West Michigan Airport Authority

Meeting Agenda

August 10, 2015

11:30am – 1:00pm

Westshore Aviation, 1585 S. Washington Avenue (Holland)

1. Public Comments.
2. Consideration of the July 13, 2015 Meeting Minutes. (Action Required)
3. FBO Report.
4. Appointment of Authority Secretary. (Action Required)
5. MDOT Grant Contracts for Airport Business Center and New Apron. (Action Required)
6. Airport Business Center and New Apron Construction Administration Contracts. (Action Required)
7. FAA Reimbursement Agreement for Relocation of the Airport Weather System. (Action Required)
8. Proposal for Conducting Annual Airport Authority Audits. (Action Required)
9. Online Donations Account Approval. (Action Required)
10. Communications Committee Update.
11. Monthly Budget and Investment Report. (Accept as Information)
12. Other Business.
13. Next meeting: September 14, 2015, 11:30 a.m., at Westshore Aviation.
14. 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
July 13, 2015

The West Michigan Airport Authority Board met at the Howard Miller Library in Zeeland.

Present: Authority Members Klynstra, Klunder, Hoogland, Whiteman, Martin, Sylte, Matthysse; Ex-Officio Member Storey

Absent: Toscano, and Ex-Officio Member Disselkoen

Others Present: Holland City Manager Cotton, Progressive AE representative Brandsen, 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.

15.06.01 Public Comments

There were no public comments expressed at this meeting.

15.06.02 Consideration of the June 8, 2015 Regular Minutes.

It was moved by Matthysse and supported by Martin to approve the June 8, 2015 meeting minutes as presented. This motion was unanimously adopted.

15.06.03 Construction Bids for New Airport Business Center.

Airport Authority Manager Robinson advised that the Airport Business Center bids were opened on June 3, 2015, and the following were submitted:

CL Construction, Holland	$2,384,793
GDK Construction, Holland	2,421,000
Lakewood Construction, Holland	2,433,645
Terhorst & Rinzema Const., Ada	2,595,000
Elzinga Volkers, Holland	2,655,000
BCI Construction, Grand Rapids	2,840,000

Progressive reviewed the bid of CL Construction and determined that is does meet the specifications. However, this low bid is $714,793 over the estimated cost. Progressive reviewed the bid submittals of the three lowest bidders to determine why the bid amounts were so far off the estimated cost. The difference is due in large part to the current bidding environment. The Building & Development Committee recommended that discussions occur with CL Construction regarding ways to reduce the project costs. Mr. Robinson presented the revised project budget which indicates a building construction cost of $1,929,793 and a construction administration cost estimate of $167,000, for a total building budget of $2,096,793.

The Authority Board members asked a variety of questions and a lengthy discussion followed about project details and schedule.

It was moved by Klynstra and supported by Matthysse to approve CL Construction as the low bid for the new Airport Business Center Project; that the low bid amount of $2,384,793 be accepted, subject to cost reductions of at least $455,000 for a contract amount of $1,929,793; that the project budget be approved depicting $280,093 to be allocated from the Authority's Fund Equity; that changes to the contract amount be done only through change orders approved by the Authority Manager or Authority Board; and that the contract be approved as to form by the Authority's attorney.

Upon roll call, the motion carried unanimously.

15.06.04 Construction Bids for New Airport Business Center.

Mr. Robinson advised that on June 26, 2015, bids for the new aircraft apron and the sitework associated with the new Airport Business Center were opened. The following bids were submitted:

Millbocker & Sons	$3,226,800.75
Kaminnga & Roodvoets	3,465,327.25
DJ McQuestions and Sons	3,520,186.00
Schippers Excavation	3,761,843.00

The engineer's (Mead&Hunt) estimate for this work was $3,126,918. Mead&Hunt has determined that the Millbocker & Sons bid does meet bid specifications.

Although the low bid is about $100,000 above the project estimate and this project is FAA and MDOT/AERO eligible, any increase will need to be funded by the Airport Authority. Neither the FAA nor MDOT/AERO have additional funds for this project. Because of this and the increased Authority funds needed for other aspects of the total project, the Building & Development Committee has discussed with Mead & Hunt reductions of $340,000 to this project to bring the total project budget within the funding capabilities of the Authority. Mr. Robinson presented the budget on the apron/sitework construction cost of $2,886,800. $385,280 of this cost would be funded by the Airport Authority, $1,844,071 by the FAA, $557,449 by MDOT/AERO and $100,000 by local private contributions. Mr. Robinson advised that the Michigan Aeronautics Commission is expected to approve the FAA and MDOT/AERO amounts at its July 22, 2015 meeting. Construction is expected to begin in August 2015.

It was moved by Sylte and supported by Whiteman to approve a contract with Millbocker & Sons in the amount of $3,226,800.75, subject to bid deductions in the amount of at least $340,000, for a final contract amount of $2,886,800; that the Authority share of $385,280 be allocated from the Authority's Fund Equity; and that any cost changes to this contract be approved by change orders that are approved by the Authority Manager or Authority Board.

Upon roll call, the motion carried unanimously.

15.06.05 Request to Amend Mead & Hunt Design Contract for Airport Business Center.

This item may be presented at an upcoming Board Meeting.

15.06.06 Proposal for Fund Raising.

Mr. Robinson advised that the Airport Business Center Fund Raising Team (Rick Veenhoven, Don Disselkoen, Jim Storey and Les Hoogland) has been working with Mark Schurman on developing a proposal for Mark to conduct fund raising efforts that would help the Authority to construct the Business Center and apron projects as originally designed. Mr. Schurman's proposal is that he would be compensated at $75 per hour over the July/August 2015 time period, not to exceed 80 hours without approval from the Authority Board. This is a commitment of $6,000 for his efforts. The goal is to raise $800,000. In addition, Mr. Schurman would be compensated in an amount equal to 5% of the first $500,000 raised; and 10% for amounts raised in excess of $500,000. The Fund Raising Team feels that this compensation is competitive with other fund raising campaigns and will provide the Authority with the greatest opportunity to garner additional financial support for these projects.

It was moved by Matthysse and supported by Klynstra to enter into an agreement with Mark Schurman for fund raising efforts with compensation as described above; subject to the agreement being approved as to form by the Attorney's Office; and that the cost for this Agreement be funded through the advertising/promotions budget. This motion was unanimously approved.

15.07.07 FBO Report

FBO Ludema presented the monthly Fixed Base Operator (FBO) report describing fuels sales and various airport operations. Fuel sales were down this month primarily due to several airplanes kept out of state longer for extended maintenance. The Maintenance Services building at the airport was struck by lightning this morning, however, no damage was reported. The report was accepted as information.

15.07.08 Communications Committee Update.

Ms. Scholten presented a report on the recent activities of the Communications Committee. The WMRA Facebook page has grown to 1,688 "Likes" from 1,566 "Likes" last month. The Wings of Mercy CareAffaire has been scheduled for August 22, 2015. A fundraising letter, visual and reply card was mailed to select Holland/Zeeland area businesses and organizations. A fundraising postcard to the community has been designed and written in-house and is being reviewed by the Communications Committee. "Earn Your Wings" and WingOMeter" graphics are being designed in-house and are in the approval process. The report was accepted as information.

15.07.09 Monthly Budget & Investment Report

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

15.07.10 Next Meeting: August 10, 2015, 11:30 A.M., at the Park Township Office.

15.07.11 Other Business

- **Appointment of Secretary to the Board will be considered at the next Airport meeting.**

No other business was discussed at this meeting.

15.07.12 Adjournment

There being no further business, the meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Greg Robinson
Authority Manager

WMAA MONTHLY FBO REPORT

Total Fuel Gallons Delivered	Current Month Jul-15	One Year ago Jul-14	Fiscal Year To Date 10/1/14- 9/30/15	F/Y to Date Compared 2014
	41,052	55,498	492,001	-14,447

Transplant Flights	**0**
Wings Of Mercy Flights	
Freight Flights From/To Holland	**4**
FREIGHT WEIGHT	**4000 lbs**
NUMBER OF PARTS IF KNOWN	6 Skids+6boxes

Notable Activities

West Michigan Airport Authority
270 South River Avenue, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

August 10, 2015

To: West Michigan Airport Authority Board. ITEM #5
From: Greg Robinson, Authority Manager.
Subject: MDOT Grant Contracts for Airport Business Center and New Apron.

