less reliable and prone to accidents and absenteeism. Each employee has a responsibility to our community to deliver services in a safe and conscientious manner. In order to ensure this responsibility is met, employees must work free from the effects of alcohol and other performance impairing substances.

Accordingly, the Employer wants to state clearly its policy so that present and future employees understand our objectives: to remove problems associated with illegal drugs and alcohol abuse from our workplace, either through treatment, cessation of use or termination of employment.

Our policy is as follows:

I. DRUG-FREE AWARENESS PROGRAM

A Drug-Free Awareness Program has been developed to inform employees about: (1) the dangers of alcohol and drug abuse in the workplace; (2) the employer's Alcohol and Drug Abuse Policy; (3) the availability of treatment and counseling for employees who voluntarily seek such assistance; and (4) the sanctions the Employer will impose for violations of its Alcohol and Drug Abuse Policy.

II. ASSISTANCE TO EMPLOYEES IN OVERCOMING ALCOHOL OR DRUG ABSUSE

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation and for reduced personal, family, and social disruption. The Employer encourages the earliest possible diagnosis and treatment for alcohol and drug abuse.

However, the decision to seek diagnosis and accept treatment for alcohol and drug abuse is primarily the individual employee's responsibility.

To assist employees in obtaining early voluntary treatment, the Employer refers such employees to an Employee Assistance Program ("EAP"). The EAP is an assessment, counseling and referral service for employees with substance abuse problems.

The Employer may offer leave options, at the Employer's sole discretion, for employees who need time off work for treatment of substance abuse problems. To ensure that these benefits are available, however, employees must voluntarily seek help. These benefits may not be available to employees who do not seek help on their own.

Employees with alcohol or drug abuse problems should request the assistance of the EAP. Employees may seek help without the approval or knowledge of their supervisor. The EAP will provide assistance on a confidential basis and will refer the employee to the appropriate counseling and treatment services. An employee who voluntarily requests the EAP's assistance in dealing with an alcohol or drug abuse problem, may do so without jeopardizing his/her continued employment with the Employer.

Voluntary requests for assistance from EAP will not result in discipline. However, such requests and participation will not prevent disciplinary action for other violation(s) of this Alcohol and Drug Abuse Policy. Employees who undergo voluntary counseling or treatment pursuant to a referral by the Employer and who continue to work must meet all established standards of conduct and job performance.

III. APPLICATION

The Policy applies to all employees. For the

purposes of this Policy:

"Employer premises" includes, but is not limited to, all property, whether owned, leased or used by the Employer. This Policy also includes any other locations or mode of transportation to and from those locations while in the course and scope of employment.

"Employer time" includes, but is not limited to, all time spent on any Employer activity. This does not include the lawful use of alcohol for authorized Employer-related purposes (e.g., authorized

social functions, off-hours dinner while travelling on Employer business, etc.).

"Prohibited substances" are defined as: illegal drugs or controlled substances (including trace amounts); alcoholic beverages; prescription drugs - - except as proved in Section IV of this Policy; and any other substance which affects or may affect the employee's ability to competently or safely perform

"Under the influence" of any prohibited substance means any detectable level of a prohibited substance in employee's system. If an employee is "called out," the employee shall not report to work with any prohibited substance in his/her system except that the employee may report where the presence of alcohol does not exceed the standard set by the U.S. Department of Transportation for truck drivers in interstate commerce. (Blood alcohol less than .04%)

"Reasonable suspicion" includes, but is not limited to: observation or behavior such as slurred speech, unsteady walking, abrupt mood swings, breath (alcohol) or odor; observation of physical manifestations frequently associated with some forms of substance abuse, e.g., needle marks, sudden nosebleeds, frequent illness not explained by other medical conditions; absenteeism, declining productivity; excessive tardiness; and suspicious activity indicating possible involvement with prohibited substances in violation of this Policy.

IV. AUTHORIZED USE OF PRESCRIBED MEDICINE

Employees undergoing prescribed medical treatment with any substance which may alter their behavior or physical or mental ability must report the effects such treatment may have on their ability to perform their job to the Airport Authority Manager or Airport Authority Chairperson, who will determine whether the Employer should temporarily change the employee's job assignment during the period of treatment.

