

## 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

**June 7, 2021**

**11:30 a.m. –1:00 p.m.**

**Meeting will be hybrid conducted through Zoom and in-person**

<https://zoom.us/j/92479985078>

#### 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  
Frank Garcia

1. Public Comment.
2. Consideration of May 10<sup>th</sup>, 2021 Meeting Minutes (Action Requested).
3. Introduction of Amanda Davio, Project Administrator.
4. Updates from the Board.
5. FY22 Airport Insurance Renewal: Review Proposals (Action Requested).
6. Year End Budget Amendments (Action Requested).
7. Selection of North Hangar Taxilane Project Engineer (Action Requested).
8. Boileau Marketing Proposal (Action Requested)
9. Communications Committee Appointment: Consideration of Lori Varner (Action Requested).
10. Airport Development Update (No Action).
11. FBO Report (Accept as Information).
12. Financial Reports (Action Requested).
13. Other Business
  - A. Runway Rehab Update.
  - B. Fogg Hangar Update.
15. Adjourn.

Next Meeting will be held July 12<sup>th</sup>, 2021

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

# **West Michigan Airport Authority**

## **MEETING MINUTES**

**May 10th, 2021**

**\*\*\*11:30 a.m. – 1:00 p.m.\*\*\***

### **Hybrid Meeting – In Person & Using Zoom**

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

**ABSENT:** Garcia.

**OTHERS PRESENT:** FBO Boer, Airport Authority Director Thelenwood, Lynn McCammon, Finance Director City of Holland, Jodi Owczarski, West Coast Chamber, Katie Carlson (AJG), Vince Boileau (Airport Communications Consultant, Boileau Communications)

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

#### **Board Members in Attendance (Roll Call):**

Dave Hoekstra, City of Holland, MI  
Scott Corbin, In Person  
Megan Stumbo, In Person  
Klynstra (Wisconsin)  
Beth Blanton, City of Zeeland, MI  
Les Hoogland, City of Zeeland, MI  
Sylte, In Person  
Skip Keeter, In Person  
Jeff King, In Person

#### **21.05.01 Public Comments.**

None

#### **21.05.02 April 12th, 2021 Meeting Minutes.**

Hoekstra made a motion with support by Keeter to approve the April 12th Meeting Minutes as written.

Aye votes: Hoekstra, Corbin, Stumbo, Klynstra, Blanton, Hoogland, Sylte, Keeter, King

Nays: None

Motion carried.

#### **21.05.3 Updates from the Board.**

King provided an update regarding Nexus and their interests in potentially expanding their Holland operations.

#### **21.05.4 Airport Insurance Renewal: Review Proposals.**

The Airport Authority annually purchases insurance to cover property, liability, public officials, and workers compensation. The insurance also includes coverage for floods and terrorism; this year's proposal also includes cyber coverage. The Authority works through the City of Holland's insurance agent, AJ Gallagher, to obtain quotations and purchase the insurance. For airports, there are limited insurance providers when it comes to property and liability coverages.

Director Thelenwood presented a summary of the premium changes and rate analysis. Katie Carlson (AJG) provided an in-depth review of the coverage options. The total premium cost for FY22 is \$25,607 which is a 12% increase from the FY21 amount of \$24,366. This increase is in part due to the inclusion of Cyber Coverage (about 7%) while the remainder is due to general increases in market rates.

The FY22 budget includes \$27,000 for insurance premiums.

Sylte raised the question whether coverage \$5 million in Public Official Liability was too much, and whether \$3 million would be sufficient. Carlson provided a general summary of what the savings would be to the Board and what typical coverage for an organization like West Michigan Regional looks like; but was not able to provide an exact price to the Board at Monday's meeting.

Corbin made a motion with support by Keeter to table the discussion until the June Board Meeting. Director Thelenwood recommended the Board consider meeting the first week of June rather than the second to ensure the proper approvals and paperwork are filed in time for the policy to go into effect July 1.

Aye votes: Hoekstra, Corbin, Stumbo, Klynstra, Blanton, Hoogland, Sylte, Keeter, King

Nays: None

Motion carried.

#### **21.05.05 Review Airport Website**

Director Thelenwood walked the Board through a general summary of the Airports revised website and offered the Board an opportunity for feedback before going live. King requested that additional support materials related to business development be added; Thelenwood discussed that these were already in the works as a "2.0" update.

#### **21.05.06 Review Airport Annual Report**

Director Thelenwood presented a draft of the first Airport Annual Report to the Board and offered the Board an opportunity to provide any final feedback before launching. Storey recommended the Board review the Annual report presented by Gerald R. Ford for comparison and expressed his appreciation for the report produced for WMRA by Boileau Communications.

Storey also requested information on how the report would be distributed. Vince Boileau (Boileau communications) explained that the initial launch will be digital, with physical distribution being planned for the near future, following a review of stakeholders who should receive a physical copy.

#### **21.05.07      Review Boileau K-12 Educational Video Proposal**

Director Thelenwood presented a \$6,000 proposal to the Board for Boileau Communications to produce a k-12 focused "virtual tour" of the Airport. This would serve as a tool to take the place of on-site visits that have been suspended due to COVID-19.

Corbin asked what the target age range would be for this video, as K-12 is a wide group. The video would focus between late elementary and early high school.

King wanted to know how the video would be accessed. Director Thelenwood explained that it would be readily available on the website and that it could be coupled with a Zoom Q&A session with himself or another knowledgeable representative of the Airport.

Hoogland made a motion with support by Keeter to approve the K-12 proposal as presented.

Aye votes: Hoekstra, Corbin, Stumbo, Klynstra, Blanton, Hoogland, Sylte, Keeter, King

Nays: None

Motion carried.

#### **21.05.08      Fence Clearing Proposal.**

Due to time constraints, Director Thelenwood recommended tabling this discussion until the June Board meeting

Keeter made a motion with support by King to table the discussion.

Aye votes: Hoekstra, Corbin, Stumbo, Klynstra, Blanton, Hoogland, Sylte, Keeter, King

Nays: None

Motion carried.

#### **21.05.09      Professional Development Authorization: Harvard Executive Education for Sustainability Leadership (Action Requested).**

Director Thelenwood presented a proposal to the Board for his participation in the T.H. Chan School of Public Health's Executive Education for Sustainability Leadership certification program. The program entails 55 hours of coursework from September to December 2021 and the cost of participation is \$3,200. It was recommended to fund participation in this program partially through the FY21 Travel/Conferences/Seminars line item (\$2000) and the remainder through working capital.



Sylte commended Director Thelenwood researching opportunities to support his role as Airport Director.

Keeter proposed that this be a standing budget item going forward.

Hoekstra commented that these type of professional development opportunities should be limited to one per year.

King clarified that large dollar opportunities should be limited, and not opportunities that are in conjunction with annual meetings, trade shows, etc. The Board concurred.

Keeter also recommended developing a Professional Development Policy and suggested looking to member communities for input.

Blanton made a motion with support by Keeter to approve the Professional Development Opportunity as presented.

Aye votes: Hoekstra, Corbin, Stumbo, Klynstra, Blanton, Hoogland, Sylte, Keeter, King

Nays: None

Motion carried.

#### **21.05.10      Airport Development Updates**

Director Thelenwood provided a brief update regarding development projects at the Airport. Regarding the Board's priority for new hangar space, Thelenwood informed the Board that the Building & Development Committee would be looking at a public or public private option for a new Hangar in conjunction with completion of the North Taxilane Project.

Director Thelenwood informed the Board that he has been in discussions with a partner interested in a private box hangar on Parcel G. Details regarding this discussion will be presented to the Board as they arise.

Director Thelenwood informed the Board of a new development from the FAA regarding the Southside of the Airfield. The FAA policy regarding midfield connectors is that they are no longer approved, meaning that the existing midfield connector at WMRA, from the t-hangars to the taxiway, will need to be resolved at a future date. This would likely mean construction of a parallel taxilane.

The Airport's Consultant (Mead & Hunt) has determined that any major development on the southside (likely ne t-hangar construction for example) would initiate a requirement from FAA that the airport's next Capital Improvement Project be construction of a parallel taxilane. Mead & hunt did not thing the development of a Box Hangar as discussed for Parcel G would trigger this project.

No action is needed from the Board or Building & Development Committee at this time. This

information will need to be considered as part of any future development planning.

#### **21.05.11 FBO Report.**

FBO Boer reported that they are currently in a good place and recovering from a year ago, being just shy of April 2019 numbers by \$2,000. The Runway rehab project will significantly disrupt May fuel sales, but it is expected that traffic will come back quickly. Director Thelenwood commented that weekend arrivals and departures have been very high, and Terry's staff has been very busy, so hopefully this trend will continue once the runway is re-opened.

#### **21.05.12 Financial Reports.**

Lynn McCammon discussed the provided reports for Revenues and Expenses. She also pointed out a budget amendment of \$157,000 that represented funds the Authority would be receiving through the CARES Act. She stated that approximately \$108,000 had been submitted to the state for reimbursement of expenses from FY20, and the remainder will be submitted in the near future

King made a motion with support by Blanton to accept the April financial reports as presented.

Aye votes: Hoekstra, Corbin, Stumbo, Klynstra, Blanton, Hoogland, Sylte, Keeter, King

Nays: None

Motion carried.

#### **21.05.13 Other Business.**

- A. Slagh visit: Director Thelenwood summarized the visit of Representative Brad Slagh to the Board, and highlighted the conversation and follow-up interest from that meeting.
- B. North Hangar Taxilane Consultant Search: Statements of Qualifications were due by May 10 at 5:00pm. Director Thelenwood will review the SOQ's and discuss them with the Building & Development committee to determine next steps. The B&D committee will form a recommendation to hire a consultant for this project. The Board will review the recommendation and award the final contract.
- C. Fogg Hangar Project: Due to limitations in available construction materials, the Fogg hangar is facing construction delays. Director Thelenwood will provide updates to the Board as they arise.

#### **21.05.14 Adjourn.**

Keeter made a motion with support by Stumbo to adjourn the May 10, West Michigan Airport Authority Meeting.

The next Board meeting will be held June 14th, 2021, 11:30a.m., format will be a hybrid Meeting using Zoom and in-person options.

Meeting Adjourned at 12:58 p.m.

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**Minutes Approved:** (Secretary)

**Date:**\_\_\_\_\_

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June 7<sup>th</sup>, 2021

### REPORT 5.

**To:** West Michigan Airport Authority Board.  
**From:** Aaron Thelenwood, Director.  
**Subject:** **Fiscal Year 2022 Airport Insurance Proposal**

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The Airport Authority reviewed the FY22 Insurance Proposal at the scheduled May 10<sup>th</sup> Board meeting and voted to table the discussion until June for additional review of Public Officials & Employment Practices Liability Limits policies and associated premiums. Originally, the proposed coverage was \$5 million; however, the Board expressed interest in reviewing cost comparisons of lower coverage options.

A summary of the initial premium changes and rate analysis are attached to this report as well as the updated Public Officials and EPLI rates. The original premium cost for FY22 was \$25,607 which is a 12% increase from the FY21 amount of \$24,366. This increase is in part due to the inclusion of Cyber Coverage (about 7%) while the remainder is due to general increases in market rates.

Outlined below is the requested comparison of varying Public Officials/EPLI Coverage rates and premiums:

Limit Options and Pricing	Expiring Premium incl \$195 Fee	21/22 Premium incl \$195 Fee	% Change	\$ Change
\$1,000,000 Limit	\$ 6,615.00	\$ 4,415.00	-33.26%	\$ (2,200.00)
\$2,000,000 Limit	\$ 6,615.00	\$ 5,751.00	-13.06%	\$ (864.00)
\$3,000,000 Limit	\$ 6,615.00	\$ 6,494.00	-1.83%	\$ (121.00)
\$4,000,000 Limit	\$ 6,615.00	\$ 6,965.00	5.29%	\$ 350.00
\$5,000,000 Limit	\$ 6,615.00	\$ 7,257.00	9.71%	\$ 642.00

Coverage of \$5million will cost the Authority an additional \$642.00 per year, whereas a reduction in coverage to \$3million will result in a \$121.00 savings per year.

The FY22 budget includes \$27,000 for insurance premiums.

A representative from AJG will attend Monday's Authority Board meeting and this insurance will need to be approved in June so that the policies can be in place by July 1, 2021.

Any savings from a lower coverage limit will need to be weighed against any potential increase in out-of-pocket exposure to the Authority. Given the current difficult market conditions, a 9.71%

increase in Public Officials/EPLI coverage is still relatively low compared to rate increases in other areas. Collectively, the Board is seeing an increase of 12% to its entire policy, whereas increases of 15-20% are not uncommon with current conditions.

### **Recommendation**

It would be recommended that the Board approve the Fiscal Year 2022 insurance proposal as presented with Public Officials/EPLI Coverage at a minimum of \$3 Million.

Attachment: Summary of insurance coverage.

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# Workers Compensation



West Michigan Airport Authority  
July 1, 2020 to July 1, 2021

Coverages	Coverage Limits	Basis	
Basic Policy Limits			
Workers Compensation (Coverage A)	Statutory	Each Accident	
Employers Liability (Coverage B)			
Per Accident	\$1,000,000	Each Accident	
Per Disease	\$1,000,000	Per Employee	
Policy Limit	\$1,000,000	Policy Limit	
Deductible			
Deductible	\$0	Per Injury	
Payrolls			
Classification	2020 / 2021 Renewal Payroll	2020 / 2021 Renewal Payroll	% Change
8810 - Clerical	\$15,000	\$15,000	0%

# Public Officials Liability and EPLI



West Michigan Airport Authority  
July 1, 2021 to July 1, 2022

Coverages	Coverage Limits	Basis
<b>Public Officials and Employment Practices Liability Limits</b>		
Public Officials Management	\$5,000,000	Each Loss
Employment Practices Liability	\$5,000,000	Each Loss
Policy Aggregate	\$5,000,000	Each Loss
Non-Monetary Coverage - Defense Only	\$50,000	Each Loss
Non-Monetary Coverage - Defense Only Aggregate	\$100,000	Each Loss
Crisis Management	\$25,000	Each Loss
<b>Deductibles</b>		
Public Officials Management	\$2,500	Each Loss
Employment Practices Liability	\$10,000	Each Loss
Non-Monetary Coverage - Defense Only	\$2,500	Each Loss
Crisis Management	\$5,000	Each Loss

<b>Additional Coverages</b>
Additional Insureds - Board, Commissions, etc.
25% Minimum Earned Premium
No Flat Cancellations
See Policy for Extended Reporting Period

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June 7<sup>th</sup>, 2021

## REPORT 6

**To:** West Michigan Airport Authority Board.  
**From:** Aaron Thelenwood, Director  
**Subject:** **Fiscal Year 2021 Budget Amendments.**

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Prior to the end of each fiscal year (FY), the Authority Board is required to approve significant budget changes due to actual revenues and expenses. Attached to this report is a list of the changes for FY 2021 as prepared by the City of Holland Finance Office.

Under revenues, there were significant budget adjustments in fuel flowage fees (-\$17,000), landing fees (-\$4,000), and investment income (-\$5,000). Fees were negatively impacted by the lack of travel associated with the COVID-19 pandemic and investment income was down due to low rates overall. All told, revenues are projected to exceed the original FY21 budget by \$5,045.

Airport operating expenses reflect general adjustments to originally projected operating costs; however, there are also additional payroll increases associated with the new Director Position - specifically retirement, FICA/Medicare. There was also a reduction of \$8,800 in temporary help due Pam's retirement. In all, expenses are projected to be over by \$2,700 for FY21.

The most significant item in this report is the \$157,000 of CARES Act funding awarded to the Airport. Though the Board has accepted and approved the contract for these funds, formal action is required by the Board to account for these funds via a budget amendment.

### **Recommendation**

It is recommended that the Authority Board approve the proposed amendments to the Fiscal Year 2021 budget as presented.



**WMAA**

## GENERAL FUND - REVENUES & OTHER FINANCING SOURCES

\$ 5,045

## GENERAL FUND - EXPENDITURES & OTHER FINANCING USES

## Airport Operations

Payroll-Temp Help Genl	Z01	540	710707.0	33,800	25,000	(8,800)	
Payroll-Holidays	Z01	540	710703	1,000	1,200	200	
Retirement MERS	Z01	540	711718	1,500	3,600	2,100	
ER FICA/Medicare	Z01	540	712715	4,200	5,300	1,100	
Contractual - Finance Financial S	Z01	540	722805	-	2,000	2,000	
Contractual-Bldgs&Grnds Tree J	Z01	540	722808	-	1,000	1,000	
Communications - Telephone	Z01	540	723850	-	500	500	
Communications - Cellular	Z01	540	723850.CELL	-	300	300	
Travel, Conf, Seminars General	Z01	540	723860	2,000	3,200	1,200	
Public Utilities Parking Lot Lights	Z01	540	723920.PLOT	1,800	1,000	(800)	
Building Rental/Lease General	Z01	540	723942	1,000	2,500	1,500	
Dues & Subscriptions Genl	Z01	540	723961.0	600	2,000	1,400	1,700

## Business Center

Bldg & Grnds Maint Grounds	Z01	541	721931.GRND	5,000	6,000	1,000	1,000
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\$ 2,700

**WMAA**  
**CARES ACT GRANT BUDGET AMENDMENT**  
**FISCAL YEAR 2020 - 2021**

Department				Current Budget	Proposed Budget	Increase (Decrease)	Difference
GENERAL FUND - REVENUES & OTHER FINANCING SOURCES							
Federal Grant-CARES Act	Z01	000	420528	\$ -	\$ 157,000	157,000	
Total Increase in General Fund Revenues & Other Financing Sources Budgets							\$ 157,000

## GENERAL FUND - EXPENDITURES & OTHER FINANCING USES

Airport Operations							
Payroll-Regular Genl	Z01	540	710701.0	-	41,200	41,200	
Operating Supplies Genl	Z01	540	721740.0	-	4,500	4,500	
Contractual-Legal Genl	Z01	540	722804.0	-	20,000	20,000	
Contractual-Fin Indep Audit	Z01	540	722805.1	-	7,700	7,700	
Contractual-Bldgs&Grnd Mow	Z01	540	722808.MOW	-	62,400	62,400	
Commercial Insurance Prem	Z01	540	723910.0	-	2,400	2,400	
Pub Util Landing Lights/Syst	Z01	540	723920.LAND	-	4,700	4,700	
Pub Util Runway Lights	Z01	540	723920.RUNW	-	9,400	9,400	
Pub Util T-Hangars	Z01	540	723920.THAN	-	4,700	4,700	157,000
Total Increase in General Fund Expenditures & Other Financing Uses Budgets						\$	157,000

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June 7, 2021

### Report 7

**To:** West Michigan Airport Authority Board.

**From:** Aaron Thelenwood, Authority Director

**Subject:** **Selection of North Hangar Taxilane Project Engineer – PLACEHOLDER REPORT**

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**PLEASE NOTE:** Final Scoring is still be complied this week for each Consultant who Submitted an SOQ for this Project. I plan to have final results available for the Board's consideration by Monday's meeting.

To be eligible for funding through the Michigan Department of Transportation Aeronautics Division (MDOT-AERO), and the Federal Aviation Administration (FAA), the West Michigan Regional Airport is required to perform Engineering/Planning Consultant searches and interviews every five (5) years. The process stipulated by MDOT is a qualifications-based assessment and is intended to ensure that consultant contracts are reviewed on a regular basis and executed in an open and transparent process based solely on the consultant's qualifications – fees are not considered. The last time the WMAA completed this process was in 2018.