At the July 13, 2015 West Michigan Airport Authority Board meeting, the Board approved construction contracts with CL Construction for the new Airport Business Center and with Millbocker & Sons for the new Apron. On July 22, 2015, the Michigan Aeronautics Commission approved the state and Federal Aviation Administration (FAA) grants for these projects.

Attached to this report are the funding summary sheets for these grants. The total grant amounts are exactly as indicated on the revised project budget approved by the Board at the July 2015 meeting. The funding is for construction as well as construction administration and will occur as follows:

1. Airport Business Center (Terminal):
    a. Michigan Department of Transportation (MDOT) $500,000
    b. Michigan Economic Development Corporation 1,300,000
    c. WMAA 312,555
    d. Total **2,112,555**
2. New Apron and Sitework:
    a. FAA $2,071,452
    b. MDOT 615,081
    c. WMAA 492,225
    d. Total **3,178,758**

It is anticipated that project construction will begin before the end of August 2015.

Recommendation

It is recommended that the Authority Board adopt a resolution approving these grants from the Michigan Department of Transportation in the amounts specified in this report for construction of the new Airport Business Center and Apron; and that Chairperson Tim Klunder be authorized to sign the grants on behalf of the Authority.

RESOLUTION TO APPROVE

A GRANT CONTRACT FOR A STATE/LOCAL AIRPORT PROJECT

MICHIGAN DEPARTMENT OF TRANSPORTATION/WEST MICHIGAN AIRPORT AUTHORITY

At a regular meeting of the West Michigan Airport Authority, held at the Westshore Aviation Services, 1585 S. Washington, Holland, Michigan, on August 10, 2015 at 11:30 a.m.

PRESENT: _____

_____

ABSENT: _____

_____

The following Resolution was offered by _____ and supported by _____.

RESOLUTION

WHEREAS, the West Michigan Airport Authority ("WMAA") has received a grant contract for the Construct Terminal building – Sitework & Non-Rev Parking Lot – Construction; Construct Apron – Terminal Construction from the Michigan Department of Transportation Contract #2015-0339 ("Contract");

WHEREAS, the WMAA has reviewed the terms and conditions of the Grant Contract and finds that it is in the best interest of the WMAA, for the operation of the West Michigan Regional Airport, to approve the Grant Contract.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Contract described above is approved and Timothy Klunder, Chairperson is authorized to execute the Contract on behalf of the WMAA;
2. That any resolutions in conflict with this Resolution are rescinded and revoked.

After discussion, the vote was

AYES: _____

_____

NAYS: _____

_____

ABSENT: _____

_____

WEST MICHIGAN AIRPORT AUTHORITY

Dated: August 10, 2015

By_____

Its: Secretary

CERTIFICATE

STATE OF MICHIGAN)

) SS

COUNTY OF OTTAWA)

I, the undersigned, the duly qualified Secretary of the West Michigan Airport Authority, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the West Michigan Airport Authority, held on the 10th day of August, 2015, insofar as the same relate to the Resolution of the West Michigan Airport Authority to Approve Contract for State/Local Airport Project, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act 267, Public Act of 1976, as amended.

IN WITNESS THEREFORE, I have hereunto affixed my official signature this August 10th day of, 2015.

West Michigan Airport Authority

By: _____

Its: Secretary

RESOLUTION TO APPROVE

A GRANT CONTRACT FOR A STATE/LOCAL AIRPORT PROJECT

MICHIGAN DEPARTMENT OF TRANSPORTATION/WEST MICHIGAN AIRPORT AUTHORITY

At a regular meeting of the West Michigan Airport Authority, held at the Westshore Aviation Services, 1585 S. Washington, Holland, Michigan, on August 10, 2015 at 11:30 a.m.

PRESENT: _____

_____

ABSENT: _____

_____

The following Resolution was offered by _____ and supported by _____.

RESOLUTION

WHEREAS, the West Michigan Airport Authority ("WMAA") has received a grant contract for the Construct Terminal building – Construction from the Michigan Department of Transportation Contract #2015-0340 ("Contract");

WHEREAS, the WMAA has reviewed the terms and conditions of the Grant Contract and finds that it is in the best interest of the WMAA, for the operation of the West Michigan Regional Airport, to approve the Grant Contract.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Contract described above is approved and Timothy Klunder, Chairperson is authorized to execute the Contract on behalf of the WMAA;
2. That any resolutions in conflict with this Resolution are rescinded and revoked.

After discussion, the vote was

AYES: _____

_____

NAYS: _____

_____

ABSENT: _____

_____

WEST MICHIGAN AIRPORT AUTHORITY

Dated: August 10, 2015

By_____

Its: Secretary

CERTIFICATE

STATE OF MICHIGAN)

) SS

COUNTY OF OTTAWA)

I, the undersigned, the duly qualified Secretary of the West Michigan Airport Authority, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the West Michigan Airport Authority, held on the 10th day of August, 2015, insofar as the same relate to the Resolution of the West Michigan Airport Authority to Approve Contract for State/Local Airport Project, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act 267, Public Act of 1976, as amended.

IN WITNESS THEREFORE, I have hereunto affixed my official signature this August 10th day of, 2015.

West Michigan Airport Authority

By: _____

Its: Secretary

EXHIBIT 1

WEST MICHIGAN REGIONAL AIRPORT
HOLLAND, MICHIGAN

Contract No. M 03-07-C27

July 23, 2015

	Federal	State	Local	Total
ADMINISTRATION	$0	$119	$381	$500
DEPARTMENT-AERO	$0	$119	$381	$500
ENVIRONMENTAL	$0	$0	$0	$0
DESIGN	$0	$0	$0	$0
CONSTRUCTION	$0	$499,881	$1,612,174	$2,112,055
Construct Terminal Building	$0	$473,360	$1,526,640	$2,000,000
AERO - Construction	$0	$0	$0	$0
CONSULTANT - Construction	$0	$26,521	$85,534	$112,055
CONTINGENCIES	$0	$0	$0	$0
TOTAL PROJECT BUDGET	**$0**	**$500,000**	**$1,612,555**	**$2,112,555**

MAC Approval: 7/22/15

EXHIBIT 1

WEST MICHIGAN REGIONAL AIRPORT
HOLLAND, MICHIGAN

Project No. B-26-0045-3713
Contract No. FM 03-07-C28 & C29

07/23/15

	Federal	State	Local	Total	
ADMINISTRATION	$1,800	$100	$100	$2,000	
DEPARTMENT-AERO C28	$900	$50	$50	$1,000	Job 125633
DEPARTMENT-AERO C29	$900	$50	$50	$1,000	Job 125634
ENVIRONMENTAL	$0	$0	$0	$0	
DESIGN	$0	$0	$0	$0	
CONSTRUCTION	$2,042,964	$613,498	$490,642	$3,147,104	
Construct Terminal Building - Sitework & Non - Rev Parking Lot C28 - State/Local	$0	$500,000	$26,316	$526,316	Job 125633
Construct Terminal Building - Sitework & Non - Rev Parking Lot C28	$224,671	$12,482	$12,482	$249,635	Job 125633
AERO - Construction C28	$4,500	$250	$250	$5,000	Job 125633
CONSULTANT - Construction C28	$59,693	$3,316	$3,316	$66,325	Job 125633
Construct Apron - Terminal C29	$1,584,040	$88,002	$88,003	$1,760,045	Job 125634
Construct Apron - Terminal C29 Local Only	$0	$0	$350,828	$350,828	Job 125634
AERO - Construction C29	$4,500	$250	$250	$5,000	Job 125634
CONSULTANT - Construction C29	$165,560	$9,198	$9,197	$183,955	Job 125634
CONTINGENCIES	$26,688	$1,483	$1,483	$29,654	
Construction Contingency C28	$26,688	$1,483	$1,483	$29,654	Job 125633
Construction Contingency C29	$0	$0	$0	$0	Job 125634
TOTAL PROJECT BUDGET	**$2,071,452**	**$615,081**	**$492,225**	**$3,178,758**	

