

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

Special Meeting Agenda

September 28, 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 August 10, 2020 meeting minutes.
3. FBO Report. (Terry)
4. Job Description and Compensation for Full-time Director.
5. Update to 5-Year Capital Projects plan.
6. Financial Reports. (Accept as information.)
7. Other Business.
 - A. Runway & Lighting Rehabilitation Project.
 - B. Communications Strategy Progress.
 - C. 48th Street site plan review.
8. Next meeting: October 12, 2020; by Zoom.
9. Adjourn.

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

West Michigan Airport Authority

MEETING MINUTES

August 10th, 2020

*****11:30am –1:00pm*****

Virtual Meeting Using Zoom

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

ABSENT: None

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.

20.08.01 Public Comments.

None

20.08.02 July 13, 2020 Meeting Minutes.

Hoekstra made a motion with support by Keeter to approve the July 13th Meeting Minutes as written.

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

20.08.03 Fogg Hangar Site Plan Revisions.

AA Manager Robinson reviewed a revised site plan that was received yesterday for the new hangar that is setback 30 feet from S. Washington Avenue. The plan shows a 120'x120' hangar with an office area of 2,190 square feet along the north side. Six parking spaces are provided with area shown for potential additional spaces. The apron is 46 feet wide. The required Object Free Area between the hangar and bollards must be 79 feet and the revised plan does not meet this requirement.

Also, in the event that the proposed office area is fully leased, it is very unlikely that the 6 parking spaces shown on the site plan will be adequate. The land lease for this project will be drafted with a provision that additional parking may be required for this office area as it is leased.

Finally, the lease with the adjacent hangar (Hangar 3 Partners) will need to be revised in order to provide access to the Fogg site. The driveway as shown on the Fogg plan may need to be revised somewhat according to the revised boundaries for the Hangar 3 lease.

Variances from Airport Building Standards

The Airport Building Standards include requirements for building and parking setbacks, as well as a 30% landscaped area. The Airport Authority may approve variances from the Building Standards provided that the variance(s) relate to unique circumstances applying to the subject property that do not apply to other leased properties at the airport. The Building Standards is not a legal document, but rather a policy of the Authority.

This project will require the following variances:

1. It does not appear that the project will not meet the 30% landscaped area requirement. However, landscaped areas are proposed along the north and west sides of the building.
2. The hangar will have a 30-foot setback from the street, rather than the 100-foot requirement of the Building Standards. The hangar cannot be located any further to the east due to the existing FBO fueling facility. The 30-foot setback is consistent with the City's requirement.
3. The hangar will have a 0-foot side yard setback along the south side rather than the 40-foot requirement of the Building Standards. The leased area cannot be extended any further to the south due to an existing building.
4. The parking area does not need to be landscaped and screened. They are providing only 6-8 parking spaces as part of an existing parking lot.

The unique circumstances applying to this property are that this is an existing site with limited site area and with two buildings, a fueling facility and a four-lane road bordering it. In fact, it would be difficult to develop most any type of significant airport-related building on the site without variances from the Building Standards. Other requirements of the Building Standards will be part of the land lease with Mr. Fogg.

Other Items

1. A portion of the hangar will extend beyond the airport building restriction line requiring a determination of non-hazard by the FAA.
2. As with all buildings constructed on or near the airport, a form 7460 will need to be submitted to the FAA.

3. A land lease with the Airport Authority will need to be approved by the Authority Board.
4. The land lease with Hangar 3 Partners will need to be revised to delete the access road.

Recommendation

It is recommended that the Airport Authority Board:

1. Approve the necessary variances to the landscaping and building setback requirements of the Airport Building Standards.
2. Approve the revised site plan subject to the following conditions:
 - a. That the adjacent fueling facility bollards be moved 2 feet to the east in order to provide the FAA required 79 feet between the hangar and bollards;
 - b. That moving these bollards be at the expense of Mr. Fogg;
 - c. That a land lease be approved by the Authority Board;
 - d. That the existing land lease boundaries with Hangar 3 Partners be successfully revised in order to provide access to the Fogg site; and
 - e. Depending upon the revised Hangar 3 Partners boundaries, the Fogg driveway and overhead door may need to be moved several feet to the west.

King made a motion with support by Hoogland to approve the necessary variances for landscaping and building setback requirements and to approve the revised site plan provided today, subject to the stated conditions.

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

20.08.04 CARES Act Agreement.

Assistant AA Manager Thelenwood reported that on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law as a means to provide economic relief to business and organizations facing negative impacts due to economic downturns caused by the pandemic. Under the CARES Act, the West Michigan Regional Airport has been awarded a grant of \$157,000 to use toward "...any cost for which airport funds can traditionally be used per the FAA Revenue Use Policy." These funds are significantly less restrictive than grants typically received by the Airport under the Airport Improvement Plan (AIP) Block Grant Program.

These funds will be accessed and managed by MDOT, utilizing the same systems currently utilized by the airport for accessing and approving airport project grants. Staff will work closely with both MDOT and City of Holland Finance Department to manage

and track these funds.

The airport is not required to provide to a plan up front to access these funds but, rather, to provide documentation (invoices, receipts, etc.) for expenditures to be reimbursed under this program. Expenses from January 20, 2020 or later are eligible for reimbursement.

Recommendation

It is recommended that the Airport Authority Board approve the CARES Act Agreement as presented, and subject to final approval as to form by the Airport Authority's Attorney.

Keeter made a motion with support by Klynstra to approve the CARES Act Agreement as presented.

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

20.08.05 Conflict of Interest Policy

A requirement of accepting grant funds through the Federal Airport Improvement Plan Block Grant Program is that Airports have a formally adopted conflict of interest policy, in addition to other requirements under the grant program. To date, the Airport Authority has not adopted a formal Conflict of Interest Policy for guiding Board Members and staff on how to identify and manage conflicts of interest as they arise. A conflict of interest policy is a standard document organizations should have in place and is especially important for governmental, nonprofit, and other similar public entities.

