

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



West Michigan Airport Authority

Regular Meeting Agenda

July 13, 2020

****11:30am – 1:00pm****

Virtual Meeting Using Zoom

Authority Members

City of Holland

Dave Hoekstra
Scott Corbin

City of Zeeland

Kevin Klynstra
Beth Blanton
Les Hoogland

Park Township

Russ Sylte
Skip Keeter
Jeff King

Ex-officio

Jim Storey
Doug Zylstra

1. Public Comment
2. Consideration of June 8, 2020 meeting minutes.
3. MDOT/FAA Grant Contract for the Runway and Lighting Rehabilitation Project.
4. Boileau Communications Partnership Proposal.
5. Fiscal Year 2021 Fuel Flowage Fee.
6. FBO Report. (Terry)
7. Financial Reports. (Accept as information.)
8. Other Business.
 - A. Fogg hangar status.
 - B. Format for future Board meetings.
 - C. Revised Board member roster.
9. Next meeting: August 10, 2020; format to be determined.
10. Adjourn.

The West Michigan Airport Authority will provide the public with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.

West Michigan Airport Authority

MEETING MINUTES

June 6th, 2020

*****11:30am –1:00pm*****

Virtual Meeting Using Zoom

PRESENT: Hoekstra, Corbin, Blanton, Hoogland, Sylte, Keeter, King, Storey, Zylstra

ABSENT: Klynstra

OTHERS PRESENT: Boer (FBO), Airport Authority Manager Robinson, Assistant Airport Authority Manager Thelenwood, Administrative Analyst McCormick,

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

20.06.01 Public Comments.

None

20.06.02 May 11, 2020 Meeting Minutes

Keeter made a motion with support by Blanton to approve the May 11th Meeting Minutes as written.

Aye votes- Hoekstra, Corbin, Blanton, Hoogland, Style, Keeter, King
Motion carried.

20.06.03 New Hangar Proposal by Ben Fogg

Mr. Fogg would like to begin constructing the hangar in the summer 2020 as he is intending on sub-leasing portions of the hangar to tenants that need space now. There is another site to the west of the ADB hangar along 64th Street, but Mr. Fogg prefers to be as close to the FBO maintenance hangar as possible.

So, that leaves the former office building site near the entrance of the airport, along the east side of S. Washington Avenue.

The 120' x 100' hangar would be located within a leased area of 25,610 square feet. A 30' x 96' office area would be attached to the north portion of the hangar. Six to eight parking spaces would be provided along the north side of the hangar within the existing

paved parking lot. The airport authority is likely to be removing much of the remaining parking lot after the Fogg project is completed. A 30' x 100' apron would be provided along the east side of the hangar.

This project will require the following variances:

1. The project will not meet the 30% landscaped area requirement. However, landscaped areas are proposed along the north and west sides of the building.
2. The hangar will have an 11' setback from the street, rather than the 100' requirement. The hangar cannot be located any further to the east due to the existing FBO fueling facility.
3. The hangar will have a 10' side yard setback rather than the 40' requirement. The leased area cannot be extended any further to the south due to an existing building.
4. The parking area does not need to be landscaped and screened. They are providing only 6-8 parking spaces as part of an existing parking lot.

Other Items:

1. This project will need conditional use approval from the City of Holland Board of Appeals.
2. A portion of the hangar will extend beyond the airport building restriction line requiring a determination of non-hazard by the FAA.
3. As with all buildings constructed on or near the airport, a form 7460 will need to be submitted to the FAA.
4. A land lease with the Airport Authority will need to be approved by the Authority Board. This lease is currently being drafted by the Authority's attorney.

Recommendation

After review of the site plan by the Building & Development Committee, the Committee unanimously recommended approval of the plan and of the necessary variances to the landscaping and building setback requirements of the Airport Building Standards.

King made a motion with support by Keeter to approve the Building & Development Committee's recommendation to approve the plan and of the necessary variances to the landscaping and building setback requirements of the Airport Building Standards.

Aye votes- Hoekstra, Corbin, Blanton, Hoogland, Style, Keeter, King

Motion carried.

20.06.04 Fiscal Year 2021 Insurance Proposal

The Airport Authority annually purchases insurance to cover property, liability, public officials, and workers compensation. The insurance also includes coverage for floods and terrorism. The Authority works through the City of Holland's insurance agent, AJ

Gallagher, to obtain quotations and purchase the insurance. For airports, there are limited insurance providers when it comes to property and liability coverages.

The total premium cost for FY21 is \$24,366 which is a 6.6% decrease from the FY20 amount of \$26,093. This decrease is due to a change insurance carrier.

The FY21 budget includes \$27,000 for insurance premiums.

Recommendation

It is recommended that the Board approve the Fiscal Year 2020 insurance proposal as presented.

Hoogland made a motion with support by Hoekstra to approve the Fiscal Year 2020 insurance proposal as presented.

Aye votes- Hoekstra, Corbin, Blanton, Hoogland, Style, Keeter, King

Motion carried.

20.06.05 Fiscal Year 2020-2026 Audit Proposal

The term of the agreement for WMAA auditing services expired at the conclusion of the FY2019 Financial Audit. A Request for Proposals (RFP) was sent recently sent out by the City of Holland for these services. Since the City of Holland provides financial support services to the Airport Authority, the Airport Authority utilizes the same independent auditor. RFP's were emailed to eight firms, though only one firm responded with a proposal: Rehmann, the airport's incumbent auditing firm.

The proposed fee schedule for the years 2020-2026 (requested five years plus optional a two year extension) and are as follows:

FY-2020 \$7,700

FY-2021 \$7,900

FY-2022 \$8,100

FY-2023 \$8,300

FY-2024 \$8,500

FY-2025 \$8,700

FY-2026 \$8,900

The proposed rates appear to be in line with the current contract. FY19 auditing services were \$7,600.

Recommendation

It is recommended that the Airport Authority approve the proposal for auditing Services from Rehmann for FY20-26 as presented.

Blanton made a motion with support by Keeter to approve the proposal for Auditing Services from Rehmann for FY20-26 as presented.

Aye votes- Hoekstra, Corbin, Blanton, Hoogland, Style, Keeter, King

Motion carried.

20.06.06 Fiscal Year 2021 Manager Employment Agreement

Greg Robinson reported on the Operations Committee meeting and the recommendation that the current Employment Agreement be renewed for fiscal year 2020 and revised as follows:

1. That the term of the Agreement extends until June 30, 2021.
2. That the hourly compensation be increased to \$41 from the current \$40; a 2.5% increase.
3. It is likely that I will not continue my work with the Authority after some time in December 2020. As a result, the Agreement includes the following items 4-6.
4. In the event that I do voluntarily leave the Authority prior to the end of this Agreement, then the Agreement includes a \$400 per month compensation for consultation and advice to "...permit the orderly transition of management and administrative services for the WMAA."
5. That the Health Care Benefits (\$6,500) would be paid monthly, however, this payment will stop if I voluntarily terminate the Agreement.
6. Section 7 of the Agreement includes language regarding the Authority continuing officials, officers, and director's liability coverage for me for a 3-year period.

The Agreement also includes a \$50 per month payment for smart phone service.

Recommendation

The Operations Committee recommends that the Authority Board approve the Fiscal Year 2021 Employment Agreement with Greg Robinson as revised and described in this report.

The Board decided to revise the term of the Employment Agreement with Greg Robinson extending this section to a date which has been mutually consented by both parties.

Keeter made a motion with support by Hoekstra to approve 2021 Employment Agreement with Greg Robinson amending the term to a date which is mutually accepted by the Board and Robinson.

Aye votes- Hoekstra, Corbin, Blanton, Hoogland, Style, Keeter, King

Motion carried.

20.06.07 Future Airport Authority Staffing Structure

Robinson reviewed the Operations Committee findings for Airport Authority staffing structure with the possibility of his leaving employment in December 2020.

The current staffing structure is budgeted at an estimated cost of \$74,600 for Fiscal Year 2021. This structure includes:

- Authority Manager – 10 to 13 hours per week.
- Operations Manager – 16 hours per week.
- Communications Coordinator – 15 hours per week. (Position currently vacant.)
- Department Assistant – 10 to 12 hours per week.
- Total full-time equivalent (FTE) = 1.375

The Committee has evaluated the following options:

1. Status quo, but increase the Authority Manager to 15 hours per week.
 - a. FTE = 1.45
 - b. Estimated cost = \$90,900.
2. Increase Authority Manager and Operations Manager to 20 hours per week. Other positions remain at current hours.
 - a. FTE = 1.7
 - b. Estimated cost = \$118,000
3. Full time Authority Manager and increase Department Assistant hours to 15-20 hours per week, no Operations Manager, no Communications Coordinator.
 - a. FTE = 1.44
 - b. Estimated cost = \$108,250.
 - c. This cost assumes a \$70,000 annual salary for the full-time manager.