Federal Billing Breakdown:

Bill #1	$1,784,502	SBGP 8813	Job 125633 = $74,502 & Job 125634 = $1,710,000
Bill #2	$150,000	SBGP 9014	Job 125633
Bill #3	$136,950	SBGP 9215	Job 125633 = $91,950 & Job 125634 = $45,000

MAC Approval: 7/22/15

West Michigan Airport Authority
Airport Business Center, Apron and Sitework Projects Budget
July 13, 2015

Fiscal Year 2015	Total Cost	FAA	State-AERO	State-MEDC	WMAA	Other Local
Airport Business Center - Propery Acquisition	$ 595,400	$ -	$ 494,000	$ -	$ 101,400	$ -
ABC - Site Work and Apron Designs	$ 234,999	$ 214,321	$ 10,339	$ -	$ 10,339	$ -
ABC - Building Design	$ 193,000	$ -	$ 173,700	$ -	$ 19,300	$ -
Total Fiscal Year 2015	**$ 1,023,399**	**$ 214,321**	**$ 678,039**	**$ -**	**$ 131,039**	**$ -**
Fiscal Year 2016						
ABC - Wetland Mitigation - FY2016 S/L	$ 50,000	$ -	$ 45,000	$ -	$ 5,000	$ -
ABC - Building Construction	$ 1,929,838	$ -	$ 349,700	$ 1,300,000	$ 280,138	$ -
ABC- Building Construction Administration	$ 182,717	$ -	$ 150,300	$ -	$ 32,417	$ -
ABC- Lanscaping/Signage/AV/Irrigation	$ 50,000	$ -			$ 50,000	$ -
ABC- Furnishings	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
ABC- ASOS relocation- FY2016 NPE	$ 54,000	$ 48,600	$ 2,700	$ -	$ 2,700	
ABC- Apron & Site Work Construction	$ 2,886,823	$ 1,967,964	$ 596,629	$ -	$ 222,230	$ 100,000
ABC- Apron & Site Work Con. Contingency	$ 29,654	$ 26,689	$ 1,483	$ -	$ 1,483	$ -
ABC- Apron & Site Work Construct. AERO	$ 12,000	$ 10,800	$ 600	$ -	$ 600	$ -
ABC- Apron & Site Work Construct. Admin.	$ 250,280	$ 65,999	$ 16,369	$ -	$ 167,911	$ -
ABC- Existing Office Demo & Site Restoration	$ 50,000	$ 45,000	$ 2,500	$ -	$ 2,500	$ -
	$ 5,645,312	**$ 2,165,052**	**$ 1,165,281**	**$ 1,300,000**	**$ 764,979**	**$ 250,000**
Total Fiscal Year 2016						
Total Expenses	**$ 6,668,711**	**$ 2,379,373**	**$ 1,843,320**	**$ 1,300,000**	**$ 896,018**	**$ 250,000**

West Michigan Airport Authority
270 South River Avenue, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

August 10, 2015

To: West Michigan Airport Authority Board. ITEM #6
From: Greg Robinson, Authority Manager.
Subject: Airport Business Center and New Apron Construction Administration Contracts.

The Authority Board has approved construction contracts and grant contracts for the new Airport Business Center and Apron/Sitework projects. Along with these contracts are contracts for construction administration until project completion. Construction administration includes regular site inspections, meetings with the contractors and staff, preparing reports to the Michigan Department of Transportation (MDOT), preparation of pay estimates, materials testing and shop drawings, change order preparation, and the preparation of final quantities.

Mead & Hunt, airport consultants and project designers, has submitted the following proposals:

1. Building construction administration: $182,579 (9.5% of construction)
2. Apron/sitework administration: 250,280 (8.7% of construction)

Progressive AE will be the primary firm conducting the construction administration for the building as a sub-contractor to Mead & Hunt. MDOT has approved these proposals and the costs are consistent with the budget approved by the Board on July 13, 2015.

The projects are expected to begin before the end of August 2015 and be completed in August 2016.

Recommendation

It is recommended that the Authority Board approve the construction administration contracts with Mead & Hunt as described in this report for the new Airport Business Center and Apron; and that Chairperson Tim Klunder be authorized to sign the documents on behalf of the Authority.

Attachments

COPY

Amendment #1

Between

MEAD & HUNT, INC.

and

West Michigan Airport Authority

Construction Administration for

Midfield Terminal Building

At the West Michigan Regional Airport Holland, MI

Mead & Hunt Project No.: 0819900-141904.02

Original Agreement Dated: December 24, 2014
Original Description: Design Terminal Building

Purpose of Amendment

The purpose of this amendment is to establish a scope of services and fee for the construction administration services associated with the new terminal building at West Michigan Regional Airport.

Scope of Services

The scope of services for construction administration is outlined in the original agreement. The CONSULTANT shall perform these duties as supported in the detailed breakdown of cost in Attachment A. This will include processing pay requests for the contractor, directly with AERO. This project involves Midfield Terminal Building as depicted on the plans dated May 08, 2015.

Compensation

The CONSULTANT shall be compensated a lump sum amount for the services identified in the scope of services. The amount of compensation for the construction administration shall be one hundred eighty two thousand five hundred seventy nine and 00/100 ($182,579.00) dollars. A detailed breakdown of these costs is included in Attachment A. The CONSULTANT shall bill the SPONSOR in accordance with the terms and condition of the original agreement.

All other terms and conditions of the original base agreement shall remain in full force and effect.

This amendment and its conditions along with the conditions and requirements of the original agreement are hereby accepted by both parties as witnessed by these signatures:

WITNESS:

_____

WEST MICHIGAN AIRPORT AUTHORITY

By: _____

Title: _____

Date: _____

WITNESS:

MEAD & HUNT, INC.

By: _____

Title: Vice President

Date: 6/30/15

CONSTRUCTION ADMINISTRATION SERVICES - Attachment A

SUMMARY SHEET

Airport: West Michigan Regional Airport
Project Description: CA Services for Construct Midfield Terminal Building
M & H Project No.:08199-00-141904.02
_360_ Calendar days in contract

COST BY ELEMENT	
ELEMENT 1.21 - PRECONSTRUCTION CONFERENCE	$1,012.26
ELEMENT 1.22 - GENERAL INFORMATION AND COORDINATION	$9,480.49
ELEMENT 1.23 - ENGINEERING SURVEY AND LAYOUT AS MAY BE APPLICABLE	$782.45
ELEMENT 1.24 - MATERIAL TESTING AND SHOP DRAWINGS	$4,009.55
ELEMENT 1.25 - FIELD TESTING AND GRADE INSPECTIONS	$0.00
ELEMENT 1.26 - PAY ESTIMATES AND CHANGE ORDERS	$5,346.06
ELEMENT 1.27 - WEEKLY REPORTS	$0.00
ELEMENT 1.28 - FINAL INSPECTION/FINAL REPORT	$3,111.68
ELEMENT 1.29 - FINAL QUANTITIES - AS CONSTRUCTED PLANS AND ALP	$1,336.52
M&H PROJECT COSTS*	$25,079.00

*excludes sub consultants

COST BREAKDOWN	
LABOR COST	$7,865.28
OVERHEAD COST @ 1.85	$14,550.77
PROFIT @ 11%	$2,465.64
DIRECT COSTS	$197.32
SUB TOTAL	$25,079.00
SUB CONSULTANTS - Progressive AE	$157,500.00
TOTAL COST THIS PROJECT	$182,579.00

Airport: West Michigan Regional Airport
Project Description: CA Services for Construct Midfield Terminal Building
M & H Project No.:08199-00-141904.02

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
Hourly Rate	$52.81	$45.07	$37.10	$37.89	$30.79	$28.45	$16.52	$45.92
ELEMENT 1.21 - PRECONSTRUCTION CONFERENCE								
Pre con meeting	6							
TOTAL HOURS	6	0	0	0	0	0	0	0
No. of trips at 92 miles/trip								
Meals (days)	1							
Nights Lodging								