V. PROHIBITIONS

The Employer's Policy prohibits the:

1. Use, possession, manufacture, distribution, dispensation, transportation, or sale of prohibited substances or drug paraphernalia on Employer premises or being under the influence of a prohibited substance on Employer premises on Employer time or at an Employer activity;
2. Storing by an employee of any prohibited substance in a locker, desk, vehicle or other repository on Employer premises on Employer time or at an Employer activity;
3. Possession, use, manufacture, distribution, dispensation or sale of prohibited substances off Employer premises or Employer time that adversely affects the employee's work performance, his own or others' safety at work or the Employer's regard or reputation in the community; (Note: lawful and moderate use of alcohol is not prohibited).
4. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
5. Conviction under any criminal drug statute or failure to notify the Employer of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction;
6. Failure to report to the Authority Manager or Authority Chairperson the effect of a prescribed drug which may alter the employee's behavior or physical or mental ability;

7. Refusing to consent to testing or to submit a urine, blood or other sample for testing when requested pursuant to the Employer's Testing Policy, or switching or adulterating any sample submitted for testing.

VI. IMPLEMENTATION AND ENFORCEMENT POLICY

The following procedures will be employed to assure compliance with the Policy.

A. Testing. Employees or applicants for employment may be required to submit to substance testing, including, but not limited to, urinalysis, blood tests, plasma tests or breath tests for the drugs specified in the Department of Health & Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs ("HHS Guidelines") and any amendments the HHS Guidelines in effect at the time of testing:

   1. to be considered for employment;
   2. where the Employer has reasonable suspicion that an employee has ingested, possesses or has distributed a prohibited substance;
   3. following an accident or incident where the Employer has reasonable suspicion that prohibited substance(s) may be implicated, e.g., where safety precautions were violated or careless acts were performed; and
   4. immediately after an employee returns to work after a disciplinary suspension, where the Employer has a reasonable suspicion that prohibited substance(s) may be implicated.

   All positive initial drug tests will be confirmed using gas chromatography/mass spectrometry techniques at the cutoff values listed in the HHS Guidelines and any amendments to the HHS Guidelines in effect at the time of the testing.

B. Searches. Employees, while on Employer premises, are required to submit to searches of their persons, vehicles, lunch boxes, personal effects, desks or similar repositories, etc., when the employer has a reasonable suspicion that the employee has ingested, possesses or has distributed a prohibited substance.

VII. CONSEQUENCES FOR VIOLATION OF THIS POLICY

Violation of the Employer's Alcohol and Drug Policy may result in severe disciplinary action up to and including discharge for a first offense. Violation of this policy may also subject employees to arrest and prosecution by law enforcement agencies.

In addition to any disciplinary action for drug or alcohol abuse, the Employer may refer an employee to the Employee assistance Program for assessment, counseling and referral to a treatment program for alcohol and drug abuse. Employees who undergo counseling and treatment for substance abuse and who continue to work must meet all established standards of conduct and job performance.

VIII. CONDITIONAL EMPLOYMENT AGREEMENT

Individuals discharged for violation of the Employer's Alcohol and Drug Policy may, at the Employer's sole discretion, be offered the opportunity to enter into a "Conditional Employment Agreement."

The Conditional Employment Agreement provides that an employee may return to employment under

the following conditions:

1. The employee acknowledges in writing that he/she has a substance abuse problem;
2. The employee successfully completes a rehabilitation program prescribed under the Employee Assistance Program;
3. The employee agrees in writing to submit to random testing or search for remainder of his/her employment; and
4. The employee is subject to automatic discharge for any violation of the Conditional Employment Agreement or this Policy while on the Conditional Employment Agreement and waives the right to grieve such a discharge.

IX. CONDITION OF EMPLOYMENT

Compliance with the Employer's Alcohol and Drug Abuse Policy is a condition of employment. Failure or refusal of an employee to cooperate fully, sign any required document or submit to any inspection or drug test as provided will be grounds for termination.

Questions regarding this policy should be directed to the West Michigan Airport Authority Manager.

X. REVIEW OF PROGRAM

This Policy will be reviewed bi-annually to determine its effectiveness, to implement needed changes and to ensure that disciplinary actions are consistently enforced.

WMAA MONTHLY FBO REPORT

Total Fuel Gallons Delivered	**Current Month Feb-15**	**One Year ago Feb. -14**	**Fiscal Year To Date 10/1/14- 9/30/15**	**F/Y to Date Compared 2014**
	44,030	**42,819**	**277,050**	**58,655**

Transplant Flights **0**

Wings Of Mercy Flights

Freight Flights From/To Holland **3**

FREIGHT WEIGHT **1400 lbs.**

NUMBER OF PARTS IF KNOWN 1 skid+4 boxes

Notable Activities **1 NOTAM braking action report**

Runway 26 PAPI NOTAMED out of Service (Shorted Ciruit)

Town & Country out this week.