Any increases in cost will likely decrease the annual amounts transferred for capital projects. However, even the current structure is likely to cost more in the future in that I am away from the Authority 8-10 weeks each year and the new Manager would likely work more weeks than this.

At this point, the Operations Committee is favoring Option 3. This option will not include a communications coordinator, but these responsibilities would be shared by the Manager, Department Assistant, and outside support. This option should provide valuable time to conduct more community and business outreach, as well as provide consistent attention to the airport and the activities of the Authority.

Recommendation

The Operations Committee members intend to discuss this with the Board at Monday's Board meeting.

Hoogland made a motion with support by Keeter to accept the Operations Committee's option #3 for the Airport Authority Staffing Structure beginning December 2020.

Aye votes- Hoekstra, Corbin, Blanton, Hoogland, Style, Keeter, King

Motion carried.

20.06.08 FBO Report

FBO Boer reported that he hopes to see a good June. Airport traffic and calls for charters are picking up at this time.

20.06.09 Year End Budget Amendments

Thelenwood reported that prior to the end of each fiscal year (FY), the Authority Board is required to approve significant budget changes due to actual revenues and expenses.

A list of changes for FY2020 as prepared by the City of Holland Finance Department was discussed.

Under expenses the largest line-item increase was related to the Runway Lighting & Rehab Project. Initially, there was nothing budgeted under this item. Due to this project being moved up in our Capital Improvement Plan well into the current fiscal year, it was not included in the original approved budget. Expenses for engineering services at the end of the year are \$12,050. It is recommended to round up and approve this line item to \$12,100.

Additionally, \$3,917.65 was charged to Business Center – Building Grounds and Maintenance. \$2,243 is being re-allocated to Airport Operations and \$1,700 (rounded up from \$1675) will be allocated to Business Center-Building Grounds & Maintenance. This cost was not originally budgeted and was for an electrical repair at the business center as well as installation of emergency Duress Buttons located in the facility.

Recommendation

It is recommended that the Authority Board approve the proposed amendments to the Fiscal Year 2020 Budget.

Hoekstra made a motion with support by King to accept the proposed amendments to the Fiscal Year 2020 Budget as presented.

Aye votes- Hoekstra, Corbin, Blanton, Hoogland, Style, Keeter, King
Motion carried.

20.06.10 Financial Reports

The May financial reports were not included in the packet and Robinson asked that both May and June financial reports be sent to the Board for review next month.

20.06.11 Other Business

Robinson discussed last week's retirement of Mick Osborne. Mick was with the airport for 48 year and provided loyal and dedicated service along with exemplary customer service which will have a lasting impact to the Line Services Office. A plaque will be placed in the line services office of the contribution and standards he set.

Terry Boer stated that a surprise open house for Mick is planned for August and the Board will be sent invitations to this event.

Corbin made a motion with support by King to approve the placement of the plaque honoring the exceptional contributions made to the airport by Mick Osborne during his 48 years of service.

Aye votes- Hoekstra, Corbin, Blanton, Hoogland, Style, Keeter, King
Motion carried.

20.06.12 Next Meeting

The next Board meeting will be held July 13, 2020, 11:30a.m., location format to be determined.

Meeting Adjourned at 12:40 p.m.

Minutes Approved: (Secretary)

Date: _____

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July 13, 2020

Report #3

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: **MDOT/FAA Grant Contract for Runway & Lighting Rehabilitation Project.**

The Authority has been planning the rehabilitation of the runway and replacing the runway lights with LED fixtures. The Board has previously approved:

- project design contracts with Mead & Hunt;
- the project contractor (Rieth-Riley Construction);
- budgeted amounts for the required local match for all grants anticipated for these projects; and
- a Construction Administration Agreement with Mead & Hunt.

Approval of the project contractor and Construction Administration Agreement were subject to receipt of the anticipated Federal Aviation Administration (FAA) and Michigan Department of Transportation (MDOT) grants. The FAA/MDOT grant contract has been received and a summary of the grant is attached to this report. The grant document along with the required certifications is lengthy and can be provided to Board members upon request. The Board's attorney has approved the contract as to form.

The total grant contract is in the amount of \$4,472,914. The FAA grant is \$4,107,728; the MDOT grant is \$182,593; and the WMAA share is \$182,593 (4%). The WMAA share is typically 5%, but the portion of the FAA funding for the lighting is a supplemental grant that does not require a local share.

The project is expected to begin in the fall 2020 and be completed in about three weeks.

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Recommendation

It is recommended that the Authority Board adopt a resolution approving the FAA and MDOT grant contract as presented in this report; and that the local match for the grant (\$182,593) be provided from the Authority's working capital.

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EXHIBIT 1**WEST MICHIGAN REGIONAL AIRPORT
HOLLAND, MICHIGAN**Project No. E-26-0045-4120
Job No. 125642CON & 125639CON

June 2, 2020

	Federal	State	Local	Total
PLANNING	\$0	\$0	\$0	\$0
DESIGN	\$0	\$0	\$0	\$0
CONSTRUCTION	\$4,107,728	\$182,593	\$182,593	\$4,472,914
Rehabilitate Runway 8/26 - 90% Fed	\$3,053,726	\$169,651	\$169,652	\$3,393,029 Job 125642CON
CONSULTANT Contract Fees 90% Fed	\$179,616	\$9,979	\$9,979	\$199,574 Job 125642CON
Reconstruct Runway 8/26 Lighting (LED HIRL) including REIL for Rwy 8, (3) windcones & segmented circle - 90% Fed	\$53,322	\$2,963	\$2,962	\$59,247 Job 125639CON
Reconstruct Runway 8/26 Lighting (LED HIRL) including REIL for Rwy 8, (3) windcones & segmented circle - 100% Fed	\$752,112	\$0	\$0	\$752,112 Job 125639CON
CONSULTANT Contract Fees 100% Fed	\$68,952	\$0	\$0	\$68,952 Job 125639CON
TOTAL PROJECT BUDGET	\$4,107,728	\$182,593	\$182,593	\$4,472,914

Federal Billing Breakdown - Job 125639CON

Bill #1	\$166,667	SBGP 11220	Grant Award Date: 5/20/20
Bill #2	\$53,322	SBGP 10719	Grant Award Date: 9/24/19
Bill #3	\$654,397	SBGP 11620	Grant Award Date: Pending

Federal Billing Breakdown - Job 125642CON

Bill #1	\$3,233,342	SBGP 11520	Grant Award Date: Pending
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Letting Information: 03/27/20 Local let

Period of Performance End Date: 11/01/21

MAC Approval: 05/27/20

West Michigan Airport Authority

60 Geurink Blvd, Holland, Michigan 49423 (616)

(616) 368-3021

(616) 355-1490 fax

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RESOLUTION

Whereas, the MDOT Contract No. 2020-0688 for a Federal/State/Local Airport Project Under the Block Grant Program at the West Michigan Regional Airport for the rehabilitation of Runway 8/26 and runway lighting (Project number E-26-0045-4120) provides federal funding for the completion of this project; and,

Whereas, Rehabilitation of the Runway is estimated to be completed September 2020;

Be It Further Resolved, that the Chairperson and Secretary are hereby authorized to accept the Contract on behalf of the West Michigan Airport Authority.

Russ Sylte
Chairperson

Beth Blanton
Secretary

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July 13, 2020

Report #4

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: **Boileau Communications Partnership Proposal.**

The Airport Authority Board has approved the 2020 Communications Strategy prepared by Boileau Communications and reviewed by the Communications Committee. This strategy includes eleven communications priorities which are attached to this report.

Since the completion of this Strategy, the Authority's Communications Coordinator position has become vacant and the Board recently approved a staffing structure that does not include this position. The new, future staffing structure will have a full-time Airport Authority Manager and a part-time support position.

Boileau Communications has submitted a "Partnership 2020" proposal (also attached) whereby Boileau would assist the Authority with at least five of the eleven communications priorities as follows:

- | | |
|------------------------|---------|
| ▪ Quarterly newsletter | \$5,000 |
| ▪ Brand video | 7,000 |
| ▪ Handout | 3,000 |
| ▪ Annual report | 5,000 |
| ▪ Website redesign | 9,000 |
| ▪ Total cost | 29,000 |

These other communications priorities would be coordinated by the Authority's staff:

- Social media
- Guest speaker program development
- Parade participation

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- Hosting calendar development
- Visitor kiosk
- Onsite engagement

The Authority has a communications budget of \$40,000 for fiscal year 2021 and typically budgets around \$30,000. The website redesign proposal is something that will not be as large of an expense for the next several years, but there will be regular updating and maintenance required.

The Authority's communications efforts are in transition and the Boileau Partnership 2020 proposal provides an exciting renewal of the Authority's outreach to the community. This proposal in tandem with the activities conducted by staff should provide a robust approach to Authority communications.