Total labor and overhead this element	$903.05
Mileage this element ($0.57 /mile)	$0.00
Meals this element ($30/Trip)	$0.00
Meals this element ($10/trip)	$10.00
Lodging ($100/night)	$0.00
Phone	
Materials	
Profit this element	$99.21
TOTAL COST THIS ELEMENT	**$1,012.26**

ELEMENT 1.22 - GENERAL INFORMATION AND COORDINATION								
Coordination with Contractor	16							
Coodination with Sponsor	24							
Coordination with MDOT AERO	16							
TOTAL HOURS	56	0	0	0	0	0	0	0
No. of trips at 92 miles/trip	2							
Meals (days)	2							
Nights Lodging								

Total labor and overhead this element	$8,428.48
Mileage this element ($0.57 /mile)	$104.88
Meals this element ($30/Trip)	$0.00
Meals this element ($10/trip)	$20.00
Lodging ($100/night)	$0.00
Phone	
Materials	
Profit this element	$927.13
TOTAL COST THIS ELEMENT	**$9,480.49**

Airport: West Michigan Regional Airport
Project Description: CA Services for Construct Midfield Terminal Building
M & H Project No.:08199-00-141904.02

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
ELEMENT 1.23 - ENGINEERING SURVEY AND LAYOUT AS MAY BE APPLICABLE								
Initial control and layout						8		
TOTAL HOURS	0	0	0	0	0	8	0	0
No. of trips at 92 miles/trip						1		
Meals (days)						1		
Nights Lodging								

Total labor and overhead this element	$648.66
Mileage this element ($0.57 /mile)	$52.44
Meals this element ($30/Trip)	$0.00
Meals this element ($10/trip)	$10.00
Lodging ($100/night)	$0.00
Phone	
Materials	
Profit this element	$71.35
TOTAL COST THIS ELEMENT	**$782.45**

ELEMENT 1.24 - MATERIAL TESTING AND SHOP DRAWINGS								
Shop Drawing Processing	24							
TOTAL HOURS	24	0	0	0	0	0	0	0
No. of trips at 92 miles/trip								
Meals (days)								
Nights Lodging								

Total labor and overhead this element	$3,612.20
Mileage this element ($0.57 /mile)	$0.00
Meals this element ($30/Trip)	$0.00
Meals this element ($10/trip)	$0.00
Lodging ($100/night)	$0.00
Phone	
Materials	
Profit this element	$397.34
TOTAL COST THIS ELEMENT	**$4,009.55**

Airport: West Michigan Regional Airport
Project Description: CA Services for Construct Midfield Terminal Building
M & H Project No.:08199-00-141904.02

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
ELEMENT 1.25 - FIELD TESTING AND GRADE INSPECTIONS								
TOTAL HOURS	0	0	0	0	0	0	0	0
No. of trips at 92 miles/trip								
Meals (days)								
Nights Lodging								

Total labor and overhead this element	$0.00
Mileage this element ($0.57 /mile)	$0.00
Meals this element ($30/Trip)	$0.00
Meals this element ($10/trip)	$0.00
Lodging ($100/night)	$0.00
Phone	
Materials	
Profit this element	$0.00
TOTAL COST THIS ELEMENT	**$0.00**

ELEMENT 1.26 - PAY ESTIMATES AND CHANGE ORDERS								
Pay Estimates	16							
Change Orders	16							
TOTAL HOURS	32	0	0	0	0	0	0	0
No. of trips at 92 miles/trip								
Meals (days)								
Nights Lodging								

Total labor and overhead this element	$4,816.27
Mileage this element ($0.57 /mile)	$0.00
Meals this element ($30/Trip)	$0.00
Meals this element ($10/trip)	$0.00
Lodging ($100/night)	$0.00
Phone	
Materials	
Profit this element	$529.79
TOTAL COST THIS ELEMENT	**$5,346.06**

Airport: West Michigan Regional Airport
Project Description: CA Services for Construct Midfield Terminal Building
M & H Project No.:08199-00-141904.02

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
ELEMENT 1.27 - WEEKLY REPORTS								
TOTAL HOURS	0	0	0	0	0	0	0	0
Total labor and overhead this element	$0.00							
Phone								
Profit this element	$0.00							
TOTAL COST THIS ELEMENT	**$0.00**							
ELEMENT 1.28 - FINAL INSPECTION/FINAL REPORT								
Final Inspection	6							
Final Documentation Submittal	12						2	
TOTAL HOURS	18	0	0	0	0	0	2	0
No. of trips at 92 miles/trip								
Meals (days)								
Nights Lodging								
Total labor and overhead this element	$2,803.32							
Mileage this element ($0.57 /mile)	$0.00							
Meals this element ($30/Trip)	$0.00							
Meals this element ($10/trip)	$0.00							
Lodging ($100/night)	$0.00							
Phone								
Profit this element	$308.36							
TOTAL COST THIS ELEMENT	**$3,111.68**							
ELEMENT 1.29 - FINAL QUANTITIES - AS CONSTRUCTED PLANS AND ALP								
Record Drawing Submittal	8							
TOTAL HOURS	8	0	0	0	0	0	0	0
Total labor and overhead this element	$1,204.07							
Phone								
Materials								
Profit this element	$132.45							
TOTAL COST THIS ELEMENT	**$1,336.52**							

COPY

Amendment #1

Between

MEAD & HUNT, INC.

and

West Michigan Airport Authority

Construction Administration for

Site Improvements and Apron for Terminal Building

At the West Michigan Regional Airport Holland, MI

Mead & Hunt Project No.: 0819900-132315.02

Original Agreement Dated: December 24, 2014
Original Description: Design Site Improvements and Apron for Terminal Building

Purpose of Amendment

The purpose of this amendment is to establish a scope of services and fee for the construction administration services associated with the site improvements and apron for the new terminal building at West Michigan Regional Airport.

Scope of Services

The scope of services for construction administration is outlined in the original agreement. The CONSULTANT shall perform these duties as supported in the detailed breakdown of cost in Attachment A. This will include processing pay requests for the contractor, directly with AERO. This project involves Midfield Terminal Site Improvements as depicted on the plans dated May 22, 2015.

Compensation

The CONSULTANT shall be compensated a lump sum amount for the services identified in the scope of services. The amount of compensation for the construction administration shall be two hundred fifty thousand two hundred eighty and 00/100 ($250,280.00) dollars. A detailed breakdown of these costs is included in Attachment A. The CONSULTANT shall bill the SPONSOR in accordance with the terms and condition of the original agreement.

All other terms and conditions of the original base agreement shall remain in full force and effect.

This amendment and its conditions along with the conditions and requirements of the original agreement are hereby accepted by both parties as witnessed by these signatures:

WITNESS:

_____

WEST MICHIGAN AIRPORT AUTHORITY

By: _____

Title: _____

Date: _____

WITNESS:

MEAD & HUNT, INC.

By: _____

Title: Vice President

Date: 6/30/15

CONSTRUCTION ADMINISTRATION SERVICES - Attachment A

SUMMARY SHEET

Airport: West Michigan Regional Airport
Project Description: Term Bld Sitework-Pk Lot-Apron
M & H Project No.: 0819900-132315.02
180 Calendar days in contract

COST BY ELEMENT	
ELEMENT 1.21 - PRECONSTRUCTION CONFERENCE	$3,176.82
ELEMENT 1.22 - GENERAL INFORMATION AND COORDINATION	$8,321.90
ELEMENT 1.23 - ENGINEERING SURVEY AND LAYOUT AS MAY BE APPLICABLE	$34,986.72
ELEMENT 1.24 - MATERIAL TESTING AND SHOP DRAWINGS	$12,477.35
ELEMENT 1.25 - FIELD TESTING AND GRADE INSPECTIONS	$127,739.95
ELEMENT 1.26 - PAY ESTIMATES AND CHANGE ORDERS	$7,999.10
ELEMENT 1.27 - WEEKLY REPORTS	$10,397.79
ELEMENT 1.28 - FINAL INSPECTION/FINAL REPORT	$12,567.30
ELEMENT 1.29 - FINAL QUANTITIES - AS CONSTRUCTED PLANS AND ALP	$15,613.06
M&H PROJECT COSTS*	$233,280.00