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: **March 9, 2015**

SUBJECT: **WMAA Communications Committee Board Update**

Tier 1 *(most important)*

UPDATE WEBSITE ON A CONTINUAL BASIS

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

SOCIAL NETWORKING

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

  The WMRA Facebook page has grown to 1,385 "Likes" (from 1,260 "Likes" last month).

Recent Facebook post.

Herman Miller staff waiting in airport lobby for charter flight.

Recent Facebook post and Tweet.

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

Tier 2 *(important)*

PRESS RELEASES/NEWS ARTICLES

- When needed

2014 PARADES & EVENTS

- **Tulip Time Muziekparade:** Saturday, May 9, 2015 (fifth consecutive year)
  The float received a Director's Award from the Tulip Time Board in 2013.
- **Wings of Mercy CareAffaire**: Saturday, August 22, 2015
  The 2014 Wings of Mercy CareAffaire video can be viewed at: http://youtu.be/1t-hLGC35vY
- **Zeeland's Magical Christmas Parade**: Monday, November 30, 2015
- **Holland's Parade of Lights:** Tuesday, December 1, 2015

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PRESENTATIONS/SPEAKING ENGAGEMENTS

- Informational Airport Business Center presentations are being scheduled for governmental units.
- An informational meeting at WMRA is being scheduled for all airport tenants to update and answer questions regarding the new Airport Business Center project
- 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)*

FUNDRAISING FOR NEW AIRPORT BUSINESS CENTER PROJECT

- A fundraising letter, visual and reply card are being designed/written inhouse and will be mailed to select Holland/Zeeland area businesses and organizations. The letter will invite businesses/organizations to contribute to the Airport Business Center project.

eNEWSLETTER

- The WMRA eNews is being designed/written in house and scheduled for March 2015.

WMAA Postcard to the Community

- The WMRA "Postcard to the Community" is being designed/written inhouse and scheduled for April 2015.

Please contact Karen if you have any questions or comments.
k.scholten@cityofholland.com C 616.953.9633 H 616.399.8509

Budget Performance Report

Fiscal Year to Date 03/02/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund	**Z01 - WMAA (Airport) General Fund**									
REVENUE										
Department	**000 - General Revenues**									
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	.00	.00	98,240.06	6,572.94	94	98,963.65
450582.P	Contributions from Other Govts From Park Township	90,000.00	.00	90,000.00	.00	.00	78,959.21	11,040.79	88	90,267.60
450582.Z	Contributions from Other Govts From City of Zeeland	48,100.00	.00	48,100.00	.00	.00	51,634.79	(3,534.79)	107	47,797.62
460621.9	Fees-Agreements Emergency Services Fee	.00	.00	.00	.00	.00	177.55	(177.55)	+++	175.85
460654.1	Franchise Fees FBO Franchise Fees	22,200.00	.00	22,200.00	.00	.00	14,533.36	7,666.64	65	20,599.46
460654.5	Franchise Fees Fuel Flowage Fee	55,000.00	.00	55,000.00	.00	.00	41,690.36	13,309.64	76	63,367.81
460654.7	Franchise Fees Landing Fees	27,000.00	.00	27,000.00	.00	.00	13,741.99	13,258.01	51	23,759.68
480665.0	Investment Income General	4,000.00	.00	4,000.00	.00	.00	3,905.61	94.39	98	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	.00	.00	84,360.53	1,639.47	98	91,001.23
480669.25	Rental Agricultural Land Lease	11,400.00	.00	11,400.00	.00	.00	11,200.38	199.62	98	11,129.04
480669.26	Rental T-Hangars	55,000.00	.00	55,000.00	.00	.00	30,980.00	24,020.00	56	56,540.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	100.00	(100.00)	+++	.00
	Department **000 - General Revenues** Totals	$1,978,413.00	$0.00	$1,978,413.00	$0.00	$0.00	$429,523.84	$1,548,889.16	22%	$566,590.75
Department	**541 - Airport Business Center Project**									
490675.AIR	Private Donations WMAA - From Companies	.00	.00	.00	.00	.00	7,500.00	(7,500.00)	+++	.00
	Department **541 - Airport Business Center Project** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$7,500.00	($7,500.00)	+++	$0.00
	REVENUE TOTALS	$1,978,413.00	$0.00	$1,978,413.00	$0.00	$0.00	$437,023.84	$1,541,389.16	22%	$566,590.75
EXPENSE										
Department	**540 - Airport Operations**									
710701.0	Payroll-Regular General	.00	.00	.00	.00	.00	2,369.95	(2,369.95)	+++	.00
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	.00	.00	15,251.92	(15,251.92)	+++	.00
710707.8	Payroll-Temporary Help Allocated	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0	13,138.83
711702.0	Payroll-Vacation/PTO General	.00	.00	.00	.00	.00	161.65	(161.65)	+++	.00
711703	Payroll-Holidays	.00	.00	.00	.00	.00	118.81	(118.81)	+++	.00
711716.1	Insurance Health	.00	.00	.00	.00	.00	5,618.10	(5,618.10)	+++	.00
711716.2	Insurance Dental	.00	.00	.00	.00	.00	18.55	(18.55)	+++	.00
711717	Insurance-Life & AD&D	.00	.00	.00	.00	.00	3.79	(3.79)	+++	.00
711718.1	Retirement Contribution MERS	.00	.00	.00	.00	.00	187.96	(187.96)	+++	.00
711720	Insurance-Income Protection	.00	.00	.00	.00	.00	15.41	(15.41)	+++	.00
712715	Employer FICA/Medicare Contribution	.00	.00	.00	.00	.00	1,339.88	(1,339.88)	+++	.00
712723	Unemployment Comp Insurance	.00	.00	.00	.00	.00	20.97	(20.97)	+++	.00
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	13.91	(13.91)	+++	.00