The Communications Committee has reviewed this proposal and is recommending the Board adopt the proposal in it's entirety.

Recommendation:

It is recommended that the Board approve the Boileau Partnership Proposal as presented.

Attachments: 2020 Boileau Communications Strategy
 Boileau Partnership 2020 proposal

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14 W. 8th St. Suite 210
Holland, MI 49423
(616) 786-4461

2020 Communications Strategy

Created for West Michigan Regional Airport Authority

Introduction

Thank you for the opportunity to partner with you on this important work. We greatly enjoyed learning more about the airport and your stakeholders. The below plan outlines several strategies to help you achieve your organizational goals. Each strategy is supported by several tactics.

The below plan outlines a lot of work. Please know that these tactics do not need to be accomplished immediately, and can be tackled over-time at a reasonable rate for your team.

Please do not hesitate to call to discuss any questions.

Project Goals

1. Support WMRAA in engaging stakeholders and voters across your entire supporting region.
2. Raise awareness and support by creating a connection between community members and the amazing stories unfolding at the airport.
3. Create a communication bridge with stakeholders that supports future millage and voter communications.

Key Messaging

Brand

West Michigan Regional Airport accelerates business growth and job creation through convenient, efficient access to air travel. With a world-class facility, well-maintained runways and friendly staff, we are an essential resource for businesses, aviation enthusiasts, educators, and healthcare organizations.

Key Messages

WMRAA returns over \$165 million in economic impact to our local community and has helped retain and create thousands of jobs in our community.

A part of our community's competitive advantage, West Michigan Regional Airport is an incentive for companies to stay and grow their businesses in our region.

West Michigan Regional Airport is a strong community partner, serving our schools, non-profits, hospitals, constituents, and businesses.

Airport users know West Michigan Regional Airport for its pristine runways, beautiful facility, helpful staff, state of the art navigation, and commitment to safety.

Conveniently located in South Holland near highway access, West Michigan Regional Airport provides access to fly virtually anywhere and empowers us to bring businesses and visitors here.

Strategic Thrusts

Strategy Outline

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Invite and engage visitors to WMRA	7
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Develop Tour Handouts & Best Practices	8
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Educate all West Michigan Regional Airport Stakeholders

It's clear from the survey results and the discovery session that some stakeholders are unsure what WMRA actually does. Most engaged audiences were aware that WMRA serves businesses, but many were unaware of services to nonprofits, medical organizations, and the community. Beyond your closest stakeholders, it's likely many voters are unaware that Holland has an airport at all.

There are many options for engaging and educating stakeholders, but we have identified the below as the most critical first steps in engagement.

New Website

WMRA's current website has outdated information and experiences frequent down time. Now more than ever, your website serves as a digital front door to your organization where many stakeholders from across the community will first experience the airport before ever visiting. We are recommending an update to WMRA's website to a well-functioning platform. The new website should feature a clean, easy-to-navigate, design with updated content that supports and communicates the key messages.

Recommended Resources: External Firm

New Messaging Roll-Out

In conjunction with the new website, WMRA should update all content to be consistent with the new messaging to more closely align with the authentic brand attributes identified by your board and engaged community members. This would include any outward facing communication, like brochures, webcopy, and press releases. A good target is for all content to be in alignment within 12-18 months.

Recommended Resources: Internal

Quarterly Newsletters

To better engage with stakeholders, we recommend issuing quarterly newsletters with consistency. These digital newsletters should include stories about happenings at WMRA including any construction or updates, features on companies that use WMRA and stories of any events or groups that WMRA has hosted. In alignment with the key messaging, these newsletters should show the full breadth of services from

corporate to hospitals and nonprofits. We'll need to refresh the mailing list and grow it through the website.

Recommended Resources: Content Internally- Design external firm

Annual Report

We recommend developing and issuing a simple annual report. Leaning heavily on photography and graphics to communicate numbers, we recommend developing a simple 2-4 page handout announcing critical numbers like economic impact, flights out and in, global reach and other interesting facts. Hosted both online and printed physically, WMRA should distribute to all stakeholders and the media, as well as hosting on the website.

Recommended Resources: External Firm

Updated Brand Video

We recommend that WMRA produce an updated brand video that helps tell the story of who they are and what they do. This video can be featured on the website and also used in site tours, social media, and in the lobby.

Recommended Resources: External Firm

Develop & build community connections to WMRA

As a taxpayer supported entity and community asset, WMRA needs to build strong ties with the community on an ongoing basis. This connection will also assist in future millage campaigns as stakeholders will already be engaged with the airport.

Annual Event

There are many opportunities and options for WMRA to host an annual event. From a plane parade, to a plane show, an airshow, or simply an open house, WMRA needs to invite the community to see and experience the airport. As a community resource, taxpayers and voters need to feel welcome and involved with the airport. Ultimately, we recognize that the WMRA team may have the best ideas on format, but what's most important is to encourage your most engaged businesses and aviation enthusiasts to bring family, friends and community with them. Many

options would also create opportunities for corporate sponsorship from companies using the airport to raise revenue or offset the costs of hosting the event.

Recommended Resources: Communications Committee

Social Media

Social Media like Facebook and Instagram will give the community a view into the everyday happenings of WMRA. We recommend WMRA begin having an active presence on these outlets. Though not every day, 2-4 monthly posts on these outlets will keep the community involved and create a platform for WMRA to share their stories. Newsletters and annual reports should also be distributed through social platforms.

Recommended Resources: Internal

Guest Speaker Program

Similar to other airports in the area, WMRA should have a few team members ready to speak on the airport. We recommend adding a specific form on your website to request a speaker for classrooms or community events. WMRA should be ready to educate groups of students and professionals on the airport.

Recommended Resources: Communications Committee

Parade Participation

We recommend WMRA continue to participate in local parades whenever possible. This is a great way to engage with many families at once and show your support for the community.

Recommended Resources: Internal

Invite and engage visitors at WMRA

WMRA has a beautiful facility, with interesting sights and a friendly atmosphere. However people don't know they're welcome to visit and there is not a plan or tools in place to properly engage with those that do.

Build Hosting Calendar

As a first step toward better engagement, WMRA should work with organizations like West Coast Chamber, Rotary, Holland Young Professionals, local schools, and

other groups to host events in their building free of charge. Ideally, WMRA could host at least two groups a month.

WMRA could also host their own speaking events in the aerospace industry featuring both community and industry leaders.

Recommended Resources: Internal

Develop Tour Handouts & Best Practices

When groups are touring the facility, it is important to make sure that WMRA is communicating who they are. Guests should leave knowing who all WMRA serves and how that service impacts our community. As a part of this tour, guests should receive an informational handout that communicates these points.

This item is specifically inspired by a recent tour one of our family members had with a preschool. The kids loved seeing the planes in the hangers, but no one ever engaged the parents in a story of the value the airport brings to the community, and the tour did not visit the gorgeous terminal building.

Recommended Resources: Internal and Outside Firm

Visitor Kiosk & Courtesy Cars

For visitors who are flying in or visiting without an organized group, one of the ideas we discovered through surveys and stakeholder interviews was to add a visitor kiosk at the entry. This kiosk should include the tour handout for locals, but also brochures and rack cards for local attractions and businesses for out-of-town visitors. This information could also be offered to Vision Air to include in the courtesy cars.

Recommended Resources: Holland visitors Bureau

Visitor Engagement

To engage tours and visitors to the airport, we recommend considering an interactive activity in the terminal. That could include a polaroid wall, a selfie frame, or a location/destination pin board. These options will help to capture the stories of the users of the airport. These tools would also be helpful to create future content for newsletters and social media.

Recommended Resources: Communications Committee

Conclusion

There are many opportunities for WMRA to increase communications to stakeholders. This strategy outlines the ones we believe will be most successful in meeting your communications goals. We recognized that the tactics in this plan represent a lot of work. The work outlined above will likely take 12-18 months to implement and should be completed in segments.

Please let us know if you have any questions!

Thank you for the opportunity to work with WMRAA on this important project!

Recommended Tactical Priorities

	2020								2021			
Tactic	M	J	J	A	S	O	N	D	J	F	M	A
Website	◦	◦	◦									
New Messaging Roll Out	◦	◦	◦	◦	◦	◦	◦	◦				
Quarterly Newsletter			◦			◦			◦			◦
Annual Report							◦	◦				
Brand Video		◦										
Social Media	◦	◦	◦	◦	◦	◦	◦	◦	◦	◦	◦	◦
Guest Speaker Program Development				◦								
Parade Participation	◦							◦				
Hosting Calendar Development					◦	◦	◦	◦	◦	◦	◦	◦
Tour Handouts & Program Development				◦								
Visitor Kiosk				◦								
Onsite Engagement				◦								

WMRAA Partnership 2020

Created for West Michigan Regional Airport

INTRODUCTION

West Michigan Regional Airport is a catalyst for business in our community. Whether creating opportunities for new businesses to start here or opportunities for current businesses to grow, WMRAA has an incredible economic impact in our community. We are grateful for the opportunity to partner with you in your communications planning.