Since the last search, however, the Airport Authority has decided to pursue an additional project that was not included in the original five year plan – the North Taxilane Project. This project has been deemed critical for future development of the Airport. MDOT requires a similar search process as described above for individual significant engineering & construction projects as well. Since MDOT is planning to provide funding for the Taxilane and has approved the project as part of our five-year plan, we are required to complete an engineering search accordingly.

The Airport Authority posted a Request for Qualifications with MDOT and received two proposals: Prein & Newhof and Mead & Hunt. The Building & Development Committee met to review and rank the standards of qualifications provided by each of the firms. The summarized rankings are as follows:

Firm 1

Firm 2

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Firms were ranked on a number of key categories, and points were assigned based on rank in each category. An example of the ranking sheets is attached to this report. Each member of the Search Committee completed their own ranking, and the results were compiled by the Airport Authority Director. Generally, both firms had demonstrated a strong understanding of the project and potential issues, and demonstrated clear prior experience on similar projects.

### **Recommendation**

It is recommended that the Board Approve selection of [Firm X] as the Consultant & Project Engineer for the North Hangar Taxilane Project.

*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.*

Firm: \_\_\_\_\_  
 Airport: \_\_\_\_\_  
 Selection Committee Member: \_\_\_\_\_  
 Date: \_\_\_\_\_

Categories/Questions	Rating *	Weight **	Total ***	Notes
<b>Qualifications</b> Specialized experience and technical competence to perform professional services. Qualified in-house staff, established sub-consultant relationships.		7		
<b>Soundness of Approach</b> Solid technique of analysis, comprehensive problem solving, accomplishing objectives		3		
<b>Efficiency</b> Establishing course of action for efficient production, exhibiting evidence of well thought out project planning		4		
<b>Integrity</b> Past record of performance, quality of work, competency		1		
<b>Availability</b> Ability to meet schedules, past project delivery, accessibility to airport manager, follow-up		6		
<b>Adaptability</b> Maintaining effectiveness when experiencing changes in task/direction, responding positively to change		5		
<b>Fiscal Responsibility</b> Evidence of pro-active cost control measures, budget constraint awareness		8		
<b>Regulatory Knowledge</b> Experience w/FAA and MDOT Airport Programs, State/Local Regulatory Procedures		9		
<b>Innovation</b> Generating innovative solutions to project challenges, on the cutting edge of technology		2		
<b>Customer Focus</b> Making customer needs primary focus, concerned with customer understanding procedures and timelines, answering questions in 'lay' terms		10		
		<b>Grand Total</b>		

\* **Rating:** During the interview, rate each firm on a scale of 1 to 5, with 5 being the high, in each of the categories. Enter the rating numbers on the lines provided opposite each category.

\*\* **Weight:** Weights on a scale of 1 to 10, with 10 being the highest, should be established for each category before the interview. Enter the pre-established weight for each category on the lines provided.

\*\*\* **Totals:** At the completion of the interview, multiply the rating by the weight in each category and enter the totals on the lines provided. Add all totals to establish a grand total.

Airport: \_\_\_\_\_

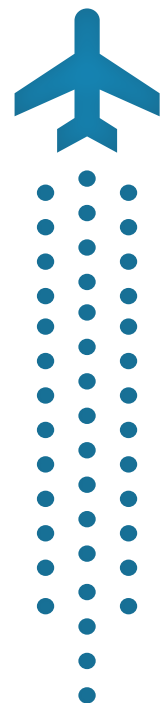


Statement of  
Qualifications

**West Michigan Regional Airport**  
**Professional Airport**  
**Consulting Services**

May 10, 2021

**Mead  
& Hunt**



EXPERIENCE EXCEPTIONAL



May 10, 2021



Mr. Aaron Thelenwood  
Airport Authority Director  
West Michigan Regional Airport Authority  
60 Geurink Blvd.  
Holland, MI 49423

**Subject: Statement of Qualifications for Professional Airport Consulting Services at West Michigan Regional Airport**

Dear Mr. Thelenwood:

West Michigan Regional Airport is the premier General Aviation airport in southwest Michigan. Servicing the communities of Ottawa, Kent, and Allegan Counties, amongst others, the airport has grown from a grass strip constructed in a farm field to an economic hub for the region. Upheld as the standard for general aviation in the State of Michigan, West Michigan Regional Airport has long benefited from strong leadership, which has led to unmatched community support, invested corporate partners, and longstanding relationships.

To that end, Mead & Hunt is excited for the opportunity to extend our relationship while continuing to serve in our role as trusted advisor, aviation planner, environmental planner, and aviation engineer for the West Michigan Regional Airport and West Michigan Airport Authority. Having served as your consultant for the past 22 years, our project team of aviation professionals and technical staff have frequently and successfully connected with Airport leadership, staff, and tenants, to complete projects throughout planning, environmental, design and construction service phases. We look forward to working together, to build on past successes for your upcoming airfield projects.

Today, more than at any time in recent memory, airports across the country are facing unique and unprecedented challenges as the industry attempts to recover from the COVID-19 pandemic. As a full-service aviation consultant specializing in general aviation airports, Mead & Hunt understands the challenges facing the West Michigan Airport Authority as you develop your Airport to meet future demands amid the uncertainty. Our understanding and vast experience, paired with our familiarity of your facility and your Airport's role in the local, regional, and national airspace networks, makes Mead & Hunt the perfect match for your needs and goals. You can be confident that Mead & Hunt will continue to be invested in the success of the West Michigan Regional Airport.

We fully understand your upcoming projects include expanding available building sites for hangars, which includes the required environmental clearance, anticipated wetland mitigation, preliminary and final engineering, and construction services for the North Hangar Park. This is a critical step for increasing airport revenue. As you will see in our Statement of Qualifications, we have assisted numerous airports with similar projects and are well-equipped to offer practical and cost-effective solutions for your project. In addition, we have strong working relationships with the Michigan Department of Transportation Office of Aeronautics (MDOT AERO) airport and environmental staff, allowing us to discuss and advocate for your projects on a regular basis. We also have significant experience working with the FAA's Detroit Airports District Office staff members who are critical to your project development. Having taken part in your recent visioning session with the ADO, we are eager to continue to support your effort in that dialogue in an attempt to secure funding on an accelerated schedule for the North Hangar Park project.

Based on his accomplished aviation engineering and project management experience, as well as his existing relationships with Airport and Authority staff, we propose Jeff Thoman, PE, continue as your project manager and primary point-of-contact. In addition, Stephanie Ward, AICP, our aviation planning department manager, will also be active in your projects. They will be supported by 20 aviation professionals in our Lansing, Michigan office and nearly 200 aviation professionals nationwide.

We are excited to continue our relationship with you to help the West Michigan Airport Authority meet its long-term goals for the Airport. You can be confident we will continue to provide the high level of personal service, technical skill and attention that you have come to expect from Mead & Hunt. We encourage you to call some of our other clients—we know you won't be disappointed by what you hear.

Sincerely,  
MEAD & HUNT, Inc.

Handwritten signature of Jeff Thoman in black ink.

Jeff Thoman, PE  
Aviation Engineering Project Manager

Handwritten signature of Stephanie Ward in black ink.

Stephanie Ward, AICP  
Aviation Planning Department Manager





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## 1 FAMILIARITY & UNDERSTANDING

Having worked with the West Michigan Regional Airport, formerly Tulip City Airport, for the last 22 years, Mead & Hunt's full-service team of engineers, planners, environmental specialists, architects and construction administrators has the familiarity and expertise to continue to help guide the West Michigan Regional Airport (BIV) to a successful future. We have worked on all your pavement, drainage, navigational aid and lighting systems, as well as the new business center construction. This includes the construction of the Washington Avenue Tunnel, extension of Runway 8/26, various taxiway pavement, apron pavement, and lighting rehabilitations, as well as addressing all of your planning and environmental needs. This experience gives us an excellent understanding of your airfield and your projects. We recognize that your projects for the next several years are focused on expanding your infrastructure to prepare for growth, and we applaud your foresight and desire for growth and an increase to revenue generation. We look forward to the opportunity to work with you to bring these projects to fruition. Our staff has the availability and capacity to meet or exceed your current project timelines.

Our experience tells us that communication is vital to the West Michigan Airport Authority (WMAA) to move your projects forward. Our team members will meet with you to provide efficient and timely designs, and well-planned construction of your future projects. In addition to project specific meetings, we will continue to meet with you at your committee and board meetings to discuss upcoming projects for the Airport's capital improvement program (ACIP) or discuss other topics, such as new information from the FAA or MDOT, rules and regulations, emerging challenges airports are facing or projects that come up on short notice, such as those related to approach clearing or airfield electrical issues. We thoroughly enjoy being a part of your Building and Development Committee and Operations Committee meetings when asked to participate.

Our engineering, environmental, and planning expertise can support your efforts to accomplish the projects included in your request for qualifications. Our planners and environmental specialists will be able to address all of your needs for planning and environmental review. We've provided wetland mitigation and environmental reviews for the past 22-years for all of your airfield needs. Additionally, we've assisted you with updating your master plan, land acquisition and the process of locating the airport business center. We'll continue to provide you with the solid planning and environmental services you've come to expect and trust.



Our civil engineers have been providing comparable services in actually designing and overseeing the construction of the facilities at the airport, focused on airfield pavements and drainage design for new construction, as well as rehabilitation and maintenance of runways, taxiways and aprons if that need should arise. We are also part of the MDOT AERO Airport Pavement Management System (APMS) team and are an approved consultant for the MDOT Environmental On-Call contract. This gives us in-depth knowledge of your airfield pavements and will help you in making decisions going forward.

Airfield electrical engineering is a specialty service we can offer the Airport to address the installation of runway and taxiway edge lighting and signage needed for the anticipated new taxilane. Our airfield electrical experience includes the installation of edge lighting systems, navigational aids, such as Automated Surface Observing System/Automated Weather Observing System (ASOS/AWOS), precision approach path indicators (PAPIs), runway end identifier lights (REILs), wind cones and beacons. Our airfield electrical staff are often called upon by airports to help them through lighting issues that occur, such as after lightning strikes or Pilot Control Lighting (PCL) issues.

While we recognize that your current five-year plan does not contain any building-related projects, it is important to note that we offer additional disciplines of airport architecture and building engineering. We have experience with terminals, hangars, snow removal equipment (SRE) buildings and aircraft rescue and firefighting (ARFF) facilities. Our staff will work together in-house or with other local consultants, as was the case with your new business center, to achieve the best possible outcome for your growth and development needs should the situation arise.

Our team, with your guidance, will assist the Airport with programming, looking out over the next five to 10 years to assess the BIV's infrastructure needs. We are confident we can not only meet, but exceed, the requirements necessary to deliver your upcoming projects, including:

- ◆ Environmental Assessment for Hangar Park Taxilane
- ◆ Design for Hangar Park Taxilane
- ◆ Wetland Mitigation for Hangar Park Taxilane
- ◆ Construction for Hangar Park Taxilane

**For successful delivery of these projects, we see a cohesive approach to three fundamental areas of emphasis—project management, engineering, and planning—as the primary benefit we can offer the West Michigan Airport Authority for your future development of the West Michigan Regional Airport.**

### PROJECT MANAGEMENT APPROACH

Mead & Hunt offers a team approach for the efficient and timely completion of your projects. This approach includes a dedicated airport engineer and airport planner who will be available to handle any situation that might arise. The keys to any successful project are communication and consistency, and we believe our team approach fosters these important elements.

We propose Jeff Thoman, PE, continue as your airfield engineer and project manager for your upcoming projects. Jeff has a broad airport engineering background and has led numerous projects at airports across Michigan, including Pellston Regional Airport, South Bend International Airport, WK Kellogg Airport, Antrim County Airport, Mt. Pleasant Municipal Airport and the Clare Municipal Airport, in addition to his experience at BIV. His experience ranges from small maintenance projects to large, multi-million-dollar runway construction projects. Jeff continually looks for unique, cost-effective solutions to problems and stays informed of the latest technology available. He will apply this in-depth knowledge to find innovative solutions to your project needs. He will also lead our strong team of professionals and teammates, working to support your goals.

Jeff has excellent working relationships with the staff at MDOT AERO, as well as the FAA's Detroit Airports District Office. He will draw on these relationships to promote and execute your projects, directly benefitting WMAA. Jeff will coordinate all team members while working with

you during project design and throughout each individual construction project. **Jeff is supported by the largest staff of aviation professionals in the state.** He has a deep bench of eight professional engineers, two certified planners, an airport operations specialist, a master electrician, civil technician, a certified arborist and a senior CAD technician, all in the Lansing office, to support your projects. Our Lansing personnel provide more than 250 years of combined aviation engineering and planning experience. In addition, Mead & Hunt has nearly 300 aviation professionals in offices nationwide, ready to assist.

Our team is well-versed in developing comprehensive capital improvement plans with our clients and we look forward to continuing to provide this service. We will assist you with your Michigan Airport Programming (MAP) meetings, as well as financial planning. We can also help with any FAA grant requirements, should your upcoming projects require federal discretionary funding or the current round of AIP supplemental funding.

One of the unique aspects of our project management approach is a fundamental understanding that engineering and planning go hand-in-hand. Your airport capital improvement plan, while primarily focused on construction, would benefit from advance planning to facilitate successful projects. As outlined below, our engineering approach will be supported by planning efforts to provide you with a well-thought-out approach to each project, as well as an overall assessment of the Airport's development.

## ENGINEERING APPROACH

Mead & Hunt's experienced engineering staff, led by Bob Leisenring, PE, are among the best in the industry. Our engineers take pride in developing a tailored approach for each project. While we have a traditional process to guide us, we recognize that no two projects are identical, and each requires a unique approach to address individual concerns. Once we establish a specific project approach, the Mead & Hunt team will work with WMAA to follow it through to completion, maintaining project goals and budget. We accomplish this through clear and frequent communication each step of the way, with not only our internal project team, but also our client and the various funding or permitting agencies, where appropriate.



We understand the importance of keeping projects within the available budget, as well as the need to scope and schedule projects well in advance to satisfy airport users' operational needs. Our engineers have worked within these funding and operational constraints to develop award-winning solutions. As there are numerous construction options available, we study and analyze the impacts of each to find the solution that minimizes the financial and operational impacts while offering the greatest benefits. Accordingly, we will work with you to assess potential project challenges and mitigate any issues early in the process. **We firmly believe that you, the client, must be an active member of the decision-making process and that it is our responsibility as your consultant to provide you with well-thought-out alternatives for your consideration.**

Our engineering group will continue to work with you on your upcoming infrastructure projects. Our experience coordinating projects with the FAA and MDOT AERO will be critical to your upcoming projects. This coordination will include developing safety phasing plans and making sure projects adhere to the latest FAA design standards and contract requirements.

During a typical design process, we develop details and specifications tailored to your airfield. We take pride in developing thorough and easy-to-understand final plans that allow contractors to feel comfortable with the project, ideally resulting in the best possible cost for you. We also have an in-house quality assurance/quality control (QA/QC) process that involves a review by one of our professional engineers, independent of the project team. Each of your projects will have that extra check, allowing us to minimize or altogether avoid issues during construction. The whole design process begins and ends with clear and concise communication, which we will provide throughout the project.





Mead & Hunt can help you through the bidding process, whether it be the traditional MDOT bid letting or the local letting process, which are gaining in popularity due to the added flexibility in schedule, bid option and bid alternatives, not afforded by the MDOT process. Having worked with airports on these types of projects, we understand the use of local provisions, declaration of restrictive covenant or your special insurance requirements, which need to be included in your contracts with the local letting process.

Our experience in airfield construction administration will also greatly benefit WMAA. Jeff, your project manager for design, will also be your go-to individual for construction administration, providing a seamless transition that benefits the overall project. We have completed hundreds of airport projects and understand how the specifications need to be administered to meet FAA and MDOT AERO requirements. Our staff is experienced in the various aspects of construction administration and inspection including project documentation, material testing, material acceptance, quantity tracking, in-field plan or contract modifications, contractor coordination and change order cost negotiation, if necessary. Our engineers, inspectors and surveyors know airports and airfield safety requirements, meaning our staff knows what to look for and can help prevent potential problems.

Closing out projects quickly and accurately is crucial to successful project completion. Once airport management has approved the final product and agrees the punch list items are complete, our staff will move quickly to close the project and coordinate with contractor(s) to gather final documentation, including final estimates and quantities,

lien releases, payroll certifications, disadvantaged business enterprise (DBE) certifications, equipment operation and maintenance manuals, and as-built information. We also have extensive experience assisting with the required documentation for closing state and federal grants. This information will be consolidated into a final report and provided to your Airport along with recommendations to close the project.

## ENVIRONMENTAL SERVICES & PLANNING APPROACH

As you are aware, Mead & Hunt's planning staff is led by Stephanie Ward, AICP. **She has extensive experience managing projects, as well as direct, hands-on experience with master plans, airport layout plans (ALPs), land acquisition projects, environmental assessments, approach assessments and land use plans.** She has enjoyed working with the WMAA for 22-years to help develop the Airport including the runway extension, the airport business center, the ALP update and the current land release effort for Parcel K. She also has national experience working with state aviation departments and airports coast-to-coast, providing her with a diverse perspective to bring to your planning projects. Stephanie can apply this in-depth knowledge, along with 30 years of experience in the aviation industry, to find creative planning solutions for WMAA and BIV.

As it relates to your proposed projects, Mead & Hunt can offer the WMAA and BIV extensive environmental planning expertise to address numerous topics including environmental assessments and wetland mitigation for the taxiway and hangar are project. **Bill Ballard, AICP, is very familiar with your airport, having conducted and coordinated all resource agency activity and authored the required environmental documents for the runway extension, the airport business center and the on-going land release for Parcel K.** He was also involved in the wetland mitigation for the runway extension. These skills have been added to our toolbox, so we can offer our clients additional services, making Mead & Hunt your one-stop-shop for aviation consulting services. Mead & Hunt can also help with Michigan Department of Environment, Great Lakes, and Energy (EGLE)-related projects, should the need arise. Bill also has extensive relationships with the EGLE staff that will assist in the development of the required National Environmental Project Act (NEPA) activities and investigations.

Our experience with EGLE ranges from the NEPA project to services including developing Spill Prevention, Control and Countermeasure (SPCC) plans specifically designed to help airport facilities prevent oil pollution from reaching surface waters. The plan is a requirement of the Federal Environmental Protection Agency Oil Program, originating under the Clean Water Act. We also understand that an airport can benefit from combining an SPCC plan with their Storm Water Pollution Prevention Plan, a Michigan requirement for compliance with the National Pollutant Discharge Elimination System. The benefit is in having the required inventory, inspection, reporting and plan update requirements coordinated in this one comprehensive document.

As regulations are changing, many airports must solve issues related to snow removal and deicing as a part of doing business. Deicing can present a year-round challenge to pollution prevention and permitting. Our staff includes Dean Mericas, PhD, a nationally recognized leader in deicing management. Dean has diverse experience and skills with more than 20 years helping airports navigate the environmental impacts of deicing runoff. Should deicing issues arise in the future, we can assist you with any required agency coordination or permitting.

