

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

November 9, 2020

11:30am – 1:00pm

Meeting will be conducted through Zoom

Authority Members

City of Holland

Dave Hoekstra
Scott Corbin
Megan Stumbo

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 September 28, 2020 meeting minutes.
3. Presentation of Fiscal Year 2020 Audit. (Action Requested)
4. Presentation by Nexus Climate Control Systems.
5. Flyby Air Request to Install Sign on Airport Business Center. (Action Requested)
6. Revisions to Authority Purchasing Policy.
7. FBO Report. (Terry)
8. Financial Reports. (Accept as information.)
9. Other Business.
 - A. Director search update.
 - B. Communications activities.
10. Next meeting: December 14, 2020, by Zoom.
11. Adjourn.

West Michigan Airport Authority

SPECIAL MEETING

MINUTES

September 28th, 2020

*****11:30am –1:00pm*****

Virtual Meeting Using Zoom

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

ABSENT: Stumbo

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.

20.09.01 Public Comments.

None

20.09.02 August 10, 2020 Meeting Minutes.

Klynstra made a motion with support by Keeter to approve the August 10th Meeting Minutes as written.

Aye votes- Hoekstra, Corbin, Klynstra, Hoogland, Keeter, King, Sylte
Motion carried.

20.09.03 FBO Report

FBO Boer reported that fuel sales remain down compared with last year. The number of Charters is also down. Maintenance remains steady throughout the year and flight school is reported good.

20.09.04 FT Authority Director-Job Description and Compensation Package

Robinson reminded the Authority Board their decision to move forward with hiring a full-time Authority Director. It is proposed that the Operations Assistant position be maintained as is for the time being and that the full-time director advise the Board at some point as to whether changes need to be made to the responsibilities of this position.

The primary changes in responsibilities from the present Authority Manager position is an emphasis on outreach to the community, airport users, potential airport uses, outside organizations and other airports. Also, there will be additional benefits to the airport and Authority having additional Authority presence at the airport.

The proposed compensation package is comprehensive, but flexible. The Board and candidate can negotiate some of these items depending upon the desires of each. It should be a competitive package that is reasonable to the Board's financial position.

Staff would like to post the director position during the week of September 28, 2020, with the intent of filling the position in November 2020. The hope would be that the transition occurs in the middle of December 2020. The Board will need to decide on an interview committee for this position.

Recommendation

It is recommended that the Authority Board adopt the presented job description and compensation package for the full-time Authority Director position and authorize staff to proceed with posting the position.

Keeter made a motion with support by King to adopt both the job description and compensation package for the Authority Director and to proceed with posting the position.

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

20.09.05 5-Year Capital Projects Plan Update

Each year, the Airport Authority submits its proposed five-year capital projects to the MDOT-Airports Division (AERO) for review, revisions, and approval. Approval by MDOT/AERO does not guarantee funding support but does provide the Authority with a certain level of confidence that the projects will become reality.

The Board has been discussing the possibility of a "Hangar Park" to the north of the Airport Business Center. This will require a new taxiway from the existing apron and the construction of an apron(s) for any new hangars. The taxiway is considered public since it could be used by multiple entities. As a result, this could be eligible for Federal Aviation Administration (FAA) and Michigan Department of Transportation (MDOT) funding. Aprons and facilities used for private purposes would not be eligible for federal and state funding.

It is now estimated that a new taxiway could cost over \$1.4 million as construction costs

have been increasing over the past 12 months. Ben Fogg was one of the two potential private hangars that were considering the new hangar park and he is constructing a hangar on the former office building site. The other potential hangar owner has put this project on hold due to changing economic conditions.

Nevertheless, the new taxiway for the hangar park is proposed to be kept as the top project while the Board determines alternatives for developing additional hangar space. MDOT and the FAA are not prepared to fund this project until fiscal years 2023 or 2024 anyway and if the Board decides to move forward with new hangars before then, it will need to provide funds up-front and be reimbursed when the MDOT and the FAA are ready.

The Authority has received significant support from MDOT and the FAA over the years for nearly all capital projects and the FY 2021-2025 submittal anticipates further commitment to our airport. With the local millage, the Authority Board, FAA and MDOT can be confident that the local match for the project grants will be provided.

Recommendation

It is recommended that the Authority Board approve the Fiscal Years 2021-2025 Airport Capital Improvement Plan as presented.

King made a motion with support by Hoogland to approve the Fiscal Years 2021-2025 Airport Capital Improvement Plan as presented.

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

20.09.06 Financial Reports

Robinson stated that more detailed information as is relates to the financial reports will be discussed at future meetings and asked that the Board accept the reports as information.

Keeter made a motion with support by Hoekstra to accept the financial reports as information.

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

20.09.07 Other Business

- A. Runway & Lighting Rehab Project—Robinson stated that this project has been moved to sometime in the Spring of 2021.
- B. Communication Strategy Progress—Thelenwood reported the Committee is moving

forward with Boileau on the Airport's website and that the materials for keeping COVID down are proceeding as planned.

- C. 48th Street Site Plan Review-Thelenwood stated that the 156,326 square foot cold storage addition for Hudsonville Ice Cream was reviewed and no hazards were identified.

20.08.10 Next Meeting

The next Board meeting will be held October 12, 2020, 11:30a.m., format will be a Virtual Meeting using Zoom.

Meeting Adjourned at 12:20 p.m.

Minutes Approved: (Secretary)

Date: _____

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 510-2332

Comprising City of Zeeland, Park Township and City of Holland



November 9, 2020

Report #3

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: Fiscal Year 2020 Audit.

Rehmann Robson has completed the Fiscal Year (FY) 2020 financial audit of the West Michigan Airport Authority. The Authority contracts with the City of Holland for financial services and the City staff worked closely with Rehmann to provide the information necessary for this audit.

Once again, the FY2020 audit indicates the sound financial position of the Authority. The Authority strives to be an excellent steward of the finances provided by various revenue sources, including the taxpayers of Park Township and the cities of Holland and Zeeland. The FY20 audit reflects this position.

At this point, the Authority has been able to save for capital projects, manages its potential risks by purchasing appropriate insurance policies, and conducts its day to day operations in a financially responsible manner.

The audit notes a fund balance of \$1,003,852 as of June 30, 2020. It is this balance that the Authority draws-down on as it funds its share of capital projects. This fund balance does not consider other capital projects planned for the next five years (Runway rehab, replacement of runway lights, north hangar park taxiway, west apron rehab, etc.). Staff estimates that most of this fund balance will be allocated to capital projects over the five years.

The 2020 audit also notes:

- Assets exceed liabilities by \$8,621,133. This is due largely to the capital assets of the Authority.
- The Authority does not have any debt.
- The Authority invests a portion of its fund balance with the City of Holland pooled investments.

Recommendation: It is recommended that the Authority Board accept the Fiscal Year 2020 Audit as presented by Rehmann Robson.

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



WEST MICHIGAN™
REGIONAL AIRPORT

Year Ended
June 30, 2020

Financial
Statements

WEST MICHIGAN AIRPORT AUTHORITY

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INDEPENDENT AUDITORS' REPORT

Month //, 2020

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of the *West Michigan Airport Authority* (the "Authority"), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Independent Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the West Michigan Airport Authority as of June 30, 2020, and the respective changes in financial position thereof and the budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated **Month //, 2020**, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

MANAGEMENT'S DISCUSSION AND ANALYSIS

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

As management of the West Michigan Airport Authority (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2020. We encourage readers to consider the information presented here in conjunction with additional information that is furnished the financial statements and notes to the financial statements.

Financial Highlights

The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$8,621,133 (*net position*). Of this amount, \$1,003,852 was unrestricted net position and may be used to meet the Authority's ongoing obligations to citizens and creditors. The Authority's total net position decreased by \$20,848.

As of the close of the current fiscal year, the Authority's general fund reported an ending fund balance of \$1,003,852, an increase of \$186,156 from the prior year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's financial statements. The Authority's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private sector business.

The *statement of net position* presents information on all of the Authority's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority's is improving or deteriorating.

The *statement of activities* presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., depreciation expense).

Both of the government-wide financial statements distinguish functions of the Authority that are principally supported by property tax and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Authority are all classified as transportation. The Authority has no business-type activities.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on balance of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Authority reports one governmental fund, the general fund. Information for this fund is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balance.

The Authority adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided herein to demonstrate compliance with those budgets.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by \$8,621,133 at the close of the most recent fiscal year.

	Net Position	
	2020	2019
Assets		
Current and other assets	\$ 1,028,398	\$ 888,676
Capital assets, net	7,617,281	7,824,285
Total assets	<u>8,645,679</u>	<u>8,712,961</u>
Liabilities		
Other liabilities	<u>24,546</u>	<u>70,980</u>
Net position		
Investment in capital assets	7,617,281	7,824,285
Unrestricted	1,003,852	817,696
Total net position	<u>\$ 8,621,133</u>	<u>\$ 8,641,981</u>

A portion of the Authority's net position (88.4%) reflects its investment in capital assets (e.g., land, buildings, and equipment). The Authority uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

The remaining (11.6%) balance (\$1,003,852) may be used to meet the Authority's ongoing obligations to citizens and creditors. At the end of the current fiscal year, the Authority is able to report positive balance in both categories of net position.