West Michigan Regional Airport has a great story to tell, and the proposal below outlines what a continued partnership with Boileau Communications would look like in telling it.

GOALS & CHALLENGES

In alignment with the same goals that guided our planning process, here are the objectives we are seeking to fulfill with the Create and Measure steps of our strategy. It is our understanding that you're looking to:

1. Engage stakeholders and voters across your entire supporting region.
2. Raise awareness and support by creating a connection between community members and the amazing stories unfolding at the airport.
3. Create a communication bridge with stakeholders that supports future millage and voter communications.

PROCESS



DISCOVER



PLAN



CREATE



MEASURE

We have greatly enjoyed going through the first two steps of discovery and planning with you. Now onto the fun stuff, **it's time to start creating.**

Create

Each of the below tactics fits into the 2020 communications plan for WMRAA. Boileau Communications can partner with you on some or all of these, and we'll collaborate with your internal resources to get the job done.

Quarterly Newsletter

Using content identified by the team at WMRAA, Boileau will write, produce, design, issue and track performance on a quarterly newsletter to all stakeholders using Mailchimp, the leading email management tool. We highly recommend email marketing communications because they don't risk the whims of Google or Facebook's algorithms – instead, they deliver timely, thoughtful content directly to your stakeholders, keeping you top of mind.

Quarterly Newsletter- \$5000 (Includes support for 4 quarterly Newsletters)

Brand Video

An updated two-three minute brand video to outline your story, you'll be able to use this tool on your website, on social media and at the head of tours or community presentations. Two Boileau team members will join you on a half-day shoot to interview 3-5 key stakeholders and an additional full-day shoot to capture a variety of b-roll and aerial footage. We will then weave this content together to tell a clear story of who WMRAA is and how it serves as a valuable asset to this community.

Brand Video- \$7000

Handout

As part of the tour and speaker components of the plan, WMRAA needs support materials that communicate its key messages. We'll work with your team to write and design the handout. This booklet or trifold document will feature fresh imagery, updated copy and crisp graphics that portray the updated brand messaging of the airport.

Handout- \$3000

Annual Report

We will work with the WMRAA team to curate the facts, numbers, and feature stories for a 2020 annual report to be released in December. This 2-4 page document will work to tell the important stories that demonstrate value for business and community stakeholders in a clear, professional format that you can distribute both digitally and in print. This piece will replace the need for additional existing mailer collateral.

Annual Report- \$5000

Website

We recommend using a “managed web” approach for the WMRAA website. **Managed Web** is a cost-effective, flexible approach to web marketing characterized by iterative releases, quality content and efficient communications. This allows the developers to get started quickly and make any necessary changes going forward over multiple phases. Benefits of managed web include:

Why Managed Web



Work with Long-Term Vision

We'll work with you to align your web strategy with your goals. At each phase of the campaign, we'll plan and develop features and content that bring your long-term vision into reality.



Faster-than-ever Initial Launch

Watch your new website go from concept to launch in just a few weeks.



Partner with Experts

Partner with our strategists, creatives and developers for access to expertise in all areas of web marketing, including feature development, content creation, email and content marketing, SEO, inbound, paid advertising and more.



Worry-Free Web Platform

Our development team will make sure that you're using the right technology to keep you ahead of the game. From domain management and WordPress hosting to SEO and web performance optimization, your platform will be up-to-date and secure.



Regular Feedback Monitoring & Planning

You'll always be in the know with a rhythm of monitoring user feedback, site metrics and analytics. For each phase, we'll look for opportunities and meet with you to establish new goals to keep pace with your changing business needs.



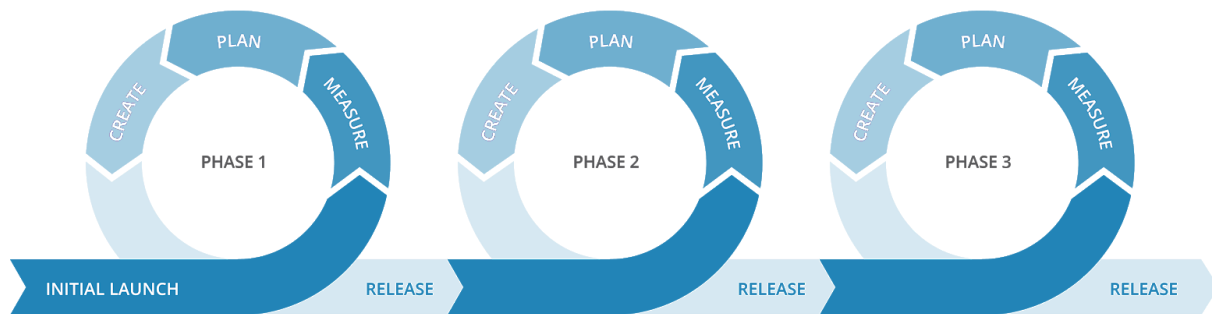
Rapid Development of New Features

Respond to sudden market opportunities and take new features or content online when you need to. A system of rapid small releases makes it easy for good ideas to get into the pipeline for development faster without delaying the release of content or features already scheduled for deployment.

How Does it Work?

Managed Web begins with our core process of discovery, planning and creation to get you through **initial launch**. Then, it breaks into **phases**, each with four distinct increments: **measure, plan, create, release**. Depending on the features, a phase may last only a couple of days or several weeks.

The end of each phase concludes with a **release** of a fully-functional, live product. The **release cycle**, illustrated in the chart below, begins with measurement (feedback and monitoring) of the previous release.



Post-Launch Web Phased Release Cycle

With this iterative plan in place, it's likely we can take your first site live on Wordpress within 10 weeks of kickoff.

Competitive Analysis & Genre Analysis

With your guidance on similar airports, we'll look to understand their value propositions, key messages, brand voice and product differences to find opportunities for differentiation. We'll also identify major trends and emulate what's working and avoid what's not.

Website Content Strategy

We'll develop a website content strategy document that outlines how all of the website marketing tools play together to support your business's objectives. The strategy serves as a website "blueprint" that will identify project goals, information architecture (similar to a sitemap), content needs (copy and photo) as well as the technologies we will use to create your website platform. This is a critical step in the process because it allows us to pre-visualize the site and share that vision with you.

Copy Deck Development

The website copy deck outlines all written words on the website. From headers to cookies policies, the copy deck covers each page and is outlined in the way visitors will experience it. It also calls for photos, graphs and charts as needed. The copy deck is subject to two rounds of revision.

Table Read

Our process calls for a table read of the copy deck. The table read accounts for the first round of copy deck revisions and allows us to work directly with you to make sure the copy is accurate and fully covers all requirements from the content strategy.

Homepage Design

Using the results from your website design survey, the copy deck, and the architecture outlined in the content strategy, we'll develop a home page design for your review. The design is subject to two rounds of revisions.

Node Design

Based on the home page design, we'll develop a node page design. The node page design serves as the starting point for all of the other pages of the website and is more flexible than the home page design.

Big Screen Design Review

We'll debut the home page design in-person on the large screen. During this show, we'll be able to answer questions about how the design will accommodate varied screen sizes including mobile design.

Website Development

The first stage of the build, the website development phase is the hard coding of the website. The first stage of development creates the building blocks for the data entry build phase.

Website Build-Data Entry

Using the building blocks of the website development, the copy deck, website assets and content strategy, we'll build the website out.

Website Training

In a two-hour session, we'll train up to three team members to make website revisions and uploads, so you can maintain small changes going forward.

Website- \$9000

Total Budget

\$29,000

Thank you for the opportunity to bid on this important work. Please reach out with any questions or concerns.



West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423
P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



July 13, 2020

Report #5

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: **FY 2021 Fuel Flowage Fee.**

Since fiscal year 2004, a flowage fee has been applied to every gallon of fuel sold at West Michigan Regional Airport. This flowage fee and airport landing fees have been used to help offset airport maintenance expenses such as snowplowing, mowing, maintenance of the lighting system and utilities for the lights. Each year, the Authority Board reviews and sets a flowage fee for the ensuing 12 months and it is now time to do so for the coming fiscal year.

This fee was increased to 10 cents in 2014 and had been at 9.5 cents per gallon for the previous six years. In 2020, the Board voted to increase the fee to 11 cents per gallon. Even with this proposed fee, the Authority is subsidizing the maintenance expenses; however, the recommended fee is competitive with flowage fees being charged at other airports in the region.

Covering expenses depends upon the number of gallons sold, the amount of landing fees, and the actual costs for snowplowing, mowing, light replacements, general maintenance and utilities. These amounts are unknown at this point and there could ultimately be a surplus or a shortfall at the end of the fiscal year.