In addition to the environmental expertise, our planning staff members are well-versed in FAA standards related to master planning, ALP development (SOP 2.0), Exhibit "A" property map requirements (SOP 3.0), land acquisition and approach clearing. We have solid relationships with FAA and MDOT AERO staff and are familiar with developing documents that meet FAA standards, while providing long-range planning that meets our clients' needs. Stephanie is supported by Zachary Puchacz and Adam Feldpausch. Zachary has more than 17 years in the aviation industry as both a planner and an airport operations specialist. He was heavily involved in the development of the ALP update. Adam has over 15 years of drafting and design experience. As the lead staff member developing your 2016 ALP, he is very familiar with the planning documents and constraints of the Airport. Stephanie, Adam, and Zachary coordinated the land acquisition, planning and as-built ALP for the Runway 10/28 extension and the land acquisition and site planning for the airport business center. These staff are well-equipped to solve your project challenges, using their experience working with a wide range of airport clients.



Should the taxiway project require that we acquire additional property to the north of the current airport holdings, we offer land acquisition services. Mead & Hunt has a long, successful record of working with clients on land acquisition, and some of our staff have been involved in this area for nearly 30-years. We often team with several firms that are exceptionally well-versed in the FAA, United States Department of Housing and Urban Development, and National Environmental Policy Act (NEPA) requirements for land acquisition. Over the past 15-years, we have collaborated with our teammates on the acquisition of nearly 500 fee-simple and aviation easement parcels. Our seasoned team works together seamlessly to reach successful conclusions on land acquisitions.

**We also have a unique staff member in Tom Ward who is a certified arborist and registered forester.** We use his understanding of trees to conduct clearing, including pruning in an aesthetically pleasing yet effective manner, especially in areas where easements may be used. We employ International Society of Arboriculture standards to support our designs and on-site pruning and clearing with contractors. We have had great success with this, leaving the traditional method of utility cuts behind in favor of pruning that is more acceptable to property owners yet cost effective for our airport clients.

**Continuing to work with the Mead & Hunt team provides you with the largest aviation staff in the state of Michigan, and with that comes a wealth of knowledge for successfully completing airport projects. We have a thorough understanding of general aviation airports in Michigan and nationally. We offer a solid, experienced team to support your needs over the next five years, and we look forward to continuing to work with you to develop the West Michigan Regional Airport.**

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## HISTORY & BACKGROUND IN AVIATION CONSULTING

### Corporate Profile

#### WHO WE ARE

Mead & Hunt is an employee-owned firm with more than 900 engineers, architects, scientists, planners and support staff in offices nationwide. We have been serving clients in both the public and private sectors since our founding in 1900.

#### GROWING

Mead & Hunt is one of the fastest growing architectural, engineering and planning firms in the nation. For several consecutive years, *Engineering News Record* has ranked Mead & Hunt as a top 500 A/E design firm and a “Top 25 in Airports” firm. In addition, Mead & Hunt received the prestigious American Association of Airport Executives’ Corporate Cup of Excellence award. We were also ranked in the top 10 “Best civil engineering firms to work for” in the nation by *CE News* magazine.

#### RESPONSIVE

Effective and responsive service is what we provide. Strong two-way communication is imperative to the success of our projects. We place the utmost importance on listening to and understanding your needs; together, we determine the best possible solution. The depth of our staff allows us to complete many projects simultaneously and keep projects on schedule and budget.

#### EXPERIENCED

Our record of successful project execution and ability to provide continuity and quality-of-service is important to you. Our multidiscipline personnel are experienced professionals able to provide top-of-the-line architecture, engineering and scientific solutions for your most challenging projects. Mead & Hunt’s principals are highly-qualified, dedicated and fully involved in providing experienced leadership in undertaking your projects.

#### INNOVATIVE

To meet our country’s aggressive and changing needs, Mead & Hunt is continually expanding to offer innovative engineering, planning and design services to meet a multitude of challenges. Annually, we are nominated for and win industry and trade awards for the creative solutions we provide clients.

EMPLOYEE-OWNED  
ENGINEERING &  
ARCHITECTURAL FIRM

~900  
EMPLOYEES



#13  
IN AVIATION

TOP 500 DESIGN FIRM  
BY ENGINEERING NEWS RECORD





2

## HISTORY & BACKGROUND IN AVIATION CONSULTING

### Company History

Mead & Hunt is a national firm offering design services in the fields of planning, architecture, interiors, engineering and science. We have been in business for over 120 years and attribute this longevity to our ethical and straightforward business practices. Our integrity and reputation, as well as the trust of our clients, are paramount to our long-term success.

Daniel W. Mead, an internationally recognized expert in hydroelectric and hydraulic engineering, established this consulting firm in 1900. In the 1920s, Mead served on an advisory committee for the construction of the Hoover Dam. Henry Hunt, an electrical and civil engineer, became a partner of the firm in the early 1920s.

The firm's services expanded to meet the country's changing social needs. Civil and highway engineering were added as interstate highway networks were created. Airport planning and design supported the military during the 1940s. After World War II, the firm's services grew to include architectural, structural, mechanical and electrical engineering when new housing, commercial and industrial buildings were needed.

Today, Mead & Hunt has more than 35 offices across the nation. We provide architecture, planning and engineering for airports, industrial and military facilities; highways and bridges; storm water, potable water and wastewater systems; and municipal facilities. We also provide interior design, historic preservation, environmental sciences, survey and materials testing, geographic information systems (GIS) and remote sensing services.

Mead & Hunt is ranked among the top 500 architectural/engineering firms in the nation by *Engineering News Record* and #13 in their list of "Top 25 in Airports." Our in-house capabilities and diversity allow for the integration of all disciplines into one organizational team. The comprehensive package of services allows for a single point-of-communication and responsibility.

Mead & Hunt takes pride in its record of successful projects and its ability to provide continuity and quality-of-service. Our experienced professionals are able to provide top quality architecture, engineering and scientific solutions for today's most difficult projects.



# 2 HISTORY & BACKGROUND IN AVIATION CONSULTING

## Aviation Services

### BUSINESS SERVICES

- ◆ Rates And Charges
- ◆ Passenger Facility Charge (PFC) Application/Administration
- ◆ Cost-Benefit Studies
- ◆ Business Plans
- ◆ Benchmarking
- ◆ Performance Surveys

### AIR SERVICE CONSULTING

- ◆ Market Analysis
- ◆ Airline Service Proposals
- ◆ US DOT Small Community Air Service Development Program Grant Applications
- ◆ Airline Travel Banks®
- ◆ Ticket Lift Studies
- ◆ Us Dot Airline Report Data Analysis
- ◆ Passenger Forecasting

### PLANNING AND FINANCIAL STUDIES

- ◆ Aviation System Plans
- ◆ Master Plans
- ◆ Airport Layout Plans
- ◆ Land-Use Planning And Zoning
- ◆ User Surveys
- ◆ Feasibility Studies
- ◆ Part 150 Noise Studies
- ◆ Land Acquisitions

### ENVIRONMENTAL PLANNING

- ◆ Environmental Assessments
- ◆ Environmental Impact Statements
- ◆ Wetland Mitigation
- ◆ Noise Analyses
- ◆ Storm Water/Flood Plain Studies
- ◆ Air Quality Studies
- ◆ Historic Eligibility Studies
- ◆ Deicing Analyses

### WILDLIFE HAZARD MANAGEMENT SERVICES

- ◆ Wildlife Hazard Assessments, Including Monitoring And Reporting
- ◆ Wildlife Hazard Management Plan Preparation and Implementation
- ◆ Airport Staff Training
- ◆ Habitat Modification Planning
- ◆ Mitigation Planning and Design
- ◆ Project And Design Review Services
- ◆ Agency Coordination
- ◆ Community Outreach & Education

### ARCHITECTURE

- ◆ Terminals And Arrival/Departure Buildings
- ◆ Aircraft Hangars
- ◆ Airport Traffic Control Towers (ATCTs)
- ◆ Maintenance Buildings
- ◆ Equipment Specifications
- ◆ Security Systems
- ◆ Telecommunications
- ◆ Aircraft Rescue and Firefighting (ARFF) Facilities
- ◆ Aircraft Storage Hangars
- ◆ Fuel Farms
- ◆ Parking Garages

### PAVEMENT DESIGN

- ◆ New Construction and Reconstruction
- ◆ Overlays
- ◆ Pavement Recycling

- ◆ Sealcoats
- ◆ Life Cycle Cost Analyses
- ◆ Drainage Layers
- ◆ Pavement Maintenance

### ELECTRICAL SYSTEMS AND NAVIGATIONAL AIDS DESIGN

- ◆ Airfield Lighting
- ◆ Airfield Signage
- ◆ Electrical Vaults
- ◆ Instrument Landing Systems
- ◆ Approach Lighting Systems
- ◆ Atct Instrumentation & Control
- ◆ Navigational Aids
- ◆ Airfield Lighting Control and Monitoring Systems (Alcms)
- ◆ Existing Airfield Lighting Systems Analysis and Inventory
- ◆ Security Systems

### CONSTRUCTION ADMINISTRATION

- ◆ Survey Control & Project Layout
- ◆ Project Administration
- ◆ Project Scheduling
- ◆ Contract Inspection
- ◆ In-House Materials Testing
- ◆ Change Order Preparation
- ◆ Pay Requests & Pay Approvals
- ◆ Shop Drawing Review
- ◆ Project Close Out
- ◆ Construction Newsletters

Mead & Hunt offers a broad range of services within the disciplines of planning, environmental, engineering, architecture, sustainability, and air service consulting.

## AVIATION PLANNING

With the strong growth in airport development, planning is essential to avoid encroachment and meet future demand. The ability to have a significant role in the transportation network and economic infrastructure depends on an up-to-date master plan.

Mead & Hunt develops long-range plans for airport facilities that reflect sound land use planning considerations, integrated engineering solutions, comprehensive environmental analyses and realistic financial considerations. We have completed master plans at more than 100 airports nationwide.

Studies include:

- ◆ Airport master plans
- ◆ Airport system plans
- ◆ Airport business plans
- ◆ Passenger terminal space programs
- ◆ Airport site selection and feasibility studies
- ◆ Land acquisition plans
- ◆ Landside access and parking plans
- ◆ Airport layout plans (ALPs) and electronic ALPs
- ◆ On- and off-airport land use plans and zoning ordinances

We provide facility planning services to a broad spectrum of general aviation (GA) and commercial service airports. Our airport planning experience has addressed airside and landside issues, ranging from the need to add runways to enhance operational capacity, to terminal development needed to accommodate additional passengers and new commercial carriers.

Coordinated public involvement efforts promote community acceptance of your long-range plan. Effective relationships with airport sponsors, tenants and users, community representatives and the FAA throughout the master plan process are critical to success. Timely completion of master plans for GA and air carrier airports demonstrates our ability to develop, manage and implement complex projects.

## ENVIRONMENTAL PLANNING

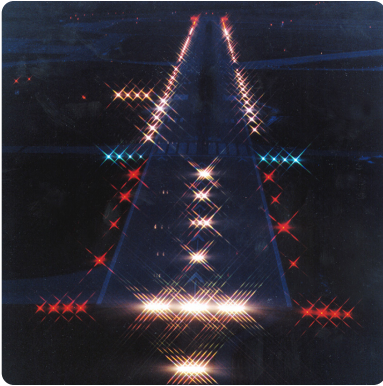
Comprehensive environmental planning is critical to the success of airport development projects. Our professionals have expertise in the NEPA process and FAA Order 5050.4B, *NEPA Implementing Instructions for Airport Actions*. Our high-quality environmental documents undergo federal, state and local agency review processes.

Mead & Hunt's environmental specialists offer a wide range of technical services, including the environmental impact categories addressed in FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*. Our staff includes environmental engineers, planners, noise specialists, wetland specialists, biological specialists, architectural historians and water quality experts.

Solid, comprehensive planning in the early stages of your project provides adequate time to resolve potential environmental problems. It can also help you gain environmental approval for federally-mandated actions. Our aviation-related environmental planning expertise includes:

- ◆ Categorical exclusions
- ◆ Environmental assessments
- ◆ Environmental impact statements
- ◆ Wetland mitigation plans
- ◆ Stormwater management plans
- ◆ Noise studies
- ◆ Wildlife hazard management
- ◆ Flood plain analyses
- ◆ Air quality studies





## AIRFIELD ELECTRICAL ENGINEERING

Maintenance and trouble-free electrical systems and navigational aids (NAVAIDs) help reduce expenses and improve your airport's safety. When building new airfields or improving existing operations, Mead & Hunt can give you solid recommendations for cost-effective airfield electrical development. Mead & Hunt is at the forefront of design standards for airfield lighting and control systems, providing robust designs that remain reliable and upgradable as technology changes and progresses.

In designing a project, Mead & Hunt considers the individual needs of the airport and its users, while taking steps to maximize safety and conserve energy. We are there to troubleshoot and train personnel on operations. These specialized systems are developed for small general aviation airports to large air carrier airports.



*Reliable electrical systems are essential to any airport. We design electrical systems to comply with FAA standards for optimal safety.*



*Use of modern LED taxiway lights at client airports has cut lighting costs by up to 70 percent.*

Our aviation engineers stay up-to-date on the latest technologies in airfield electrical systems by attending annual airport electrical conferences and maintaining a close working relationship with airfield lighting manufacturers and suppliers. Their knowledge covers the basic precision approach path indicators (PAPIs), runway end identifier lights (REILs) and airfield signage to security systems to full instrument landing systems (ILS) and approach lighting systems (ALS). Mead & Hunt routinely works with FAA facility engineers and inspectors to verify that NAVAID systems comply with current FAA standards to optimize your airport's safety.

Mead & Hunt has extensive experience designing airfield electrical vaults with airfield lighting controls for systems as simple as an L-821 lighting control panel or as complex as a PLC-based or computer-based control system or ALCMS.

Mead & Hunt offers:

- ◆ Airfield lighting
- ◆ Airfield signage plans
- ◆ Electrical vaults
- ◆ Approach lighting systems
- ◆ Instrument landing systems
- ◆ Airport traffic control tower (ATCT) instrumentation and control
- ◆ NAVAIDs
- ◆ Airfield lighting control and monitoring systems (ALCMS)
- ◆ Existing airfield lighting systems analysis and inventory
- ◆ Airport security systems
- ◆ Airport computer systems



## CONSTRUCTION ADMINISTRATION

Guiding projects through the construction process is a major area of work for our aviation services department. Unique among aviation consultants, Mead & Hunt offers resident engineering staff with design experience to enhance the quality control of your project. This also enables immediate design changes in the field to fit conditions while staying in conformance with FAA design criteria and your airport's needs.

To increase efficiency of engineering time and to keep accurate records, we use the FieldManager Software developed through MDOT, which is a computerized construction record program. This program allows for the daily entry of quantities, which provides you with an up-to-date financial status of your airport projects. We use this software on projects that are bid through MDOT as well as on projects that involve a bid letting by our clients.



We recognize the need to minimize the impact from construction activities on airport operations. Mead & Hunt uses techniques such as fast-track comprehensive phasing plans and 24-hour per day construction schedules to decrease construction time at critical locations. We also publish construction newsletters to keep airport users informed of construction schedules.

Aviation construction services include:

- ◆ Survey control and project layout
- ◆ Administration of construction meetings
- ◆ Project schedule tracking
- ◆ Inspection services
- ◆ Change order preparation
- ◆ Pay requests and pay approvals
- ◆ Shop drawing review
- ◆ Maintenance of project records
- ◆ Project close-out
- ◆ Construction newsletters
- ◆ Coordination with airport users
- ◆ Preparation of as-builts



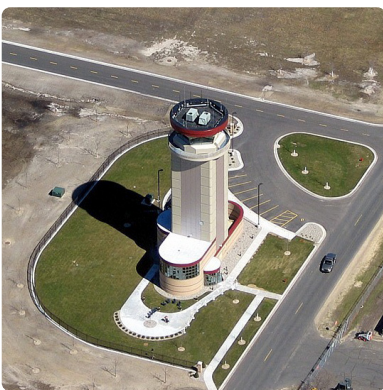




*Appleton International Airport – the nation's first zero-energy aviation building*



*Pellston Regional Airport*



*Volk Field, Wisconsin Air National Guard*

## ARCHITECTURE & FACILITIES PLANNING

Mead & Hunt has built a long-standing reputation for designing cost-effective, visually pleasing and energy-efficient airport facilities. In addition, an earnest consideration of maintenance and operations is a hallmark of our work.

Our terminal, airport traffic control tower, aircraft rescue and fire fighting facility, maintenance facility and hangar projects feature state-of-the-art design capable of meeting the ever-changing needs of the industry.

A comfortable, well-designed environment is the key to the passenger experience where daily functions including ticketing, baggage sorting and claims, concourse layout, concessions and administrative areas are carefully planned by our diverse group of professionals.

Mead & Hunt's architectural, planning, engineering and interior design services for airport facilities include:

- ◆ Passenger terminal development
- ◆ Airport traffic control tower development
- ◆ Hangar development
- ◆ Maintenance facilities
- ◆ Aircraft rescue and firefighting facilities
- ◆ Snow removal equipment facilities
- ◆ Programming and planning
- ◆ Equipment specifications
- ◆ Security systems, telecommunications and building automation
- ◆ Facilities master planning

Our team takes an active approach to green building design through the Leadership in Energy and Environmental Design (LEED) program. As sustainable projects continue to increase in number throughout the US, we continue to expand our LEED qualifications. Members of our staff who are LEED accredited include licensed architects and professional engineers. Together, they have been involved with other green building design programs, such as the Energy Star program and the Sustainable Project Rating Tool (SPiRit).

When designing airport buildings, Mead & Hunt works in tandem with our clients to develop a design that is both functional and aesthetically compatible with local themes and settings.

## 2 HISTORY & BACKGROUND IN AVIATION CONSULTING

### Subconsultants

#### NV5

NV5 (formerly Quantum Spatial) is one of the nation's largest and most experienced full-service geospatial firms. They provide comprehensive aerial mapping and GIS services including state-of-the-art photogrammetric, LiDAR, satellite, airborne imaging, and mapping. Their client base includes a host of airport authorities; local, county, state, regional, and federal agencies; and many of the top engineering and industrial firms in North America. NV5's staff includes certified and licensed photogrammetrists, LiDAR specialists, pilots, professional engineers, licensed surveyors, image processing specialists, GIS specialists, CAD technicians, and image analysts.

Their experience includes photogrammetry services for over 700 airport mapping projects in accordance to FAA AC 150/5300-16, -17, and -18 guidelines. These projects have ranged from small one-runway airports to some of the largest airports in the country. NV5 Geospatial continually improves our efficiency by adapting and automating our tools and procedures to meet the FAA and other airport-specific requirements.

Their services include mapping for Aeronautical Surveys, WAAS Surveys, ADIP (formerly AGIS), Instrument Procedure Development, Master Plans, and electronic Airport Layout Plans (eALPs). They have performed these types of projects with international, regional, and local airports across the country.



#### ORC

**O. R. Colan Associates, LLC (ORC)** specializes exclusively



in land acquisition, relocation, and program management for land acquisition projects. ORC is recognized nationally in the field of right-of-way acquisition and relocation assistance for projects implemented under the provisions of the Uniform Relocation and Real Property Acquisition Policies Act of 1970; Title 49 Code of Federal Regulations Part 24; and MDOT Real Estate Policy and Procedure Manuals.

Nationally, ORC has acquired more than \$3.5 billion of real property for public agencies, acquired over 50,000 parcels, and provided relocation assistance to more than 35,000 owner-occupants, tenants, businesses, and non-profits. Their expertise in preparing and implementing procedures on federal, state, and local levels is extensive. For example, the Federal Highway Administration (FHWA) awarded ORC a contract to prepare a Local Public Agency (LPA) guidebook to facilitate federal aid projects nationally. Further, ORC's national training division hosts regular educational courses on implementing the Uniform Act as well as policies / procedures related to LPA implementation of State and Federally funded projects requiring land acquisition efforts.