The Authority's net position decreased by \$20,848 during the current fiscal year. Capital grants revenue increased by \$183,923 in the current year to \$270,405, as the Authority received a new grant and for which construction had begun. Capital grants and contributions fluctuate on an annual basis given the nature of projects in which state and federal funding is available. Transportation expenses approximated the prior year amount, decreasing by \$24,021.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

	Change in Net Position	
	2020	2019
Revenues		
Program revenues:		
Charges for services	\$ 297,104	\$ 310,125
Capital grants and contributions	270,405	86,482
General revenues:		
Property taxes	267,495	259,611
Unrestricted investment earnings	17,253	22,490
Total revenues	<u>852,257</u>	<u>678,708</u>
Expenses		
Transportation	<u>873,105</u>	<u>897,126</u>
Change in net position	(20,848)	(218,418)
Net position, beginning of year	<u>8,641,981</u>	<u>8,860,399</u>
Net position, end of year	<u>\$ 8,621,133</u>	<u>\$ 8,641,981</u>

Financial Analysis of the Government's Funds

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the Authority's *governmental fund* is to provide information on near-term inflows, outflows, and balance of spendable resources. Such information is useful in assessing the Authority financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The overall results of general fund operations were an increase in fund balance of \$186,156 from the prior year. At the end of the current fiscal year, unassigned fund balance of the general fund was \$824,876. As a measure of the general fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 123.8% of general fund expenditures.

General Fund Budgetary Highlights

The original and final revenue budget was \$861,538 and \$816,650, respectively. The original and final expenditure budget was \$1,058,660 and \$916,265, respectively. Adjustments from the original to the final budget, as well as final budget to actual differences are primarily the result of changes in the timing and scope of capital projects and related funding availability. Make sure explanation of change in transportation expense is also discussed.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

Capital Asset and Debt Administration

Capital Assets. During the fiscal year, the Authority continued construction on runway improvements. The City of Holland, Michigan retained ownership of capital assets consisting of land, land improvements, building and equipment acquired prior to formation of the Authority.

	Capital Assets (Net of Depreciation)	
	2020	2019
Land	\$ 520,353	\$ 520,353
Construction in progress	238,214	29,545
Land improvements	1,098,235	1,185,110
Buildings and improvements	5,457,084	5,751,159
Equipment	303,395	338,118
Total capital assets, net	<u>\$ 7,617,281</u>	<u>\$ 7,824,285</u>

Additional information on the Authority's capital assets can be found in Note 5 of this report.

Debt. The Authority had no long-term debt at June 30, 2020.

Economic Factors and Next Year's Budget and Rates

The local economy continues to be strong with very low unemployment rates and increasing property values in all property classifications. Due to Headlee Rollback provisions, the tax millage rate decreased from .0986 mills to .0980. A millage renewal vote was approved by voters in November 2018 for a ten year period. Property tax revenues were up slightly from the prior year related to an increase in property values.

The budget for the year ended June 30, 2021 was adopted in June 2020 when there was a high degree of uncertainty related to the operations for authorities in the State of Michigan due to the novel coronavirus outbreak (COVID-19). In addition, the Authority is continuously evaluating the impacts of the pandemic as it determines the appropriate methods to deliver services in a safe environment. These factors will have a significant impact on the operational and financial performance of the Authority.

Requests for Information

This financial report is designed to provide a general overview of the Authority for all those with an interest in the Authority's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Ms. Sarah Kuiper, West Michigan Airport Authority, 270 River Ave., Holland, Michigan 49423.

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BASIC FINANCIAL STATEMENTS

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Net Position

June 30, 2020

	Governmental Activities
Assets	
Cash and pooled investments	\$ 989,347
Receivables, net	38,675
Prepays	376
Capital assets not being depreciated	758,567
Capital assets being depreciated, net	<u>6,858,714</u>
Total assets	<u>8,645,679</u>
Liabilities	
Payables	23,641
Unearned revenue	<u>905</u>
Total liabilities	<u>24,546</u>
Net position	
Investment in capital assets	7,617,281
Unrestricted	<u>1,003,852</u>
Total net position	<u>\$ 8,621,133</u>

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Activities

For the Year Ended June 30, 2020

Functions / Programs	Expenses	Program Revenues		Net (Expenses) Revenues
		Charges for Services	Capital Grants and Contributions	
Governmental activities				
Transportation	\$ 873,105	\$ 297,104	\$ 270,405	\$ (305,596)
General revenues				
Property taxes				267,495
Unrestricted investment earnings				17,253
Total general revenues				284,748
Change in net position				(20,848)
Net position, beginning of year				8,641,981
Net position, end of year				\$ 8,621,133

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Balance Sheet

Governmental Fund
June 30, 2020

	General Fund
Assets	
Cash and pooled investments	\$ 989,347
Receivables:	
Accounts	37,418
Taxes, net	49
Due from other governmental units	1,208
Prepays	<u>376</u>
Total assets	<u><u>\$ 1,028,398</u></u>
Liabilities	
Accounts payable	\$ 14,099
Contracts payable	9,542
Unearned revenue	<u>905</u>
Total liabilities	<u>24,546</u>
Fund balance	
Nonspendable - prepaids	376
Committed for capital projects	178,600
Unassigned	<u>824,876</u>
Total fund balance	<u>1,003,852</u>
Total liabilities and fund balance	<u><u>\$ 1,028,398</u></u>

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Reconciliation

Fund Balance of the Governmental Fund
to Net Position of Governmental Activities
June 30, 2020

Fund balance - governmental fund	\$ 1,003,852
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Amounts reported for *governmental activities* in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources, and therefore are not reported in the fund.

Capital assets not being depreciated	758,567
Capital assets being depreciated, net	<u>6,858,714</u>

Net position of governmental activities	<u><u>\$ 8,621,133</u></u>
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The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Revenues, Expenditures and Changes in Fund Balance

Governmental Fund

For the Year Ended June 30, 2020

	General Fund
Revenues	
Property taxes	\$ 267,495
Intergovernmental:	
Federal	214,392
State	56,013
User fees and charges for services	119,567
Rentals	177,537
Interest income	17,253
	<hr/>
Total revenues	852,257
	<hr/>
Expenditures	
Current:	
Transportation	369,868
Capital outlay	296,233
	<hr/>
Total expenditures	666,101
	<hr/>
Net changes in fund balance	186,156
Fund balance, beginning of year	817,696
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Fund balance, end of year	\$ 1,003,852
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The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Reconciliation

Net Changes in Fund Balance of the Governmental Fund
to Change in Net Position of Governmental Activities
For the Year Ended June 30, 2020

Net changes in fund balance - governmental fund	\$ 186,156
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Amounts reported for *governmental activities* in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital assets purchased/constructed	251,186
Depreciation expense	<u>(458,190)</u>

Change in net position of governmental activities	\$ <u><u>(20,848)</u></u>
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The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund

For the Year Ended June 30, 2020

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	\$ 270,000	\$ 270,000	\$ 267,495	\$ (2,505)
Intergovernmental:				
Federal	259,425	216,900	214,392	(2,508)
State	14,413	12,050	56,013	43,963
User fees and charges for services	136,000	136,000	119,567	(16,433)
Rentals	172,700	172,700	177,537	4,837
Interest income	9,000	9,000	17,253	8,253
Total revenues	861,538	816,650	852,257	35,607
Expenditures				
Current:				
Transportation	587,700	587,700	369,868	(217,832)
Capital outlay	470,960	328,565	296,233	(32,332)
Total expenditures	1,058,660	916,265	666,101	(250,164)
Net changes in fund balance	(197,122)	(99,615)	186,156	285,771
Fund balance, beginning of year	817,696	817,696	817,696	-
Fund balance, end of year	\$ 620,574	\$ 718,081	\$ 1,003,852	\$ 285,771

The accompanying notes are an integral part of these financial statements.

NOTES TO FINANCIAL STATEMENTS

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the West Michigan Airport Authority (the “Authority”) conform to generally accepted accounting principles (“GAAP”) as applicable to governmental units. The following is a summary of the significant accounting policies:

The Reporting Entity

The Authority is a municipal corporation governed by an elected, eleven-member Authority Board. As required by generally accepted accounting principles, these financial statements present the financial position and related activity for the West Michigan Airport Authority. The Authority was formed on July 1, 2008 from the former Municipal Airport enterprise fund of the City of Holland, Michigan (the “City”). The Authority has no component units and is not reported as a component unit of any other governmental unit.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Authority. The effect of interfund activity has been removed from these statements. *Governmental activities* are supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. After March 1, any delinquent taxes on real property are paid by the county which is responsible for collecting any outstanding taxes on real property as of that date. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. Intergovernmental revenue, charges for services and interest are all considered to be susceptible to accrual if collected within 180 days of fiscal year end. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Property taxes, intergovernmental revenue, charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period if received within the period of availability described above. All other revenue items are considered to be measurable and available only when cash is received by the Authority.