The Authority's Operations Committee reviewed this matter recently and is recommending that the FY21 Fuel Flowage Fee be maintained at 11 cents per gallon. Board member King has analyzed an alternative fuel flowage fee formula, but for this fiscal year it is recommended that the current fee per gallon formula be used. The merits of alternative formulas will continue to be evaluated in the years ahead.

Recommendation

The Operations Committee recommends that the West Michigan Airport Authority Board approve a fuel flowage fee of 11 cents per gallon for Fiscal Year 2021.

The West Michigan Airport Authority will provide the public with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.

FLOWAGE FEE REVIEW

May 27, 2020

	AIRPORT	Identifier	FF	REMARKS
1	West Michigan Regional	BIV	\$0.110	
2	Allegan	35D	\$0.000	Current
3	Battle Creek	BTL	\$0.130	Current - will probably go to .15 on July 1 when board approves
4	Benton Harbor	BEH	\$0.100	Current
5	Flint	FNT	\$0.040	Not Current emailed airport operations cyeates@bishopairport.org
6	Grand Haven	3GM	\$0.100	Current
7	Gerald R. Ford Intl. - Grand Rapids	GRR	\$0.085	Current
9	Hasting Municipal	9D9	\$0.000	Current
10	Ionia County - Benz Aviation	Y70	\$0.100	Current
11	Jackson	JXN	\$0.070	Current
12	Kalamazoo	AZO	\$0.075	Not current, FBO-does not know. Airport Manager 269-388-3668 LVM
13	Lansing	LAN	\$0.100	Current
14	Muskegon	MKG	\$0.150	Current
15	Ottawa Executive - Zeeland	Z98	\$0.000	Current
16	South Haven	LWA	\$0.000	Current
17	Willow Run - Yipsilanti	YIP	\$0.110	Current
18	Detroit City	DET	?	FBO-does not know. Airport Manager 313-628-2144 LVM
19	Pontiac	PTK	.09 jet	.08 avgas Current
20	Traverse City	TVC	\$0.100	Current

WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report June, 2020

**Total Fuel Gallons
Delivered**

Current Month Jun-20	One Year Ago Jun-19	Fiscal Year To Date 10-1-19 to 9-30-20	F/Y to Date Compared 10-1-18 to 9-30-19
39,250	44,994	335,105	-91,053

Transplant Flights

0

Wings Of Mercy Flights

0

Freight Flights From/To Holland

0

Freight Weight

0

Number of Parts if Known

0

WMAA Fund Balance as of 6/30/19					\$ 817,697.23
	Operating	Capital (541)	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	559,969.91	-	-	-	\$ 559,969.91
Year to date Expenses	328,081.97	48,528.32	-	-	\$ 376,610.29
Estimated Fund Balance as of 6/2/20					<u>\$ 1,001,056.85</u>
	Budget	YTD			
Remaining Operating Revenues	587,700.00	559,969.91			\$ 27,730.09
	Budget	YTD	Encumbrances		
Remaining Operating Expenses (excluding contingences)	371,560.00	328,081.97	8,552.95		<u>\$ 34,925.08</u>
Contingency Account (Reserves for Capital Projects):					
Contingency - General			10,000.00		
T Hangar Repairs			5,000.00		
Reserves for ABC Mnct/Repairs			25,000.00		
Reserves for Capital Projects			<u>133,290.00</u>		<u>\$ 173,290.00</u>
Ending Fund Balance as of 6/2/20					<u>\$ 820,571.86</u>
Other Expected Expenses:					
None			-		<u>\$ -</u>
Ending Fund balance after expected capital expenses					<u>\$ 820,571.86</u>



Budget Performance Report

Fiscal Year to Date 06/02/20

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 999 - Airport Capital Projects										
420502.24	Federal Grant FAA Capital	.00	.00	.00	.00	.00	.00	.00	+++	19,231.24
Department 999 - Airport Capital Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,231.24
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,231.24
EXPENSE										
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	.00	.00	.00	.00	.00	3,917.65	(3,917.65)	+++	3,478.62
721933.0	Equipment Maintenance General	3,500.00	.00	3,500.00	.00	.00	3,488.60	11.40	100	430.98
722808.1	Contr-Bldgs&Grnds Janitorial	10,050.00	.00	10,050.00	.00	.00	6,060.80	3,989.20	60	9,677.92
723850.0	Communications Telephone	2,400.00	.00	2,400.00	.00	.00	2,192.00	208.00	91	2,112.00
723850.WIFI	Communications WIFI Internet Connection	3,900.00	.00	3,900.00	.00	.00	2,812.50	1,087.50	72	3,750.00
723920.BPW	Public Utilities BPW	17,000.00	.00	17,000.00	.00	.00	14,171.35	2,828.65	83	15,923.67
723920.GAS	Public Utilities Natural Gas	6,000.00	.00	6,000.00	.00	.00	3,835.42	2,164.58	64	6,276.69
Department 541 - Business Center Totals		\$42,850.00	\$0.00	\$42,850.00	\$0.00	\$0.00	\$36,478.32	\$6,371.68	85%	\$41,649.88
Department 546 - Airport East Connector Project										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	12,700.69
Department 546 - Airport East Connector Project Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$12,700.69
Department 999 - Airport Capital Projects										
Division 045 - Runway & Lighting Rehabilitation										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	12,050.00	(12,050.00)	+++	.00
Division 045 - Runway & Lighting Rehabilitation Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,050.00	(\$12,050.00)	+++	\$0.00
Department 999 - Airport Capital Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,050.00	(\$12,050.00)	+++	\$0.00
EXPENSE TOTALS		\$42,850.00	\$0.00	\$42,850.00	\$0.00	\$0.00	\$48,528.32	(\$5,678.32)	113%	\$54,350.57
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	19,231.24
EXPENSE TOTALS		42,850.00	.00	42,850.00	.00	.00	48,528.32	(5,678.32)	113%	54,350.57
Fund Z01 - WMAA (Airport) General Fund Totals		(\$42,850.00)	\$0.00	(\$42,850.00)	\$0.00	\$0.00	(\$48,528.32)	\$5,678.32		(\$35,119.33)
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	19,231.24
EXPENSE TOTALS		42,850.00	.00	42,850.00	.00	.00	48,528.32	(5,678.32)	113%	54,350.57
Grand Totals		(\$42,850.00)	\$0.00	(\$42,850.00)	\$0.00	\$0.00	(\$48,528.32)	\$5,678.32		(\$35,119.33)



Fund Equity Changes Report

Through 06/02/20

Detail Listing

Exclude Rollup Account

Account	Account Description	Beginning Balance	YTD Credits	YTD Debits	Current Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category	GOVERNMENTAL								
Fund Type	GENERAL FUND								
Fund	Z01 - WMAA (Airport) General Fund								
341390.A	Fund Balance - Assigned (By Action) Apron, Building & Sitework	.00	.00	.00	.00				
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	25,000.00	25,000.00	.00	50,000.00				
341390.E	Fund Balance - Assigned (By Action) For Emergencies	.00	.00	.00	.00				
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	.00	.00	.00	.00				
342390	Fund Balance-Unassigned	792,697.23	.00	25,000.00	767,697.23				
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	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$0.00	\$559,969.91	\$376,610.29	\$1,001,056.85
Fund Type	GENERAL FUND Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$0.00	\$559,969.91	\$376,610.29	\$1,001,056.85
Fund Category	GOVERNMENTAL Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$0.00	\$559,969.91	\$376,610.29	\$1,001,056.85
	Grand Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$0.00	\$559,969.91	\$376,610.29	\$1,001,056.85