*excludes sub consultants

COST BREAKDOWN	
LABOR COST	$67,087.13
OVERHEAD COST @ 1.85	$124,111.19
PROFIT @ 11%	$21,031.48
DIRECT COSTS	$21,050.20
SUB TOTAL	$233,280.00
SUB CONSULTANTS-Somat	$51,000.00
SUB CONSULTANTS- SME	$17,000.00
TOTAL COST THIS PROJECT	$250,280.00

AERO PM# 125633, Sitework and Auto Lot: $66,324.20
AERO PM# 125634, Aircraft Apron: $183,955.80

Airport: West Michigan Regional Airport
Project Description: Term Bld Sitework-Pk Lot-Apron
M & H Project No.: 0819900-132315.02

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
Hourly Rate	$52.81	$45.07	$37.10	$37.89	$30.79	$28.45	$16.52	$45.92
ELEMENT 1.21 - PRECONSTRUCTION CONFERENCE								
Pre con meeting & minutes		12	4		4	4	2	
TOTAL HOURS	0	12	4	0	4	4	2	0
No. of trips at 180 miles/trip		1						
Meals (days)		1	1		1	1		
Nights Lodging								

Total labor and overhead this element	$2,733.83
Mileage this element ($0.57 /mile)	$102.60
Meals this element ($30/Trip)	$0.00
Meals this element ($10/trip)	$40.00
Lodging ($100/night)	$0.00
Phone	
Materials	
Profit this element	$300.38
TOTAL COST THIS ELEMENT	**$3,176.82**

ELEMENT 1.22 - GENERAL INFORMATION AND COORDINATION								
Coordination with Contractor and SPCD plan		4	4					
Construction Management Report		8	24				2	
Coordination with FAA/AERO		8	4					
Coordination with Sponsor		8	4					
TOTAL HOURS	0	28	36	0	0	0	2	0
No. of trips at 180 miles/trip								
Meals (days)								
Nights Lodging								

Total labor and overhead this element	$7,497.21
Mileage this element ($0.57 /mile)	$0.00
Meals this element ($30/Trip)	$0.00
Meals this element ($10/trip)	$0.00
Lodging ($100/night)	$0.00
Phone	
Materials	
Profit this element	$824.69
TOTAL COST THIS ELEMENT	**$8,321.90**

Airport: West Michigan Regional Airport
Project Description: Term Bld Sitework-Pk Lot-Apron
M & H Project No.: 0819900-132315.02

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
ELEMENT 1.23 - ENGINEERING SURVEY AND LAYOUT AS MAY BE APPLICABLE								
Initial control and layout		8	8		16	16		
Construction Staking		16	16		72	72		
Contractor Grade Verifictaion		8	8		32	32		
TOTAL HOURS	0	32	32	0	120	120	0	0
No. of trips at 180 miles/trip		4	4		15			
Meals (days)		4	4		15	15		
Nights Lodging		1	1		5	5		

Total labor and overhead this element	$27,753.98
Mileage this element ($0.57 /mile)	$2,359.80
Meals this element ($30/Trip)	$360.00
Meals this element ($10/trip)	$260.00
Lodging ($100/night)	$1,200.00
Phone	
Materials	
Profit this element	$3,052.94
TOTAL COST THIS ELEMENT	**$34,986.72**

ELEMENT 1.24 - MATERIAL TESTING AND SHOP DRAWINGS								
Asphalt Testing Coord. & Reivew		12	12					
Concrete Testing Coord. & Reivew		12	12					
Aggregate Testing Coord. & Reivew		8	8					
Civil Shop Drawings		16						
Electrical Shop Drawings			16					
TOTAL HOURS	0	48	48	0	0	0	0	0
No. of trips at 180 miles/trip								
Meals (days)								
Nights Lodging								

Total labor and overhead this element	$11,240.86
Mileage this element ($0.57 /mile)	$0.00
Meals this element ($30/Trip)	$0.00
Meals this element ($10/trip)	$0.00
Lodging ($100/night)	$0.00
Phone	
Materials	
Profit this element	$1,236.49
TOTAL COST THIS ELEMENT	**$12,477.35**

Airport: West Michigan Regional Airport
Project Description: Term Bld Sitework-Pk Lot-Apron
M & H Project No.: 0819900-132315.02

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
ELEMENT 1.25 - FIELD TESTING AND GRADE INSPECTIONS								
General Construct inspection		280	280		210	210		
TOTAL HOURS	0	280	280	0	210	210	0	0
No. of trips at 180 miles/trip		28	28		21			
Meals (days)		28	28		21	21		
Nights Lodging		18	18		10	10		

Total labor and overhead this element	$101,026.80
Mileage this element ($0.57 /mile)	$7,900.20
Meals this element ($30/Trip)	$1,680.00
Meals this element ($10/trip)	$420.00
Lodging ($100/night)	$5,600.00
Phone	
Materials	
Profit this element	$11,112.95
TOTAL COST THIS ELEMENT	**$127,739.95**

ELEMENT 1.26 - PAY ESTIMATES AND CHANGE ORDERS								
Pay Estimates		20	8				4	
Change Orders		20	8				4	
TOTAL HOURS	0	40	16	0	0	0	8	0
No. of trips at 180 miles/trip								
Meals (days)								
Nights Lodging								

Total labor and overhead this element	$7,206.40
Mileage this element ($0.57 /mile)	$0.00
Meals this element ($30/Trip)	$0.00
Meals this element ($10/trip)	$0.00
Lodging ($100/night)	$0.00
Phone	
Materials	
Profit this element	$792.70
TOTAL COST THIS ELEMENT	**$7,999.10**

Airport: West Michigan Regional Airport
Project Description: Term Bld Sitework-Pk Lot-Apron
M & H Project No.: 0819900-132315.02

Employee Classification	PROJECT MANAGER	SR. PROJECT ENGINEER	ENGINEER IV	SR. ENGINEER TECH	ENGINEER III	SURVEY/CADD TECH	ADMIN ASSISTANT	SR. AVIATION PLANNER
ELEMENT 1.27 - WEEKLY REPORTS								
IDR for field manager		40	40					
TOTAL HOURS	0	40	40	0	0	0	0	0
Total labor and overhead this element	$9,367.38							
Phone								
Profit this element	$1,030.41							
TOTAL COST THIS ELEMENT	**$10,397.79**							
ELEMENT 1.28 - FINAL INSPECTION/FINAL REPORT								
Final Inspection		16	6				4	
Final Report		4	4		80		8	
TOTAL HOURS	0	20	10	0	80	0	12	0
No. of trips at 180 miles/trip		1						
Meals (days)		1	1					
Nights Lodging								
Total labor and overhead this element	$11,211.44							
Mileage this element ($0.57 /mile)	$102.60							
Meals this element ($30/Trip)	$0.00							
Meals this element ($10/trip)	$20.00							
Lodging ($100/night)	$0.00							
Phone								
Profit this element	$1,233.26							
TOTAL COST THIS ELEMENT	**$12,567.30**							
ELEMENT 1.29 - FINAL QUANTITIES - AS CONSTRUCTED PLANS AND ALP								
Negotiate final Quantities		16						
As-Constructed Plans		8	8			80		
As Constructed ALP	1					32		
TOTAL HOURS	1	24	8	0	0	112	0	0
Total labor and overhead this element	$13,160.42							
Phone								
Materials	$1,005.00							
Profit this element	$1,447.65							
TOTAL COST THIS ELEMENT	**$15,613.06**							

West Michigan Airport Authority
270 South River Avenue, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

August 10, 2015

To: West Michigan Airport Authority Board. ITEM #7
From: Greg Robinson, Authority Manager.
Subject: FAA Reimbursement Agreement for Relocation of the Airport Weather System.

Federal Aviation Administration (FAA) weather equipment (known by the acronym ASOS) is located in the existing airport office building. With the construction of the Airport Business Center, this equipment will be relocated to the new building. This relocation will include the equipment itself, wiring and antenna.

This relocation can only be done by the FAA and is done so through a Reimbursable Agreement. In this Agreement, the FAA determines an estimated relocation cost which the Airport Authority must pay up-front. After the project is completed, the FAA will reimburse the Authority for any amounts not expended. If the project exceeds the up-front cost provided by the Authority, then the Authority must pay the difference.