## 3 SIMILAR PROJECTS

### Project & Program Management Techniques

#### PROGRAM MANAGEMENT

Mead & Hunt has provided program management services to aviation clients for more than 80 years. Our staff routinely serves as an extension of the airport's staff, applying our management expertise to develop ACIPs, scheduling projects and coordinating the activities of other consultants, contractors and vendors. We have helped many airport clients identify funding alternatives and address eligibility criteria to secure funding. This has included visiting congressional delegations and FAA headquarters to help procure needed funds.

Mead & Hunt prides itself as being a midsize full-service airport consulting firm. Our size allows us to provide personal service for specific disciplines from all levels of our organization. The structure of our organization does not get in the way of our professional staff providing that personal service.

Mead & Hunt will use a variety of program management techniques to stay organized and communicate with stakeholders on your projects. We tailor these techniques to the needs of the specific program, which can vary in size, complexity and airport staff involvement. Communication is the key to a successful program management plan.

#### PROJECT MANAGEMENT

At the beginning of each project, Mead & Hunt develops a unique work plan that is reviewed with our client and the entire project team. This same work plan can be used as a template, tailored to your individual project needs. The following is a discussion of our typical civil engineering work plan process, providing you a glimpse of the efforts we would make to see that your projects stay on track.

#### Data Collection

Data collection goes far beyond the typical topographic surveys and geotechnical investigations. Although these are important technical aspects of a project, it is even more important that we understand your goals, concerns and expectations. At a project's initiation, Mead & Hunt's project manager and key design staff will meet with the Airport to discuss the goals of the project and identify key concerns to address during design and construction. We will have in-depth discussions about the Airport's objectives. We will also:

- ◆ Ask questions about the proposed project budgets
- ◆ Discuss which key tenants the project will impact
- ◆ Discover what deliverables are expected at each step in the process
- ◆ Determine the schedule for those deliverables
- ◆ Identify the biggest challenges we will face
- ◆ Establish communication protocols

Typical program management tasks may include:

- ◆ Assistance with development of ACIPs
- ◆ Project schedule and cost control administration
- ◆ Funding procurement and project eligibility analysis support
- ◆ Coordination with federal, state and local agencies
- ◆ Grant management
- ◆ Project administration and administrative support
- ◆ Public presentations, meetings and coordination
- ◆ Engineering or architectural studies and design
- ◆ Property acquisition and easement assistance
- ◆ Grant applications
- ◆ Cost estimates
- ◆ Storm water permitting and spill prevention plans
- ◆ Transition planning
- ◆ Construction administration
- ◆ Land-use compatibility consulting
- ◆ Assistance with environmental documents
- ◆ Airspace studies
- ◆ Airport management and business consulting
- ◆ Hiring specialty subconsultants





We will use our in-house survey team to collect field data for the project. They have extensive experience working on airports and know exactly what information is required for a successful design. We can use a DBE firm, if required, for geotechnical testing services to meet federal DBE requirements on specific projects. For projects that do not require the use of DBEs, we would team with a local geotechnical firm to provide these services. Additionally, NV5 will contribute to survey efforts by providing aerial photography and digital imagery, as needed.

### Design

Prior to beginning a project's design, we will sit down with team members at a predesign meeting and revisit the scope, schedule and budget as well as discuss factors that may affect the project, such as coordinating with outside agencies that may need to be involved.

We have a team of technical experts in each discipline who will work together to develop a solid strategy for each project. This will vary for different projects, as each is unique. For example, runway rehabilitation projects can cause major operational impacts at an airport. Our team has worked on construction phasing plans around the country. We have successfully reduced the impact to airport users with techniques such as relocated thresholds and nighttime-only construction. In addition to project phasing, there are many other aspects of an airport project, including pavement design, drainage design, airfield marking, NAVAIDs, soil erosion control and environmental considerations, to name a few. Our diverse team of professionals can develop the early strategies that will help projects succeed in later stages. This is also true of our architectural department, which can complete any building projects that may arise. Mead & Hunt offers the advantage of providing all these services under one roof, resulting in efficiency, continuity and consistency in the deliverables and services you receive.

Throughout the final design process, the Mead & Hunt team will conduct an internal review of the plans and specifications. Quality control (QC) reviews are conducted by Mead & Hunt staff and other team members to facilitate careful, objective reviews.



### Construction Administration

Mead & Hunt will work closely with you to develop a strategy for construction administration. We have seasoned staff who will work with the contractor to verify the project is built with our plans' and specifications' intent. Throughout construction, we will meet with the team to track progress, verify safety protocol is being followed, and see that the project is meeting expectations. Mead & Hunt regularly works with several DBE firms throughout the state that can help you meet federal requirements on specific projects. For projects that do not require DBE participation, we will team with a local materials testing firm. These firms have successful airport experience and we will see that they have a solid understanding of airport expectations prior to beginning work.

**Prior to beginning design, it is especially important to have in-house airport planners and environmental staff who can verify the project fits with the ultimate plans of the airport. This helps avoid potential planning conflicts or environmental issues that may be involved with the project.**



### 3 SIMILAR PROJECTS

## Program Management Experience

The following summaries highlight seven airports where Mead & Hunt has provided services to develop a wide array of projects, some of which are similar to the types of projects you have planned. Many of the team members expected to work on your projects have been critical to the development of the following airports. This experience strengthens our ability to provide you with not only seasoned staff, but also diverse solutions to address your needs. We encourage you to contact these airports and are confident you'll find our level of service exceeds your expectations.

Mead & Hunt has provided aviation services for the Jackson County Airport since 1999. In that time, we have completed more than 25 planning, environmental, architecture, airside and landside engineering and construction administration projects. The following are some of the projects we have accomplished at the airport:

- ◆ Runway 7/25 construction
- ◆ Runway 6/24 rehabilitation
- ◆ Runway 14/32 shift/extension
- ◆ Safety area study for Runway 13/31 and Runway 6/24 (now Runway 14/32 and Runway 7/25)
- ◆ Storm water pollution prevention plan (SWPPP)
- ◆ T-hangar development
- ◆ Taxiways A, B, F and H rehabilitations
- ◆ Runway/taxiway lighting rehabilitation
- ◆ SRE building cost-benefit report
- ◆ SRE building and site improvements
- ◆ Land acquisition including easements and fee-simple for Runway 7/25
- ◆ Exhibit A update
- ◆ Environmental assessment
- ◆ Stream relocation feasibility study
- ◆ Approach clearing
- ◆ FAA NAVAID coordination
- ◆ ALPs
- ◆ Land release requests
- ◆ Coordination with users for economic growth

Two of the largest recent engineering projects at the airport include the shift and extension of Runway 14/32 and the design, environmental coordination, land acquisition and construction for the realignment of Runway 7/25. The Runway 14/32 project cost approximately \$5 million to complete, and involved shifting and extending the runway to achieve a total length of 4,000 feet. This allowed the airport to use Runway 14/32 as the primary runway during the two-year construction of Runway 7/25.

## Jackson County Airport-Reynolds Field

JACKSON, MI

In addition to the shift and extension of Runway 14/32, the project also included the rehabilitation of the existing runway surface and a shift and extension of the parallel taxiway. The airfield lighting and FAA NAVAIDs were also replaced. The construction of this project required 15 feet of fill material, and was phased over two years to allow the material to settle before placing pavement. Coordination was essential on this project and included the airport, control tower, users, MDOT, FAA funding and NAVAIDs divisions and the drain commission. The realignment project for Runway 7/25 was completed in 2018.

**Juan Zapata, Airport Manager**  
**517-335-9679**

CONTACT

Mead & Hunt has provided program management services for the Battle Creek Executive Airport at Kellogg Field for more than 20 years. This has included planning, environmental studies, airside and landside engineering, architecture and construction administration. In our program manager role, we have advised the airport on short- and long-term development plans, funding options, project phasing and scheduling, and coordinated the efforts of other consultants and subconsultants. Our staff has been an extension of the airport's staff, and we have assisted the airport with every aspect of their development with more than \$45 million of improvements during this time.

In addition to our work for the airport, Mead & Hunt has served the Air National Guard unit located at the airport by providing master planning services for the base staff.

In 2010, Mead & Hunt completed a six-year program to construct a new runway. There were numerous phases to this project, including constructing an ATCT and a new airport maintenance and operations facility, relocating a local road, land acquisition/clearing and ultimately constructing a new runway, parallel taxiway and new electrical vault. These projects totaled nearly \$30 million.

We have completed more than 40 projects at the airport in the past decade. These projects include:

- ◆ Runway 5L/23R rehabilitation
- ◆ Runway 5L/23R lighting rehabilitation
- ◆ Taxiway C pavement and lighting rehabilitation – Phase I and II
- ◆ Runway 13 PAPI installation and approach clearing
- ◆ New Runway 5R/23L construction
- ◆ Land acquisition (fee-simple and easements)
- ◆ Midfield electrical vault construction
- ◆ Exhibit 'A' Property Map
- ◆ Part 150 noise study
- ◆ New 50,000-square-foot SRE maintenance facility
- ◆ Benefit-cost study
- ◆ Airport entrance road construction
- ◆ Operations and maintenance facility
- ◆ Runway 5R/23L design
- ◆ MDEQ wetland permits to mitigate impacts from various airport development projects
- ◆ Employee parking lot expansion

# Battle Creek Executive Airport

BATTLE CREEK, MI



- ◆ Animal control fencing
- ◆ New ATCT
- ◆ Environmental assessment for new parallel runway
- ◆ Medium intensity runway lighting
- ◆ Runway 13/31 rehabilitation and widen taxiway fillets
- ◆ ARFF training facility
- ◆ GA apron expansion
- ◆ ALP update
- ◆ ATCT siting study
- ◆ Taxiway D rehabilitation
- ◆ Storage facility
- ◆ New airfield lighting control and monitoring system

**Larry Bowron, Airport Manager**  
**269-966-3470**

CONTACT

Mead & Hunt has worked with the City of Mt. Pleasant, for over a decade, providing a blend of services ranging from planning and land acquisition to engineering and electrical systems.

Two of the most demanding projects have been the acquisition of easements for approach clearing and the resulting tree removals. We've acquired five easements in a first phase and removed over 10 acres of trees and are currently negotiating three additional easements that will result in tree removals. We're also coordinating with the MDOT Highways Division on tree removals in the US-127 right-of-way.

These tree removals were identified as part of the Airport Layout Plan (ALP) update that was conducted using both both aerial photogrammetry and LiDAR vegetation obstruction analysis.

The following are some of the projects we have accomplished at the airport:

- ◆ Land acquisition phase I - 5 easements
- ◆ Land acquisition phase II - 3 easements
- ◆ Preliminary engineering for approach survey
- ◆ Runway 9 approach clearing
- ◆ ALP update
- ◆ Apron rehabilitation
- ◆ Runway PAPI/REIL & lead-in taxiway lighting

## Mt. Pleasant Municipal Airport

MT. PLEASANT, MI



**Bill Brickner, Airport Manager**  
989-775-3515

CONTACT



Mead & Hunt staff has provided the Pellston Regional Airport with a wide array of aviation services since 1999. This has included program management, planning, architecture, airside and landside engineering, and construction administration on the airport's numerous building and pavement improvement projects.

Under our tenure as consultant, the airport has received a complete facelift. This included replacing the existing commercial passenger terminal building, constructing a new SRE/ARFF facility, and constructing a new access/frontage road and new parking lot for the terminal building. We coordinated with the airport, MDOT and the FAA to develop programming estimates for these projects and worked closely with MDOT and the FAA to help the airport obtain the discretionary funding necessary to complete these projects.

In addition to buildings and landside pavements, we have worked closely with the airport to improve their airside pavements including runway rehabilitations and concrete apron reconstructions. We have also improved numerous airfield electrical systems including a project currently under way to replace the airfield electrical vault.

We have completed the following projects at the airport:

- ◆ ALP updates
- ◆ Commercial passenger terminal building
- ◆ Commercial passenger terminal building parking lot
- ◆ SRE acquisition
- ◆ Vehicular access/frontage road
- ◆ Animal control fencing
- ◆ Commercial service terminal apron rehabilitation and expansion
- ◆ Runway 14/32 lighting rehabilitation
- ◆ Runway 5/23 rehabilitation
- ◆ Vault relocation
- ◆ Land acquisition for commercial passenger terminal
- ◆ Air service consulting
- ◆ SRE/ARFF building cost-benefit report
- ◆ SRE/ARFF building
- ◆ GA terminal building cost-benefit report
- ◆ ARFF equipment acquisition
- ◆ Passenger facility charge (PFC) applications and administration
- ◆ Exhibit "A" property map
- ◆ Land releases
- ◆ Minimum standards
- ◆ Economic development options
- ◆ Pavement marking

## Pellston Regional Airport

PELLSTON, MI



**Kelley Atkins, Airport Manager**  
231-539-8441

CONTACT

Mead & Hunt staff has worked with the St. Clair County International Airport over the past 20 years. Our experience includes a wide range of activities such as planning, airside and landside engineering, and construction administration of numerous projects. As the program manager, we have worked with the airport on their long-term and short-term needs, funding options, and project scheduling. Planning efforts at this facility are critical for several reasons, including the airport's international role with US Customs and Border Protection services, and their large GA presence with 84 based aircraft and approximately 25,000 annual operations.

The airport's primary goal has been to maintain their existing infrastructure and balance that effort with the need for new projects. We have worked with them to obtain funding to make these projects happen in a timely manner before safety has become an issue. Over the last several years we have completed more than 15 successful projects at the airport. A number of these construction projects have needed creative design and project phasing efforts in order to maintain the use of the facility and the safety of airport users.

Some of those creative efforts included rehabilitating the drainage system along the Runway 4/22 safety area. This work had to be completed in a manner that would not affect the airport's primary runway and not adversely affect the bid prices. The work was staged throughout the project and routed in a manner that made this possible. The approach clearing project was another creative and collaborative effort due to the location of the trees in wetland areas. The trees could not be reached by typical equipment; therefore chemical treatments were used. Research was required to determine what method would be most effective to get the approaches cleared quickly, and at the same time be safe for the environment.

## St. Clair County Int'l Airport

PORT HURON, MI



Below is a list of the projects completed over the last several years:

- ◆ Apron rehabilitation and expansion
- ◆ ALP updates
- ◆ User survey for runway justification
- ◆ Terminal building concepts
- ◆ PAPI installation
- ◆ Retention pond
- ◆ Land release
- ◆ Concrete apron construction
- ◆ Runway 10/28 rehabilitation
- ◆ Taxiway C rehabilitation
- ◆ Approach clearing for Runway 4 and 10
- ◆ Runway 4/22 rehabilitation
- ◆ Airfield drainage improvements
- ◆ Hangar taxistreet rehabilitation
- ◆ Exhibit 'A' Property Map updates

**Kathy Reaume, Airport Manager**  
810-364-6890

CONTACT

Mead & Hunt has provided aviation services for the Fremont Municipal Airport for nearly 20 years. These projects include planning, environmental, airside engineering and construction administration projects. The following are some of the projects accomplished at the Fremont Municipal Airport:



**Fremont  
Municipal  
Airport**  
FREMONT, MI

- ◆ Wetland mitigation
- ◆ Runway 9/27 rehabilitation
- ◆ Runway 18/36 extension
- ◆ Apron rehabilitation
- ◆ Perimeter fence construction
- ◆ Runway 27 PAPI design
- ◆ Runway 18/36 culvert repair
- ◆ Taxiway A construction
- ◆ Hangar area taxilane rehabilitation
- ◆ Fuel farm credit card reader design

The Fremont Municipal Airport is located in western Michigan and, at 6,501 feet, has one of the longest general aviation runways in Michigan. The Airport serves a variety of business traffic in western mid-Michigan. Recently, projects at the Airport have focused on maintaining the important infrastructure that serves the airfield. This has included rehabilitating pavements, a slip-line repair of a drainage culvert that threatened the integrity of the runway safety area, and improvements to the Airport's fuel farm. An ALP update is ongoing, and upcoming work for the Airport includes rehabilitation of Runway 18/36 and the addition of a new T-hangar building.

## CONTACT

**John Grasley, Airport Manager, 231-924-7080**

Mead & Hunt has provided program management services for the Ionia County Airport for almost 20 years. Our responsibilities have included planning, environmental permitting, airside and landside engineering and construction administration. In our program manager role, we have advised the airport on long- and short-term development plans, funding options, project phasing and scheduling, and have coordinated the efforts of other consultants and subconsultants.



**Ionia  
County  
Airport**  
IONIA, MI

The airport terminal building was updated with an addition to comply with the Americans with Disabilities Act requirements. Mead & Hunt worked with a local architect chosen by the airport board. With the architect's assistance, we were able to create a highly functional terminal building. The new addition greatly improved the building aesthetically as well as functionally. The addition included new exterior siding on the existing building to give the completed terminal an appealing new look.

The projects at Ionia County Airport were coordinated with the airport and numerous agencies at the local, state and federal levels. Each of the projects was completed on-time and within budget.

The projects completed in the past 20 years include:

- ◆ Runway extension
- ◆ Exhibit "A" update
- ◆ ALP update
- ◆ Perimeter road design and construction
- ◆ Wetland mitigation
- ◆ Hangar site development
- ◆ T-hangar design and construction
- ◆ Taxiway extension and taxiway rehabilitation
- ◆ Automated Weather Observation System (AWOS) design
- ◆ Terminal building addition

## CONTACT

**Stephanie Fox, County Administrator, 616-527-5300**



# 4 KEY PERSONNEL

## Organizational Chart



### West Michigan Regional Airport Authority

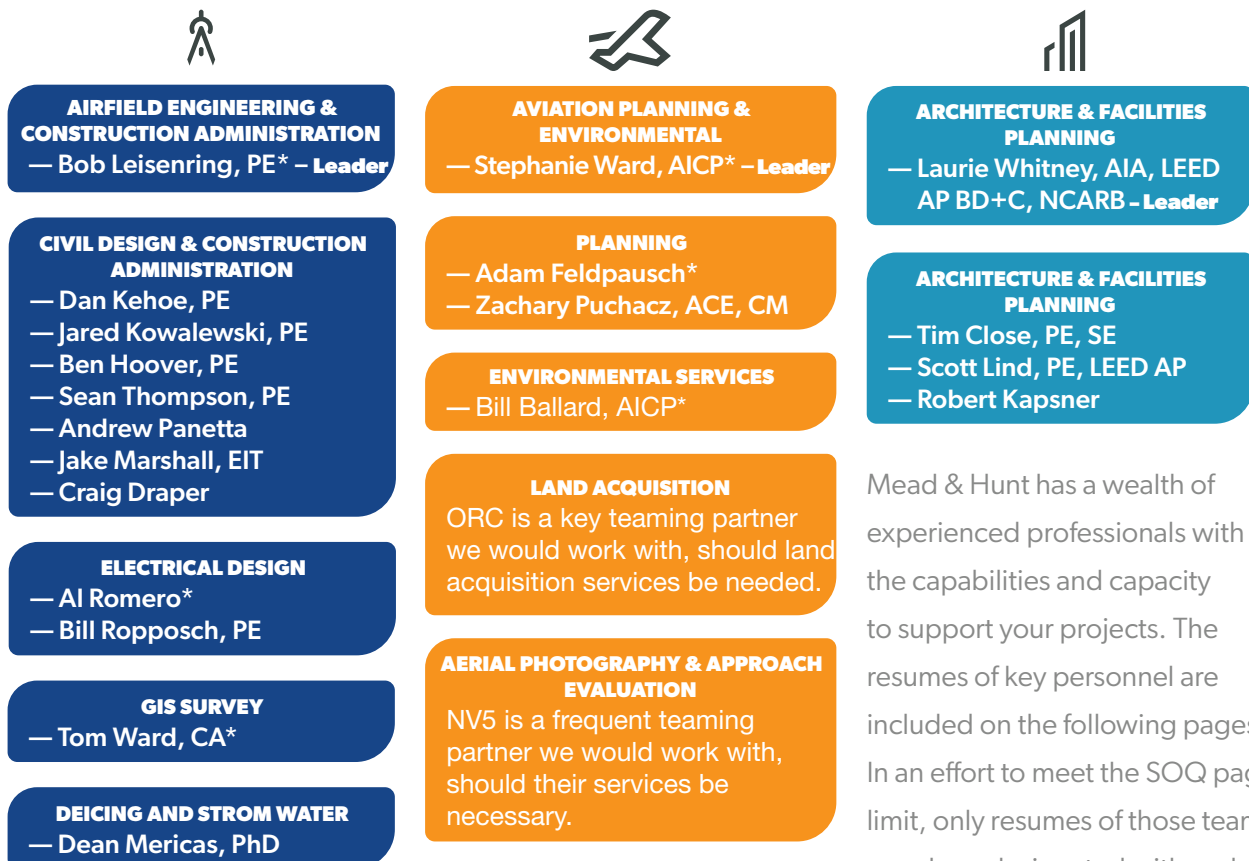
**Airport Authority Manager**  
Aaron Thelenwood



**PROJECT MANAGER**  
Jeff Thoman, PE\*



**PRINCIPAL-IN-CHARGE**  
Mark Breuikink, PE\*



Mead & Hunt has a wealth of experienced professionals with the capabilities and capacity to support your projects. The resumes of key personnel are included on the following pages. In an effort to meet the SOQ page limit, only resumes of those team members designated with and asterisk (\*) have been included. Additional resumes can be provided upon request.