Budget Performance Report

Fiscal Year to Date 06/02/20

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 000 - General Revenues										
420502.24	Federal Grant FAA Capital	.00	.00	.00	.00	.00	.00	.00	+++	11,430.63
430502.24	State Grant MDOT State Capital	.00	.00	.00	.00	.00	.00	.00	+++	635.03
440573	State-Reim Local PPT Tax Loss	.00	.00	.00	.00	.00	21,447.01	(21,447.01)	+++	27,636.00
450582.C	Contributions from Other Govts From City of Holland	100,000.00	.00	100,000.00	.00	.00	106,653.65	(6,653.65)	107	103,942.12
450582.P	Contributions from Other Govts From Park Township	100,000.00	.00	100,000.00	.00	.00	108,279.90	(8,279.90)	108	105,682.28
450582.Z	Contributions from Other Govts From City of Zeeland	70,000.00	.00	70,000.00	.00	.00	72,934.36	(2,934.36)	104	77,536.30
460647.7	Sales Sale of Merchandise-Taxable	.00	.00	.00	.00	.00	.00	.00	+++	144.70
460654.1	Franchise Fees FBO Franchise Fees	23,000.00	.00	23,000.00	.00	.00	13,620.95	9,379.05	59	23,230.44
460654.5	Franchise Fees Fuel Flowage Fee	80,000.00	.00	80,000.00	.00	.00	56,880.12	23,119.88	71	79,250.77
460654.7	Franchise Fees Landing Fees	33,000.00	.00	33,000.00	.00	.00	15,686.84	17,313.16	48	32,023.58
480665.0	Investment Income General	9,000.00	.00	9,000.00	.00	.00	14,781.05	(5,781.05)	164	17,202.49
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	5,288.23
480669.A	Rental Airport Business Center	8,200.00	.00	8,200.00	.00	.00	4,784.71	3,415.29	58	8,160.24
480669.24	Rental Hangar Land Lease	94,000.00	.00	94,000.00	.00	.00	94,648.34	(648.34)	101	96,943.93
480669.25	Rental Agricultural Land Lease	12,500.00	.00	12,500.00	.00	.00	12,523.65	(23.65)	100	12,262.89
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	.00	.00	34,080.00	23,920.00	59	57,080.00
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	1,650.00	(1,650.00)	+++	1,378.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	1,999.33	(1,999.33)	+++	1,028.16
Department 000 - General Revenues Totals		\$587,700.00	\$0.00	\$587,700.00	\$0.00	\$0.00	\$559,969.91	\$27,730.09	95%	\$660,855.79
REVENUE TOTALS		\$587,700.00	\$0.00	\$587,700.00	\$0.00	\$0.00	\$559,969.91	\$27,730.09	95%	\$660,855.79
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	22,000.00	.00	22,000.00	.00	.00	13,073.09	8,926.91	59	17,745.26
710707.0	Payroll-Temporary Help General	33,230.00	.00	33,230.00	.00	.00	25,574.94	7,655.06	77	26,133.04
711702.0	Payroll-Vacation/PTO General	2,800.00	.00	2,800.00	.00	.00	1,148.35	1,651.65	41	1,841.49
711703	Payroll-Holidays	1,500.00	.00	1,500.00	.00	.00	547.06	952.94	36	615.46
711716.1	Insurance Health	9,000.00	.00	9,000.00	.00	.00	7,316.47	1,683.53	81	7,548.30
711716.2	Insurance Dental	120.00	.00	120.00	.00	.00	49.83	70.17	42	69.71
711717	Insurance-Life & AD&D	55.00	.00	55.00	.00	.00	24.80	30.20	45	34.71
711718.1	Retirement Contribution MERS	1,650.00	.00	1,650.00	.00	.00	968.39	681.61	59	1,386.05
711720	Insurance-Income Protection	200.00	.00	200.00	.00	.00	102.90	97.10	51	141.76
712715	Employer FICA/Medicare Contribution	3,600.00	.00	3,600.00	.00	.00	2,887.40	712.60	80	3,288.79
712723	Unemployment Comp Insurance	15.00	.00	15.00	.00	.00	9.87	5.13	66	5.56
712724	Workers Comp Insurance	30.00	.00	30.00	.00	.00	13.47	16.53	45	16.69
721730.0	Postage General	100.00	.00	100.00	.00	.00	23.26	76.74	23	60.94
721740.0	Operating Supplies General	1,500.00	.00	1,500.00	.00	.00	3,695.33	(2,195.33)	246	1,924.41
721740.CAP	Operating Supplies Controlled Items-Capital Type	2,000.00	.00	2,000.00	.00	.00	4,757.22	(2,757.22)	238	.00
721905.0	Photocopies/In-House Printing General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00



Budget Performance Report

Fiscal Year to Date 06/02/20

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										
721931.0	Bldg & Grnds Maint General	13,000.00	.00	13,000.00	.00	.00	6,114.05	6,885.95	47	14,736.63
721933.0	Equipment Maintenance General	21,000.00	.00	21,000.00	.00	.00	8,869.17	12,130.83	42	16,471.19
722801.9010	Contr-Printing/Promo Advertising/Promotional	30,000.00	.00	30,000.00	.00	8,552.95	15,019.31	6,427.74	79	14,698.69
722803.7	Contr-Human Resources County Correctional Crew	.00	.00	.00	.00	.00	389.00	(389.00)	+++	.00
722804.0	Contractual-Legal General	10,000.00	.00	10,000.00	.00	.00	9,606.69	393.31	96	10,442.87
722805.1	Contractual-Finance Independent Audit	7,500.00	.00	7,500.00	.00	.00	7,600.00	(100.00)	101	7,500.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	142.03
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	18,490.99	(3,490.99)	123	25,730.88
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	.00	.00	.00	.00	204.73	(204.73)	+++	.00
722808.MOW	Contr-Bldgs&Grnds Mowing	29,500.00	.00	29,500.00	.00	.00	19,960.64	9,539.36	68	32,565.38
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,000.00	.00	25,000.00	.00	.00	15,323.76	9,676.24	61	27,438.47
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	64,000.00	.00	64,000.00	.00	.00	30,412.64	33,587.36	48	47,006.89
722809.16	Contractual-Misc Consulting	.00	.00	.00	.00	.00	1,441.50	(1,441.50)	+++	2,690.00
722809.25	Contractual-Misc FAA Land Release	.00	.00	.00	.00	.00	.00	.00	+++	15,101.00
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	.00	.00	23,739.00	4,261.00	85	25,180.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	1,393.75	606.25	70	1,554.00
723850.0	Communications Telephone	.00	.00	.00	.00	.00	390.43	(390.43)	+++	339.69
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	550.00	(550.00)	+++	600.00
723860.0	Travel, Conf, Seminars General	2,000.00	.00	2,000.00	.00	.00	1,246.00	754.00	62	250.00
723910.0	Commercial Insurance Premiums General	26,250.00	.00	26,250.00	.00	.00	30,993.00	(4,743.00)	118	24,260.00
723920.BPW	Public Utilities BPW	.00	.00	.00	.00	.00	160.00	(160.00)	+++	.00
723920.GATE	Public Utilities Fence Gates	1,000.00	.00	1,000.00	.00	.00	478.95	521.05	48	530.49
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	3,351.35	1,148.65	74	4,467.72
723920.PLOT	Public Utilities Parking Lot Lights	1,300.00	.00	1,300.00	.00	.00	1,309.00	(9.00)	101	1,368.24
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	.00	.00	5,224.70	775.30	87	5,073.43
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	4,672.72	327.28	93	4,453.75
723942.0	Building Rental/Lease General	.00	.00	.00	.00	.00	1,000.00	(1,000.00)	+++	8,000.00
723955.0	Misc. General	2,000.00	.00	2,000.00	.00	.00	1,357.12	642.88	68	2,238.52
723955.STRP	Misc. Stripe Fees	.00	.00	.00	.00	.00	.00	.00	+++	1.03
723961.0	Dues & Subscriptions General	610.00	.00	610.00	.00	.00	566.70	43.30	93	688.60
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	71.94
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	5.01	(5.01)	+++	89.42
730974.0	Land Improvements General	.00	.00	.00	.00	.00	15,504.38	(15,504.38)	+++	93,684.20
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	42,515.00	(42,515.00)	+++	.00
770956.0	Contingency General	173,290.00	.00	173,290.00	.00	.00	.00	173,290.00	0	.00
Department 540 - Airport Operations Totals		\$544,850.00	\$0.00	\$544,850.00	\$0.00	\$8,552.95	\$328,081.97	\$208,215.08	62%	\$448,187.23
EXPENSE TOTALS		\$544,850.00	\$0.00	\$544,850.00	\$0.00	\$8,552.95	\$328,081.97	\$208,215.08	62%	\$448,187.23

Budget Performance Report

Fiscal Year to Date 06/02/20

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	587,700.00	.00	587,700.00	.00	.00	559,969.91	27,730.09	95%	660,855.79
	EXPENSE TOTALS	544,850.00	.00	544,850.00	.00	8,552.95	328,081.97	208,215.08	62%	448,187.23
Fund	Z01 - WMAA (Airport) General Fund Totals	\$42,850.00	\$0.00	\$42,850.00	\$0.00	(\$8,552.95)	\$231,887.94	(\$180,484.99)		\$212,668.56
	Grand Totals									
	REVENUE TOTALS	587,700.00	.00	587,700.00	.00	.00	559,969.91	27,730.09	95%	660,855.79
	EXPENSE TOTALS	544,850.00	.00	544,850.00	.00	8,552.95	328,081.97	208,215.08	62%	448,187.23
	Grand Totals	\$42,850.00	\$0.00	\$42,850.00	\$0.00	(\$8,552.95)	\$231,887.94	(\$180,484.99)		\$212,668.56