A conflict of interest exists when the loyalties or actions of a Board Member, Committee Member, or employee are divided between the interests of WMRA and the interest of the Board Member, Committee Member, or employee. Both the fact and the appearance of a conflict of interest should be avoided. Conflicts of interest can be "real" as outlined in this definition (where an individual actually derives a benefit) or they can be perceived (where publicly it can be construed that an individual is deriving some benefit, or that there is the opportunity for them to derive benefit).

Having a formally adopted conflict of interest policy guides staff and members of the board on how to address both scenarios (real & perceived conflicts) while also showing the public that we are in tune to this issue and are working proactively to avoid Conflicts of Interest.

Recommendation

It is recommended that the Airport Authority Board approve the Conflict of Interest Policy as presented.

Klynstra made a motion with support by Hoekstra to approve the Conflict of Interest Policy as presented.

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

20.08.06 Memo of Understanding with Entergy

In 2018, the Authority Board approved a Memorandum of Understanding (MOU) with Entergy Nuclear Operations to use the airport as a staging area if an extreme event were to occur at the Palisades Nuclear Plant. This MOU is part of a national nuclear industry effort to provide additional layers of protection in the case of an extreme event.

Thelenwood reviewed the MOU which is identical to that approved by the Board in 2018 and extends for another two year period. It essentially would allow Entergy to house backup safety equipment at the airport on a temporary basis. The MOU provides language that will allow the temporary staging of this equipment, provided that airport operations are not disrupted.

This MOU is another opportunity for West Michigan Regional Airport to serve the broader community, in event of a major emergency.

Recommendation

It is recommended that the Authority Board approve another two year Memorandum of Understanding with Entergy Nuclear Operations as described in this report; subject to approval as to form by the Authority's attorney.

Keeter made a motion with support by Klynstra to approve another two year MOU with Entergy Nuclear Operations as presented.

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

20.08.07 FBO Report

FBO Boer reported that things were coming back and were moving in the right direction. July fuel sales were at 40,368 gallons compared to one year ago when they were 66,290 gallons.

20.08.08 Financial Reports

Robinson asked that the board review the July payments and stated that FY 2020 reports will be available at the next meeting.

Recommendation

Robinson recommended that the AA Board accept and approve the July payment reports as presented.

Klynstra made a motion with support by Blanton to approve the Payment Reports as presented.

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

20.08.09 Other Business

- A. Runway & Lighting Rehab Project—Robinson wants to make sure that this construction is done during the best weather months. Since we don't know exactly when that will be at this time, it will be important to keep airport users up to date so they can plan accordingly.
- B. Parcel K land release – Thelenwood reported that we are waiting on the FAA to provide clearance so the parcel can be marketed and sold. The AA has no need for airport use of the 18-acre parcel.
- C. Communications Strategy progress-Thelenwood reported that the committee has met with Boileau and are working on the items previously approved by the Board to engage and inform airport "stakeholders" of activities at the airport and the value of the airport to the community. Things are going well and they are now working on a mask campaign to promote the Business Center and help build buy in on the wearing of masks at the airport.

20.08.10 Next Meeting

The next Board meeting will be held September 14, 2020, 11:30a.m., format will be a Virtual Meeting using Zoom.

Meeting Adjourned at 12:30p.m.

Minutes Approved: (Secretary)

Date: _____

WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report August, 2020

Total Fuel Gallons Delivered

	Current Month Aug-20	One Year Ago Aug-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	6,731			
Jet Fuel Sales	40,825			
Total Gallons Delivered	47,556	68,884	423,039	-138,293

Transplant Flights

0

Wings Of Mercy Flights

1

Freight Flights From/To Holland

30

Freight Weight

24,685 (approx)

Number of Parts if Known

76 skids + 1 box

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Report #4

September 28, 2020

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: Job Description and Compensation for Full-Time Director.

The Authority Board has decided to move forward with hiring a full-time Authority Director. Changes have already been made to the Authority's staffing structure, including the deletion of the Communications Coordinator position. 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.

Attached to this report is a proposed job description for the director and a compensation package. 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.

The estimated annual cost for the new staffing structure is \$112,000, including the Operations Assistant position. The estimated staffing costs for the current fiscal year were budgeted at \$74,600.

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.

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Recommendation

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

Attachments: Job description
 Compensation package



**West Michigan
Regional
Airport
Airport Authority
Director
08/25/2020**

SUMMARY: Formed in 2008, the West Michigan Regional Airport Authority is comprised of representatives from three local municipalities: City of Holland, Park Township and City of Zeeland. The Airport Authority is responsible for all operations & capital projects of West Michigan Regional Airport, as well as stewardship of the public interest of its member communities. The Director is appointed by and reports directly to the Airport Authority Board.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Represent interests and execute directives of the Airport Authority Board in expanding strategic development on Airport property and in meeting the needs of the airport's users, tenants, and Airport Authority Member Communities.
2. Provide Staff Support to the Airport Authority Board and sub-committees.
3. Engage constituents of current member communities as well as expand engagement with other regional partners; with an emphasis on diversifying the range of stakeholders engaging with the Airport on a regular basis.
4. Promotes the Airport by providing information to the community regarding airport functions, services, and economic impact through presentations to interest groups, community organizations, local governments, members of the general public, members of the media, etc. The Airport Authority Director is expected to work locally, regionally, across the state, and beyond (when necessary) in promoting the West Michigan Regional Airport.
5. Works to expand and diversify revenue sources for the Airport.
6. Provide strategic insight in expanding current relationships, and engaging new partners in the regional business community.
7. Provide strategic oversight regarding expanded public/private use of current airport facilities and identifying potential future opportunities.
8. Develop annual budgets, contracts, certified resolutions, capital expenditures, Federal & State funding grants, monthly financial reports, policies, procedures, and other related operational items for presentation and adoption by the Airport Authority Board.
9. Prepare & Manage Federal & State Grant Applications.
10. Manage & update Airport Capital Improvement Plan.