## 4 KEY PERSONNEL

### Resumes



#### Jeff Thoman, PE

##### Project Manager

Jeff Thoman has more than 15 years of airport engineering and project management experience with airport improvement projects at both general aviation and commercial service airports. His responsibilities include preliminary and final cost development; project management design of airfield pavement, drainage, geometrics and lighting; and NAVAIDs layout. These projects have involved runways, taxiways, aprons, parking lots and entrance roads. He also has experience with MDOT and FAA plan preparation and development, as well as with approach clearing.



As a senior project manager, Jeff has led numerous teams for design and construction projects. Jeff served as the project manager for the West Michigan Regional Airport's new 7,500-square-foot Midfield Terminal Building and associated apron and sitework. Jeff has direct experience with managing runway and taxiway pavement projects, having been the project manager for the rehabilitations of Runway 2-20, MOP PAPI, and approach clearing projects at Antrim County Airport and Runway 14-32 at Pellston Regional Airport. In addition, Jeff designed and led the construction administration for the Runway 14/32 and parallel taxiway extensions at Jackson County Airport, and was an integral part of the design and construction administration team at the Southwest Michigan Regional Airport in Benton Harbor, handling the enclosure of Sand Creek. Additionally, Jeff was the lead designer for a \$6.7 million runway at the Battle Creek Executive Airport. The project involved the design of Runway 5R/23L (4,100 feet by 75 feet) and parallel taxiway, including edge lighting, NAVAIDs (REILs and PAPIs) and a new mid-field electrical vault.

##### EDUCATION

- BS, Civil Engineering, Michigan State University, East Lansing

##### REGISTRATIONS/CERTIFICATIONS

- Licensed Professional Engineer – Michigan



#### Mark Breukink, PE

##### Principal-in-Charge

Mark Breukink has 25 years of experience providing aviation planning, design, environmental, and project management services and technical analysis to airports ranging from large-hub commercial service to single-runway general aviation airports. His planning experience has included airport master plans, airport layout plans, activity and demand forecasting, feasibility studies, benefit-cost analyses, on-call planning services, facility planning studies, environmental studies, and airspace studies. His engineering services have covered runway, taxiway, and apron engineering; roadway and parking lot engineering; airfield and terminal design; and airport development programs.



Mark serves as the principal-in-charge providing quality assurance for many of our aviation projects. This involves listening to airport sponsors, reviewing project scopes and reviewing draft through final documents. In this role, he visits airports as warranted to review our staff's field work and construction activities.

##### EDUCATION

- BS, Civil Engineering, Michigan State University

##### REGISTRATIONS/CERTIFICATIONS

- Licensed Professional Engineer – Michigan



## Bob Leisenring, PE

### Airfield Engineering & Construction Administration Leader

Bob Leisenring has more than 20 years of project management experience in airport design and construction for commercial service, military and GA airports. He has provided engineering consulting services to more than 35 airports throughout Michigan. He is familiar with FAA, MDOT and military processes and standards. Bob's duties include design and construction administration for airfield pavements, airfield lighting, NAVAIDs, fuel farms, entrance roads, parking lots and drainage systems; conducting approach surveys, site inspections and pavement evaluations; and specifying snow removal equipment. His experience also includes programming projects for planning purposes and developing detailed cost estimates.



Bob has also been involved with the coordination of airport planning and environmental projects. This experience has given him a thorough knowledge of airport layout plans, airspace issues, land acquisition, the National Environmental Policy Act environmental process and environmental permitting, all of which are essential to developing a project. His other areas of expertise include aircraft fueling areas, road and parking lot design, wetland design, airfield tree clearing/pruning, airfield fencing, electrical design and building area design.

#### EDUCATION

- BS, Civil Engineering, Michigan Technological University

#### REGISTRATIONS/CERTIFICATIONS

- Licensed Professional Engineer – Michigan



## Stephanie Ward, AICP

### Aviation Planning & Environmental Leader

Stephanie Ward has over 30 years of experience conducting planning studies for aviation-related projects. She has vast experience developing community support and an in-depth understanding of airports within their host communities. Developing strong public relations with governmental agencies and the general public is one of her many strong points. Stephanie has a passion for assisting small airports with their development. She sees the value they provide to their local community and region and strives to work with their local sponsors to foster appropriate growth and development.



Stephanie has played a key role in developing planning documents for airports ranging in size from air carriers to smaller GA facilities. She has prepared more than 200 studies for air carrier airports, GA airports and state and national aviation agencies, including projects at more than four dozen Michigan airports. Her responsibilities include developing airport master plan reports, airport layout plans, airport property maps, land acquisition plans, airport zoning plans and ordinances, runway safety area studies, site selection studies and site feasibility studies, as well as performing environmental assessments. With a strong background in urban planning coupled with her aviation and private pilot experience, Stephanie combines the aviation perspective with community and personal aspects of planning to create comprehensive studies. She also serves as an instructor at Western Michigan University, teaching airport planning.

#### EDUCATION

- MS, Parks and Recreation with an emphasis in Tourism, Michigan State University
- BS, Urban Planning, Michigan State University

#### REGISTRATIONS/CERTIFICATIONS

- American Institute of Certified Planners (AICP)



## Al Romero

### Electrical Design

Al Romero is responsible for the design and construction inspection of airfield electrical systems at commercial service and general aviation airports. Al has 25 years of experience in airfield lighting, navigational aid (NAVAID) systems, power distribution, and control systems. As a former owner of an electrical construction company that specialized in airfield lighting and NAVAIDs, and an instrument-rated private pilot, Al brings a great deal of practical experience to your projects.



Al is familiar with Federal Aviation Administration (FAA) and industry airfield design standards. His duties include field survey, project design, construction supervision, and project management. Al is a well-respected and longtime member of the Illuminating Engineering Society of North America – Airport Lighting Committee (IESNA-ALC) and has been a regular at the fall conference. He has participated in many panel discussions on the latest means and methods for best practice installation of airfield electrical equipment in the Midwest and throughout the US.

Al was recently involved in conducting a study of the airfield electrical systems and NAVAIDs at Redding Municipal Airport, Arcata/Eureka Airport, and Sawyer International Airport. The studies included field inventory of the equipment, testing underground conductors, assessing the functionality of the systems, and evaluating the efficacy of the electrical vaults. These projects also included developing recommendations for improvements and producing budgetary construction cost estimates.

#### EDUCATION

- Associates Degree in Electrical Engineering, Penn Foster College
- Electrical Apprenticeship Program, Grand Rapids Community College
- Electronics Technician Certificate, R.E.T.S. Electronics School



## Bill Ballard, AICP

### Environmental Services

Bill Ballard has more than 20 years of environmental and National Environmental Policy Act (NEPA) experience. He has successfully led and completed more than 20 NEPA and regulatory permitting projects including three multi-million dollar Environmental Impact Statements. These studies evaluated the social, environmental and economic impacts of complex runway and taxiway extensions and relocations, safety area improvements, and road relocations of large federal and state projects that included rigorous federal and state agency coordination, innovative public involvement techniques, and a comprehensive understanding of impacts and mitigation requirements.



Bill's environmental and regulatory experience includes threatened and endangered species, wetland ecosystems, air quality analysis, water quality and stream impact assessments, Phase I/hazardous materials evaluations, and indirect and cumulative impacts. He is also a qualified Geographic Information Systems (GIS) specialist and has taught GIS courses to professional engineers, designers and Department of Transportation personnel through a local community college.

#### EDUCATION

- BS, Environmental and Natural Resource Policy Studies, Michigan State University
- AS, Geographic Information Systems (GIS), Lansing Community College
- AA, Business Administration, Lansing Community College

#### REGISTRATIONS/CERTIFICATIONS

- American Institute of Certified Planners (AICP)



## Tom Ward, CA

### GIS Survey

Tom Ward is an experienced construction manager, surveyor, construction inspector and CAD drafter. During his 17 years of experience, he has managed construction and participated in the design of airport apron projects, runways, taxiways, perimeter roads, storm sewer systems and tree clearing projects. In addition, he has been in charge of and collected data for numerous topographic surveys for airports in Michigan and other locations.



As our lead Michigan surveyor, Tom has a critical role in each of our engineering and planning projects. Using instruments such as a Global Positioning System (GPS) and a robotic total station, he has provided survey services at more than 35 airports in the state of Michigan. His talent in survey is complemented with his ability to work with our designers and construction administrators to provide a fluid exchange of information regarding the project, start to finish, from the site perspective.

Additionally, Tom has more than 20 years of experience as a certified arborist. Prior to joining Mead & Hunt in 2000, he worked with several private tree management companies. As a result of his combined experience, Tom has acquired a vast understanding of both urban and rural tree management issues. As a certified arborist and registered forester, he is skilled in tree identification and their management and care within a multitude of settings.

### EDUCATION

- BS, Forest Management, Michigan State University

### REGISTRATIONS/CERTIFICATIONS

- Certified Arborist



## Adam Feldpausch

### Planning

Adam Feldpausch is a CAD designer with more than 17 years of experience. He is proficient in AutoCAD, ARCVIEW and MicroStation. His technical expertise includes Adobe InDesign and Adobe Photoshop. He is responsible for updating and creating ALPs and Exhibit "A" property maps. He has a strong working relationship with the MDOT Office of Aeronautics planning and land acquisition staff, which allow for a more fluid exchange of ALP and Exhibit "A" updates and reviews.



As a CAD designer, Adam has completed numerous ALPs for many regional commercial service, large general aviation and small general aviation airports including Pellston Regional, Chippewa County International, Jackson County and Oscoda County. In addition to his drafting and design experience, Adam is a qualified GIS specialist and has created numerous maps and layers for use within county and state databases. His work includes using the Airports GIS system to produce electronic ALPs.

### EDUCATION

- AS, Architectural Technology and Computer Graphics, Lansing Community College

# 5 FAMILIARITY WITH FAA & STATE REGULATIONS



## EXPERIENCE WORKING WITH THE FAA IN MICHIGAN

Our staff works continuously with the FAA in the Great Lakes Region. Mead & Hunt team members understand the importance of providing engineering and planning services that comply with appropriate FAA AC standards. We maintain good working relations with FAA officials in the Airports District Office (ADO), the Regional Office and FAA Headquarters in Washington, DC. Specifically, we have a solid working relationship with ADO staff including John Mayfield, Stephanie Swann, Misty Peavler, Guadalupe Cummins-Sanchez, and your FAA Program Manager, Marlon Peña. Our Lansing office staff members have worked on projects at more than 65 airports in the Midwest, requiring knowledge of and compliance with FAA requirements.

## EXPERIENCE WORKING WITH MDOT AERO

With an office just down the street from the MDOT AERO office, our staff is able to quickly and easily meet with MDOT AERO staff, usually within a matter of minutes. Our team has great working relationships with the staff and knows the policies and procedures well. Mead & Hunt staff have been part of committees with MDOT AERO to develop procedures that are in place today.

Mead & Hunt is currently one of seven firms prequalified by MDOT AERO to perform environmental assessments on airport projects. This is a testament to the strong relationship and trust we have developed in working with them.

We have a good relationship with Laura Wise, your MDOT AERO Project Manager, and look forward to continuing to develop this relationship as your airport consultant.

## EXPERIENCE WITH FUNDING

Our team leaders have over 80 years of combined experience working with MDOT AERO, which has given them an in depth knowledge of the state and federal funding processes. They have a proven track record in helping our Michigan airport clients obtain funding for their projects. Mead & Hunt's project managers also have experience working on a variety of complex projects and are familiar with the steps required to help you take your projects from inception to completion. They are very knowledgeable of the FAA and MDOT AERO funding procedures, as well as how to help you secure money or grants from other outside agencies.

Mead & Hunt has found that solid planning work early in the process can greatly increase the chances of getting large, complex aviation projects approved, prioritized and funded. Both state and federal project approvals are much easier when the advance planning has already been completed and agency priorities are well known.

The Mead & Hunt team's extensive knowledge of FAA regulations, policies, procedures and personnel is unsurpassed in Michigan. The long-established relationships and credibility we have developed with the FAA and MDOT AERO helps our clients engage key decision makers and gain support for their projects with the funding agencies.





6

## WORK QUALITY & REPUTATION

### Awards & Recognition

At Mead & Hunt, we continuously strive for excellence. Our success can be attributed to retaining the industry's most talented professionals. We are driven by excellence and innovation, and focused on continuous improvement, which leads to repeated commendation by our industry, clients, and others. Our projects win numerous awards locally, regionally and nationally.

Aviation consulting has become one of the cornerstones of Mead & Hunt and our firm has grown to be the **13th largest aviation consultant in the nation** and a top 200 A/E design firm according to *Engineering News Record's* annual ranking. In addition, **Mead & Hunt has received the American Association of Airport Executives' Corporate Cup of Excellence award**. This was a great honor as our clients nominated us for the award, which is given to companies that support airports and the airport management profession.

Our firm has also been named one of the fastest growing design firms in the nation and one of the "Best to work for" by industry publications. With close to 300 professionals who specialize in the various aspects of aviation, including planning, engineering, architecture, environmental planning, air service consulting and financial planning, you can count on Mead & Hunt to provide a team that will work closely with you to get the job done right.

Mead & Hunt's Lansing office was recognized as the **MDOT AERO Consultant of the Year for 2012, 2017 and 2018** in recognition of the excellent service we provided to our clients and the aviation public through many quality airport improvement projects. Our work has been recognized with awards from several organizations throughout the state.

- ◆ 2020 MDOT AERO Consultant of the Year Award – Ben Hoover
- ◆ 2019 Michigan Association of Airport Executives – Presidents Award – Stephanie Ward
- ◆ 2019 Asphalt Paving Association of Michigan Award of Merit for the rehabilitation of Runway 4/22 at St. Clair County International Airport in Port Huron
- ◆ 2018 Asphalt Paving Association of Michigan Award of Excellence for the rehabilitation of Runway 18/36 at Fremont Municipal Airport in Fremont
- ◆ 2017 Asphalt Paving Association of Michigan Award of Excellence for the rehabilitation of Runway 2/20 at Antrim County Airport in Bellaire
- ◆ 2016 Michigan Concrete Association (MCA) Awards of Excellence for Detroit Metropolitan Airport's Wide Body Aircraft Parking Apron and the Michigan Air National Guard – Alpena, Combat Readiness Training Center (CRTC)'s Repair Apron
- ◆ 2015 MCA Award of Excellence for the reconstruction of Runway 5R/23L, Phase II at the Willow Run Airport in Ypsilanti
- ◆ 2014 Asphalt Paving Association of Michigan Award of Merit for the rehabilitation of Taxiways C, B & G at W.K. Kellogg Airport in Battle Creek

In addition, our architectural group won two awards for the Appleton International Airport Net-Zero Platinum Aviation Fixed-Based Operator and Hangar: the 2014 American Council of Engineering Companies (ACEC) Wisconsin's Engineering Excellence Grand Award and the US Green Building Council Wisconsin's Transformation Awards – Sustainability and Energy Efficiency (Se2) Leadership Award of Excellence for New Construction.

# 6 WORK QUALITY & REPUTATION

## References

### REFERENCES

#### Battle Creek Executive Airport

Larry Bowron, Transportation Director  
269-966-3470  
cbowron@ci.battle-creek.mi.us

#### St. Clair County International Airport

Kathy Reaume, Airport Manager  
810-364-6890  
kreaume@stclaircounty.org

#### Pellston Regional Airport

Kelley Atkins, Airport Manager  
231-539-8441  
katkins@emmetcounty.org

#### South Bend International Airport

Tim O'Donnell, AAE, Director of Operations and Maintenance  
574-282-4590  
todonnell@sbnair.com

#### Antrim County Airport

John Strehl, Airport Manager  
231-533-8524  
strehlj@antrimcounty.org

#### Clare Municipal Airport

Gary Todd, Airport Manager  
989-386-0445  
gtodd@cityofclare.org

#### Jackson County Airport-Reynolds Field

Juan Zapata, Airport Manager  
517-335-9679  
jzapata@co.jackson.mi.us

### TREATING CLIENTS RIGHT

Mead & Hunt has successfully completed more federally funded aviation projects in Michigan than any other consulting firm. We have been in the aviation consulting business for 80 years, and 90 percent of our clients are repeat customers — a testament to our work. This can only happen by treating clients right and providing quality projects on-time and within budget. We have assisted our clients with a wide range of aviation consulting services including planning, engineering, environmental, architecture, air service consulting and construction administration. This map shows the Michigan airports (GA and commercial service) where we have worked.