The Authority reports the following major governmental fund:

The *general fund* is the Authority's primary operating fund. It accounts for all financial resources of the Authority.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

Cash and Cash Equivalents

The Authority considers all assets held in the City of Holland, Michigan's pooled cash and investments to be cash equivalents because the investments in the pool are not identifiable to specific funds and the assets can be withdrawn at anytime, similar to a demand deposit account.

State statute authorizes the Authority to invest in:

- Bonds, securities, other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, deposit accounts or depository receipts of a qualified financial institution.
- Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- Bankers' acceptances of United States banks.
- Obligations of the State of Michigan and its political subdivisions, that, at the time of purchase are rated as investment grade by at least one standard rating service.
- Mutual funds registered under the Investment Company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.
- External investment pools as authorized by Public Act 20 as amended through December 31, 1997.

The Authority's investment policy allows for all of these types of investments.

Receivables

All receivables are recorded at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. Uncollectible balances at year-end are considered by management to be immaterial.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Due To/From Other Governmental Units

Amounts due to/from other governments include amounts due to/from grantors for specific programs and capital projects. Program and capital grants are recorded as receivables and revenue at the time reimbursable costs are incurred. Amounts received in advance of costs being incurred are reported as unearned revenue.

Prepaid Items

The Authority incurred costs prior to year-end for services that will be performed in the next fiscal year. In these situations, the Authority records an asset to reflect the investment in future services.

Capital Assets

Capital assets, which include construction in progress, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Authority as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated acquisition cost on the date received. The City retained capital assets consisting of land, land improvements, building and equipment acquired prior to formation of the Authority, see lease agreement in Note 8.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

Depreciation on the capital assets (including infrastructure) is computed using the straight-line method over the following estimated useful lives:

Assets	Years
Land improvements	20
Buildings and improvements	40
Equipment	3 - 5

Intergovernmental Revenues/Property Taxes

The Authority's primary source of funding is intergovernmental revenue. This funding includes contributions by the Cities of Holland and Zeeland and Park Township based on collection of a unified millage on property values. Additionally, the Authority benefited from state and federal grant projects administered by the Michigan Department of Transportation on its behalf.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Use of Estimates

The preparation of financial statements requires the use of estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Fund Equity

Governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws or regulations of other governments. Committed fund balance is reported for amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the Airport Authority Board. A formal resolution of the Airport Authority Board is required to establish, modify, or rescind a fund balance commitment. The Authority reports assigned fund balance for amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. The Authority currently has no assigned fund balance. Unassigned fund balance is the residual classification for the general fund. When the Authority incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Authority's policy to use restricted fund balance first, then committed fund balance, assigned fund balance, and finally unassigned fund balance.

2. BUDGETARY INFORMATION AND COMPLIANCE

The Authority follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The Airport Authority Manager oversees the Authority's operations and is responsible for submitting the proposed operating budget for the following fiscal year to the Authority Board. The Authority Board, during its review, holds a public hearing to obtain taxpayer comments. The budget is legally enacted by resolution of the Board.
2. Any revisions that alter total appropriations of any fund must be approved by the Authority Board. Budgeted appropriations lapse each year; however, appropriations for continuing projects and programs which the Authority intends to complete are included in the budget of the ensuing year.
3. Budgeted amounts are as originally adopted or as amended by the Authority Board during the year. The budgets have been prepared in accordance with generally accepted accounting principles.
4. The budget has been adopted on a department level basis; expenditures at this level in excess of amounts budgeted are a violation of Michigan law.
5. Annual budgets are legally adopted for the general fund as required by the Uniform Budgeting Act (P.A. 621 of 1978) of the State of Michigan.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

3. DEPOSITS AND INVESTMENTS

The Authority reported cash and pooled investments of \$989,347 on the statement of net position as of June 30, 2020. This amount was held by the City of Holland, Michigan's pooled cash and investments on behalf of the Authority.

For note disclosure purposes, the above amount is considered to be cash and investments held in the City of Holland, Michigan pooled cash and investments. Investments underlying the City of Holland, Michigan pooled cash and investments consist primarily of short-term certificates of deposit, which are carried at cost plus accrued interest, and U.S. Treasury notes, which are carried at fair value. Information regarding interest rate risk and credit risk can be found in the City of Holland, Michigan's Comprehensive Annual Financial Report.

4. RECEIVABLES

Receivables, net for the year ended June 30, 2020 were as follows:

Accounts	\$ 37,418
Taxes	183
Allowance for uncollectible taxes	(134)
Due from other governments	<u>1,208</u>
	<u>\$ 38,675</u>

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

5. CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2020 was as follows:

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
Governmental Activities					
Capital assets, not being depreciated:					
Land	\$ 520,353	\$ -	\$ -	\$ -	\$ 520,353
Construction in progress	29,545	208,669	-	-	238,214
	<u>549,898</u>	<u>208,669</u>	<u>-</u>	<u>-</u>	<u>758,567</u>
Capital assets, being depreciated:					
Land improvements	1,566,686	-	-	-	1,566,686
Buildings & improvements	6,630,885	42,517	-	-	6,673,402
Equipment	575,392	-	-	-	575,392
	<u>8,772,963</u>	<u>42,517</u>	<u>-</u>	<u>-</u>	<u>8,815,480</u>
Less accumulated depreciation for:					
Land improvements	(381,576)	(86,875)	-	-	(468,451)
Buildings & improvements	(879,726)	(336,592)	-	-	(1,216,318)
Equipment	(237,274)	(34,723)	-	-	(271,997)
	<u>(1,498,576)</u>	<u>(458,190)</u>	<u>-</u>	<u>-</u>	<u>(1,956,766)</u>
Total capital assets being depreciated, net	<u>7,274,387</u>	<u>(415,673)</u>	<u>-</u>	<u>-</u>	<u>6,858,714</u>
Governmental activities capital assets, net	<u>\$ 7,824,285</u>	<u>\$ (207,004)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,617,281</u>

Depreciation expense of \$458,190 has been charged to the transportation function.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

6. LITIGATION/CONTINGENT LIABILITY

In the normal course of its activities, the Authority has become a party in various legal actions, including property tax assessment appeals. Management of the Authority is of the opinion that the outcome of such actions will not have a material effect on the financial position of the Authority and, therefore, has not reflected loss reserves in the financial statements.

7. RISK MANAGEMENT

The Authority is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries (workers' compensation), as well as medical benefits provided to employees. The Authority has purchased commercial insurance for all claims related to the previously stated risks. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

8. LEASE COMMITMENT

The Authority leases West Michigan Regional Airport from the City of Holland for \$1,000 per year for a period of 50 continuous years after the commencement of the lease, to expire in 2058. The City has title to the premises and upon termination of the lease, will obtain title to all improvements, fixtures or other types of fixed property appurtenant to the buildings and property located thereon. The Authority is responsible for insurance on premises, liability coverage and all other insurance policies.

9. FEDERAL REVENUE

The Authority receives grant awards from various sources to administer programs and fund capital improvements. When an award is directly administered by the Authority, the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) are applicable. The Authority did not receive any federal funds in this manner for the year ended June 30, 2020. However, in certain instances, the Authority is an indirect beneficiary of the federal funds that are expended directly by the Michigan Department of Transportation. These expenditures are included in the single audit for the State of Michigan. Federal revenue received as an indirect beneficiary for the year equaled \$214,392.

10. CORONAVIRUS (COVID-19)

In March 2020, the World Health Organization declared the novel coronavirus outbreak (COVID-19) to be a global pandemic. The extent of the ultimate impact of the pandemic on the Authority's operational and financial performance will depend on various developments, including the duration and spread of the outbreak and its impact on employees, vendors, and taxpayers, all of which cannot be reasonably predicted at this time. While management reasonably expects the COVID-19 outbreak to negatively impact the Authority's financial position, changes in financial position, and, where applicable, the timing and amounts of cash flows, the related financial consequences and duration are highly uncertain.

■ ■ ■ ■ ■

INTERNAL CONTROL AND COMPLIANCE

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Month //, 2020

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of the *West Michigan Airport Authority* (the "Authority"), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated Month //, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423
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Comprising City of Zeeland, Park Township and City of Holland



November 9, 2020

Report #4

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: Presentation by Nexus Climate Control Systems.

Nexus Climate Control Systems would like to relocate their company to WM Regional Airport in one of the Gentex hangars. This would be in the western-most Gentex hangar under a sublease. Subleases are permitted within the Gentex lease subject to approval by the Authority, provided that the sublessee meets the terms of the primary lease. We do not have the actual sublease yet from Gentex.

Nexus manufactures and installs heating and cooling equipment in aircraft. A Nexus representative will be at Monday's Board meeting to explain the company and project.

This request began rather simply in that such a use would be permitted at the airport as determined by staff and the City of Holland as long as the company did not conduct activities that would be considered as those of a Fixed Base Operator. In that event, Nexus would need to be designated as an FBO by the Authority Board and meet the same contract terms as the Board has with Flyby Air. This is to ensure that those providing FBO services such as maintenance, fueling, charter, etc. would be operating on a level playing field.