Trial Balance Listing

Through 06/02/20
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					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	853,946.25	653,619.39	524,150.96	983,414.68	905,169.92
113040.0	Accounts Receivable General	33,113.88	240,838.73	270,780.77	3,171.84	.00
114026.2013	Taxes Receivable 2013	.10	.00	.10	.00	24.59
114026.2014	Taxes Receivable 2014	26.21	.00	.32	25.89	26.34
114026.2015	Taxes Receivable 2015	19.49	.00	2.72	16.77	19.76
114026.2016	Taxes Receivable 2016	25.72	.00	3.37	22.35	29.73
114026.2017	Taxes Receivable 2017	46.16	.00	6.00	40.16	57.59
114026.2018	Taxes Receivable 2018	102.81	.00	48.99	53.82	.00
114026.2019	Taxes Receivable 2019	.00	.00	40.08	(40.08)	.00
114031	Allowance for Uncollectible Taxes	(203.15)	.00	.00	(203.15)	(169.04)
118123.I	Prepaid Items Insurance	379.00	.00	379.00	.00	.00
119073.2	Due from Local Govt Unlts Due from Park Township	.16	108,279.90	108,280.06	.00	.00
119073.3	Due from Local Govt Unlts Due from Zeeland City	158.49	72,934.36	59,400.57	13,692.28	8.93
119078.1	Due from State of Michigan Due from State-Aeronautics	1,062.29	.00	.00	1,062.29	1,697.32
	<i>CURRENT ASSETS Totals</i>	\$888,677.41	\$1,075,672.38	\$963,092.94	\$1,001,256.85	\$906,865.14
	<i>CURRENT LIABILITIES</i>					
210202.0	Accounts Payable General	(36,910.17)	449,089.78	412,179.61	.00	(5,232.23)
211202	Contracts Payable	(33,545.22)	33,545.22	.00	.00	.00
212257.0	Accrued Wages Payable General	(487.50)	487.50	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(37.29)	37.29	.00	.00	.00
216278.L	Deposits Lease	.00	.00	200.00	(200.00)	.00
	<i>CURRENT LIABILITIES Totals</i>	(\$70,980.18)	\$483,159.79	\$412,379.61	(\$200.00)	(\$5,232.23)
	<i>FUND BALANCE</i>					
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	(25,000.00)	.00	25,000.00	(50,000.00)	(25,000.00)
342390	Fund Balance-Unassigned	(792,697.23)	25,000.00	.00	(767,697.23)	(615,148.00)
	<i>FUND BALANCE Totals</i>	(\$817,697.23)	\$25,000.00	\$25,000.00	(\$817,697.23)	(\$640,148.00)
	Fund Revenues	.00	17,478.01	577,447.92	(559,969.91)	(607,795.88)
	Fund Expenses	.00	457,565.91	80,955.62	376,610.29	346,310.97
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	\$2,058,876.09	\$2,058,876.09	\$0.00	\$0.00
	Grand Totals	\$0.00	\$2,058,876.09	\$2,058,876.09	\$0.00	\$0.00



Trial Balance Listing

Through 06/02/20
Detail Balance Sheet Listing
Exclude Rollup Account

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account	Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT	05/14/2020		58945
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date
AIR Airport	101 - CUNNINGHAM DALMAN P.C.	270323	AIRPORT - LEGAL SERVICES	05/04/2020	05/14/2020
	3992 - PROFESSIONAL BUILDING SERVICES LLC	1085	AIRPORT - APRIL 2020 CUSTODIAL SERVICES	04/30/2020	04/30/2020
	322 - VISION AIR CENTER - HOLLAND	20-056183	AIRPORT - TELEPHONE AND WIFI	03/31/2020	04/30/2020
	322 - VISION AIR CENTER - HOLLAND	20-056531	AIRPORT - APRIL SERVICES	04/30/2020	04/30/2020
	206 - WEST MICHIGAN UNIFORM	5379915	AIRPORT - RUGS	01/23/2020	04/30/2020
	206 - WEST MICHIGAN UNIFORM	5405608	AIRPORT - RUGS	04/16/2020	04/30/2020
	206 - WEST MICHIGAN UNIFORM	5409309	AIRPORT - RUGS	04/30/2020	04/30/2020
Total Selected Invoices: 7					\$2,454.79
					Invoice Net Amount

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 05/14/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	05/14/2020	58945	Accounts Payable	CUNNINGHAM DALMAN P.C.		64.00
	Invoice		Date	Description		Amount
	270323		05/04/2020	AIRPORT - LEGAL SERVICES		64.00
Check	05/14/2020	58946	Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice		Date	Description		Amount
	1085		04/30/2020	AIRPORT - APRIL 2020 CUSTODIAL SERVICES		598.00
Check	05/14/2020	58947	Accounts Payable	VISION AIR CENTER - HOLLAND		1,671.39
	Invoice		Date	Description		Amount
	20-056531		04/30/2020	AIRPORT - APRIL SERVICES		1,118.89
	20-056183		03/31/2020	AIRPORT - TELEPHONE AND WIFI		552.50
Check	05/14/2020	58948	Accounts Payable	WEST MICHIGAN UNIFORM		121.40
	Invoice		Date	Description		Amount
	5379915		01/23/2020	AIRPORT - RUGS		40.80
	5409309		04/30/2020	AIRPORT - RUGS		39.80
	5405608		04/16/2020	AIRPORT - RUGS		40.80
CITY AP PAYABLES ACCOUNT Totals:						\$2,454.79
Checks:						4
						\$2,454.79
Transactions: 4						

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account	Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT	05/21/2020		59021	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24266	AIRPORT - APRIL SERVICES	05/06/2020	05/21/2020	940.00
	4452 - MCCORMICK PAMELA	2020-00003520	AIRPORT - REIMBURSEMENT FOR AIRPORT PURCHASES	05/21/2020	05/21/2020	69.49
	316 - MEAD & HUNT INC	302848	AIRPORT - SERVICES	05/12/2020	05/21/2020	1,714.50
	130 - SEMCO ENERGY GAS COMPANY - ACH	2020-00003521	AIRPORT - READ DATE 5/4/2020	05/21/2020	05/21/2020	418.45
	206 - WEST MICHIGAN UNIFORM	5413480	AIRPORT - RUGS	05/14/2020	05/21/2020	39.80
	206 - WEST MICHIGAN UNIFORM	5413813	AIRPORT - FACECOVERS	05/14/2020	05/21/2020	1,208.40
Total Selected Invoices: 6						\$4,390.64

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 05/21/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	05/21/2020	59021	Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		940.00
	Invoice		Date	Description		Amount
	24266		05/06/2020	AIRPORT - APRIL SERVICES		940.00
Check	05/21/2020	59022	Accounts Payable	MCCORMICK, PAMELA		69.49
	Invoice		Date	Description		Amount
	2020-00003520		05/21/2020	AIRPORT - REIMBURSEMENT FOR AIRPORT PURCHASES		69.49
Check	05/21/2020	59023	Accounts Payable	MEAD & HUNT INC		1,714.50
	Invoice		Date	Description		Amount
	302848		05/12/2020	AIRPORT - SERVICES		1,714.50
Check	05/21/2020	59024	Accounts Payable	WEST MICHIGAN UNIFORM		1,248.20
	Invoice		Date	Description		Amount
	5413480		05/14/2020	AIRPORT - RUGS		39.80
	5413813		05/14/2020	AIRPORT - FACECOVERS		1,208.40
EFT	05/21/2020	5996	Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH 072499952 / 7661394601		418.45
	Invoice		Date	Description		Amount
	2020-00003521		05/21/2020	AIRPORT - READ DATE 5/4/2020		418.45
CITY AP PAYABLES ACCOUNT Totals:						\$4,390.64
Transactions: 5						
		Checks:	4			\$3,972.19
		EFTs:	1			\$418.45

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account	Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT	05/28/2020		59109
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date
AIR Airport	3119 - ARTHUR J GALLAGHER RISK	3072434	AIRPORT - INSURANCE PAYEMENT	05/18/2020	05/28/2020
	MGMT SVCS INC - ACH				5,400.00
	101 - CUNNINGHAM DALMAN P.C.	271033	AIRPORT - LEGAL SERVICES	05/19/2020	05/28/2020
	234 - FIFTH THIRD BANK - CREDIT CARD -	2020-00003539	AIRPORT - APRIL 2020 CREDIT CARD STMT	04/30/2020	05/28/2020
ACH					78.12
Total Selected Invoices: 3					\$5,942.12

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 05/28/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	05/28/2020	59109	Accounts Payable	CUNNINGHAM DALMAN P.C.		464.00
	Invoice		Date	Description		Amount
	271033		05/19/2020	AIRPORT - LEGAL SERVICES		464.00
EFT	05/28/2020	6008	Accounts Payable	ARTHUR J GALLAGHER RISK MGMT SVCS INC - ACH	071000288 / 1778232	5,400.00
	Invoice		Date	Description		Amount
	3072434		05/18/2020	AIRPORT - INSURANCE PAYEMENT		5,400.00
EFT	05/28/2020	6009	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	78.12
	Invoice		Date	Description		Amount
	2020-00003539		04/30/2020	AIRPORT - APRIL 2020 CREDIT CARD STMT		78.12
CITY AP PAYABLES ACCOUNT Totals:						\$5,942.12
Transactions: 3						
Checks:		1				\$464.00
EFTs:		2				\$5,478.12