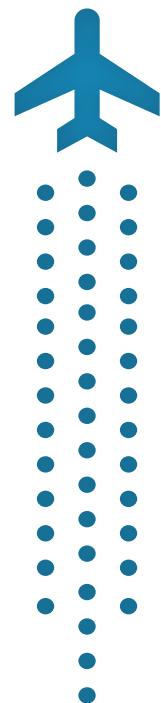


### OUR CURRENT GENERAL AVIATION CLIENTS IN MICHIGAN

- ◆ Abrams Municipal
- ◆ Ann Arbor Municipal
- ◆ Antrim County
- ◆ Baraga
- ◆ Battle Creek Executive Airport at Kellogg Field
- ◆ Beaver Island
- ◆ Branch County Memorial
- ◆ Brooks Field
- ◆ Clare Municipal
- ◆ DuPont-Lapeer
- ◆ Fremont Municipal
- ◆ Gogebic-Iron County
- ◆ Gratiot Community
- ◆ Hastings City/Barry County
- ◆ Ionia County
- ◆ Jack Barstow Municipal Airport
- ◆ Jackson County-Reynolds Field
- ◆ Jerry Tyler Memorial
- ◆ Kirsch Municipal
- ◆ Lenawee County
- ◆ Menominee Regional
- ◆ Mt. Pleasant Municipal
- ◆ Oakland/Southwest
- ◆ Oakland/Pontiac
- ◆ Ontonagon County - Schuster Field
- ◆ Oscoda County Dennis Kauffman Memorial
- ◆ Oscoda-Wurtsmith
- ◆ Owosso Community
- ◆ Ray Community
- ◆ Roben-Hood
- ◆ Saginaw County-HW Browne
- ◆ South Haven Area Regional
- ◆ Southwest Michigan Regional
- ◆ St. Clair County International
- ◆ Tuscola Area
- ◆ West Branch Community
- ◆ **West Michigan Regional**
- ◆ White Cloud
- ◆ Willow Run Airport



Mead  
& Hunt



EXPERIENCE EXCEPTIONAL







# Qualifications

Professional Engineering Services

Submittal Date:  
**May 10, 2021**

Prepared for:  
**West Michigan Regional Airport Authority**

May 6, 2021

Mr. Aaron Thelenwood, Airport Authority Director  
West Michigan Airport Authority  
60 Geurink Blvd.  
Holland, MI 49423

RE: Request for Qualifications (RFQ), West Michigan Regional Airport

Dear Mr. Thelenwood:

The West Michigan Regional Airport is a vital component of Michigan's aviation system and an asset for local businesses, general aviation, and economic development within the West Michigan region. We believe Prein&Newhof can be the perfect local partner to serve your airport as it grows to further benefit our community. We are excited to have the opportunity to present our qualifications to the West Michigan Regional Airport Authority.

Prein&Newhof is headquartered in Grand Rapids with five regional offices. Our staff live, work, serve and raise families in Michigan. Jon Van Duinen, who lives and works in Holland, will work alongside Phil Johnson to serve your airport. We understand the values and history of this community, and our local presence will allow us to provide you with responsive services to complete projects quickly and cost effectively.

Three of our company's values are **Build Expertise**, **Invest Wisely**, and **Develop Relationships**.

- We have been **Building Expertise** in aviation services for over thirty years, including continued service to clients in Michigan. Our staff have almost 200 years of combined service expertise.
- When we **Invest Wisely**, we seek to maximize your infrastructure investment through long-term, fiscally-responsible solutions.
- **Developing Relationships** means providing quality service over the long haul. We are celebrating 52 years in business and have been privileged to serve several of our clients since opening our doors in 1969.

We strongly encourage you to contact our airport references to learn how Prein&Newhof has served them. We have built our company on integrity and service, and the result has been satisfied clients and long-term relationships. We'd love to build a long-term relationship with the Airport Authority by serving as your airport engineering consultant.

Sincerely,

Prein&Newhof



Jon Van Duinen, PE  
Project Manager

Phillip E. Johnson, AAE  
Airport Group Manager







## Contents

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# Familiarity and Understanding of Airport Needs

What sets Prein&Newhof apart as a West Michigan airport engineering consultant is our local presence and background in municipal engineering. Our Holland office will allow us to serve you quickly and cost-effectively. Jon Van Duinen will provide project management services with survey and construction inspection services coming from our Holland and Grand Rapids offices.

Prein&Newhof has familiarity with the West Michigan Regional Airport through past work that Jon Van Duinen has done there. Jon Van Duinen, a Holland resident, is also aware of the local impact and the community's view of the airport. This knowledge will allow us to serve you well and listen to any changing needs that you have. Jon will only be a phone call away, quickly responsive, and able to provide trusted advice when you need it.

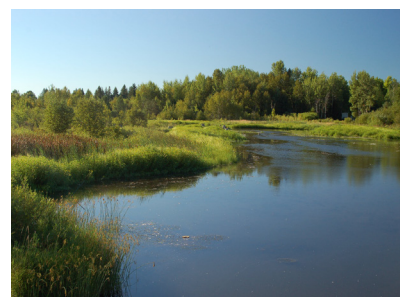
We will assist you in preparing your Capital Improvement Plan and attend your MAP meeting in Lansing (or online). We will help you present the best plan for your projects to get them funded in a timely manner.

Prein&Newhof is ready and available for any on-call needs the airport may have related to administrative or policy-related questions, acting as an extension of your staff and trusted advisor. Our assistance and advice to other airports has included pavement capacity analyses, aircraft movement analyses, lease language, precedence for taxation policy, through-the-fence policy, and FAA air space cases.

## Hangar Park Taxilane

Recognizing that the airport has limited area for hangar development, WMRAA is looking to extend the development area by constructing a taxilane to the area north of the terminal parking lot. This taxilane would be expected to allow development of a number of large box hangars.

Prein&Newhof, having provided planning, design, and construction engineering services for many box, corporate, and T-hangars throughout Michigan, will provide early planning guidance (such as hangar dimensioning and layout, taxilane



## Familiarity and Understanding of Airport Needs

pavement geometrics), to make sure that the taxilane can support a wide range of possible development.

We also understand that funding for this project will be important. We will work with the WMRAA to obtain any funding that is available, including FAA and MDOT discretionary and apportionment funds, MEDC funding, and potential private partnership funding.

### Environmental Assessment and Wetland Mitigation

A major piece of the taxilane project will be meeting the environmental requirements. MDOT has indicated that it has not decided what will be required from an environmental standpoint on this project. We are ready to provide the necessary resources for what needs to be done.

Wetland mitigation is frequently done through existing wetland banks; however, these banks are becoming scarce. A wetland specialist will likely be needed to coordinate this work. Holland Engineering would assist us with any wetland mitigation that is required. They have extensive experience in Michigan with successful wetland mitigation.

Some preliminary design will be required to provide the details for the environmental review. Basic earthwork and grading limits, as well as survey and wetland delineation, will need to be done before the environmental review can be completed.

Stephanie Green, CM, our well-experienced airport planner, has assisted with a number of environmental categorical exclusions. It is unlikely that a categorical exclusion will be needed for this project, but if it is, we are able to complete this in-house.

If a short form environmental assessment needs to be done, we plan to work with Holland Engineering, Inc. to complete this along with the wetland mitigation. Their extensive experience with Michigan environmental issues will be valuable in completing this process quickly and efficiently.

If a full Environmental Assessment (EA) is required, Holland Engineering could be used as a third-party firm and would need to be selected separately by the WMRAA to perform this work. The FAA consultant selection requirements do not allow the firm selected for design to also perform a full Environmental Assessment.

*MDOT has indicated that it has not decided what will be required from an environmental standpoint on this project. We are ready to provide the necessary resources for what needs to be done.*

## Familiarity and Understanding of Airport Needs

Working with Holland Engineering, we recently finished design of a project at the Delta County Airport in Escanaba: construction will begin this summer of a new taxiway to be built in a wetland area. Mitigation is being accomplished through a wetland bank.

### Design and Bidding

Final design and bid documents would be prepared once the environmental review is completed. This will involve geotechnical investigation, pavement design, extension of the taxiway electric circuit, and drainage for this area.

Due to the existing wetland and soils, a full subbase and underdrain system will likely be required to allow for long-lasting pavement construction.

Well maintained, operable pavement edge lighting systems are fundamental to having a full-service, 24-hour airport. LED edge lights and conduit will be installed along with a counterpoise system. It is likely that the existing regulators can handle the additional load from this extension. If it is determined that the regulator is undersized, some vault work would be required.

*Due to the existing wetland and soils, a full subbase and underdrain system will likely be required to allow for long-lasting pavement construction.*

### Construction of Hangar Park Taxilane

Once bids are received and an award is made, we will work with the contractor to successfully complete the project. Typically, for this kind of work, we would have a full-time resident inspector who is overseen by the project manager. Any survey that is not performed by the contractor would be done in-house by Prein&Newhof. If DBE participation is needed, we would meet it by using a material testing firm. SOMAT Engineering, Inc. is one DBE firm we successfully worked with on previous projects. We will ensure that all requirements of the specifications are met and that all paperwork is completed.

### Communication and Representation

Prein&Newhof prides itself on listening, understanding, and communicating. Our direction will come from the Airport Authority and Airport management, but we understand that there are stakeholders at the airport that are part of making the Airport a successful enterprise. As aviation industry professionals, we are available to facilitate the communication of goals and constraints that will allow the Authority to better communicate with tenants, neighbors, and the MDOT Office of Aeronautics.



# History and Background in Aviation Consulting

## History and Business Philosophy

Tom Newhof and Ed Prein founded Prein&Newhof in 1969. They believed in building long-term relationships based on personal responsibility for meeting clients' needs and managing each project from start to finish.

**Comprehensive Offering:** We offer comprehensive full-service airport consulting including engineering and planning, as well as airport management, finance, and operational advice.

**Michigan-Based:** Prein&Newhof is headquartered in Grand Rapids with offices throughout Michigan. We are not a national firm—Michigan is our home. We support the Michigan economy and live and work close to our clients.

**Relationship-Focused:** Prein&Newhof will respond to any issues and questions that arise without billing for little extras. So, if you have a question, call us! Our priority is to build long-term collaborative relationships that enhance your success.

**Firm Size:** We are small enough to be nimble and quick to respond, yet large enough to provide depth and breadth of experience. Our airport team includes five project managers, an airport planner, a CADD technician, a senior airport consultant, and young talent working on obtaining their professional engineering licenses.

## Business Structure

Our company is 100% employee-owned with over 150 full-time staff including engineers, surveyors, drafters, geologists, chemists, landscape architects, grant writers, and support staff. We even have our own environmental laboratory capable of performing a wide variety of analytical testing relevant to airport needs.

## Location

As previously noted, we are headquartered in Grand Rapids. We have offices in Cadillac, Traverse City, **Holland**, Kalamazoo, and Muskegon. Our airport team is based in Grand Rapids, Holland, and Traverse City. We intend to serve you primarily from our Holland office with support from our other offices.





# History and Background in Aviation Consulting

## Airport Consulting Services

Prein&Newhof is a reputable aviation consultant with more than 30 years of experience in airport planning and design. Our clients range from the second busiest commercial airport in Michigan to small general aviation airports. The diversity of our client base allows us to use lessons learned to help each client plan for their specific project needs. We invest in training seminars and classes, and participate in multiple airport associations to stay current with changing standards and regulations. We have a strong reputation for innovative design, unrivaled construction support, and undivided attention to every client. We even have staff to consult with you on airport administration and operations.

We will help you plan wisely, so you can adjust to changing demands while achieving the most for your money. By communicating well and striving to understand each of our client's unique circumstances, we can talk about your concerns early in the process. This, besides our technical ability, delivers successful projects.

## Experience

Prein&Newhof's current airport clients include:

- Albert J. Lindberg Airport, Hessel
- Bois Blanc Island Airport, Bois Blanc Island
- Boyne City Municipal Airport, Boyne City
- Cheboygan County Airport, Cheboygan
- Cherry Capital Airport, Traverse City
- Delta County Airport, Escanaba
- Dow Memorial Field Airport, Frankfort
- Dowagiac Municipal Airport, Dowagiac
- Drummond Island Airport, Drummond Island
- Fitch H. Beach Airport, Charlotte
- Ford/Dickinson County Airport, Iron Mountain
- Gaylord Regional Airport, Gaylord
- Gerald R. Ford International Airport, Grand Rapids
- Grand Haven Memorial Airpark, Grand Haven
- Gratiot Community Airport, Alma



## History and Background in Aviation Consulting

- Greenville Municipal Airport, Greenville
- Harbor Springs Municipal Airport, Harbor Springs
- Iosco County Airport, East Tawas
- James Clements Airport, Bay City
- Lakeview-Griffith Field, Lakeview
- Luce County Airport, Newberry
- Mackinac County Airport, Saint Ignace
- Mackinac Island Airport, Mackinac Island
- Manistee County Blacker Airport, Manistee
- Mason County Airport, Ludington
- Oceana County Airport, Hart-Shelby
- Padgham Field, Allegan
- Paul C. Miller Airport, Sparta
- Presque Isle County Airport, Rogers City
- Roscommon County-Blodgett Memorial Airport, Houghton Lake
- Sanderson Municipal Airport, Sault Ste. Marie
- Schoolcraft County Airport, Manistique
- Wexford County Airport, Cadillac
- Gladwin Zettel Memorial Airport, Gladwin

Prein&Newhof's success in serving our clients has allowed us to have the opportunity to expand our airport practice and staff, strengthen our service to existing clients, and allow us to pursue new client opportunities. **We are excited about what we can accomplish together.**



# Demonstrated Experience with Similar Projects

## Airfield Pavement

Prein&Newhof has rehabilitated numerous airfield pavements, including runways, taxiways, aprons, and service roads. These projects all required carefully-planned phasing to minimize impacts on operations.

The key to successful rehabilitation is figuring out why the pavement began to deteriorate. Prein&Newhof's geotechnical engineers work with our airport engineers to identify subsurface problems and develop solutions appropriate to site conditions.

We have experience with both Portland cement concrete (PCC) and HMA rehabilitation, including bonded and unbonded concrete overlays. We also have experience designing and building all common types of new pavements, including PCC, HMA, porous friction courses, and turf.

- **Luce County Airport:** Runway 11/29 Rehabilitation
- **Cherry Capital Airport:** Runway 10 and Taxiways D & G Extension, Overlay of Runway 10/28, Runway 18/36, and Taxiways, Extension of Runways 10 (2017) and 28 (2018)
- **Delta County Airport:** Taxiway B Rehabilitation
- **Ford Airport (Iron Mountain):** Taxiway A Rehabilitation
- **Greenville Municipal Airport:** Taxiway and Taxistreet Rehabilitation
- **Mason County Airport:** 2018 Taxiway, Taxilane and Apron Resurfacing
- **Oceana County Airport:** 2018 Runway, Apron, and Taxilane Resurfacing
- **Grayling Army Airfield:** Rotary Wing Aircraft Apron
- **Manistee County Blacker Airport:** Apron Rehabilitation



Gerald R. Ford International Airport



# Demonstrated Experience with Similar Projects

## Aprons and Taxiways

Prein&Newhof has designed multiple apron and taxiway projects. Our experience includes new construction, expansions and rehabilitations. Planning for both funding and operational impacts is a key to successful projects.

Pavement design begins with an assessment of existing conditions. New projects require soil borings to identify soil strength and design pavement sections. Existing pavements should be evaluated to figure out why it is deteriorating. Sometimes it is simply age. Sometimes there are other factors that need to be addressed before new pavement is constructed. There are even situations where existing pavement can be restored. Each solution is unique to the situation at hand.

Our experience includes:

### New Pavement Construction

- Rotary Wing Aircraft Apron, Grayling Army Airfield
- T-Hangar Taxilane (for new T-Hangar), Oceana County Airport

### Pavement Expansions

- Runway 10 and Taxiways D & G Extension, Cherry Capital Airport

### Rehabilitate Existing Pavement

- Runway 15/33 Rehabilitation, Coleman A. Young International Airport
- Taxiway B Rehabilitation, Delta County Airport
- Taxiway A Rehabilitation, Ford Airport (Iron Mountain)
- Runway 9/27, Taxiway and Terminal Apron Rehabilitation, Oceana County Airport
- Taxiway C Rehabilitation, Oakland County International Airport
- Terminal and General Aviation Apron Reconstruction, Muskegon County Airport
- Runway 8L/26R Rehabilitation, Gerald R. Ford International Airport





## Demonstrated Experience with Similar Projects

### Airfield Lighting & Navigational Aids

Prein&Newhof has rehabilitated, relocated, and improved airfield lighting systems and navigational aids at every airport where we have worked. We have decades of experience evaluating airports' needs based on their level of service and desired approach precision. Our team has extensive experience, and we have several trusted sub-consultants we work with when special expertise is needed.

Our airfield lighting experience includes airfield electrical vaults, power regulators, lighting controls, airfield lighting and cabling and taxiway guidance signs. We designed Michigan's first medium-intensity LED runway lighting system at Lakeview-Griffith Field.

Our NAVAID experience includes localizers, MALSR, glide slope antennas, RVRs, PAPIs, REILs, FAA shelters, beacons, wind cones and control cabling.

### Experience

- **Ford/Dickinson County Airport:** Runway 1/19 HIRL
- **Delta County Airport:** Runway 9/27 LED Signage Upgrades
- **Cherry Capital Airport:** Wind Cones, Rotating Beacon, HIRL/HITL and MIRL/MITL, as well as Lighting of Aprons
- **Gerald R. Ford International Airport:** New Lighting System for Runway 8R/26L & Taxiways, Airfield Signage and Lighting Control
- **Muskegon County Airport:** LED Taxiway Lighting System, Airfield Lighting Rehabilitation
- **MBS International Airport:** Apron Lighting, Wind Cones, Rotating Beacon, HIRL/HITL and MIRL/MITL
- **Manistee County Blacker Airport:** ILS, PAPIs, VASIs, REILs, MIRL/MITL
- **Oakland County International Airport:** Rotating Beacon, ILS, VASIs, PAPIs, REILs
- **Greenville Municipal Airport:** Replace Lighting System



Gerald R. Ford International Airport



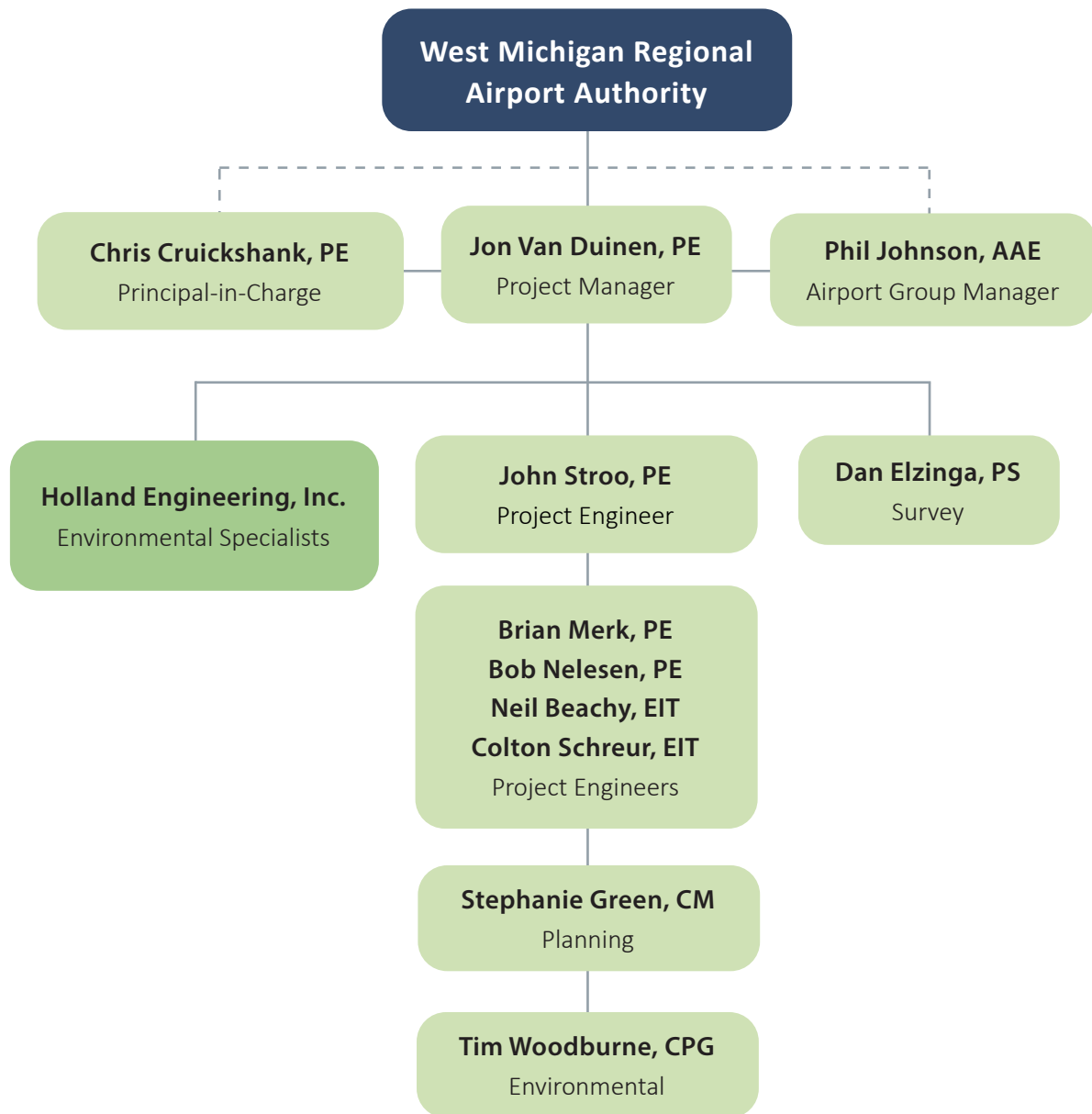
Padgham Field, Allegan



Greenville Municipal Airport



# Team Chart



## Contact Person

Jon Van Duinen will be your main point of contact and project manager for upcoming projects. He works from the Holland office and has extensive experience throughout Michigan on a wide variety of planning and development projects. Phil Johnson, former Senior Vice President and COO for the Gerald R. Ford International Airport Authority, is also on call with you for the duration of our projects.