11. Facilitate monthly meetings of the Airport Authority Board on the, as well as occasional special meetings.
12. Manage Airport Contracts & Leases including: FBO Agreement, Airport Management Agreement, land leases, private fuel facilities, and other similar agreements.
13. Facilitate meetings of standing subcommittees (Operations, Communications, or Building & Development) and schedule meetings as needed.
14. Oversee performance of General Operations & Communications Coordinator, FBO contract staff, and Airport Consultant.
15. Actively engage with outside organizations and attend meetings of the West Coast Chamber of Commerce, Lakeshore Advantage, and other similarly related organizations.
16. Serve as liaison for the airport to state, federal, and local transportation officials.
17. Ensure compliance with all relevant federal, state, and local regulations pertaining to the operation of the Airport.
18. Negotiate contracts and implement fees and charges as established by the Airport Authority Board for leases, landing fees, and other related fees.
19. Oversee personnel management functions including: recruiting, interviewing, hiring, training, assigning functions, evaluating performance, addressing performance issues, etc.
20. Represent the Airport Authority on relevant associations (ex: the Michigan Association of Airport Executives) and attend relevant trainings, seminars, and conferences on behalf of the Airport Authority Board.
21. Oversee airport community engagement & outreach strategy.
22. Maintain Airport Emergency Plan.
23. Maintain communication & engagement with FAA, MDOT – Aeronautics, and Authority governmental Member Units.
24. Recommend operational/process improvements and identify capital needs.
25. Ensure facilities are maintained and repairs are made in a timely manner.
26. Participate in joint events between the Airport Authority and the Airport's FBO.
27. Other activities as determined by the Authority Board.

QUALIFICATIONS:

1. Possession of a Bachelors Degree in Aviation Management, Public Administration, Business Administration, or similarly related field; Masters preferred.

2. Candidates should have 3-5 years relevant experience in the following areas:

- Aviation
- Business Development
- Community Economic Development
- Community Engagement/Outreach
- A combination of similarly related experiences as outlined above.
- Prior Board experience

3. Demonstrated experience in public speaking, presenting to boards, commissions, or similar governing bodies, and engaging with members of the public.

A successful candidate will be a dynamic leader and dedicated public servant who is innovative, motivated, self-directed, with the ability to develop an evolving vision for the airport and has an intrinsic sense of accountability and responsibility to the public who they represent and serve. Valuing a diverse range of perspectives, experiences, backgrounds, and ideas is a must.

OTHER REQUIREMENTS

1. If hired, candidate will be expected to participate in and complete the West Coast Chamber Leadership program.
2. The candidate will be expected to make contact and establish a working relationship with leaders of the Airport Authority's member communities within the first year of employment.
3. The candidate will work diligently, and creatively in finding ways to diversify the Airport's revenue streams.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Occasional offsite travel for meetings, with travel expenses being covered by the Airport Authority.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

September 15, 2020

West Michigan Airport Authority

Full-time director compensation

All numbers are estimates.

1. Salary range	\$67,000-\$80,000
2. Benefits	
a. Health insurance premium	
i. BCBS HMO Gold family (80% x \$20,500)	16,405
b. Health insurance opt-out (\$250/mo.x12=\$3,000)	
c. Dental premium (80% x 1,800)	1,450
d. Disability:	
i. Short-term	300
ii. Long-term	300
e. Retirement (Defined Contribution 8%)	5,600
3. Paid time off:	
a. 6.5 hrs/pay period =169/yr (21 days)	
b. No payouts or carry-over for unused time.	
4. Mandatory Benefits	
a. FICA/Medicare Tax	5,400
b. Workers Comp insurance	400
 Total estimated cost (based on \$70,000 salary)	 \$99,855

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Report #5

September 28, 2020

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: Update to 5-Year Capital Improvement Plan.

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.

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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.

Attachment: 5-Year CIP

MICHIGAN STATE BLOCK GRANT PROGRAM									
AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2021 to FY-2028									
*ACIP includes current development year (2021 already programmed - minor changes acceptable)									
Airport Name: West Michigan Regional Airport							Date prepared: 09/12/2020		
Associated City: Holland, MI							Prepared By: JET		
Sponsor: West Michigan Airport Authority							Sponsor email address & phone: g.robinson@wmairportauthority.com 616-510-2332		
Airport Identifier: BIV									
Development Year	Year Priority	Project Description	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible.
2021		Carry forward 2020 NPE = \$0							
Concept #: TBD	1	EA for Hangar Park Taxilane	\$90,000			\$5,000	\$5,000	\$100,000	The airport has mutiple corporate entities that have inquired about building hangars north the othe terminal building. The airport has agreed to construct the public taxilane portion of the project
2022		Carry forward 2021 NPE = \$60,000							
Concept #: TBD	1	Design for Hangar Park Taxilane	\$82,449			\$4,581	\$4,581	\$91,610	The airport has mutiple corporate entities that have inquired about building hangars north the othe terminal building. The airport has agreed to construct the public taxilane portion of the project
Concept #: TBD	2	Wetland Mitigation for Hangar Park Taxilane	\$93,150			\$5,175	\$5,175	\$103,500	The airport has mutiple corporate entities that have inquired about building hangars north the othe terminal building. The airport has agreed to construct the public taxilane portion of the project
2023		Carry forward 2021 NPE = \$34,400							
Concept #: TBD	1	Construction for Hangar Park Taxilane	\$184,400	\$1,119,151		\$72,420	\$72,420	\$1,448,390	The airport has mutiple corporate entities that have inquired about building hangars north the othe terminal building. The airport has agreed to construct the public taxilane portion of the project
2024		Carry forward 2023 NPE = \$0							
		Carry Forward NPE							
2025		Carry forward 2024 NPE = \$150,000							
		Carry Forward NPE							The airport has mutiple corporate entities that have inquired about building hangars north the othe terminal building. The airport has agreed to construct the public taxilane portion of the project
2026		Carry forward 2024 & 2025 NPE = \$300,000							
Concept #: 128819	1	Design for West Overflow Apron Rehabilitation	\$73,350	\$0	\$0	\$4,075	\$24,575	\$102,000	The last pavement condition index (PCI) review indicated the pavement in this area has a score of 38. Due to the relocation of the airport terminal, this project was postponed. However this area still requires attention. These pavements will still provide access to multiple hangars and overflow parking for the new terminal apron, so they need to be addressed.
2027		Carry forward 2024 - 2026 NPE = \$376,650							
Concept #: 128821	1	Construction for West Overflow Apron Rehabilitation	\$526,650	\$919,409	\$0	\$71,992	\$431,950	\$1,950,000	The last pavement condition index (PCI) review indicated the pavement in this area has a score of 38. Due to the relocation of the airport terminal, this project was postponed. However this area still requires attention. These pavements will still provide access to multiple hangars and overflow parking for the new terminal apron, so they need to be addressed.