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		06/11/2020		59262	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount	
AIR Airport	304 - FENCE CONSULTANTS OF WEST MICHIGAN INC	48710	AIRPORT - SERVICE CALL	05/28/2020	05/31/2020	250.00	
	292 - HARRIS AIRPORT SYSTEMS	2020-00003627	AIRPORT - QUARTERLY MAINTENANCE FEE	05/27/2020	05/31/2020	4,000.00	
	2060 - MICHIGAN WEST COAST CHAMBER OF COMMERCE	PP20MMWC367	AIRPORT - AD	05/29/2020	05/31/2020	1,925.00	
	3992 - PROFESSIONAL BUILDING SERVICES LLC	1115	AIRPORT - MAY CLEANING SERVICES	05/31/2020	05/31/2020	598.00	
	733 - THE HOLLAND SENTINEL	2020-00003628	AIRPORT - SERVICES	05/31/2020	05/31/2020	169.20	
	322 - VISION AIR CENTER - HOLLAND	20-059822	AIRPORT - PHONE AND WIFI	05/31/2020	05/31/2020	552.50	
	322 - VISION AIR CENTER - HOLLAND	2020-00003629	AIRPORT - MAY SERVICES	05/31/2020	05/31/2020	8,043.95	
	206 - WEST MICHIGAN UNIFORM	300042	AIRPORT - RUGS	05/28/2020	05/31/2020	39.86	
	Total Selected Invoices: 8						\$15,578.51

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 06/11/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	06/11/2020	59262	Accounts Payable	FENCE CONSULTANTS OF WEST MICHIGAN INC		250.00
	Invoice		Date	Description		Amount
	48710		05/28/2020	AIRPORT - SERVICE CALL		250.00
Check	06/11/2020	59263	Accounts Payable	HARRIS AIRPORT SYSTEMS		4,000.00
	Invoice		Date	Description		Amount
	2020-00003627		05/27/2020	AIRPORT - QUARTERLY MAINTENANCE FEE		4,000.00
Check	06/11/2020	59264	Accounts Payable	MICHIGAN WEST COAST CHAMBER OF COMMERCE		1,925.00
	Invoice		Date	Description		Amount
	PP20MWC367		05/29/2020	AIRPORT - AD		1,925.00
Check	06/11/2020	59265	Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice		Date	Description		Amount
	1115		05/31/2020	AIRPORT - MAY CLEANING SERVICES		598.00
Check	06/11/2020	59266	Accounts Payable	THE HOLLAND SENTINEL		169.20
	Invoice		Date	Description		Amount
	2020-00003628		05/31/2020	AIRPORT - SERVICES		169.20
Check	06/11/2020	59267	Accounts Payable	VISION AIR CENTER - HOLLAND		8,596.45
	Invoice		Date	Description		Amount
	20-059822		05/31/2020	AIRPORT - PHONE AND WIFI		552.50
	2020-00003629		05/31/2020	AIRPORT - MAY SERVICES		8,043.95
Check	06/11/2020	59268	Accounts Payable	WEST MICHIGAN UNIFORM		39.86
	Invoice		Date	Description		Amount
	300042		05/28/2020	AIRPORT - RUGS		39.86
CITY AP PAYABLES ACCOUNT Totals:						\$15,578.51
Transactions: 7						
Checks:			7	\$15,578.51		

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		06/18/2020		59392
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	101 - CUNNINGHAM DALMAN P.C.	271552	AIRPORT - LEGAL MATTERS	06/09/2020	06/18/2020	672.00
	101 - CUNNINGHAM DALMAN P.C.	271780	AIRPORT - LEGAL SERVICES	06/09/2020	06/18/2020	1,488.00
Total Selected Invoices: 2						<u>\$2,160.00</u>

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 06/18/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	06/18/2020	59392	Accounts Payable	CUNNINGHAM DALMAN P.C.		2,160.00
	Invoice		Date	Description		Amount
	271552		06/09/2020	AIRPORT - LEGAL MATTERS		672.00
	271780		06/09/2020	AIRPORT - LEGAL SERVICES		1,488.00
CITY AP PAYABLES ACCOUNT Totals:						\$2,160.00
Checks:				1	\$2,160.00	
				Transactions: 1		

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		06/25/2020		59578	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount	
AIR Airport	104 - ACCIDENT FUND NATIONAL INSURANCE CO.	2020-00003815	AIRPORT - POLICY WCV8011516 05 02	06/07/2020	06/25/2020	376.00	
	304 - FENCE CONSULTANTS OF WEST MICHIGAN INC	48781	AIRPORT - MOTOR ASSEMBLY FOR FENCE	06/05/2020	06/25/2020	2,120.00	
	234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2020-00003785	AIRPORT - MAY 2020 CC STMT	05/31/2020	06/25/2020	609.39	
	4470 - HARBOR HOUSE PUBLISHERS INC. PP20MWC367		AIRPORT - 1/2 PAGE AD IN CHAMBER 2020 BUSINESS DIRECTORY	05/29/2020	06/25/2020	1,925.00	
	130 - SEMCO ENERGY GAS COMPANY - ACH	2020-00003786	AIRPORT - READ DATE 6/3/2020	06/25/2020	06/25/2020	158.56	
	447 - SIGNS NOW	I-50156	AIRPORT - SIGNS	06/02/2020	06/25/2020	457.40	
Total Selected Invoices: 6						\$5,646.35	

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 06/25/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	06/25/2020	59578	Accounts Payable	ACCIDENT FUND NATIONAL INSURANCE CO.		376.00
	Invoice		Date	Description		Amount
	2020-00003815		06/07/2020	AIRPORT - POLICY WCV8011516 05 02		376.00
Check	06/25/2020	59579	Accounts Payable	FENCE CONSULTANTS OF WEST MICHIGAN INC		2,120.00
	Invoice		Date	Description		Amount
	48781		06/05/2020	AIRPORT - MOTOR ASSEMBLY FOR FENCE		2,120.00
Check	06/25/2020	59580	Accounts Payable	HARBOR HOUSE PUBLISHERS INC.		1,925.00
	Invoice		Date	Description		Amount
	PP20MWC367		05/29/2020	AIRPORT - 1/2 PAGE AD IN CHAMBER 2020 BUSINESS DIRECTORY		1,925.00
Check	06/25/2020	59581	Accounts Payable	SIGNS NOW		457.40
	Invoice		Date	Description		Amount
	I-50156		06/02/2020	AIRPORT - SIGNS		457.40
EFT	06/25/2020	6085	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	609.39
	Invoice		Date	Description		Amount
	2020-00003785		05/31/2020	AIRPORT - MAY 2020 CC STMT		609.39
EFT	06/25/2020	6086	Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	158.56
	Invoice		Date	Description		Amount
	2020-00003786		06/25/2020	AIRPORT - READ DATE 6/3/2020		158.56
CITY AP PAYABLES ACCOUNT Totals:						\$5,646.35

Transactions: 6

Checks: 4 \$4,878.40
EFTs: 2 \$767.95

Accounts Payable Payment Post Listing

2021

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		07/02/2020		59585
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	3119 - ARTHUR J GALLAGHER RISK MGMT SVCS INC - ACH	3489856	AIRPORT - FY2021 INSURANCE PREMIUMS	07/01/2020	07/02/2020	18,590.00
Total Selected Invoices: 1						\$18,590.00

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 07/02/2020

2021

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
EFT	07/02/2020	6089	Accounts Payable	ARTHUR J GALLAGHER RISK MGMT SVCS INC - ACH	071000288 / 1778232	18,590.00
	Invoice		Date	Description		Amount
	3489856		07/01/2020	AIRPORT - FY2021 INSURANCE PREMIUMS		18,590.00
CITY AP PAYABLES ACCOUNT Totals:						\$18,590.00

Transactions: 1

EFTs: 1 \$18,590.00

Accounts Payable Payment Post Listing

2020

Batch Department / Invoice Department		Bank Account	Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT	07/02/2020		59584	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date
AIR Airport		4302 - FERGUSON MICHELLE	2020-00003833	AIRPORT - PETTY CASH REIMBURSEMENT	06/30/2020	06/30/2020
		Total Selected Invoices: 1				\$168.45

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 07/02/2020

2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	07/02/2020	59584	Accounts Payable	FERGUSON , MICHELLE		168.45
	Invoice		Date	Description		Amount
	2020-00003833		06/30/2020	AIRPORT - PETTY CASH REIMBURSEMENT		168.45
CITY AP PAYABLES ACCOUNT Totals:						\$168.45
Checks:		1				\$168.45
						Transactions: 1