As you continue to sustain and improve your airport, Jon will provide experience and lessons learned from other airports to facilitate successful projects for you. Most importantly, Jon and Phil will be only a phone call away, responsive to your needs, and able to provide trusted advice. The Airport will also have access to Prein&Newhof's other senior staff members, including John Stroo and Mike Borta, and 50 other professionals with a wide range of development specialties.





### Jonathan Van Duinen, PE

#### Project Manager

Jon is a Senior Civil/Airport Engineer with extensive experience in airport planning, design, and construction. He has worked with a wide-variety of Michigan airports from commercial airports to small general aviation fields. His experience includes pavement design, approach clearing, Navaid sighting, stormwater design, and building design. His thorough understanding of the FAA Advisory Circulars and the AIP Handbook ensure clients receive the best design possible for each project.

#### Education

BS Civil Engineering  
Calvin University, 1998

#### License

PE Michigan, 2012

#### Professional History

Prein&Newhof, 2013- present  
URS Corporation, 1997-2012

#### Awards

Team Member Michigan Aviation Consultant of the Year, 2013  
Michigan Bureau of Aeronautics

Award of Excellence, 2001

Ann Arbor Municipal Airport, Michigan Concrete Paving Association

Special Achievement in Concrete Paving, 2008

Twin County Airport Apron Rehab MCPA

#### Representative Projects

##### **West Michigan Regional Airport, Holland**

- Terminal Building Preliminary Design and Siting Study

##### **Grand Haven Memorial Airpark, Grand Haven**

- Runway 9/27 Pavement Rehabilitation
- Easement Acquisition and Tree Clearing
- Terminal Building Expansion
- Taxiway B Construction
- Airport Layout Plan Update
- Runway 18/36 Pavement Rehabilitation
- Card Reader for Fuel Farm
- Exhibit A Update

##### **Dowagiac Municipal Airport, Dowagiac**

- New Taxiway and Hangar
- New Terminal Building
- Approach Clearing
- Airport Layout Plan Update
- Underdrains for Runway 9/27
- Fuel Farm Replacement
- Exhibit A Update

## **Mackinac Island Airport, Mackinac Island**

- Runway 8/26 Reconstruction
- SRE Building Expansion
- Airport Layout Plan Update
- Approach Clearing
- Exhibit A Updates
- Snow Removal Equipment Acquisition
- Exhibit A Update

## **Gaylord Regional Airport, Gaylord**

- Apron Reconstruction
- Taxiway Lighting Rehabilitation
- Runway 18/36 Extension and Rehabilitation
- SRE Building

## **Lakeview-Griffith Field, Lakeview**

- Runway 9/27 Pavement Rehabilitation
- Tree Clearing
- Airport Layout Plan Update
- Rwy 9/27 REIL Replacement

## **Gerald R. Ford International Airport, Grand Rapids**

- Runway 8L/26R Reconstruction and Surface Treatment
- Consolidated Checkpoint Sitework
- Employee Parking Lot Rehabilitation and Expansion

## **Oakland International Airport, Pontiac**

- Rehabilitation of Taxiway C and Associated Taxiways
- Terminal Apron Rehabilitation
- T-Hangar Pavement Rehabilitation

## **Muskegon County Airport, Muskegon**

- Terminal Apron Reconstruction
- Rental Car Facility Improvements
- ATCT Panel & Lighting Replacement
- ARFF Building Rehabilitation

## **Mackinac County Airport, St. Ignace**

- New T-hangar

- Parking Lot Expansion and Rehabilitation
- Approach Clearing
- Airport Layout Plan Update
- Runway Paved Shoulders and Edge Lighting Rehabilitation
- Snow Removal Equipment Acquisition

## **Luce County Airport, Newberry**

- Runway 11/29 Rehabilitation
- Airport Layout Plan Update
- User Study for New Runway
- Snow Removal Equipment Acquisition
- Land Acquisition

## **Fitch H Beach Airport**

- Runway and Taxiway Rehabilitation
- Fuel Farm Upgrade

## **Ford Airport, Iron Mountain**

- Runway 1/19 and Taxiway Pavement and Lighting Rehabilitation
- Reconstruct Commercial Service Apron
- Parking Lot Layout
- Airport Layout Plan Update
- GA Apron Pavement Rehabilitation
- Drainage Improvements

## **Delta County Airport, Escanaba**

- Runway 18/36 and Taxiway A Pavement and Lighting Rehabilitation
- Hangar Development
- Runway 9/27 Signage Replacement
- Airport Layout Plan Update
- GA Apron Pavement Rehabilitation
- Exhibit A Update



## Phillip Johnson, AAE

### Airport Group Manager

Phillip Johnson joined Prein&Newhof's airport team in October 2017 with over 30 years of airport experience and over 37 years of total professional aviation related experience. He served as the Senior Vice President and Chief Operating Officer for the Gerald R. Ford International Airport from 1994 to 2017 and was responsible for business management, operations, maintenance, public safety, capital development, public relations, marketing, air service development, media contacts, and community presentations.

### Education

MS, Systems Management  
University of Southern  
California, 1988  
BS Business Administration  
Azusa Pacific University, 1984  
AS, Air Traffic Management  
Mount San Antonio College, 1978

### Licenses

Accredited Airport Executive, 1994  
Certified Airport Executive, 1995  
State of Michigan Airport  
Manager & Assistant Airport  
Manager License, 1994  
Commercial Pilot License  
with Instrument and Multi-  
Engine Ratings, 1978

### Professional History

Prein&Newhof, 2017-present  
Gerald R. Ford International  
Airport, 1994-2017  
Long Beach Airport, 1991-1994  
Los Angeles International  
Airport, 1989-1991  
Hughes Aircraft Company, 1985-1989  
FAA, Oakland Air Route Traffic  
Control Center, 1978-1981  
National Air Enterprises,  
Brackett Airport, 1976-1978

### Personal Awards

Great Lakes Chapter- AAAE Outstanding Service Award  
Hughes Aircraft Company Graduate Fellowship Award  
Magna cum Laude; Alpha Chi Honor Society  
Mt. San Antonio College Student of Distinction Award  
Bank of America Community College Award

### Professional Activities

#### **American Association of Airport Executives (AAAE)**

Member, Board of Directors, 2011-2013  
Member, Policy Review Committee, 2014-2017  
Chair, Airline Economics & Air Service Committee, 2011-2014

#### **Great Lakes Chapter - American Association of Airport Executives (GLC - AAAE)**

President, 2008-2009  
Chair, National Air Service Conference, 2005-2006

#### **Michigan Association of Airport Executives (MAAE)**

President, 2002-2003  
Corporate Member, Board of Directors, 2020-present

#### **State of Michigan Commercial Air Service Advisory Committee**

#### **Board of Directors, Experience Grand Rapids, 2011-2013**

#### **Cascade Charter Township Planning Commission**

Vice Chairman, 2020

#### **American Planning Association - Michigan Chapter**

#### **Aircraft Owners and Pilots Association (AOPA)**

#### **Experimental Aircraft Association (EAA)**





## John Stroo, PE

### Senior Project Manager

John has been with Prein&Newhof since 1995 and has focused primarily on airport design and construction. He has managed projects at both general aviation and commercial airports including runways, taxiways, site development, roads, stormwater management, and airport layout plan updates. He has strong relationships with the FAA and MDOT Office of Aeronautics.

### Education

MS Engineering  
University of Michigan, 1994

BS Engineering  
Calvin University, 1993

### License

PE Michigan, 1999

### Certification & Training

ACPA Airport Concrete  
Pavement Design

PSMJ Project Managers Bootcamp

ACC Institute Construction  
Safety Phasing Plan SOP

### Professional Activities

Michigan Association of  
Airport Executives

### Professional History

Prein&Newhof, 1995- present

## Representative Projects

### Gerald R. Ford International Airport

- Drainage Improvements and Natural Treatment System
- Winter Operations Sand Procurement
- Runway 8L/26R Reconstruction and Surface Treatment
- Employee Parking Lot Rehabilitation and Expansion
- Pavement Maintenance Program; 2014-2016
- Gateway Drive and Walsh Drive Reconstruction
- Remote Rental Car Site Development
- Stormwater Management Program
- AOA Gate Improvements
- East Parking Lot Rehabilitation
- Landside On-call Services
- Terminal Gateway and Marketplace, Phase 2
- Parcel 13 RVZ Study
- TNC-Cell Phone Parking Lot
- Watermain Backflow Prevention and Meter
- Video and Cleaning of Storm Sewer System
- FAA Quarterly Reports and Grant Closeout
- Terminal Apron Pavement Repair
- Large Aircraft Parking Analysis
- L-3 Hangar Analysis

### Oakland International Airport

- Terminal Apron Reconstruction
- Rehabilitation of Taxiway C and Associated Taxiways
- Obstruction Survey Runway 9R

- SRE Equipment Acquisition
- Southwest Security Fence Replacement
- Terminal Apron Rehabilitation
- T-Hangar Pavement Rehabilitation (S row to U row)

### **Northwestern Regional Airport Commission - Cherry Capital Airport**

- Runway 10 Extension and NAVAID Construction
- Charter Building Acquisition and Demolition
- Overlay Runway 18/36
- Lease Area GIS Services
- Runway 28 Extension and Instrument Landing System Relocation
- Airport Lighting Control Panel
- Aeronautical Obstruction Survey, 2011 & 2015
- Rehabilitate Taxiway Lighting (LED)

### **Oakland Troy Airport**

- Install PAPI Runways 9 and 27
- Rehabilitate Parallel Taxiway
- Master Plan Update
- Runway 9/27
- T-Hangar Pavement Rehabilitation (B row to D row)

### **Greenville Municipal Airport**

- Rehabilitate Taxiway, Apron and Taxilanes

### **Muskegon County Airport**

- ILS Control Cable Installation
- Terminal Apron Reconstruction

### **Oceana County Airport**

- Runway, Taxiway, Apron and Taxistreet Rehabilitation
- Airport Layout Plan Update

- 6-Unit T-Hangar and Taxistreet Construction
- Parallel Taxiway Construction
- ALP & Exhibit A Updates
- Perimeter Fencing

### **Camp Grayling Army Airfield**

- Rotary Wing Aircraft Parking Apron

### **Mason County Airport**

- Airport Layout Plan Update
- Rehabilitate Terminal Apron and Taxilanes
- Runways 1 and 8 Obstruction Removal
- SRE Equipment Acquisition
- Parallel Taxiway Construction

### **Manistee County Airport**

- Rehabilitate Hangar Taxistreet
- 4-Unit T-Hangar Construction
- Expand Car Parking

### **Padgham Field, City of Allegan**

- Runway 11/29 Reconstruction & Realignment
- ALP Update
- Obstruction Removal and Aeronautical Survey
- T-Hangar & Site Development
- REIL Installation and Airport Beacon Refurbishment

### **James Clements Airport - Bay City**

- Rehabilitate Runways 18/36 and 5/23

### **Canton Plymouth Mettetal Airport, City of Canton**

- Beacon Relocation, Electric Gate Operators, & Fencing

### **Lakeview-Griffith Field, Village of Lakeview**

- Airfield Lighting Improvements
- ALP Update



## Brian Merk, PE

### Engineer

Brian joined Prein&Newhof in 2015 as part of our growing airport engineering team and has helped design and construct numerous projects for airports around the state. He has also assisted designing infrastructure for many site developments throughout Lower Michigan including pavement design, grading and drainage, airfield lighting design, pavement marking design, storm sewer design, water main design, and sanitary sewer design. Brian also has prior experience with the Washtenaw County Road Commission as a Construction Engineering Intern/Observer and Traffic and Safety Intern.

### Education

BS Civil Engineering,  
Transportation Focus  
Michigan State  
University, 2015

### License

PE, Michigan, 2019

### Professional Activities

American Society of  
Civil Engineers

Michigan Society of  
Professional Engineers

### Awards

Young Engineer of the Year,  
2020, Michigan Society of  
Professional Engineers

### Professional History

Prein&Newhof, 2015-present  
Washtenaw County Road  
Commission, 2013-2014

### Representative Projects

- **Gerald R. Ford International Airport:** Runway 8L/26R Surface Treatment, Airfield Pavement Maintenance Program, Natural Treatment System Improvements, Construct Rental Car Dumpster, Central Utility Plant, Stormwater Monitoring Program, Loading Dock Improvements, Site 11 Grading Plan
- **Greenville Municipal Airport:** Rehabilitate Taxiways, Hangar Taxilanes and Terminal Apron
- **Roscommon County Blodgett Memorial Airport:** Rehabilitate Runway 9/27
- **Oceana County Airport:** Taxiway Surface Treatment
- **Mason County Airport:** ALP Update
- **Cheboygan County Airport:** Construct SRE Building
- **Cherry Capital Airport:** Runway 10 Extension Program, Passenger Boarding Bridge Gate 6, 718 Duell Rd Demolition, Charter Building Demolition
- **Muskegon County Airport:** Rehabilitate Pavement, Crack Sealing and Remarketing
- **Oakland County International Airport:** Taxiway C Rehabilitation
- **Ford Airport, Dickinson County:** Rehabilitate Runway 1/19 Pavement, HIRL, Cabling, Signage, Windcone, Rehabilitate Taxiway A and E, Pavement, Lighting, Signage
- **Delta County Airport:** Rehabilitate Runway 18/36 and Taxiway A Pavement and Lighting, Airfield Marking
- **Luce County Airport:** Rehabilitate Runway 11/29



## Stephanie Green, CM

### Airport Planner

Stephanie is an experienced airport planner and geographic systems analyst and has provided services to more than 20 airports. She has worked as an airport planning consultant in the private sector and as an airport planner and analyst at Dallas/Fort Worth International Airport. Her assignments have touched all aspects of airport management and planning, including master plans, environmental assessments, terminal demand/capacity analysis, ALP updates, strategic business plans, and GIS implementation.

### Education

BS, Aviation Business  
Administration, Airport  
Management Concentration  
Embry-Riddle Aeronautical  
University, 2000

### Registrations

Private Pilot's License  
Single-Engine Land, 1998

### Certifications & Training

Airport Planning and Management  
Graduate Course  
Airport Planning Short-Course  
Cartography Class  
URISA Best Practices – Geographic  
Information Models

### Professional Activities

American Association of  
Airport Executives

### Professional History

Prein&Newhof, 2011-Present  
21 Years in Industry

### Representative Projects

- **Cheboygan County Airport Authority:** ALP Update
- **City of Charlotte:** ALP Update-C22
- **Delta County Airport:** Runway 18/36, Taxiway A Rehab & Airfield Marking, Runway 10/28 Pavement and Lighting Rehabilitation, Taxiway B Pavement & Lighting, Generator, Regional Passenger Loading Bridge, Runway 9/27 Signage, ARFF Truck Acquisition
- **Dickinson County:** Runway 1/19 Improvements, C103-Rehabilitate Taxiway A, Airport Building Improvements, Crack Sealing and Pavement Repair, 2020 Crack Seal and Remark
- **Frankfort City-County Airport Authority:** E32 (P9) & E36 (P10)-Pines, E48 (P17) & E49 (P18)- Van Meeter
- **Gerald R. Ford International Airport Authority:** Parcel 13 RVZ Study, Reconstruction of Runway 8L/26R
- **Gladwin-Zettel Memorial Airport Commission:** ALP Update
- **Gratiot Community Airport Authority:** Gratiot Community Airport ALP Update
- **Leighton Township:** Leighton Township Noise Condition Evaluation
- **Luce County Board of Commissioners:** Runway 11/29 Rehabilitation
- **Mackinac County Board of Commissioners:** 83d-C31:Runway-Taxiway Joint Repair & Remarking, Runway 10/28 Rehabilitation, ALP Update-2020, SRE Building Expansion and Sand Storage Building

- **Mason County Board of Commissioners:** Construct, Light and Mark Taxiway A
- **Mead & Hunt:** Oakland Troy Airport Master Plan Update
- **Muskegon County Airport:** 2016 Airfield Remarking and Crack Sealing, ARFF Building Rehabilitation, Apron Reconstruction and Expansion, FAA AIP Closeout- 3915 & 4016
- **Northwestern Regional Airport Commission:** C133: Runway 10 Extension, Exhibit A, Runway 28 Extension, Terminal Narrative, Overlay Runways 10/28 & 18/36, Rehabilitate Taxiway Lighting to LED, Extend Runway 10, Passenger Loading Bridge Gate 6, Cherry Capital Airport Quarterly Reports, Cherry Capital Airport GIS Service, Land Acquisition-charter Communications Building, Runway 10 LLS MSA, Airfield Signage Updates, Navaid Relocation/replacement for R/W 10/28 Extension, 718 Duell Road Demolition
- **Oakland County Airports:** Rehabilitate Taxiway C, Rehabilitate NE Hangar Pavements and Taxiways Oakland International Airport, T-hangar Pavement Rehabilitation and Drainage Improvements, VII-parallel Taxiway Rehabilitation
- **Steven Baldwin Associates:** Strategic Plan
- **Village of Lakeview:** ALP Update for Lakeview Griffith Field, Runway 9/27 Rehabilitation



# STAFF PROFILE

## Sherry Slocum

*Environmental Services Group Manager*



### Project Experience

#### **TC Energy • Dowagiac Pipeline**

Project involved multiple phases to replace & remove the existing pipeline to accommodate the Pucker Street Dam Removal. Assignments included project management, environmental compliance review, construction oversight, & EGLE, EPA, USFWS, SHPO, SESC, & drain use permitting.