Budget Performance Report

Fiscal Year to Date 03/02/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund	**Z01 - WMAA (Airport) General Fund**									
EXPENSE										
Department	**540 - Airport Operations**									
721730.0	Postage General	100.00	.00	100.00	.00	.00	6.63	93.37	7	6.50
721740.0	Operating Supplies General	.00	.00	.00	.00	.00	174.67	(174.67)	+++	.00
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	6.14	93.86	6	30.27
721931.0	Bldg & Grnds Maint General	15,000.00	.00	15,000.00	.00	.00	10,556.00	4,444.00	70	6,292.00
721933.0	Equipment Maintenance General	18,000.00	.00	18,000.00	.00	.00	12,192.00	5,808.00	68	21,030.50
722801.9010	Contr-Printing/Promo Advertising/Promotional	30,000.00	.00	30,000.00	.00	.00	2,420.57	27,579.43	8	19,679.82
722804.0	Contractual-Legal General	5,000.00	.00	5,000.00	.00	.00	10,735.56	(5,735.56)	215	2,823.02
722805.1	Contractual-Finance Independent Audit	6,200.00	.00	6,200.00	.00	.00	5,500.00	700.00	89	6,500.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	176.87	(176.87)	+++	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
722808.MOW	Contr-Bldgs&Grnds Mowing	25,000.00	.00	25,000.00	.00	.00	13,449.25	11,550.75	54	23,507.13
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	17,000.00	.00	17,000.00	.00	.00	15,022.99	1,977.01	88	24,712.06
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	55,000.00	.00	55,000.00	.00	.00	27,124.63	27,875.37	49	82,174.88
722809.61	Contractual-Misc Contract-Management Services	32,000.00	.00	32,000.00	.00	.00	18,186.68	13,813.32	57	25,990.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	4,000.00	.00	4,000.00	.00	.00	3,082.29	917.71	77	3,122.99
723850.0	Communications Telephone	300.00	.00	300.00	.00	.00	180.40	119.60	60	300.07
723860.0	Travel, Conf, Seminars General	1,000.00	.00	1,000.00	.00	.00	607.84	392.16	61	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	.00	.00	292.78	57.22	84	282.37
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	2,524.66	1,975.34	56	3,833.98
723920.PLOT	Public Utilities Parking Lot Lights	750.00	.00	750.00	.00	.00	521.86	228.14	70	605.53
723920.RUNW	Public Utilities Runway Lights	3,500.00	.00	3,500.00	.00	.00	3,429.02	70.98	98	4,084.19
723920.THAN	Public Utilities T-Hangars	2,500.00	.00	2,500.00	.00	.00	2,266.97	233.03	91	2,954.67
723942.0	Building Rental/Lease General	.00	.00	.00	.00	.00	500.00	(500.00)	+++	.00
723955.0	Misc. General	2,200.00	.00	2,200.00	.00	.00	2,103.30	96.70	96	1,386.42
723961.0	Dues & Subscriptions General	.00	.00	.00	.00	.00	365.00	(365.00)	+++	70.00
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	(35.87)
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	14.85	(14.85)	+++	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	$0.00	$0.00	$176,644.74	$1,735,955.26	9%	$402,769.31
	EXPENSE TOTALS	$1,912,600.00	$0.00	$1,912,600.00	$0.00	$0.00	$176,644.74	$1,735,955.26	9%	$402,769.31