Accounts Payable Payment Post Listing

2021

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		08/13/2020		60274	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24342	AIRPORT - SERVICES FOR JULY	07/31/2020	07/31/2020	90.00
		3992 - PROFESSIONAL BUILDING SERVICES LLC	1351	AIRPORT - JULY SERVICES	07/31/2020	07/31/2020	598.00
		190 - QUALITY AIR HEATING & COOLING INC	91016786	AIRPORT - SERVICES	07/24/2020	07/31/2020	912.68
		322 - VISION AIR CENTER - HOLLAND	20-061230	AIRPORT - PHONES AND INTERNET	07/31/2020	07/31/2020	552.50
		206 - WEST MICHIGAN UNIFORM	2021-00000277	AIRPORT - INV 5430141 & 5434302	07/31/2020	07/31/2020	77.20
		Total Selected Invoices: 5					\$2,230.38

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 08/13/2020

2021

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	08/13/2020	60274	Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		90.00
	Invoice		Date	Description		Amount
	24342		07/31/2020	AIRPORT - SERVICES FOR JULY		90.00
Check	08/13/2020	60275	Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice		Date	Description		Amount
	1351		07/31/2020	AIRPORT - JULY SERVICES		598.00
Check	08/13/2020	60276	Accounts Payable	QUALITY AIR HEATING & COOLING INC		912.68
	Invoice		Date	Description		Amount
	91016786		07/24/2020	AIRPORT - SERVICES		912.68
Check	08/13/2020	60277	Accounts Payable	VISION AIR CENTER - HOLLAND		552.50
	Invoice		Date	Description		Amount
	20-061230		07/31/2020	AIRPORT - PHONES AND INTERNET		552.50
Check	08/13/2020	60278	Accounts Payable	WEST MICHIGAN UNIFORM		77.20
	Invoice		Date	Description		Amount
	2021-00000277		07/31/2020	AIRPORT - INV 5430141 & 5434302		77.20
CITY AP PAYABLES ACCOUNT Totals:						\$2,230.38
Transactions: 5						
Checks: 5						\$2,230.38

Accounts Payable Payment Post Listing

2020

Batch Department / Invoice Department		Bank Account	Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT	08/13/2020		60273	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date
AIR Airport		206 - WEST MICHIGAN UNIFORM	2020-00004001	AIRPORT - INV 5401166, 5421726, 5425931	06/30/2020	06/30/2020
		Total Selected Invoices: 1				113.80
						\$113.80

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 08/13/2020

2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	08/13/2020	60273	Accounts Payable	WEST MICHIGAN UNIFORM		113.80
	Invoice		Date	Description		Amount
	2020-00004001		06/30/2020	AIRPORT - INV 5401166, 5421726, 5425931		113.80
CITY AP PAYABLES ACCOUNT Totals:						\$113.80
Checks:				1	\$113.80	
				Transactions: 1		

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		08/20/2020		60393	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2021-000000327	AIRPORT CC JULY PURCHASES	07/31/2020	08/20/2020	886.88
Total Selected Invoices: 1							\$886.88

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 08/20/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
EFT	08/20/2020	6247	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	886.88
				Description		Amount
				2021-00000327	AIRPORT CC JULY PURCHASES	886.88
CITY AP PAYABLES ACCOUNT Totals:				Transactions: 1		\$886.88
EFTs:				1	\$886.88	

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		08/27/2020		60482
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	2272 - ACTION INDUSTRIAL SUPPLY	3770657	AIRPORT -SUPPLIES	08/27/2020	08/27/2020	222.80
	4503 - COFESCO FIRE PROTECTION	97851	AIRPORT - INSPECTION	08/27/2020	08/27/2020	73.39
	101 - CUNNINGHAM DALMAN P.C.	274182	AIRPORT - LEGAL SERVICES	08/20/2020	08/27/2020	3,360.00
	1103 - GREG ROBINSON	2021-00000398	AIRPORT - AUGUST INSURANCE STIPEND	08/27/2020	08/27/2020	541.66
	459 - LANDSCAPE DESIGN SERVICES INC	155060	AIRPORT - JULY SERVICES	08/12/2020	08/27/2020	296.00
	316 - MEAD & HUNT INC	300631	AIRPORT - FEBRUARY SERVICES	08/27/2020	08/27/2020	1,897.00
	316 - MEAD & HUNT INC	301440	AIRPORT - MARCH SERVICES	08/27/2020	08/27/2020	685.00
	316 - MEAD & HUNT INC	306487	AIRPORT - JULY SERVICES	08/17/2020	08/27/2020	561.00
	130 - SEMCO ENERGY GAS COMPANY - ACH	2021-00000399	AIRPORT - 8/3/2020 READ DATE	08/27/2020	08/27/2020	33.57
	447 - SIGNS NOW	I-50204	AIRPORT - SIGNS	08/18/2020	08/27/2020	188.40
Total Selected Invoices: 10						\$7,858.82