Nexus has made it clear from the start that their intention was not to become an FBO, nor did they intend to compete with the current FBO. However, along with the manufacturing and installation of the climate control systems, Nexus would like to conduct some annual inspections on aircraft for which they are installing the equipment, and conduct aircraft maintenance. Nexus would like to do this on a limited basis.

The Authority will need to work with Nexus to be sure that they are not conducting FBO activities or, if they are, that they comply with the same terms as those required of the current FBO (Flyby Air). It would not be a level playing field if other

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companies were permitted to provide certain services and compete with the FBO without meeting the same requirements. For example, if someone wanted to locate at the airport only to conduct charter operations or conduct charter operations as a part of their business. Or, if a company just wants to conduct maintenance services, or provide aircraft fueling as part of their business.

Nexus has explained that they would like to possibly do the following:

1. Sublease a Gentex hangar in order to manufacture and install climate control systems in aircraft other than those owned by Nexus.
2. Some of the climate control system installs require significant tear down of the aircraft. Nexus would like to perform maintenance on items identified during this install/tear down process.
3. Conduct annual inspections on those aircraft for which they would install this equipment, if requested by the owner. It is estimated that this might be done several times per year.
4. Nexus would also like to provide additional maintenance on aircraft for which they installed the climate control equipment.
5. There may be an opportunity in the future for Nexus to become (what I will call) a maintenance hub for a certain make of aircraft.

I have discussed this with the Airport Authority's attorney and here is a summary of how the various items mentioned above could work.

- A. If Nexus would like to manufacture and install climate control systems in aircraft, then a sublease with Gentex will be required and the Airport Authority Board will need to approve this use as a permitted use.
- B. If Nexus would like to conduct maintenance items found during the install/tear down of the climate control systems, then the Authority will need to determine if this rises to the level of competing with the FBO, thus requiring that Nexus meet the requirements for becoming an FBO.
- C. If Nexus would like to conduct annual inspections and/or maintenance on aircraft not owned by them or Gentex, these would be considered FBO services and the following would need to be accomplished:
 - o The land lease between the Airport Authority and Gentex would need to be amended because the current lease specifically prohibits FBO operations.

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- Nexus would need to be designated as an FBO and would need a FBO agreement with the Authority. Such an agreement would require that Nexus:
 - Provide other FBO services such as providing aircraft fuel, providing aircraft parking, storage and tie-down services, repair and maintenance of aircraft, provide services for airport visitors, provide equipment for moving aircraft, and the sales of aircraft parts and accessories. As noted earlier in this report, Nexus does not want to serve as an FBO.
 - Pay an annual FBO franchise fee. The current annual fee is \$23,470.
 - Provide \$5 million in insurance coverage.
 - Meet the other FBO agreement requirements.

Recommendation

At this time, staff would definitely support Item A. We need to learn more before recommending approval of Item B. Staff would recommend approval of Item C, provided all the FBO conditions were met.

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November 9, 2020

Item 5

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: Flyby Air request to install sign.

Flyby Air has requested that they be permitted to install a Phillips 66 illuminated sign on the south exterior wall of the Airport Business Center. Having this sign at the Business Center will help inform pilots of where to direct their planes upon landing at WM Regional Airport. At the present time, Flyby Air is requesting that a 2' x 6' sign be located near the line crew office.

Staff is in contact with the City of Holland regarding this sign and is hoping to have additional information and a recommendation ready for the November 9 Board meeting.

APPLICATION FOR A PERMANENT SIGN PERMIT
CONSTRUCTION OR ALTERATION** Incomplete applications will be rejected.***Permit fee - \$75 for one sign, \$50 for each additional sign**Date of application: 10/13/2020 Date issued: _____Permit #: _____ Zone district: AGRAddress of sign location: 60 Geurink Blvd 1581 WashingtonTax parcel #: 03-02-08-300-028Owner of land: City of Holland Airport Owner or lessee of sign: Phillips 66To be erected by: Valley City Sign City sign erectors' license #: 5306042Applicant's address: 5009 West River Dr Comstock Park, MI 49321 Phone #: (616) 785-5713Email address: skerr@valleycitysign.comResponsible Person: Stephen Kerr Date of Birth: 11/27/1987**Type of sign:**Projecting: _____ Ground: _____ Wall: X Awning: _____ Other: _____Dimension of sign: Width: 6' 15/16" Height: _____ Total square feet: 11.97

Overall height of sign: Feet: _____ Inches: _____

Illuminated: ☒ Yes ☐ No Source of light: Internal: ☒ External: ☐

Clearance (lowest point of sign to grade): _____ Feet _____ Inches

Will this be a: Replacement sign: ☐ Repair/Maintenance: ☐ New: ☒Area of **existing signs** at the site: _____ Square feet

Dimension of Parcel: _____ Dimensions of Wall (for wall signs) Height: _____ Width: _____

PROVIDE: SIGN COPY, INDICATE EXACT LOCATION & SIZE OF ALL SIGNS & LOCATION OF ALL BUILDINGSPLEASE RETURN TO COMMUNITY & NEIGHBORHOOD SERVICES – 3RD floor – CITY HALL

270 River Avenue
Holland, Michigan 49423
Phone: (616) 355-1330 Fax: (616) 546-7058 Email: cns@cityofholland.com

Separate electrical permit required

A photograph of a building facade, likely a storefront. The building has a light-colored, possibly white or light blue, exterior. A large, dark-framed window is visible, reflecting the sky. To the left of the window, there is a small, rectangular sign with a black background and a white border. The sign features a stylized graphic of a person or figure in the center, with the number '28' prominently displayed in red. The overall image is somewhat blurry and has a slightly grainy texture.

The Phillips 66 logo is centered on a dark background. It consists of a shield-shaped emblem. The top half of the shield is white with the word "PHILLIPS" in black, sans-serif capital letters. The bottom half is red with the number "66" in white, bold, sans-serif font. The shield is flanked by two stylized, grey wings with black outlines, extending upwards and outwards. A small registered trademark symbol (®) is visible to the right of the wings.



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References

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Holland Airport

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Sheet Number: 1 of 1

Design Number:



West Michigan Airport Authority

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November 4, 2020

Report #6

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Operations Manager.
Subject: Revisions to Authority Purchasing Policy.

The Airport Authority's purchasing policy outlines the procedures and parameters which staff must follow when making purchases on behalf of the Airport Authority as well as how and when staff must seek approval from the Authority Board for purchases. As the City of Holland provides financial support services for the Airport Authority, the Authority's Purchasing Policy closely mirrors that of the City's.

It's standard practice to review the Purchasing Policy on an annual basis, to ensure the procedures are aligned with current best practices and that dollar thresholds still make sense. This year, the City of Holland has also hired a new Finance Director who brings their own unique perspectives and priorities to the review process. The Finance Director historically serves as the treasurer for the Airport Authority.

The Policy attached to this report specifically calls out items that have been prioritized by the Finance Director/Authority's Treasurer. Dollar thresholds and purchasing procedures remain unchanged since the last time the Board approved the Purchasing Policy. The following items were added to address the specific items prioritized by the new director:

1. Any Purchase exceeding \$5,000 must have approval PRIOR to making the purchase (not when the invoice arrives and needs to be paid). This is called a "regular purchase order." A "confirming purchase order" can be used when the purchase is under \$5,000.
2. Competitive bids for purchases between \$5,000-20,000 must be on company letterhead or an email.

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3. Copies of the written specifications for competitive bids should be attached to the PO along with the bids from vendors.
4. Sole Source/single source purchases – The Authority Manager must make the determination when a purchase is sole source.

The Airport Authority already complies with these items but is updating the policy to ensure they are clearly called out and aligned with the priorities of the incoming Finance Director/Treasurer.

As stated above, it is good practice for the Airport Authority Board to review the Purchasing Policy on an annual basis to remain familiar with how staff manage purchases and to know when the Authority Board needs to provide approval. Additionally, as the Board approaches budget season, it is as good a time as any for this refresher.

Recommendation

It is recommended that the Authority Board approve the Revised Purchasing Policy as presented

Attachment: Purchasing Policy

West Michigan Airport Authority Purchasing Policy

DRAFT: November 9, 2020

1. Policy Statement

It is the policy of the West Michigan Airport Authority (WMAA) to set standards and procedures for purchases of all sizes that comply with sound financial management practices. The intent of this policy is to provide a process that ensures good stewardship of resources by maintaining integrity in the process and ensuring to the degree possible that purchases are made in a cost-effective manner while providing the level of quality desired.

2. Standards of Conduct

WMAA employees, officers, agents (i.e. City of Holland or other appointed agents acting on behalf of the WMAA), immediate family members, and committee and Board members:

- a. Are prohibited from participating in the selection, award or administration of a WMAA contract if a conflict of interest, real or apparent is involved;
- b. Are prohibited from soliciting or accepting gifts, gratuities, favors or anything of consequential value from current or potential contractors or parties to sub-agreements that could influence purchasing decisions;
- c. Will remove themselves from the procurement in question if a potential conflict of interest exists.