The attached Agreement includes an up-front cost of $52,318.13. This is an eligible expense for FAA and MDOT funding, but neither has the funds at this point for the project. The Authority will pay this cost now, but can submit these expenses for reimbursement with FAA and/or MDOT funds in the future. If such a request is successful, then the Authority would be responsible for 5% of this cost.

Recommendation

It is recommended that the Airport Authority Board approve the Reimbursable Agreement with the FAA for relocation of the ASOS weather equipment in the amount of $52,318.13; and that Chairperson Tim Klunder be authorized to sign the Agreement on behalf of the Authority, subject to approval as to form by the Authority's attorney.

Attachment

Agreement Number
AJW-FN-CSA-15-C203

NON-FEDERAL LIMITED DESIGN AND IMPLEMENTATION REIMBURSABLE AGREEMENT

BETWEEN

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AND

West Michigan Airport Authority
West Michigan Regional Airport
Holland, MI

WHEREAS, the Federal Aviation Administration (FAA) can furnish directly or by contract services which the West Michigan Airport Authority (Sponsor) requires, has funds available for, and has determined should be obtained from the FAA;

WHEREAS, it has been determined that competition with the private sector for provision of such services is minimal; the proposed activity will advance the FAA's mission; and the FAA has a unique capability that will be of benefit to the Sponsor while helping to advance the agency's mission;

WHEREAS, the authority for the FAA to furnish services to the Sponsor upon a reimbursable payment basis is found in 49 U.S.C. § 106(l)(6) on such terms and conditions as the Administrator may consider necessary;

NOW THEREFORE, the FAA and the Sponsor mutually agree as follows:

ARTICLE 1. Parties

The Parties to this Agreement are the FAA and West Michigan Airport Authority.

ARTICLE 2. Type of Agreement

This Agreement is an "other transaction" authorized under 49 U.S.C. § 106(l)(6). It is not intended to be, nor will it be construed as, a partnership, corporation, joint venture or other business organization.

ARTICLE 3. Scope

This Agreement provides funding for FAA services limited to labor, travel, and expenses required to perform limited technical and/or engineering support, design, and

implementation services to support the Sponsor's project identified below. The scope of this Agreement is limited to technical consultation, site visits, feasibility assessments, project planning, scope definition, development of cost estimate(s), review of Sponsor provided design packages, development of FAA design packages, construction oversight, modification, removal, and restoration required to address impacted FAA NAS facilities. No government furnished equipment will be provided under this Agreement. If required, the FAA and the Sponsor will enter into a separate agreement to cover additional work beyond the scope of this Limited Agreement. Therefore, this Agreement is titled:

Limited Design and Implementation Reimbursable Agreement for BIV ASOS relocation at West Michigan Regional Airport

This Agreement is in whole or in part funded with funding from an AIP grant [ ] Yes [x]No. If Yes, the grant date is: N/A and the grant number is: N/A.

ARTICLE 4. Points of Contact

A. FAA:

1. The Central Service Area Surveillance/Weather Engineering Center will perform the scope of work included in this Agreement. David Vasquez is the Program implementation Manager (PIM) and liaison with the Sponsor and can be reached at (817) 222-4797. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.

2. FAA Contracting Officer: The execution, modification, and administration of this Agreement must be authorized and accomplished by the Contracting Officer, Brad Logan who can be reached at (817) 222-4395 .

B. Sponsor:

West Michigan Airport Authority
Greg Robinson
270 South River Ave.
Holland, MI 49423

Phone Number: 616 566 3759
Email: g.robinson@wmairportauthority.com

ARTICLE 5. Reserved

ARTICLE 6. Reserved

ARTICLE 7. Estimated Costs

The fully-loaded estimated FAA cost associated with this Agreement is $ $52,318.13.

ARTICLE 8. Period of Agreement and Effective Date

The effective date of this Agreement is the date of the last signature. This Agreement is considered complete when the final invoice is provided to the Sponsor and a refund is sent or payment is received as provided for in Article 9, Section E of this Agreement. Under no circumstances will this Agreement extend 36 months beyond its effective date.

ARTICLE 9. Reimbursement and Accounting Arrangements

A. The Sponsor agrees to prepay the entire estimated cost of the Agreement. The Sponsor will send a copy of the executed Agreement and submit full advance payment in the amount stated in Article 7 to the Accounting Division listed in Section C of this Article. The advance payment will be held as a non-interest bearing deposit. Such advance payment by the Sponsor must be received before the FAA incurs any obligation to implement this Agreement.

B. The Sponsor certifies that arrangements for sufficient funding have been made to cover the estimated costs of the Agreement.

C. The Accounting Division is identified by the FAA as the billing office for this Agreement. The Sponsor will send a copy of the executed Agreement and the full advance payment to the Accounting Division. The sponsor can either mail the payment to the address shown below or submit payment (via check or credit card) electronically via pay.gov. All payments mailed to the FAA must include the Agreement number, Agreement name, Sponsor name, and project location.The mailing address is:

FAA Mike Monroney Aeronautical Center
Attn: AMK-323, Reimbursable Project Team
P.O. Box 25082
Oklahoma City, OK 73125

The overnight mailing address is:
FAA Mike Monroney Aeronautical Center
Attn: AMK-323, Reimbursable Project Team
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169
Telephone: 405-954-3002

The Sponsor hereby identifies the office to which the FAA will render bills for the project costs incurred as:

West Michigan Airport Authority
Attn: Greg Robinson
C/O Holland City Hall
Holland, MI 49423

Telephone Number: 616 566 3759
Email: g.robinson@wmairportauthority.com]

D. The FAA will provide a quarterly Statement of Account of costs incurred against the advance payment.

E. The cost estimates contained in Article 7 are expected to be the maximum costs associated with this Agreement, but may be modified to recover the FAA's actual costs. If during the course of this Agreement actual costs are expected to exceed the estimated costs, the FAA will notify the Sponsor immediately. The FAA will also provide the Sponsor a modification to the Agreement which includes the FAA's additional costs. The Sponsor agrees to prepay the entire estimated cost of the modification. The Sponsor will send a copy of the executed modification to the Agreement to the FAA-Mike Monroney Aeronautical Center with the additional advance payment. Work identified in the modification cannot start until receipt of the additional advance payment. In addition, in the event that a contractor performing work pursuant to the scope of this Agreement brings a claim against the FAA and the FAA incurs additional costs as a result of the claim, the Sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent.

ARTICLE 10. Changes and Modifications

Changes and/or modifications to this Agreement will be formalized by an appropriate written modification that will outline in detail the exact nature of the change. Any modification to this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent modification(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person will be interpreted as modifying or otherwise affecting the terms of the Agreement. Any party to this Agreement may request that it be modified, whereupon the parties will consult to consider such modifications.

ARTICLE 11. Termination

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than

payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date, by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations which might require payment. All funds due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

ARTICLE 12. Order of Precedence

If attachments are included in this Agreement and in the event of any inconsistency between the attachments and the terms of this Agreement, the inconsistency will be resolved by giving preference in the following order:

A. This Agreement

B. The attachments

ARTICLE 13. Legal Authority

This Agreement is entered into under the authority of 49 U.S.C. § 106(l)(6), which authorizes the Administrator of the FAA to enter into and perform such contracts, leases, cooperative agreements and other transactions as may be necessary to carry out the functions of the Administrator and the Administration on such terms and conditions as the Administrator may consider appropriate. Nothing in this Agreement will be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

ARTICLE 14. Disputes

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the dispute will be resolved by alternative dispute resolution using a method to be agreed upon by the parties. The outcome of the alternative dispute resolution will be final unless it is timely appealed to the Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding (see 49 U.S.C. § 46110).

ARTICLE 15. Reserved0

ARTICLE 16. Insurance

The Sponsor will arrange by insurance or otherwise for the full protection of itself from and against all liability to third parties arising out of, or related to, its performance of this Agreement. The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf.