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 08/27/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	08/27/2020	60482	Accounts Payable	ACTION INDUSTRIAL SUPPLY		222.80
	Invoice		Date	Description		Amount
	3770657		08/27/2020	AIRPORT -SUPPLIES		222.80
Check	08/27/2020	60483	Accounts Payable	COFESCO FIRE PROTECTION		73.39
	Invoice		Date	Description		Amount
	97851		08/27/2020	AIRPORT - INSPECTION		73.39
Check	08/27/2020	60484	Accounts Payable	CUNNINGHAM DALMAN P.C.		3,360.00
	Invoice		Date	Description		Amount
	274182		08/20/2020	AIRPORT - LEGAL SERVICES		3,360.00
Check	08/27/2020	60485	Accounts Payable	LANDSCAPE DESIGN SERVICES INC		296.00
	Invoice		Date	Description		Amount
	155060		08/12/2020	AIRPORT - JULY SERVICES		296.00
Check	08/27/2020	60486	Accounts Payable	MEAD & HUNT INC		3,143.00
	Invoice		Date	Description		Amount
	306487		08/17/2020	AIRPORT - JULY SERVICES		561.00
	300631		08/27/2020	AIRPORT - FEBRUARY SERVICES		1,897.00
	301440		08/27/2020	AIRPORT - MARCH SERVICES		685.00
Check	08/27/2020	60487	Accounts Payable	SIGNS NOW		188.40
	Invoice		Date	Description		Amount
	I-50204		08/18/2020	AIRPORT - SIGNS		188.40
EFT	08/27/2020	6277	Accounts Payable	GREG ROBINSON	272078268 / 91863000	541.66
	Invoice		Date	Description		Amount
	2021-00000398		08/27/2020	AIRPORT - AUGUST INSURANCE STIPEND		541.66
EFT	08/27/2020	6278	Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	33.57
	Invoice		Date	Description		Amount
	2021-00000399		08/27/2020	AIRPORT - 8/3/2020 READ DATE		33.57
CITY AP PAYABLES ACCOUNT Totals:						Transactions: 8
						\$7,858.82

City of Holland
Payment Batch Register
Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 08/27/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Checks:		6				\$7,283.59
EFTs:		2				\$575.23

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		09/03/2020		60599	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount	
AIR Airport	146 - HOLLAND BOARD OF PUBLIC WORKS	2021-000000479	AIRPORT - UTILITIES	08/31/2020	08/31/2020	2,983.69	
	800 - STATE OF MICHIGAN	591-10513943	AIRPORT - WEATHER OBSERVATION SYSTEM 4/2020-6/2020	07/14/2020	08/31/2020	103.50	
Total Selected Invoices: 2						\$3,087.19	

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 09/03/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	09/03/2020	60599	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,983.69
	Invoice		Date	Description		Amount
	2021-000000479		08/31/2020	AIRPORT - UTILITIES		2,983.69
Check	09/03/2020	60600	Accounts Payable	STATE OF MICHIGAN		103.50
	Invoice		Date	Description		Amount
	591-10513943		07/14/2020	AIRPORT - WEATHER OBSERVATION SYSTEM 4/2020-6/2020		103.50
CITY AP PAYABLES ACCOUNT Totals:						\$3,087.19
Transactions: 2						
Checks: 2						\$3,087.19

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		09/10/2020		60716	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount	
AIR Airport	3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24371	AIRPORT - COVID Awareness Campaign AUGUST	09/04/2020	09/10/2020	1,101.25	
	1103 - GREG ROBINSON	2021-00000525	AIRPORT - SEPT 2020 HEALTH INS STIPEND	09/10/2020	09/10/2020	541.66	
	3992 - PROFESSIONAL BUILDING SERVICES LLC	1451	AIRPORT - AUGUST CUSTODIAL SERVICES	08/31/2020	08/31/2020	598.00	
	322 - TULIP CITY AIR SERVICE INC.	20-062087	AIRPORT - PHONE AND INTERNET	08/31/2020	08/31/2020	552.50	
	322 - TULIP CITY AIR SERVICE INC.	2021-00000524	AIRPORT - AUGUST SERVICES	08/31/2020	08/31/2020	8,197.10	
	206 - WEST MICHIGAN UNIFORM	307817	AIRPORT - RUGS	08/31/2020	08/31/2020	131.40	
Total Selected Invoices: 6						\$11,121.91	

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 09/10/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	09/10/2020	60716	Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		1,101.25
	Invoice		Date	Description		Amount
	24371	09/04/2020		AIRPORT - COVID Awareness Campaign AUGUST		1,101.25
Check	09/10/2020	60717	Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice		Date	Description		Amount
	1451	08/31/2020		AIRPORT - AUGUST CUSTODIAL SERVICES		598.00
Check	09/10/2020	60718	Accounts Payable	TULIP CITY AIR SERVICE INC.		8,749.60
	Invoice		Date	Description		Amount
	20-062087	08/31/2020		AIRPORT - PHONE AND INTERNET		552.50
	2021-00000524	08/31/2020		AIRPORT - AUGUST SERVICES		8,197.10
Check	09/10/2020	60719	Accounts Payable	WEST MICHIGAN UNIFORM		131.40
	Invoice		Date	Description		Amount
	307817	08/31/2020		AIRPORT - RUGS		131.40
EFT	09/10/2020	6341	Accounts Payable	GREG ROBINSON	272078268 / 91863000	541.66
	Invoice		Date	Description		Amount
	2021-00000525	09/10/2020		AIRPORT - SEPT 2020 HEALTH INS STIPEND		541.66
CITY AP PAYABLES ACCOUNT Totals:						\$11,121.91
Transactions: 5						
Checks: 4						\$10,580.25
EFTs: 1						\$541.66