Small items customarily provided in the course of daily work such as a cup of coffee, a modest lunch, or a basket of holiday fruit, for example, are not considered of significance or value to be construed as presenting a conflict of interest or having undue influence over purchasing decisions if offered by a current or potential contractor.

3. Thresholds:

Requirements	Prior to May 9, 2019	After May 8, 2019
No PO needed	< \$500	<\$1,000
PO – no quotes		\$1,000 - \$1,499
PO – Quotes	\$500-\$1,999	\$1,500-\$4,999
PO – Competitive Bids	\$2,000-\$10,000	\$5,000-\$20,000
PO – Sealed Bids	Over \$10,000	Over \$20,000

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3.4. Authority to Purchase

The Airport Authority Manager or other person designated by the WMAA Board shall have the authority to purchase or contract for all supplies, materials, equipment and contractual services needed for WMAA activities. Such purchases can be made without additional

WMAA Board approval for all items approved in the annual WMAA budget having a value of less than \$120,000. All purchases exceeding \$120,000 must be approved separately by the WMAA Board regardless of whether the item(s) was approved in an annual budget.

All purchases must follow the quotation or competitive bidding requirements set forth in this policy, or for state and federally funded items, the requirements set by the Michigan Department of Transportation/Airports Division (MDOT/AERO) or the Federal Aviation Administration (FAA).

Any contractual services must be approved by the WMAA Board. All contracts related to such services must be signed by the WMAA Board Chairperson, subject to approval as to form by the WMAA attorney.

4.5. Quotations and Bids

The WMAA Manager or other WMAA Board designee shall:

- a. Obtain a minimum of two (2) written quotations prior to purchasing supplies, materials, equipment or services with an estimated cost between the amounts of \$1,500 and \$4,999. Purchases under \$1,499 may be made without quotations;
- b. Solicit competitive bids for purchases of supplies, materials, equipment or services where the estimated cost exceeds \$5,000, but is less than \$20,000;
- c. Obtain sealed bids and submit these for approval of the WMAA Board for purchases in excess of \$20,000.
- d. No purchase orders are required for purchase <\$1,000

5.6. Procedures for Quotations and Bids

- a. The WMAA Manager or other WMAA Board designee shall determine the specifications required for a purchase or contractual service and may confer with other WMAA staff or agents in order to prepare these specifications.
- b. The WMAA Manager or other WMAA Board designee shall determine the extent of advertising or solicitation of sealed bids which may include advertising in an appropriate newspaper or trade publications prior to the deadline for receiving bids. For purchases or services funded by the state and/or federal governments, bid advertising or solicitation shall follow MDOT/AERO and/or FAA requirements.
- c. Competitive bidding shall not be required with respect to contracts for professional services, insurance, banking, and financial services, unless required by MDOT/AERO or the FAA. For purposes of this section, professional services shall mean that the contract for services requires a high degree of individual skill, training, and expertise where the specialized ability or fitness of the individual or company performing such service is required by the WMAA.

1. Professional services shall be obtained by competitive negotiation to determine that a reasonable price for such services has been obtained.
 2. In any other case where competitive bidding or competitive negotiation is not required by law, MDOT/AERO or the FAA, and either process is clearly not practical or no advantage would result to the WMAA by competitive bidding or competitive negotiation, the WMAA Board may authorize the execution of a contract without either process, subject to approval as to form and content by the WMAA attorney.
- d. All sealed bids shall be accompanied by surety in the form of check, cash or bond in such amount as shall have been prescribed in the notice and/or invitation to bid. The bids shall be opened in public at the time and place stated in the notice and/or invitation to bid. Sealed bids received after the established deadline shall be returned unopened to the bidder submitting the same.
- e. Purchases of items that are unique, noncompetitive, or available only from a sole source may be exempt only from the requirements of sections 4 and 5 of this Policy regarding quotations and bids; however, every effort should be made to obtain alternate sources of supply for such items. Such purchases shall still require the appropriate purchase order and/or contract, and necessary approvals as described in this Policy. The WMAA Manager/Director shall determine whether the purchase is to be considered sole source as described in this section.
- f. The WMAA Board shall have the right to accept or reject any or all bids, unless otherwise directed by MDOT/AERO or FAA requirements. The WMAA Board shall also have the right to waive any informalities/irregularities in the bids, as well as the right to split the award or a bid between two or more bidders. Purchases shall be made from the source from which the lowest responsible bid is received.
- g. The splitting of orders or invoices to avoid certain purchasing thresholds and requirements in this Policy is prohibited.
- h. Competitive bids for purchases between \$5,000-20,000 must be on company letterhead or an email.
- ~~g-i.~~ Copies of the written specifications for competitive bids should be attached to the PO along with the bids from vendors.

6-7. Award of Contracts and Purchases

Contracts and purchases shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to the price, the WMAA Manager and WMAA Board shall consider:

- a. The bidder's ability, capacity and skill to perform the contract or provide the supplies, material, equipment or services required promptly, or within the specified time, without delay or interference.

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- b. The character, integrity, reputation, judgement experience and efficiency of the bidder.
- c. The bidder's previous and existing compliance with contracts, purchase orders or services.
- d. The sufficiency of the financial resources of the bidder to perform the contract or provide the supplies, materials, equipment or services.
- e. The availability and adaptability of the supplies, materials, equipment or contractual services to the particular use required.
- f. The bidder's ability to provide future maintenance and service of the contract or purchase.
- g. The number or scope of the conditions attached to the bid by the bidder.
- h. The brand, make or type of product being proposed by the bidder and its compatibility with other similar materials or equipment currently owned and operated by the WMAA.

If bids received are for the same total amount or unit price, quality and service being equal, the contract or purchase shall be awarded to the local bidder, if any. In all other cases of tied bids, the contract or purchase shall be awarded to one of the tied bidders by drawing lots in public by the WMAA Manager or WMAA Board. If the contract or purchase is funded by MDOT/AERO or the FAA, then the requirements of these bodies shall govern the circumstance of tied bids.

7.8. Contracts

- a. The WMAA Manager or WMAA Board designee shall determine which purchases of materials, supplies, equipment and contractual services shall be by contract. All other purchases shall be by purchase order. Contract or purchase orders shall not be required for purchases of less than \$500.
- b. All contracts shall be submitted to the WMAA Board for approval, and upon approval as to form by the WMAA attorney, shall be signed by the WMAA Board Chairperson. Service agreements approved by the WMAA Board as part of the annual budget may be signed by the WMAA Manager, subject to approval as to form by the WMAA attorney.

8.9. Preference for Local Bidder

If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder, in any. In all other cases of tied bids, the contract shall be awarded to one of the tied bidders by drawing lots in public.

- (a) Purpose. The Airport Authority finds that its purchasing practices should encourage local vendors to provide goods and/or services to the Airport, resulting**

in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice businesses to relocate to the Holland/Zeeland/Park Township Area.

(b) Definition. "Locally-based business" means a physical and economic relationship to Airport Authority Constituent Communities determined by a verifiable business address (not a P.O. box) within the corporate boundaries of the Holland, Zeeland, or Park Township, and activities carried out in these Constituent Communities substantial enough to consider it a Local Business.

(c) Exceptions.

- 1) Purchases resulting from exigent emergency conditions where any delay in completion or preference would jeopardize public health, safety or welfare of the citizens in the Airport footprint, or where, in the judgment of the Manager or his designee, the operational effectiveness the Airport would be seriously threatened if a purchase was not made expeditiously.
- 2) Purchases from any sole source supplier for supplies, materials, or other equipment.
- 3) Purchases made through the state's extended purchasing program, or other cooperative purchasing contractual agreements utilized or initiated by the purchasing division or where FAA/MDOT purchasing requirements conflict with/supersede Airport purchasing requirements.
- 4) The procurement of goods and services utilizing the request for proposal (RFP) or best value quote processes where the award is based on criteria other than lowest cost, unless the original solicitation contains the criteria used to affect Locally-based preference.
- 5) Bid solicitations that utilize federal funding that prohibit awards based on local preference criteria.
- 6) Bid solicitations that utilize "life cycle cost" as the basis of award in place of submitted bid price.

(d) Preference. When sealed bids are received the following shall apply:

- 1) The person or business submitting the lowest responsive, responsible bid, according to the requirements of the bidding documents, shall be deemed the lowest bidder. If the lowest bidder is not a Local business, any Locally-based business with a bid within 2% of the lowest bid shall be deemed the lowest bidder if it agrees to reduce its bid to match the bid of the lowest bidder. A lowered bid by a Locally based business which is premised upon, in whole or in part, changes to or variances to the bid specifications, contract requirements, or scope of work shall be considered nonresponsive and will not be considered.

- 2) If such a Locally-based business refuses to reduce its bid to match the lowest bid, then the next lowest responsive and responsible Locally-based business with a bid within 2% of the lowest bid shall be deemed the lowest bidder, if it agrees to reduce its bid to match the bid of the lowest bidder.
- 3) If no responsive and responsible Locally-based business within 2% of the lowest bid agrees to reduce its bid, then the contract shall be awarded to the person or business with the lowest, most responsive and responsible bid.
- 4) No contract awarded pursuant to this section shall be sublet in any matter that permits 50% or more of the dollar value of the contract to be performed by a subcontractor or subcontractors who do not meet the definition of "Locally-based."