Budget Performance Report

Fiscal Year to Date 03/02/15
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
	Fund **Z01 - WMAA (Airport) General Fund** Totals									
	REVENUE TOTALS	1,978,413.00	.00	1,978,413.00	.00	.00	437,023.84	1,541,389.16	22	566,590.75
	EXPENSE TOTALS	1,912,600.00	.00	1,912,600.00	.00	.00	176,644.74	1,735,955.26	9	402,769.31
	Fund **Z01 - WMAA (Airport) General Fund** Totals	$65,813.00	$0.00	$65,813.00	$0.00	$0.00	$260,379.10	($194,566.10)		$163,821.44
	Grand Totals									
	REVENUE TOTALS	1,978,413.00	.00	1,978,413.00	.00	.00	437,023.84	1,541,389.16	22	566,590.75
	EXPENSE TOTALS	1,912,600.00	.00	1,912,600.00	.00	.00	176,644.74	1,735,955.26	9	402,769.31
	Grand Totals	$65,813.00	$0.00	$65,813.00	$0.00	$0.00	$260,379.10	($194,566.10)		$163,821.44

Fund Equity Changes Report

Through 03/02/15
Detail Listing
Exclude Rollup Account

Account	Account Description	Beginning Balance	YTD Credits	YTD Debits	Current Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category	**GOVERNMENTAL**								
Fund Type	**GENERAL FUND**								
Fund	**Z01 - WMAA (Airport) General Fund**								
341390.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	**Z01 - WMAA (Airport) General Fund** Totals	$764,126.61	$0.00	$0.00	$764,126.61	$163,821.44	$437,023.84	$176,644.74	$1,188,327.15
Fund Type	**GENERAL FUND** Totals	$764,126.61	$0.00	$0.00	$764,126.61	$163,821.44	$437,023.84	$176,644.74	$1,188,327.15
Fund Category	**GOVERNMENTAL** Totals	$764,126.61	$0.00	$0.00	$764,126.61	$163,821.44	$437,023.84	$176,644.74	$1,188,327.15
	Grand Totals	$764,126.61	$0.00	$0.00	$764,126.61	$163,821.44	$437,023.84	$176,644.74	$1,188,327.15

Trial Balance Listing

Through 03/02/15
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	**Z01 - WMAA (Airport) General Fund**					
CURRENT ASSETS						
110001.675	Cash Due from Cash/Inv Pool	927,498.83	443,866.60	185,539.58	1,185,825.85	943,183.67
113040.0	Accounts Receivable General	12,581.38	192,586.28	201,247.32	3,920.34	3,900.48
114026.2008	Taxes Receivable 2008	.00	.00	.00	.00	22.64
114026.2009	Taxes Receivable 2009	20.95	.00	.00	20.95	21.39
114026.2010	Taxes Receivable 2010	62.40	.00	.00	62.40	90.71
114026.2011	Taxes Receivable 2011	72.56	.00	.00	72.56	120.10
114026.2012	Taxes Receivable 2012	82.25	.00	39.50	42.75	90.19
114026.2013	Taxes Receivable 2013	54.46	.00	6.53	47.93	.00
114027.2012	IFT Taxes Receivable 2012	40.65	.00	.00	40.65	40.65
114031	Allowance for Uncollectible Taxes	(308.15)	.00	.00	(308.15)	(311.78)
118123.I	Prepaid Items Insurance	8,174.00	11,102.00	19,276.00	.00	.00
119073.2	Due from Local Govt Units Due from Park Township	.00	78,959.21	78,959.21	.00	.00
119073.3	Due from Local Govt Units Due from Zeeland City	.00	51,634.79	51,634.79	.00	.00
119078.1	Due from State of Michigan Due from State-Aeronautics	(1,398.13)	.00	.00	(1,398.13)	393.74
	CURRENT ASSETS Totals	$946,881.20	$778,148.88	$536,702.93	$1,188,327.15	$947,551.79
CURRENT LIABILITIES						
210202.0	Accounts Payable General	(14,557.38)	143,647.88	129,090.50	.00	(27,397.47)
21B339.0	Deferred Revenue General	(4,375.77)	4,375.77	.00	.00	.00
	CURRENT LIABILITIES Totals	($18,933.15)	$148,023.65	$129,090.50	$0.00	($27,397.47)
FUND BALANCE						
341390.E	Fund Balance - Assigned (By Action) For Emergencies	(25,000.00)	.00	.00	(25,000.00)	(25,000.00)
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	(142,421.00)	.00	.00	(142,421.00)	(142,421.00)
342390	Fund Balance-Unassigned	(596,705.61)	.00	.00	(596,705.61)	(596,705.61)
	FUND BALANCE Totals	($764,126.61)	$0.00	$0.00	($764,126.61)	($764,126.61)
	P/Y Fund Equity Adjustment	(163,821.44)	.00	.00	(163,821.44)	.00
	Fund Revenues	.00	12.01	437,035.85	(437,023.84)	(423,774.63)
	Fund Expenses	.00	181,822.76	5,178.02	176,644.74	267,746.92
	Fund **Z01 - WMAA (Airport) General Fund** Totals	$0.00	$1,108,007.30	$1,108,007.30	$0.00	$0.00
	Grand Totals	$0.00	$1,108,007.30	$1,108,007.30	$0.00	$0.00