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department			Bank Account	Check Date		Starting Check Number
AIR Airport			PAYABLES ACCOUNT	09/17/2020		60813
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date
AIR Airport		105 - ALLEGAN COUNTY TREASURER	2021-000000617	AIRPORT - CHARGEBACKS FOR JULY BOARD OF REVIEW	09/01/2020	09/17/2020
		3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24372	Communications Partnership Plan AUGUST 2020	09/04/2020	09/17/2020
		459 - LANDSCAPE DESIGN SERVICES INC	2021-000000619	AIRPORT - ACCT WMIAIR	08/31/2020	09/17/2020
		316 - MEAD & HUNT INC	307320	AIRPORT - AUGUST PROFESSIONAL SERVICES	09/11/2020	09/17/2020
Total Selected Invoices: 4						\$5,409.72

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 09/17/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	09/17/2020	60813	Accounts Payable	ALLEGAN COUNTY TREASURER		16.32
	Invoice		Date	Description		Amount
	2021-00000617		09/01/2020	AIRPORT - CHARGEBACKS FOR JULY BOARD OF REVIEW		16.32
Check	09/17/2020	60814	Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		1,872.50
	Invoice		Date	Description		Amount
	24372		09/04/2020	Communications Partnership Plan AUGUST 2020		1,872.50
Check	09/17/2020	60815	Accounts Payable	LANDSCAPE DESIGN SERVICES INC		2,386.90
	Invoice		Date	Description		Amount
	2021-00000619		08/31/2020	AIRPORT - ACCT WMIAIR		2,386.90
Check	09/17/2020	60816	Accounts Payable	MEAD & HUNT INC		1,134.00
	Invoice		Date	Description		Amount
	307320		09/11/2020	AIRPORT - AUGUST PROFESSIONAL SERVICES		1,134.00
CITY AP PAYABLES ACCOUNT Totals:						\$5,409.72
Transactions: 4						
Checks: 4						\$5,409.72

Budget Performance Report

Fiscal Year to Date 09/10/20

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	41,455.90
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%	\$255,848.20
REVENUE TOTALS		\$4,481,494.00	\$0.00	\$4,481,494.00	\$0.00	\$0.00	\$0.00	\$4,481,494.00	0%	\$255,848.20
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%	255,848.20
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)		\$201,283.20
Grand Totals										
REVENUE TOTALS		4,481,494.00	.00	4,481,494.00	.00	.00	.00	4,481,494.00	0%	255,848.20
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)		\$201,283.20



Fund Equity Changes Report

Through 09/10/20

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	\$192,714.03	\$179,816.18	\$63,901.05	\$1,126,326.39
Fund Type	GENERAL FUND Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$192,714.03	\$179,816.18	\$63,901.05	\$1,126,326.39
Fund Category	GOVERNMENTAL Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$192,714.03	\$179,816.18	\$63,901.05	\$1,126,326.39
	Grand Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$192,714.03	\$179,816.18	\$63,901.05	\$1,126,326.39



Budget Performance Report

Fiscal Year to Date 09/10/20

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	.00	10,000.00	0	21,447.01
450582.C	Contributions from Other Govts From City of Holland	107,000.00	.00	107,000.00	.00	.00	106,884.68	115.32	100	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	49,679.53	10,320.47	83	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	.00	80,000.00	0	72,666.17
460654.7	Franchise Fees Landing Fees	28,000.00	.00	28,000.00	.00	.00	.00	28,000.00	0	21,552.43
480665.0	Investment Income General	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	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	.00	58,000.00	0	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	\$179,816.18	\$428,983.82	30%	\$625,954.57
REVENUE TOTALS		\$608,800.00	\$0.00	\$608,800.00	\$0.00	\$0.00	\$179,816.18	\$428,983.82	30%	\$625,954.57
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	23,000.00	.00	23,000.00	.00	.00	.00	23,000.00	0	19,086.82
710707.0	Payroll-Temporary Help General	33,800.00	.00	33,800.00	1,096.75	.00	4,182.00	29,618.00	12	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	.00	2,800.00	0	1,269.43
711703	Payroll-Holidays	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	627.78
711716.1	Insurance Health	7,800.00	.00	7,800.00	541.66	.00	1,624.98	6,175.02	21	7,711.32
711716.2	Insurance Dental	200.00	.00	200.00	.00	.00	.00	200.00	0	68.03
711717	Insurance-Life & AD&D	50.00	.00	50.00	.00	.00	.00	50.00	0	33.86
711718.1	Retirement Contribution MERS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	1,454.01
711720	Insurance-Income Protection	200.00	.00	200.00	.00	.00	.00	200.00	0	140.99
712715	Employer FICA/Medicare Contribution	4,200.00	.00	4,200.00	83.91	.00	319.92	3,880.08	8	3,799.86
712723	Unemployment Comp Insurance	20.00	.00	20.00	.00	.00	.00	20.00	0	14.35
712724	Workers Comp Insurance	30.00	.00	30.00	.00	.00	.00	30.00	0	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	464.24	1,035.76	31	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	.00	13,000.00	0	8,461.20
721933.0	Equipment Maintenance General	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	19,312.56
722801.9010	Contr-Printing/Promo Advertising/Promotional	40,000.00	7,000.00	47,000.00	1,101.25	32,498.75	1,191.25	13,310.00	72	19,204.99
722803.7	Contr-Human Resources County Correctional Crew	.00	.00	.00	.00	.00	.00	.00	+++	389.00