(e) Rights of Airport.

This section shall not waive or constrain, in any manner, the right and prerogative of the Airport to reject any and all bids or proposals, to reject a bid not accompanied by required bid security or other documentation or data required by the bidding documents, or to reject a bid which is in any way incomplete, irregular, not responsive or not a lowest responsible bidder.

(f) Rules and regulations. The Airport Manager, in conjunction with the Purchasing Coordinator, may prescribe rules and regulations to implement and carry out the intent and purpose of this section.

9.10. Involvement of the Treasurer

The WMAA Treasurer shall be notified of all contracts and purchases so that the proper accounts can be encumbered. Prior to the contract or purchase, the WMAA Manager, WMAA Board designee, or WMAA Treasurer must certify that there are sufficient funds to defray the amount of the contract or purchase.

10.11. Emergency Purchases

Notwithstanding any other provision of this article, the WMAA Manager or WMAA Board designee may make emergency purchases where there exists a threat to the ability to operate the airport or airport safety would be compromised without the immediate purchase. If timing will not permit, this purchase can be made without a purchase order.

Emergency purchases shall be made as competitively as is practical under the circumstances. A written determination of the basis for the emergency purchase and for the selection of the particular vendor or contractor shall be filed with the WMAA Board Chairperson and WMAA Treasurer within three (3) days after the purchase is made.

11.12. Petty Cash

The WMAA will maintain a nominal amount of petty cash to use for small purchases or the reimbursement of purchases under \$200. Either a Petty Cash Issuance Voucher or a Reimbursement Form must be completed and authorized by the WMAA Manager or WMAA Board designee. Receipts for petty cash purchases must be obtained and signed by the person making the purchase and submitted to the WMAA Treasurer.

12.13. Credit Card Use.

A credit card may be available to provide authorized staff with a convenient and expedited means for making authorized purchases on behalf of the WMAA for official business. The WMAA Manager or WMAA Board designee must approve those authorized to use a credit card. Those authorized to use a credit card must sign out the card in the established log, along with the intended use and the date of use, and sign the log upon return of the card. All credit card use will be processed as “credit” rather than “debit”. Cash advances in credit cards are prohibited. Credit card purchases must follow the purchasing procedures described in this Policy.

Those authorized to use a credit card are responsible for the protection of the card while in their possession, and shall immediately notify the WMAA Manager or WMAA Board designee if the card is lost or stolen. Receipts for all credit card purchases must be submitted to verify the vendor, item purchased, quantity, and date of purchase.

Credit card purchases are limited to items/services that cost less than \$500, unless approved for higher amounts by the WMAA Manager or WMAA Board designee.

WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report September, 2020

Total Fuel Gallons Delivered

	Current Month Sep-20	One Year Ago Sep-19	Fiscal Year To Date 10-1-19 to 9-30-20	F/Y to Date Compared 10-1-18 to 9-30-19
Avgas Sales	4,482			
Jet Fuel Sales	51,770			
Total Gallons Delivered	56,252	58,914	479,291	-140,955

Transplant Flights

0

Wings Of Mercy Flights

1

Freight Flights From/To Holland

7

Freight Weight

24,685 (approx)

Number of Parts if Known

16 skids + 10 boxes

WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report October 2020

Total Fuel Gallons Delivered

	Current Month Oct-20	One Year Ago Oct-19	Fiscal Year To Date 01/01/20-10/31/20	F/Y to Date Compared 01/01/19-10/31/19
Avgas Sales	4,246			
Jet Fuel Sales	47,081			
Total Gallons Delivered	51,327	62,186	537,824	(380222) (-29%)

Transplant Flights

0

Wings Of Mercy Flights

1

Freight Flights From/To Holland

15

Freight Weight

11,325 (approx)

Number of Parts if Known

32 skids

WMAA Fund Balance as of 6/30/2020					\$ 1,003,851.26
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	Operating	Capital (999)	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	220,555.64	-	-	-	\$ 220,555.64
Year to date Expenses	114,449.40	-	-	-	\$ 114,449.40

Estimated Fund Balance as of 11/5/2020					<u>\$ 1,109,957.50</u>
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	Budget	YTD		
Remaining Operating Revenues	608,800.00	220,555.64		\$ 388,244.36

	Budget	YTD	Encumbrances	
Remaining Operating Expenses (excluding contingences)	437,200.00	114,449.40	30,626.25	<u>\$ 292,124.35</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>138,600.00</u>	<u>\$ 178,600.00</u>

Ending Fund Balance as of 11/5/2020		<u><u>\$ 1,027,477.51</u></u>
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Other Expected Expenses:

FY21 Runway Rehabilitation Contruction	168,856.00	
FY21 Runway Rehabilitation Lighting Construction	37,507.00	
FY21 N. Hangar Park Taxiway Design/Construction	400,000.00	
FY21 Taxiway Crack Sealing	<u>20,000.00</u>	<u>\$ 626,363.00</u>

Ending Fund balance after expected capital expenses		<u><u>\$ 401,114.51</u></u>
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Fund Equity Changes Report

Through 11/05/20
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	50,000.00	25,000.00	.00	75,000.00				
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	767,697.23	.00	25,000.00	742,697.23				
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	\$186,154.03	\$220,555.64	\$114,449.40	\$1,109,957.50
Fund Type	GENERAL FUND Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$186,154.03	\$220,555.64	\$114,449.40	\$1,109,957.50
Fund Category	GOVERNMENTAL Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$186,154.03	\$220,555.64	\$114,449.40	\$1,109,957.50
	Grand Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$186,154.03	\$220,555.64	\$114,449.40	\$1,109,957.50

Budget Performance Report

Fiscal Year to Date 11/05/20

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	4,275,131.00	.00	4,275,131.00	.00	.00	.00	4,275,131.00	0	214,392.30
430502.24	State Grant MDOT State Capital	206,363.00	.00	206,363.00	.00	.00	.00	206,363.00	0	11,910.68
Department 999 - Airport Capital Projects Totals		\$4,481,494.00	\$0.00	\$4,481,494.00	\$0.00	\$0.00	\$0.00	\$4,481,494.00	0%	\$226,302.98
REVENUE TOTALS		\$4,481,494.00	\$0.00	\$4,481,494.00	\$0.00	\$0.00	\$0.00	\$4,481,494.00	0%	\$226,302.98
EXPENSE										
Department 999 - Airport Capital Projects										
Division 045 - Runway										
730974.0	Land Improvements General	5,107,857.00	.00	5,107,857.00	.00	.00	.00	5,107,857.00	0	12,050.00
Division 045 - Runway Totals		\$5,107,857.00	\$0.00	\$5,107,857.00	\$0.00	\$0.00	\$0.00	\$5,107,857.00	0%	\$12,050.00
Division 050 - Business Center										
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	.00	.00	+++	42,515.00
Division 050 - Business Center Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$42,515.00
Department 999 - Airport Capital Projects Totals		\$5,107,857.00	\$0.00	\$5,107,857.00	\$0.00	\$0.00	\$0.00	\$5,107,857.00	0%	\$54,565.00
EXPENSE TOTALS		\$5,107,857.00	\$0.00	\$5,107,857.00	\$0.00	\$0.00	\$0.00	\$5,107,857.00	0%	\$54,565.00
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		4,481,494.00	.00	4,481,494.00	.00	.00	.00	4,481,494.00	0%	226,302.98
EXPENSE TOTALS		5,107,857.00	.00	5,107,857.00	.00	.00	.00	5,107,857.00	0%	54,565.00
Fund Z01 - WMAA (Airport) General Fund Totals		(\$626,363.00)	\$0.00	(\$626,363.00)	\$0.00	\$0.00	\$0.00	(\$626,363.00)		\$171,737.98
Grand Totals										
REVENUE TOTALS		4,481,494.00	.00	4,481,494.00	.00	.00	.00	4,481,494.00	0%	226,302.98
EXPENSE TOTALS		5,107,857.00	.00	5,107,857.00	.00	.00	.00	5,107,857.00	0%	54,565.00
Grand Totals		(\$626,363.00)	\$0.00	(\$626,363.00)	\$0.00	\$0.00	\$0.00	(\$626,363.00)		\$171,737.98