ARTICLE 17. Limitation of Liability

To the extent permitted by law, the Sponsor agrees to indemnify and hold harmless the FAA, its officers, agents and employees from all causes of action, suits or claims arising out of the work performed under this Agreement. However, to the extent that such claim is determined to have arisen from the act or omission by an officer, agent, or employee of the FAA acting within the scope of his or her employment, this hold harmless obligation will not apply and the provisions of the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq., will control. The FAA assumes no liability for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf. In no event will the FAA be liable for claims for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.

ARTICLE 18. Civil Rights Act

The Sponsor will comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs.

ARTICLE 19. Protection of Information

The parties agree that they will take appropriate measures to identify and protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

ARTICLE 20. Security

In the event that the security office determines that the security requirements under FAA Order 1600.72A applies to work under this Agreement, the FAA is responsible for ensuring that security requirements, including compliance with AMS clause 3.14-2, Contractor Personnel Suitability Requirements are met.

ARTICLE 21. Entire Agreement

This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any modification to this Agreement, the terms of such modification will supersede the terms of this Agreement to the extent of any inconsistency. Each party acknowledges participation in the negotiations and drafting of this Agreement and any modifications thereto, and, accordingly, that this Agreement will not be construed more stringently against one party than against the other. If this Agreement is not executed by the Sponsor

within 120 calendar days after the FAA transmits it to the Sponsor, the terms contained and set forth in this Agreement shall be null and void.

AGREED:

FEDERAL AVIATION ADMINISTRATION		**West Michigan Airport Authority**	
SIGNATURE	_____	SIGNATURE	_____
NAME	_____	NAME	_____
TITLE	Contracting Officer	TITLE	_____
DATE	_____	DATE	_____

West Michigan Airport Authority
270 South River Avenue, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

August 10, 2015

To: West Michigan Airport Authority Board. ITEM #8
From: Greg Robinson, Authority Manager.
Subject: Proposal for Conducting Annual Airport Authority Audits.

The Airport Authority has worked through the City of Holland's selected auditor to conduct the annual financial audit. The City has worked with Rehmann for a number of years and this has been the only auditing firm for the Authority. Since the Authority uses the City of Holland Finance Department for its financial accounting, it has been very efficient to use the City's auditing firm as well.

The City has sought proposals from auditors to conduct audits over the next three to five years. Although several firms expressed interest, only Rehmann actually submitted a proposal. This proposal is enclosed with this report and depicts a price for the Airport Authority of $7,200 for the first year and a $100 per year increase for the four subsequent years. The most recent audit cost for the Authority was $6,100, but the Rehmann proposal more accurately reflects the actual work conducted by Rehmann.

Recommendation

It is recommended that the Airport Authority Board approve the Rehmann proposal for preparation of the annual financial audit over the next five years.

Attachment

Rehmann

Rehmann Robson

2330 East Paris Ave., SE
Grand Rapids, MI 49546
Ph: 616.975.4100
Fx: 616.975.4400
www.rehmann.com

July 29, 2015

Mr. Tim Vagle, Director of Finance
City of Holland
270 S. River Avenue
Holland, MI 49423

Auditing Price Proposal – 2015-2019

Dear Mr. Vagle:

We are pleased to submit the attached price proposal for the audits of the City of Holland, the Holland Board of Public Works, the Holland Historical Trust, the Herrick District Library, the West Michigan Airport Authority, and the Macatawa Area Express Transit Authority (MAX).

As you will see in the attached schedule, we began by presenting the actual audit fees billed for these entities in fiscal year 2014 (excluding any one-time special projects). These fees were based on amounts previously proposed as part of the City's last request for extension process, and subsequent changes to organizational structure. By reviewing our time and expense records, we then reallocated the amounts attributed to each entity to more accurately reflect the actual audit effort required. This reallocation did not change the total amount billed to the City, but did shift the fees between certain components to better reflect true costs of our services.

Next, we prepared two pricing alternatives for the City's consideration. Alternative A is a five-year price proposal, and includes an initial discount over the amounts actually charged in 2014, followed by modest inflationary increases. Alternative B is a three-year price proposal, with two optional one-year extension that may be exercised at the City's discretion. This alternative reflects only a modest inflationary increase from the amounts charged in 2014.

These proposed fees include single audits for the City and MAX, with up to six major programs between the two entities. Additional major programs, if required, will be invoiced separately based on the incremental time needed for such testing (not to exceed $2,500 per program). In addition, our fees include drafting the financial statements and related footnotes, drafting the financial portions of management's discussion and analysis, submission of the electronic reporting package to the federal single audit clearinghouse and to the State of Michigan Department of Treasury (as applicable), delivery of up to 25 printed copies of all reports and letters (60 copies for the City's CAFR), and a presentation to each entity's Board.

In addition, the City and the Holland Board of Public Works will be required to implement GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* for the fiscal year ending June 30, 2015. These new standards will result in the recognition of a "net pension liability" on the statement of net position, additional annual testing, and extensive new note disclosures.

This proposal is based on professional standards in effect as of the date of our proposal. The fees quoted for years subsequent to 2015 may be subjected to renegotiation if significant changes in professional standards, reporting requirements, or the scope/nature of the County's operations make our initial estimate of hours to complete the audits unrealistic. If any such changes occur, we will discuss the reasons with you and arrive at a new fee arrangement.

These fees are independent of any special projects for which a separate engagement is contracted. We will, of course, continue to be available throughout the year to answer general business questions, and to assist you or your staff with accounting for specific transactions without charge.

Again, we thank you for the continuing opportunity to be of service to the City, and we look to many more years of exceeding your expectations. If you have any questions regarding this proposal, or if we can be of assistance to you in any way, please do not hesitate to contact us.

Very truly yours,

Rehmann Robson

Stephen W. Blann, CPA, CGFM, CGMA
Principal

The above proposal is hereby accepted, using Alternative A / B (circle one).

For the City of Holland:

Name & Title

Signature

For the Holland Board of Public Works:

Name & Title

Signature

For the Holland Historical Trust:

Name & Title

Signature

For the Herrick District Library:

Name & Title

Signature

For the West Michigan Airport Authority:

Name & Title

Signature

For the Macatawa Area Express Transportation Authority (MAX):

Name & Title

Signature

City of Holland
Audit Pricing Tables for 2015-2019

	Actual Billings for 2014*	Reallocation of Fees Based on Actual Audit Effort	Reallocated Billings for 2014
City of Holland	$ 47,100	$ (8,400)	$ 38,700
Holland BPW	12,700	3,400	16,100
Herrick District Library	7,800	300	8,100
West Michigan Airport Authority	6,100	1,200	7,300
Macatawa Area Express Transportation Authority (MAX)	7,000	3,500	10,500
Holland Historical Trust	5,300	-	5,300
	$ 86,000	$ -	$ 86,000

* Actual billings for 2014 exclude any one-time special projects

	Alternative A - 5 Year Contract					
	2015	2016	2017	2018	2019	Total
City of Holland	$ 38,100	$ 38,600	$ 39,100	$ 39,600	$ 40,100	$ 195,500
Holland BPW	15,900	16,100	16,300	16,500	16,700	81,500
Herrick District Library	8,000	8,100	8,200	8,300	8,400	41,000
West Michigan Airport Authority	7,200	7,300	7,400	7,500	7,600	37,000
Macatawa Area Express Transportation Authority (MAX)	10,400	10,500	10,600	10,700	10,800	53,000
Holland Historical Trust	5,200	5,300	5,400	5,500	5,600	27,000
Implementation of GASB 68	2,000	2,000	2,000	2,000	2,000	10,000
Total	$ 86,800	$ 87,900	$ 89,000	$ 90,100	$ 91,200	$ 445,000

	Alternative B - 3 Year Contract, Plus 2 Option Years					
	2015	2016	2017	2018	2019	Total
City of Holland	$ 39,100	$ 39,600	$ 40,100	$ 40,600	$ 41,100	$ 200,500
Holland BPW	16,300	16,500	16,700	16,900	17,100	83,500
Herrick District Library	8,200	8,300	8,400	8,500	8,600	42,000
West Michigan Airport Authority	7,400	7,500	7,600	7,700	7,800	38,000
Macatawa Area Express Transportation Authority (MAX)	10,600	10,700	10,800	10,900	11,000	54,000
Holland Historical Trust	5,400	5,500	5,600	5,700	5,800	28,000
Implementation of GASB 68	2,000	2,000	2,000	2,000	2,000	10,000
Total	$ 89,000	$ 90,100	$ 91,200	$ 92,300	$ 93,400	$ 456,000

West Michigan Airport Authority
270 South River Avenue, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

August 10, 2015

To: West Michigan Airport Authority Board. ITEM #9
From: Greg Robinson, Authority Manager.
Subject: Online Donations Account Approval.