Budget Performance Report

Fiscal Year to Date 09/10/20

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										
722804.0	Contractual-Legal General	10,000.00	.00	10,000.00	.00	.00	3,360.00	6,640.00	34	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	561.00	14,439.00	4	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	282.85	24,717.15	1	17,622.71
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	6,237.51	21,762.49	22	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	73.58	(73.58)	+++	427.14
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	100.00	(100.00)	+++	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	92.51	607.49	13	571.84
723920.LAND	Public Utilities Landing Lights & System	4,600.00	.00	4,600.00	.00	.00	573.78	4,026.22	12	4,036.83
723920.PLOT	Public Utilities Parking Lot Lights	1,800.00	.00	1,800.00	.00	.00	145.31	1,654.69	8	1,670.47
723920.RUNW	Public Utilities Runway Lights	6,700.00	.00	6,700.00	.00	.00	1,035.90	5,664.10	15	6,336.55
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	570.37	4,429.63	11	5,391.97
723942.0	Building Rental/Lease General	1,000.00	.00	1,000.00	.00	.00	1,000.00	.00	100	1,000.00
723955.0	Misc. General	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,756.18
723961.0	Dues & Subscriptions General	600.00	.00	600.00	.00	.00	.00	600.00	0	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	.00	.00	+++	5.01
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	271,213.36
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	\$4,902.74	\$32,498.75	\$56,672.45	\$452,428.80	16%	\$594,144.08
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	296.00	4,704.00	6	1,941.48
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	.00	.00	1,557.24	3,442.76	31	3,716.69
722808.1	Contr-Bldgs&Grnds Janitorial	7,500.00	.00	7,500.00	.00	.00	806.60	6,693.40	11	7,917.13
723850.0	Communications Telephone	2,600.00	.00	2,600.00	.00	.00	480.00	2,120.00	18	2,672.00
723850.WIFI	Communications WIFI Internet Connection	4,100.00	.00	4,100.00	.00	.00	625.00	3,475.00	15	3,437.50
723920.BPW	Public Utilities BPW	20,000.00	.00	20,000.00	.00	.00	3,430.19	16,569.81	17	16,661.19
723920.GAS	Public Utilities Natural Gas	5,000.00	.00	5,000.00	.00	.00	33.57	4,966.43	1	4,033.67
770956.0	Contingency General	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00

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 Totals	\$74,200.00	\$0.00	\$74,200.00	\$0.00	\$0.00	\$7,228.60	\$66,971.40	10%	\$40,379.66
	EXPENSE TOTALS	\$608,800.00	\$7,000.00	\$615,800.00	\$4,902.74	\$32,498.75	\$63,901.05	\$519,400.20	16%	\$634,523.74
Fund	Z01 - WMAA (Airport) General Fund Totals									
	REVENUE TOTALS	608,800.00	.00	608,800.00	.00	.00	179,816.18	428,983.82	30%	625,954.57
	EXPENSE TOTALS	608,800.00	7,000.00	615,800.00	4,902.74	32,498.75	63,901.05	519,400.20	16%	634,523.74
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	(\$7,000.00)	(\$7,000.00)	(\$4,902.74)	(\$32,498.75)	\$115,915.13	(\$90,416.38)		(\$8,569.17)
	Grand Totals									
	REVENUE TOTALS	608,800.00	.00	608,800.00	.00	.00	179,816.18	428,983.82	30%	625,954.57
	EXPENSE TOTALS	608,800.00	7,000.00	615,800.00	4,902.74	32,498.75	63,901.05	519,400.20	16%	634,523.74
	Grand Totals	\$0.00	(\$7,000.00)	(\$7,000.00)	(\$4,902.74)	(\$32,498.75)	\$115,915.13	(\$90,416.38)		(\$8,569.17)



Trial Balance Listing

Through 09/10/20
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund Z01 - WMAA (Airport) General Fund						
<i>CURRENT ASSETS</i>						
110001.675	Cash Due from Cash/Inv Pool	989,347.15	162,943.97	80,628.81	1,071,662.31	953,764.10
113040.0	Accounts Receivable General	37,418.03	22,346.49	6,135.02	53,629.50	14,834.24
114026.2013	Taxes Receivable 2013	.00	.00	.00	.00	.10
114026.2014	Taxes Receivable 2014	.89	.00	.28	.61	26.21
114026.2015	Taxes Receivable 2015	16.77	.00	.00	16.77	19.15
114026.2016	Taxes Receivable 2016	20.75	.00	2.74	18.01	24.91
114026.2017	Taxes Receivable 2017	35.60	.00	.00	35.60	45.80
114026.2018	Taxes Receivable 2018	34.29	.00	2.31	31.98	100.05
114026.2019	Taxes Receivable 2019	73.50	.00	9.30	64.20	.00
114031	Allowance for Uncollectible Taxes	(134.10)	.00	.00	(134.10)	(203.15)
118123.1	Prepaid Items Insurance	376.00	.00	376.00	.00	.00
119073.2	Due from Local Govt Units Due from Park Township	5.12	.58	5.70	.00	.00
119073.3	Due from Local Govt Units Due from Zeeland City	1.38	49,679.53	49,680.91	.00	2,672.13
119078.1	Due from State of Michigan Due from State-Aeronautics	1,201.51	.00	.00	1,201.51	1,062.29
<i>CURRENT ASSETS Totals</i>		\$1,028,396.89	\$234,970.57	\$136,841.07	\$1,126,526.39	\$972,345.83
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(12,940.95)	67,534.68	54,593.73	.00	(31,486.41)
211202	Contracts Payable	(2,981.69)	2,981.69	.00	.00	.00
212257.0	Accrued Wages Payable General	(890.00)	890.00	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(68.09)	68.09	.00	.00	.00
216278.L	Deposits Lease	(200.00)	.00	.00	(200.00)	.00
21B339.0	Deferred Revenue General	(904.90)	904.90	.00	.00	.00
<i>CURRENT LIABILITIES Totals</i>		(\$17,985.63)	\$72,379.36	\$54,593.73	(\$200.00)	(\$31,486.41)
<i>FUND BALANCE</i>						
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	(50,000.00)	.00	25,000.00	(75,000.00)	(50,000.00)
342390	Fund Balance-Unassigned	(767,697.23)	25,000.00	.00	(742,697.23)	(767,697.23)
<i>FUND BALANCE Totals</i>		(\$817,697.23)	\$25,000.00	\$25,000.00	(\$817,697.23)	(\$817,697.23)
	P/Y Fund Equity Adjustment	(192,714.03)	.00	.00	(192,714.03)	.00
	Fund Revenues	.00	223.03	180,039.21	(179,816.18)	(202,783.52)
	Fund Expenses	.00	63,901.05	.00	63,901.05	79,621.33
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$396,474.01	\$396,474.01	\$0.00	\$0.00
Grand Totals		\$0.00	\$396,474.01	\$396,474.01	\$0.00	\$0.00