Budget Performance Report

Fiscal Year to Date 11/05/20

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										
440573	State-Reim Local PPT Tax Loss	10,000.00	.00	10,000.00	.00	.00	13,467.25	(3,467.25)	135	21,447.01
450582.C	Contributions from Other Govts From City of Holland	107,000.00	.00	107,000.00	.00	.00	108,783.50	(1,783.50)	102	107,136.71
450582.P	Contributions from Other Govts From Park Township	108,000.00	.00	108,000.00	.00	.00	.58	107,999.42	0	110,057.44
450582.Z	Contributions from Other Govts From City of Zeeland	60,000.00	.00	60,000.00	.00	.00	59,607.12	392.88	99	72,955.31
460654.1	Franchise Fees FBO Franchise Fees	23,400.00	.00	23,400.00	.00	.00	1,955.86	21,444.14	8	23,350.20
460654.5	Franchise Fees Fuel Flowage Fee	80,000.00	.00	80,000.00	.00	.00	5,819.11	74,180.89	7	72,666.17
460654.7	Franchise Fees Landing Fees	28,000.00	.00	28,000.00	.00	.00	2,198.02	25,801.98	8	21,552.43
480665.0	Investment Income General	15,000.00	.00	15,000.00	.00	.00	2,588.67	12,411.33	17	17,252.53
480669.A	Rental Airport Business Center	8,300.00	.00	8,300.00	.00	.00	687.04	7,612.96	8	8,202.36
480669.24	Rental Hangar Land Lease	98,600.00	.00	98,600.00	.00	.00	20,608.49	77,991.51	21	98,531.43
480669.25	Rental Agricultural Land Lease	12,500.00	.00	12,500.00	.00	.00	.00	12,500.00	0	12,523.65
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	.00	.00	4,840.00	53,160.00	8	58,280.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	.00	.00	+++	1,999.33
Department 000 - General Revenues Totals		\$608,800.00	\$0.00	\$608,800.00	\$0.00	\$0.00	\$220,555.64	\$388,244.36	36%	\$625,954.57
REVENUE TOTALS		\$608,800.00	\$0.00	\$608,800.00	\$0.00	\$0.00	\$220,555.64	\$388,244.36	36%	\$625,954.57
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	23,000.00	.00	23,000.00	.00	.00	4,694.04	18,305.96	20	19,086.82
710707.0	Payroll-Temporary Help General	33,800.00	.00	33,800.00	.00	.00	9,688.88	24,111.12	29	31,129.07
710709.0	Payroll-Overtime General	.00	.00	.00	.00	.00	.00	.00	+++	16.06
711702.0	Payroll-Vacation/PTO General	2,800.00	.00	2,800.00	.00	.00	955.02	1,844.98	34	1,269.43
711703	Payroll-Holidays	1,000.00	.00	1,000.00	.00	.00	185.22	814.78	19	627.78
711716.1	Insurance Health	7,800.00	.00	7,800.00	.00	.00	2,970.20	4,829.80	38	7,711.32
711716.2	Insurance Dental	200.00	.00	200.00	.00	.00	17.42	182.58	9	68.03
711716.4	Insurance Health Care Savings Plan	.00	.00	.00	.00	.00	80.18	(80.18)	+++	.00
711717	Insurance-Life & AD&D	50.00	.00	50.00	.00	.00	8.67	41.33	17	33.86
711718.1	Retirement Contribution MERS	1,500.00	.00	1,500.00	.00	.00	321.13	1,178.87	21	1,454.01
711720	Insurance-Income Protection	200.00	.00	200.00	.00	.00	36.46	163.54	18	140.99
712715	Employer FICA/Medicare Contribution	4,200.00	.00	4,200.00	.00	.00	1,053.21	3,146.79	25	3,799.86
712723	Unemployment Comp Insurance	20.00	.00	20.00	.00	.00	3.80	16.20	19	14.35
712724	Workers Comp Insurance	30.00	.00	30.00	.00	.00	3.26	26.74	11	19.28
721730.0	Postage General	100.00	.00	100.00	.00	.00	.00	100.00	0	23.26
721740.0	Operating Supplies General	1,500.00	.00	1,500.00	.00	.00	510.22	989.78	34	4,679.98
721740.CAP	Operating Supplies Controlled Items-Capital Type	2,500.00	.00	2,500.00	.00	.00	449.00	2,051.00	18	4,757.22
721905.0	Photocopies/In-House Printing General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
721931.0	Bldg & Grnds Maint General	13,000.00	.00	13,000.00	.00	.00	103.50	12,896.50	1	8,461.20
721933.0	Equipment Maintenance General	20,000.00	.00	20,000.00	.00	.00	4,000.00	16,000.00	20	19,312.56
722801.9010	Contr-Printing/Promo Advertising/Promotional	40,000.00	7,000.00	47,000.00	.00	30,626.25	3,888.75	12,485.00	73	19,204.99



Budget Performance Report

Fiscal Year to Date 11/05/20

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										
722803.7	Contr-Human Resources County Correctional Crew	.00	.00	.00	.00	.00	.00	.00	+++	389.00
722804.0	Contractual-Legal General	10,000.00	.00	10,000.00	.00	.00	6,800.00	3,200.00	68	12,310.69
722805.1	Contractual-Finance Independent Audit	7,800.00	.00	7,800.00	.00	.00	6,930.00	870.00	89	7,600.00
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	1,969.00	13,031.00	13	21,072.99
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	.00	.00	598.00	(598.00)	+++	.00
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	.00	.00	.00	.00	.00	.00	+++	204.73
722808.MOW	Contr-Bldgs&Grnds Mowing	30,000.00	.00	30,000.00	.00	.00	7,771.50	22,228.50	26	26,926.89
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,000.00	.00	25,000.00	.00	.00	4,609.75	20,390.25	18	19,682.71
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	30,412.64
722809.16	Contractual-Misc Consulting	.00	.00	.00	.00	.00	.00	.00	+++	1,441.50
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	2,079.17	.00	10,395.85	17,604.15	37	25,922.75
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	142.75	1,857.25	7	1,490.25
723850.0	Communications Telephone	.00	.00	.00	.00	.00	147.17	(147.17)	+++	427.14
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	200.00	(200.00)	+++	600.00
723860.0	Travel, Conf, Seminars General	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,246.00
723910.0	Commercial Insurance Premiums General	27,000.00	.00	27,000.00	.00	.00	18,966.00	8,034.00	70	30,993.00
723920.BPW	Public Utilities BPW	.00	.00	.00	.00	.00	.00	.00	+++	160.00
723920.GATE	Public Utilities Fence Gates	700.00	.00	700.00	.00	.00	188.40	511.60	27	571.84
723920.LAND	Public Utilities Landing Lights & System	4,600.00	.00	4,600.00	.00	.00	1,144.80	3,455.20	25	4,036.83
723920.PLOT	Public Utilities Parking Lot Lights	1,800.00	.00	1,800.00	.00	.00	302.25	1,497.75	17	1,670.47
723920.RUNW	Public Utilities Runway Lights	6,700.00	.00	6,700.00	.00	.00	2,174.13	4,525.87	32	6,336.55
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	1,212.31	3,787.69	24	5,391.97
723942.0	Building Rental/Lease General	1,000.00	.00	1,000.00	.00	.00	2,500.00	(1,500.00)	250	5,500.00
723955.0	Misc. General	2,000.00	.00	2,000.00	.00	.00	148.00	1,852.00	7	2,756.18
723961.0	Dues & Subscriptions General	600.00	.00	600.00	.00	.00	59.51	540.49	10	566.70
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	(35.19)
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	16.32	(16.32)	+++	5.01
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	241,668.14
770956.0	Contingency General	153,600.00	.00	153,600.00	.00	.00	.00	153,600.00	0	.00
Department 540 - Airport Operations Totals		\$534,600.00	\$7,000.00	\$541,600.00	\$2,079.17	\$30,626.25	\$95,244.70	\$415,729.05	23%	\$571,158.86
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	(3,219.00)	.00	5,432.42	(432.42)	109	1,941.48
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	.00	.00	2,261.99	2,738.01	45	3,716.69
722808.1	Contr-Bldgs&Grnds Janitorial	7,500.00	.00	7,500.00	.00	.00	2,695.85	4,804.15	36	7,917.13
723850.0	Communications Telephone	2,600.00	.00	2,600.00	.00	.00	960.00	1,640.00	37	2,672.00
723850.WIFI	Communications WIFI Internet Connection	4,100.00	.00	4,100.00	.00	.00	1,250.00	2,850.00	30	3,437.50
723920.BPW	Public Utilities BPW	20,000.00	.00	20,000.00	.00	.00	6,456.10	13,543.90	32	16,661.19
723920.GAS	Public Utilities Natural Gas	5,000.00	.00	5,000.00	.00	.00	148.34	4,851.66	3	4,033.67

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 541 - Business Center									
770956.0	Contingency General	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
	Department 541 - Business Center Totals	\$74,200.00	\$0.00	\$74,200.00	(\$3,219.00)	\$0.00	\$19,204.70	\$54,995.30	26%	\$40,379.66
	EXPENSE TOTALS	\$608,800.00	\$7,000.00	\$615,800.00	(\$1,139.83)	\$30,626.25	\$114,449.40	\$470,724.35	24%	\$611,538.52
Fund	Z01 - WMAA (Airport) General Fund Totals									
	REVENUE TOTALS	608,800.00	.00	608,800.00	.00	.00	220,555.64	388,244.36	36%	625,954.57
	EXPENSE TOTALS	608,800.00	7,000.00	615,800.00	(1,139.83)	30,626.25	114,449.40	470,724.35	24%	611,538.52
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	(\$7,000.00)	(\$7,000.00)	\$1,139.83	(\$30,626.25)	\$106,106.24	(\$82,479.99)		\$14,416.05
	Grand Totals									
	REVENUE TOTALS	608,800.00	.00	608,800.00	.00	.00	220,555.64	388,244.36	36%	625,954.57
	EXPENSE TOTALS	608,800.00	7,000.00	615,800.00	(1,139.83)	30,626.25	114,449.40	470,724.35	24%	611,538.52
	Grand Totals	\$0.00	(\$7,000.00)	(\$7,000.00)	\$1,139.83	(\$30,626.25)	\$106,106.24	(\$82,479.99)		\$14,416.05