It may be convenient for potential financial contributors to the Airport Authority to do so on-line through the Authority's website. This could be particularly helpful during the community fund raising effort for the Airport Business Center and new Apron projects.

The City of Holland uses Stripe.com for its on-line payments. It is a user friendly service for the contributor and has processing fees in the 3-5% range.

In order to establish this process, the City is requiring formal Board approval.

Recommendation

It is recommended that the Airport Authority Board approve the setup of a Stripe.com account to accept on-line financial contributions.

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

ITEM #10.

DATE: **August 10, 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 1,776 "Likes" (from 1,688 "Likes" last month).

Recent Facebook posts.

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

Tier 2 *(important)*

PRESS RELEASES/NEWS ARTICLES

- Holland Sentinel, Local A3, AIRPORT PROJECT $800K OVER BUDGET, Andrea Goodell
- Holland Sentinel, Letters to the Editor, AIRPORT PROJECT WILL BE ON BUDGET, Tim Klunder

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270 South River Avenue, Holland, MI 49423
P (616) 355-1310 F (616) 546-7056
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2015-2016 PARADES & EVENTS

- **Wings of Mercy CareAffaire**: Saturday, August 22, 2015
  Runway 5k registration begins at 7:30 a.m. / CareAffaire is from 8:00 a.m. – Noon
  The 2014 Wings of Mercy CareAffaire video can be viewed at: http://youtu.be/1t-hLGC35vY
- **Holland's Parade of Lights:** Tuesday, December 1, 2015
- **Tulip Time Muziekparade:** Saturday, May 14, 2016 (sixth consecutive year)
  The float received a Director's Award for "Creativity" from the Tulip Time Board in 2013 and 2015.

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)*

FUNDRAISING FOR NEW AIRPORT BUSINESS CENTER PROJECT

- (Tier 2) A fundraising letter, visual and reply card was mailed to select Holland/Zeeland area businesses and organizations. The fundraising committee is moving forward with fundraising efforts.
- (Tier 3) An informational and fundraising Postcard to the Community has been designed/written in house and in the approval process. The postcard will be mailed to each voter household in the Cities of Holland and Zeeland and Park Township.

  A giving form is being developed for credit card users on the WMRA website.

  Earn Your Wings and WINGOMETER graphics are in the approval process.

eNEWSLETTER

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

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

ITEM 11

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 08/05/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	08/06/2015	27594	Accounts Payable	HARRIS AIRPORT SYSTEMS		4,000.00

Invoice	Date	Description	Amount
106	06/30/2015	AIRPORT - QUARTERLY MAINTENANCE FEE	4,000.00

Check	08/06/2015	27595	Accounts Payable	PARK TOWNSHIP		129.42

Invoice	Date	Description	Amount
2015-00005264	06/30/2015	AIRPORT - 2ND QTR MTT/BOR ADJUSTMENTS	129.42

Check	08/06/2015	27596	Accounts Payable	STATE OF MICHIGAN		103.50

Invoice	Date	Description	Amount
WA 379246	06/30/2015	AIRPORT - WEATHER OBS DATA SYS	103.50

CITY AP PAYABLES ACCOUNT Totals:	Transactions: 3	$4,232.92

Checks: 3 $4,232.92

City of Holland

Accounts Payable Payment Post Listing

Airport FY16

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	07/30/2015	27486

Selected Invoices

AIR Airport

Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
3119 - ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES INC	1397355	AIRPORT - SERVICES	07/01/2015	07/30/2015	6,450.00
3119 - ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES INC	1423205	AIRPORT - INSURANCE PREMIUMS	07/22/2015	07/30/2015	8,174.00
3119 - ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES INC	1423207	AIRPORT - INSURANCE PREMIUM	07/22/2015	07/30/2015	4,290.00
146 - HOLLAND BOARD OF PUBLIC WORKS	2016-00000221	AIRPORT - UTILITIES	07/30/2015	07/30/2015	185.55
146 - HOLLAND BOARD OF PUBLIC WORKS	2016-00000222	AIRPORT - UTILITIES	07/30/2015	07/30/2015	182.44
146 - HOLLAND BOARD OF PUBLIC WORKS	2016-00000223	AIRPORT - ACCT #77524873-01	07/14/2015	07/30/2015	36.59
146 - HOLLAND BOARD OF PUBLIC WORKS	2016-00000224	AIRPORT - ACCT #05614000-01	07/14/2015	07/30/2015	69.66
146 - HOLLAND BOARD OF PUBLIC WORKS	2016-00000225	AIRPORT - ACCT #05614220-01	07/14/2015	07/30/2015	389.27
Total Selected Invoices: 8					$19,777.51

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 07/29/2015

Airport
FY16

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	07/30/2015	27486	Accounts Payable	ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES INC		18,914.00

Invoice	Date	Description	Amount
1397355	07/01/2015	AIRPORT - SERVICES	6,450.00
1423207	07/22/2015	AIRPORT - INSURANCE PREMIUM	4,290.00
1423205	07/22/2015	AIRPORT - INSURANCE PREMIUMS	8,174.00

Check	07/30/2015	27487	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		863.51

Invoice	Date	Description	Amount
2016-00000221	07/30/2015	AIRPORT - UTILITIES	185.55
2016-00000222	07/30/2015	AIRPORT - UTILITIES	182.44
2016-00000223	07/14/2015	AIRPORT - ACCT #77524873-01	36.59
2016-00000224	07/14/2015	AIRPORT - ACCT #05614000-01	69.66
2016-00000225	07/14/2015	AIRPORT - ACCT #05614220-01	389.27

CITY AP PAYABLES ACCOUNT Totals: Transactions: 2 $19,777.51

Checks: 2 $19,777.51

Airport
FY15

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 07/29/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	07/30/2015	27484	Accounts Payable	COUNTY OF OTTAWA TREASURER		1.68

Invoice	Date	Description	Amount
27284A	06/30/2015	AIRPORT - 2ND QUARTER FOR TAXES DUE	1.68

Check	07/30/2015	27485	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD		71.77

Invoice	Date	Description	Amount
2015-00005258	06/30/2015	AIRPORT - ACCT #5473-7816-0013-1892	71.77

CITY AP PAYABLES ACCOUNT Totals: Transactions: 2 $73.45

Checks: 2 $73.45

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 07/22/2015

FY16

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	07/23/2015	27355	Accounts Payable	CATERING CONCEPTS		112.00
	Invoice		Date	Description	Amount	
	7131506		07/13/2015	AIRPORT - FOOD	112.00	
Check	07/23/2015	27356	Accounts Payable	GREG ROBINSON		109.25
	Invoice		Date	Description	Amount	
	2016-00000138		07/23/2015	AIRPORT - REIMBURSEMENT FOR MILEAGE	109.25	
Check	07/23/2015	27357	Accounts Payable	HOLLAND CITY TREASURER		1,000.00
	Invoice		Date	Description	Amount	
	2016-6		07/20/2015	AIRPORT - YOUTH CONNECTIONS SPONSORSHIP	1,000.00	
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 3		$1,221.25

Checks: 3 $1,221.25

City of Holland

Payment Batch Register

FYIS

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 07/22/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	07/23/2015	27353	Accounts Payable	ALLEGAN COUNTY TREASURER		40.20

Invoice	Date	Description	Amount
2015-00005249	06/30/2015	AIRPORT - INV 15-206 MTT CHARGEBACK - 53-02-03-300-012	40.20

Check	07/23/2015	27354	Accounts Payable	SUPERIOR SPORT STORE		100.49

Invoice	Date	Description	Amount
29888	06/08/2015	AIRPORT - SUPPLIES	100.49

CITY AP PAYABLES ACCOUNT Totals: Transactions: 2 $140.69

Checks: 2 $140.69