WMAA Fund Balance as of 6/30/20

\$ 1,010,411.26

	Operating	Capital (999)	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	179,816.18	-	-	-	\$ 179,816.18
Year to date Expenses	63,901.05	-	-	-	\$ 63,901.05

Estimated Fund Balance as of 6/30/21

\$ 1,126,326.39

	Budget	YTD	
Remaining Operating Revenues	608,800.00	179,816.18	\$ 428,983.82

	Budget	YTD	Encumbrances	
Remaining Operating Expenses (excluding contingences)	437,200.00	63,901.05	32,498.75	\$ 340,800.20

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	138,600.00	\$ 178,600.00

Ending Fund Balance as of 6/30/21

\$ 1,035,910.01

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	20,000.00	\$ 626,363.00

Ending Fund balance after expected capital expenses

\$ 409,547.01

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		09/24/2020		60925	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount	
AIR Airport	101 - CUNNINGHAM DALMAN P.C.	274179	AIRPORT - LEGAL SERVICES	08/20/2020	09/24/2020	32.00	
	101 - CUNNINGHAM DALMAN P.C.	274180	AIRPORT - LEGAL SERVICES	08/20/2020	09/24/2020	48.00	
	101 - CUNNINGHAM DALMAN P.C.	275263	AIRPORT - LEGAL SERVICES	09/21/2020	09/24/2020	1,376.00	
	101 - CUNNINGHAM DALMAN P.C.	275264	AIRPORT - LEGAL SERVICES	09/21/2020	09/24/2020	80.00	
	101 - CUNNINGHAM DALMAN P.C.	275265	AIRPORT - LEGAL SERVICES	09/21/2020	09/24/2020	656.00	
	101 - CUNNINGHAM DALMAN P.C.	275266	AIRPORT - LEGAL SERVICES	09/21/2020	09/24/2020	48.00	
	234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2021-00000664	AIRPORT - AUGUST CC STMT	08/31/2020	09/24/2020	105.49	
	292 - HARRIS AIRPORT SYSTEMS	379	AIRPORT - 3RD QUARTER MAINTENANCE FEE	07/29/2020	09/24/2020	4,000.00	
	190 - QUALITY AIR HEATING & COOLING INC	91018083	AIRPORT - 9/1/2020-11/30/2020 SERVICES	09/16/2020	09/24/2020	704.75	
	130 - SEMCO ENERGY GAS COMPANY - ACH	2021-00000665	AIRPORT - 9/1/2020 READ DATE	09/24/2020	09/24/2020	35.66	
	206 - WEST MICHIGAN UNIFORM	5438458	AIRPORT - RUGS	08/06/2020	09/24/2020	51.15	
	206 - WEST MICHIGAN UNIFORM	5442624	AIRPORT - RUGS	08/20/2020	09/24/2020	80.25	
	206 - WEST MICHIGAN UNIFORM	5450982	AIRPORT - RUGS	09/17/2020	09/24/2020	80.25	
Total Selected Invoices: 13						\$7,297.55	

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 09/24/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	09/24/2020	60925	Accounts Payable	CUNNINGHAM DALMAN P.C.		2,240.00
	Invoice		Date	Description		Amount
	274180		08/20/2020	AIRPORT - LEGAL SERVICES		48.00
	274179		08/20/2020	AIRPORT - LEGAL SERVICES		32.00
	275266		09/21/2020	AIRPORT - LEGAL SERVICES		48.00
	275263		09/21/2020	AIRPORT - LEGAL SERVICES		1,376.00
	275265		09/21/2020	AIRPORT - LEGAL SERVICES		656.00
	275264		09/21/2020	AIRPORT - LEGAL SERVICES		80.00
Check	09/24/2020	60926	Accounts Payable	HARRIS AIRPORT SYSTEMS		4,000.00
	Invoice		Date	Description		Amount
	379		07/29/2020	AIRPORT - 3RD QUARTER MAINTENANCE FEE		4,000.00
Check	09/24/2020	60927	Accounts Payable	QUALITY AIR HEATING & COOLING INC		704.75
	Invoice		Date	Description		Amount
	91018083		09/16/2020	AIRPORT - 9/1/2020-11/30/2020 SERVICES		704.75
Check	09/24/2020	60928	Accounts Payable	WEST MICHIGAN UNIFORM		211.65
	Invoice		Date	Description		Amount
	5442624		08/20/2020	AIRPORT - RUGS		80.25
	5438458		08/06/2020	AIRPORT - RUGS		51.15
	5450982		09/17/2020	AIRPORT - RUGS		80.25
EFT	09/24/2020	6390	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH 072499952 / 7661394601		105.49
	Invoice		Date	Description		Amount
	2021-00000664		08/31/2020	AIRPORT - AUGUST CC STMT		105.49
EFT	09/24/2020	6391	Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH 072499952 / 7661394601		35.66
	Invoice		Date	Description		Amount
	2021-00000665		09/24/2020	AIRPORT - 9/1/2020 READ DATE		35.66
CITY AP PAYABLES ACCOUNT Totals:						\$7,297.55
Transactions: 6						
Checks: 4						\$7,156.40

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 09/24/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
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EFTs:

2

\$141.15