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		10/15/2020		61243	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24406	AIRPORT - PROGRESS BILLING	10/09/2020	10/15/2020	825.00
		316 - MEAD & HUNT INC	308556	AIRPORT - PROFESSIONAL SERVICES	10/13/2020	10/15/2020	274.00
		322 - TULIP CITY AIR SERVICE INC.	20-062804	AIRPORT - PHONES AND INTERNET	09/30/2020	09/30/2020	552.50
Total Selected Invoices: 3							\$1,651.50

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 10/15/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	10/15/2020	61243	Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		825.00
	Invoice		Date	Description		Amount
	24406		10/09/2020	AIRPORT - PROGRESS BILLING		825.00
Check	10/15/2020	61244	Accounts Payable	TULIP CITY AIR SERVICE INC.		552.50
	Invoice		Date	Description		Amount
	20-062804		09/30/2020	AIRPORT - PHONES AND INTERNET		552.50
Check	10/15/2020	61245	Accounts Payable	MEAD & HUNT INC		274.00
	Invoice		Date	Description		Amount
	308556		10/13/2020	AIRPORT - PROFESSIONAL SERVICES		274.00
CITY AP PAYABLES ACCOUNT Totals:						\$1,651.50
				Transactions: 3		
Checks:				3	\$1,651.50	

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		10/22/2020		61355	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		459 - LANDSCAPE DESIGN SERVICES INC	155062	AIRPORT - SEPTEMBER SERVICES	10/13/2020	10/22/2020	1,227.00
		2790 - QUALITY AIR SERVICE INC	91019364	AIRPORT - REPAIRS TO SNOWMELT LEAK & REFILLED GLYCOL	10/19/2020	10/22/2020	3,219.00
		130 - SEMCO ENERGY GAS COMPANY - ACH	2021-000000953	AIRPORT - 10/2/2020 READ DATE	10/22/2020	10/22/2020	79.11
		800 - STATE OF MICHIGAN	591-10529430	AIRPORT - 7/2020-9/2020 WEATHER OBSERVATION	09/30/2020	10/22/2020	103.50
Total Selected Invoices: 4							\$4,628.61

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 10/22/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	10/22/2020	61355 Accounts Payable	LANDSCAPE DESIGN SERVICES INC		1,227.00
	Invoice	Date	Description		Amount
	155062	10/13/2020	AIRPORT - SEPTEMBER SERVICES		1,227.00
Check	10/22/2020	61356 Accounts Payable	QUALITY AIR SERVICE INC		3,219.00
	Invoice	Date	Description		Amount
	91019364	10/19/2020	AIRPORT - REPAIRS TO SNOWMELT LEAK & REFILLED GLYCOL		3,219.00
Check	10/22/2020	61357 Accounts Payable	STATE OF MICHIGAN		103.50
	Invoice	Date	Description		Amount
	591-10529430	09/30/2020	AIRPORT - 7/2020-9/2020 WEATHER OBSERVATION		103.50
EFT	10/22/2020	6509 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH 072499952 / 7661394601		79.11
	Invoice	Date	Description		Amount
	2021-000000953	10/22/2020	AIRPORT - 10/2/2020 READ DATE		79.11
CITY AP PAYABLES ACCOUNT Totals:					\$4,628.61

Transactions: 4

Checks: 3 \$4,549.50
EFTs: 1 \$79.11

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		10/29/2020		61439	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		101 - CUNNINGHAM DALMAN P.C.	276233	AIRPORT - LEGAL SERVICES	10/23/2020	10/29/2020	1,200.00
		3992 - PROFESSIONAL BUILDING SERVICES LLC	1565	AIRPORT - CARPET CLEANING	10/20/2020	10/29/2020	265.00
		190 - QUALITY AIR HEATING & COOLING INC	91016791	AIRPORT - SERVICES	07/24/2020	10/29/2020	252.92
		447 - SIGNS NOW	I-50684	AIRPORT - DEPOSIT FOR SNEEZE GUARD	10/27/2020	10/29/2020	74.00
		Total Selected Invoices: 4					\$1,791.92

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 10/29/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	10/29/2020	61439	Accounts Payable	CUNNINGHAM DALMAN P.C.		1,200.00
	Invoice		Date	Description		Amount
	276233		10/23/2020	AIRPORT - LEGAL SERVICES		1,200.00
Check	10/29/2020	61440	Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		265.00
	Invoice		Date	Description		Amount
	1565		10/20/2020	AIRPORT - CARPET CLEANING		265.00
Check	10/29/2020	61441	Accounts Payable	QUALITY AIR HEATING & COOLING INC		252.92
	Invoice		Date	Description		Amount
	91016791		07/24/2020	AIRPORT - SERVICES		252.92
Check	10/29/2020	61442	Accounts Payable	SIGNS NOW		74.00
	Invoice		Date	Description		Amount
	I-50684		10/27/2020	AIRPORT - DEPOSIT FOR SNEEZE GUARD		74.00
CITY AP PAYABLES ACCOUNT Totals:						\$1,791.92
Checks:				4		\$1,791.92
				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	11/05/2020	61533
Selected Invoices			
AIR Airport			
	Vendor	Invoice Date	Due Date
	Invoice Number	Invoice Description	Invoice Net Amount
1103 - GREG ROBINSON - ACH	2021-00001075	AIRPORT - NOVEMBER HEALTH INS STIPEND	10/31/2020
292 - HARRIS AIRPORT SYSTEMS	394	AIRPORT - QUARTERLY MAINTENANCE FEE	10/31/2020
146 - HOLLAND BOARD OF PUBLIC WORKS	2021-00001076	AIRPORT UTILITIES	10/31/2020
3992 - PROFESSIONAL BUILDING SERVICES LLC	1653	AIRPORT - OCTOBER CLEANING	10/31/2020
190 - QUALITY AIR HEATING & COOLING INC	91019364	AIRPORT - REPAIRED SNOWMELT LEAK AND REFILLED GLYCOL	10/31/2020
447 - SIGNS NOW	I-50684-1	AIRPORT - BALANCE ON SNEEZE GUARD	10/31/2020
322 - TULIP CITY AIR SERVICE INC.	20-063399	AIRPORT - PHONE AND INTERNET	10/31/2020
206 - WEST MICHIGAN UNIFORM	311559	AIRPORT - RUGS	10/31/2020
Total Selected Invoices: 8			\$11,811.36

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 11/05/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	11/05/2020	Invoice	61533 Accounts Payable	HARRIS AIRPORT SYSTEMS		
	394	10/29/2020		Description		4,000.00
				AIRPORT - QUARTERLY MAINTENANCE FEE		Amount
Check	11/05/2020	Invoice	61534 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		4,000.00
				Description		2,609.60
				AIRPORT UTILITIES		Amount
Check	2021-00001076	10/31/2020		PROFESSIONAL BUILDING SERVICES LLC		2,609.60
	11/05/2020	Invoice	61535 Accounts Payable			598.00
				Description		Amount
Check	1653	10/31/2020		AIRPORT - OCTOBER CLEANING		598.00
	11/05/2020	Invoice	61536 Accounts Payable	QUALITY AIR HEATING & COOLING INC		3,219.00
				Description		Amount
Check	91019364	10/19/2020		AIRPORT - REPAIRED SNOWMELT LEAK AND REFILLED GLYCOL		3,219.00
	11/05/2020	Invoice	61537 Accounts Payable	SIGNS NOW		74.00
				Description		Amount
Check	I-50684-1	10/27/2020		AIRPORT - BALANCE ON SNEEZE GUARD		74.00
	11/05/2020	Invoice	61538 Accounts Payable	TULIP CITY AIR SERVICE INC.		552.50
				Description		Amount
Check	20-063399	10/31/2020		AIRPORT - PHONE AND INTERNET		552.50
	11/05/2020	Invoice	61539 Accounts Payable	WEST MICHIGAN UNIFORM		216.60
				Description		Amount
EFT	311559	10/31/2020		AIRPORT - RUGS		216.60
	11/05/2020	Invoice	6570 Accounts Payable	GREG ROBINSON - ACH	272078268 / 91863000	541.66
				Description		Amount
	2021-00001075	10/31/2020		AIRPORT - NOVEMBER HEALTH INS STIPEND		541.66
CITY AP PAYABLES ACCOUNT Totals:						\$11,811.36
Transactions: 8						
Checks: 7						\$11,269.70

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 11/05/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
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EFTs: 1 \$541.66