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 03/04/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	03/05/2015	24764	Accounts Payable	DEANNE BUCKLAND		16.95
	Invoice		Date	Description		Amount
	2015-00003491		02/28/2015	AIRPORT - REIMBURSEMENT OF PETTY CASH		16.95
Check	03/05/2015	24765	Accounts Payable	MEAD & HUNT INC		19,342.58
	Invoice		Date	Description		Amount
	249640		02/13/2015	AIRPORT - SERVICES		19,342.58
Check	03/05/2015	24766	Accounts Payable	THE ZEELAND RECORD		62.38
	Invoice		Date	Description		Amount
	1026716		02/26/2015	AIRPORT - PUBLICATION		62.38
Check	03/05/2015	24767	Accounts Payable	TOWN & COUNTRY GROUP		940.93
	Invoice		Date	Description		Amount
	10374		02/11/2015	AIRPORT - SERVICES		940.93
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 4		$20,362.84

Checks: 4 $20,362.84

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 02/11/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	02/12/2015	24397	Accounts Payable	CUNNINGHAM DALMAN P.C.		478.83
	Invoice		Date	Description	Amount	
	217211		01/31/2015	AIRPORT - ATTORNEY SERVICES	478.83	
Check	02/12/2015	24398	Accounts Payable	DEANNE BUCKLAND		146.00
	Invoice		Date	Description	Amount	
	2015-00003274		02/12/2015	AIRPORT - REIMBURSEMENT FOR PETTY CASH	146.00	
Check	02/12/2015	24399	Accounts Payable	HARRIS AIRPORT SYSTEMS		4,000.00
	Invoice		Date	Description	Amount	
	60		01/26/2015	AIRPORT - JAN-MARCH 2015 MAINTENANCE FEE	4,000.00	
Check	02/12/2015	24400	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		133.68
	Invoice		Date	Description	Amount	
	2015-00003276		01/29/2015	AIRPORT - ACCT #77524493-01	133.68	
Check	02/12/2015	24401	Accounts Payable	KAREN SCHOLTEN		100.00
	Invoice		Date	Description	Amount	
	2015-00003275		02/12/2015	AIRPORT - REIMBURSEMENT FOR PURCHASE ON PERSONAL CC	100.00	
Check	02/12/2015	24402	Accounts Payable	TULIP CITY AIR SERVICE INC		19,857.31
	Invoice		Date	Description	Amount	
	15-019974		01/31/2015	AIRPORT - SERVICES	19,857.31	
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 6		$24,715.82

Checks: 6 $24,715.82

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 02/25/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	02/26/2015	24636	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD		107.59

Invoice	Date	Description	Amount
2015-00003434	02/14/2015	AIRPORT - ACCT #5473-7816-0013-1892	107.59

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	02/26/2015	24637	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		1,220.16

Invoice	Date	Description	Amount
2015-00003435	02/26/2015	AIRPORT UTILITIES	1,220.16

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	02/26/2015	24638	Accounts Payable	KAREN SCHOLTEN		33.00

Invoice	Date	Description	Amount
2015-00003436	01/15/2015	AIRPORT - REIMBURSE FOR EXPENSES PAID FOR W/ PERSONAL CC	33.00

CITY AP PAYABLES ACCOUNT Totals:	Transactions: 3	$1,360.75

Checks: 3 $1,360.75