#### **TC Energy • US-31 Pipeline Relocation**

As part of the US-31 connection, the pipeline had to be relocated. Assignments included project management, coordination with MDOT & permitting agencies, environmental compliance review, & EGLE, EPA, USFWS, MDNR, SESC, SHPO, & drain use permitting.

#### **Consumers Energy • Line 2800 Reconstruction**

As part of a multi-year project, CMS is replacing 94.5 miles of existing pipeline. Assignments included project management, agency coordination, environmental compliance review, & EGLE, EPA, Floodplain, USFWS, MDNR, SESC, Hydrostatic, and Drain Use environmental permitting.

#### **TC Energy • Winfield Well & Lateral Abandonment**

Project was a Federal Energy Regulatory Commission (FERC) Prior Notice. As part of the project, coordination with FERC, EGLE, MDNR, SHPO, EPA, USACE, County, & the USFWS was required. Assignments included project management, agency coordination, permitting, EIS, oversight of fieldwork, & construction review.

#### **Ottawa County Road Commission • 48th Avenue EA**

Project involved preparation of & Environmental Assessment (EA) for the reconstruction of 48th Avenue. Assignments included the completion of field wetland & stream evaluation, threatened & endangered species assessments, cultural resources surveys, & the drafting of the EIS document.

#### **City of Wyoming/Kentwood • Division Avenue Environmental Assessment, Kent Co.**

Project involved the preparation of & Environmental Assessment (EA) for the reconstruction of Division Avenue. Assignments included the completion of field wetland stream evaluation, threatened & endangered species assessments, cultural resources surveys, & the drafting of the EIS document.

#### **Wayne County – USACE • Ecorse Creek Drain Flood Control**

The project involved the preparation of an Environmental Impact Statement (EIS) for Wayne County & USACE for the Wayne County Ecorse Creek Flood Control Project. Assignments included the completion of field wetland & stream evaluation, threatened & endangered species assessments, cultural resources surveys, & the drafting of the EIS document.

#### **Washtenaw County Road Commission • Dexter Dam Removal**

Performed wetland delineation, determination, and reporting, conducted endangered species surveys, coordinated with regulatory agencies, prepared invasive species and control plan, and developed wetland restoration and wetland mitigation avoidance plans.

### Relevant Skills and Experience

**Ms. Sherry Slocum has been involved in the environmental field for over 18 years. She has experience in natural resource assessment & regional planning including NEPA, wetland delineation & mitigation, permitting, modeling, watershed management, plant & animal identification, stream & wetland restoration and mitigation, site plan review, feasibility studies, & construction management.**

Ms. Slocum's responsibilities include coordinating & performing field activities, managing & interpreting field & laboratory data, preparing work plans, permitting, final reports, drafting & administering bid documents, construction management, environmental inspection, public meeting presentations, & other project related compliance activities for clients & regulatory agencies. Ms. Slocum has past work experience at regional commissions & the EPA have given her an in-depth understanding of local government, commissions, transportation planning, grant administration, & execution.

### Educational Experience

#### **University of Denver**

Master of Science  
*Environmental Management & GIS*

#### **Michigan Technological University**

Bachelor of Science  
*Major: Biology*  
*Minor: Civil/Environmental Engineering*

# PROJECT HIGHLIGHT

## CIVIL INFRASTRUCTURE DIVISION

### Building Expansion



The Stow Company recently consolidated all manufacturing into its Holland, Michigan facility. The decision was part of a growth strategy that included maximizing manufacturing capacities and leveraging a centralized, national shipping point. The Holland, Michigan facility is now 200,000-square-feet after the expansion.

HEI's environmental services included environmental permitting compliance, photograph documentation, mitigation planning, and design and restoration oversight. As part of the wetland permit, compensatory mitigation was required. HEI designed an on-site mitigation area. During construction, HEI oversaw the creation of the wetland, ensuring the soils and hydrology would be appropriate for the desired wetland type. HEI used a native seed mix from a local supplier. Within two growing seasons, the wetland was meeting criteria. Monitoring will be completed for the required five years.

#### For more information about this project, please contact:

Sherry Slocum, *Environmental Services Group Manager*  
(248) 827-7322 or [sslocum@HollandEngineering.com](mailto:sslocum@HollandEngineering.com)

#### For general inquiries, please contact:

Holland Office at (616) 392-5938

## Project Details

### Client

The Stow Company

### Location

Holland, Michigan

### Project Manager

Sherry Slocum

# Knowledge and Familiarity with FAA / State Procedures

## Regulatory Context

The airport regulatory framework is complex and is becoming more so. Limited funding opportunities further increase project complexity and emphasize return on investment. Prein&Newhof's in-depth knowledge of the rules, regulations, and policies of FAA and MDOT AERO is a great asset for this.

## ACIPs

Prein&Newhof works with our clients to develop and update their CIPs. MDOT AERO is updating its procedures for submitting CIPs, and we will work through the implementation phase of this new process on your behalf.

We will listen to your needs, guide you through the decision process, and suggest ways to finance your projects. We will work with MDOT AERO to review and represent your interests.

## Funding

We are familiar with using the new Airport Improvement Program Handbook for project eligibility and justification. New standard operating procedures (SOPs) are further influencing scopes of work and costs. Our team's work follows up-to-date policies when determining both the eligibility and funding priority for airport development projects.

## Planning and Design

Airport planning covers a range of considerations. Prein&Newhof uses many of the FAA Advisory Circulars (ACs) in our planning efforts, including airfield planning, aeronautical surveys, design, safety and construction standards, environmental processing guidelines, and terminal planning principles. In particular, we are familiar with the recent changes to the design and survey circulars.

The FAA guidance contained in the various ACs, orders, and FAA regulations show the backbone of successful airport development planning and implementation. Given our aviation-related experience, our team has a thorough understanding of FAA and state of Michigan rules. We attend association conferences and read web/email notices to stay current on changes and trends, and we have regular communication with MDOT AERO and FAA staff.

### Modifications to Standards

Sometimes proposed development does not meet the rules stipulated by the FAA. No two airports are alike. As seasoned professional airport consultants, we can present justifications to the FAA and MDOT AERO to help you get the right-sized and most cost-effective solution while maintaining the required safety norms.

### Environmental

Once a project is ready to start, the National Environmental Protection Act (NEPA) process follows. We work with MDOT AERO Environmental Specialist (Steve Houtteman) to procure the environmental clearances needed to build your project.

Our team has conducted many environmental-related planning and permitting efforts, including:

- Wetland Mitigation
- Tree Surveys
- Stormwater Pollution Prevention Plans (SPP)
- SPCC Plans
- National Pollutant Discharge Elimination System (NPDES)
- Michigan Department of Environment, Great Lakes, and Energy (EGLE) Permitting
- NEPA Compliance Documents
- Environmental Due Diligence Assessments
- Phase I and II Environmental Site Assessments

### Exhibit A Property Map Updates

The Exhibit A shows airport-owned and federally-obligated lands. This document both protects and obligates the airport's property interests. Our staff has completed over six Exhibit A updates for Michigan airports in the past five years.

# Success of Recent Projects

## Oceana County Airport

- 2018 Rehabilitation
- 6-unit T-hangar Construction

## Gerald R. Ford International Airport

- 2017 Airfield Maintenance Program
- Terminal Gateway and Market Place Expansion
- Structural Investigation of Corporate Hangar
- 2016 Aircraft Pavement Repairs
- Runway 8L/26R Surface Treatment
- 2015 Landside Pavement Rehabilitations
- Gate 4 Bituminous Pavement Emergency Repair
- Drainage Improvements and Treatment
- Stormwater Management and Environmental Services
- Employee Parking Lot Expansion and Rehabilitation
- Runway 8L/26R Reconstruction
- Concourse B Hold Room Expansion
- 2014 Pavement Construction Observation

## Cherry Capital Airport

- Runway 10 Extension
- Exhibit A Update
- Spectrum/Munson/North Flight Hangar
- 2015 Aeronautical Survey
- Charter Communications Building – Land Acquisition

## Canton-Plymouth-Mettetal Airport

- Beacon Replacement, Electric Gate Operators and Fencing

## Delta County Airport

- Runway 1/19 Rehabilitation
- ARFF Vehicle and Equipment Acquisition
- Crack Sealing, Remarking and Pavement Condition Number Determination
- Hangar Development
- Passenger Boarding Bridge Installation
- SRE Acquisition
- Airfield Lighting and Signage Improvements

## Dowagiac Municipal Airport

- Terminal Construction
- Easement Acquisition (2014)
- New Hangar and Taxilane

## Fitch H. Beach Airport

- Airfield Pavement Rehabilitation
- Fuel Farm Upgrade

## Ford/Dickinson County Airport

- ARFF Acquisition
- 2016 Crack Sealing and Remarking
- Emergency Water Main Repair
- Airport Building Improvements
- SRE Acquisition

## Grayling Army Airfield

- 100LL Avgas and Jet A Fuel System
- Rotary Wing Aircraft Apron Construction

## Grand Haven Memorial Airpark

- Apron and Taxilane Rehabilitation
- Easement Acquisition and Obstruction Removal
- Hangar Condition Survey



### Greenville Municipal Airport

- SRE Acquisition
- Fuel Farm Improvements and Integrated Contingency Plan
- Exhibit A Update

### Lakeview-Griffith Field

- Terminal Apron and Taxiway Rehabilitation
- Runway 9/27 Rehabilitation
- ALP Update

### Luce County Airport

- Runway 11/29 Rehabilitation
- SRE Acquisition
- User Survey

### Mackinac County Airport

- Terminal Lift Station Replacement
- Airfield Joint Repair and Remarketing
- Terminal Parking Lot Rehabilitation
- SRE Acquisition

### Mackinac Island Airport

- Runway 8/26 Rehabilitation
- SRE Building Expansion
- SRE Acquisition

### Mason County Airport

- Land Acquisition (Easements)
- Exhibit A Update
- 6-unit T-hangar Construction
- SRE Acquisition

### Manistee County Blacker Airport

- SRE Building Expansion
- SRE Equipment Acquisition
- Taxiway Street Rehabilitation
- 4-unit T-hangar Construction

### Muskegon County Airport

- 2016 Crack Sealing and Remarketing
- Terminal Apron Reconstruction

### Padgham Field

- Terminal Building Improvements
- Integrated Contingency Plan
- T-hangar Construction

### Presque Isle Airport

- Rehabilitate Runway 9/27, Partial Parallel, Terminal Apron, and Taxilanes

# References

## Grand Haven Memorial Airpark

Earle Bares, Airport Manager

(616) 842-4430

etutek@sbcglobal.net

## Padgham Field Airport (Allegan, MI)

Joel Dye, City Manager

(269) 673-5511

jdye@cityofallegan.org

## Dowagiac Municipal Airport

Oscar Azevedo

(269) 591-0054

fi156storch@gmail.com

## Fitch H Beach Airport (Charlotte, MI)

Bryan Myrkle

(517) 543-8853

BMyrkle@charlottemi.org

## Lakeview Airport-Griffith Field

Darin Dood

(989) 352-6322

manager@villageoflakeview.org

# Awards and Recognition

Awards are important, but not the end goal when we begin a project. We aspire to give you the best experience and project possible, and this is truly our reward. However, if your project is recognized for exemplary efforts, we are excited because of a job well-done for you.

## **Coleman A. Young International Airport, Runway Rehabilitation, 2019**

- Asphalt Paving Association of Michigan, Award of Excellence

## **Gerald R. Ford International Airport, East Parking Lot Rehabilitation, 2019**

- Asphalt Paving Association of Michigan, Award of Excellence

## **Ford Airport Runway Rehabilitation, 2018**

- Asphalt Paving Association of Michigan, Award of Excellence

## **Cherry Capital Airport, Runway 10 Extension, 2018**

- MAAE and AAAE, Great Lakes Region, Airfield Project of the Year Award
- Northwest Michigan Builder's Exchange Award of Excellence

## **Oakland County International Airport, Rehabilitate Taxiway C and Associated Taxiways, 2017**

- Asphalt Pavement Association of Michigan, Award of Excellence

## **Muskegon County Airport, Terminal Apron Reconstruction, 2016**

- Michigan Concrete Paving Association, Award of Excellence

## **Gerald R. Ford International Airport Stormwater Management System, 2015**

- ACEC/National Engineering Excellence Award
- ACEC/MI Merit Award
- ASCE Western MI Branch, Outstanding Civil Engineering Achievement



## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423  
P (616) 510-2332

*Comprising City of Zeeland, Park Township and City of Holland*



June 7, 2021

## Report 8

**To:** West Michigan Airport Authority Board.  
**From:** Aaron Thelenwood, Authority Director  
**Subject:** **Boileau Communications Marketing Proposal**

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Boileau Communications continues to work closely with the Airport Authority in executing a comprehensive communications strategy. Over the Last year Boileau has worked diligently to update the Airport's outreach platforms and has built a solid foundation for future outreach efforts. Over the coming year, Boileau will continue to build on this foundation. Communications will begin to branch out into two key focus areas to best meet the strategic priorities of the Airport Authority: General Communications and Targeted Marketing.

Boileau will be providing an updated FY22 communications and outreach strategy to the Board at a later date; however, attached to this report is a proposed marketing strategy, designed promote business development at the airport. Key deliverables of this strategy will be better marketing of parcels the airport has identified for future development, construction of a designated development and business engagement page on the Airport's Website, as well as direct marketing efforts to Aerospace companies throughout the state. This proposal, paired with ongoing efforts through Lakeshore Advantage and the MEDC to identify site readiness resources, will ensure that that Authority is proactively pursuing new business opportunities at the airport and is working to sustainably manage the limited resources at the Authority's disposal. Boileau will work with the Communications Committee in execution of this proposal.

In total, this proposal is estimated to cost the Authority approximately \$5,000 and will include work that crosses FY21 and FY22 budget periods. FY21 has approximate \$11,200 remaining in the communications budget and the board has budgeted for \$35,000 in communications for FY22.

### **Recommendation**

It is recommended that the Board approve the Boileau Communications Marketing proposal as presented.



# Business Development Marketing Proposal

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Prepared for WMRAA

05.20.21



**WEST MICHIGAN REGIONAL AIRPORT**

**BOILEAU**  
COMMUNICATIONS



# INTRODUCTION & GOALS

## INTRO

**We are grateful** for our relationship with West Michigan Regional Airport. We have enjoyed developing your communications platform over the last year and are excited to continue our partnership!

The below proposal outlines support for your development campaign.

Thank you for the opportunity to bid on this work.

## OUR UNDERSTANDING

WMRA is looking for a strategic marketing partner to:

1. **Communicate and market development opportunities at West Michigan Regional Airport.**
2. **Expand the marketing reach of West Michigan Regional Airport.**

# PROPOSED DELIVERABLES

## NEW DEVELOPMENT MARKETING CAMPAIGN.

- **Development Sales Booklet \$2400**

Develop a 8-12-page booklet on development opportunities. The booklet will outline opportunities and benefits available at WMRA. We'll outline each site and proximity to utilities, highways, railways and other businesses.

- **Parcel Spec Sheets \$1200**

We'll develop 8 individual Parcel Spec sheets. Each sheet will be 1-2 pages and outline the benefits of the parcel. These are designed to be uploaded with Lakeshore Advantages booklets or on commercial real estate websites.

- ~~- **Parcel Drone Footage \$5,000**~~

~~We'll capture drone footage of each parcel. The drone footage will outline the parcel, show nearby amenities, and outline a potential building. We'll show the nearest taxi way and proximity to the highway and railway.~~

- **Development Web Page \$800**

We'll build out the development section of the website. We'll clearly define what is available and what it can be used for and any potential financial incentives. We'll also add a section on the home page.

- **Industry Engagement Letter \$400**

We'll draft a letter to aerospace companies. We'll issue this letter to manufacturers throughout the state. Letting them know space is available for expansions and relocations at WMRA.

**Campaign Total: \$9800 \$4,800\***

\*This budget does not include print or postage

# STRUCTURE & INVESTMENT

## GETTING STARTED:

If this estimate is in alignment with your goals and budget, we can begin work immediately. To approve this proposal, please respond with written confirmation (email is fine), and we can kickoff on the work plan!

Thank you again for inviting us to propose on this work.

A handwritten signature in black ink, reading "Leanne Schaeffer". The signature is written in a cursive, flowing style.

Leanne Schaeffer  
Partner, Boileau Communications

# APPENDIX B: ABOUT BOILEAU

## The Gist

We help organizations to uncover and tell great stories with clarity and authenticity. Companies big and small trust Boileau Communications to help them grow, manage change and navigate complexity.

**Why Us?** We're a fast-growing firm of strategists, creatives and developers who bring a consultative, business-focused approach to the storytelling work we deliver. Clients know us for our responsive service, sound counsel, high value and excellent work product.

## At a Glance

Years in Biz:	<b>16</b>
Employees:	<b>10</b>
Office Kids:	<b>15</b>
Billings:	<b>~\$600k</b>
Structure:	<b>LLC</b>
Fancy Certs.:	<b>MailChimp</b>
	<b>Google Ads</b>
	<b>LeaderWork</b>
Fav. Food:	<b>Tacos</b>

## Who You Get to Work With:



**Vince Boileau**  
Managing Partner



**Leanne Schaeffer**  
Partner



**Erich Boileau**  
Partner



**Sean Silva**  
Video Strategist



**Kelly Vanden Bosch**  
Graphic Designer



**Greg DeWeerd**  
Graphic & Web  
Designer



**Rachael Bissell**  
Project Manager



**Katie Salyer DeVries**  
Content Developer



**Kylie White**  
Communications Specialist



**Chris Kemperman**  
Media Producer

## Appointed Board/Commission Volunteer Application

City of Holland Volunteer Services Department  
270 S. River Avenue, Holland, MI 49423  
616.355.1324 616.796.0025 - Fax  
volunteer@cityofholland.com

It is the policy of the City of Holland that equal opportunity shall be afforded to all persons without regard to race, sex, color, creed, religion, national origin, marital status, height, weight, age, or disability.

Name: Lori Varner  
Address: 121 8th Street ( Office address) 13926 Oakwood Circle Grand Haven  
City, State & Zip: Holland, MI 49424  
Day Phone: 616-822-2822 Evening Phone: \_\_\_\_\_  
Email Address: lvarner@suburbaninns.com

Please check appropriate response:  
☐ City Resident  
☐ Non Resident/City Property Owner  
☐ Non-City Resident

Please list any special needs or accommodations:

Please check appropriate response:  
☐ Adult (18 years and up)  
☐ Youth (14 to 17 years) - work permit must be attached

In case of emergency, notify:

Name: Scott Fitzpatrick  
Address: 13926 Oakwood Circle  
Relation: live in boyfriend  
Phone (AM/PM): 352-462-1919

Have you ever been convicted of a felony?  
☐ Yes – Explain when, where and nature of offense: \_\_\_\_\_

☒ No

Are there any felony charges pending against you now?  
☐ Yes – Please explain: \_\_\_\_\_

☒ No

Please indicate your volunteer interest:

Marketing Communication committee

What special skills do you offer as a volunteer?

My Communication skills, and being in the area for 19 years being employeeed with Suburban Inns

I am well aware of how valuable the airport is to the local economy.

Availability  
(Please check all that apply)  
☒ Morning  
☒ Afternoon  
☐ Evening  
☐ As Needed

Why are you interested in serving the City as a volunteer?

I have the Courtyard, City Flats, in the city , Hampton and Holiday Inn Express in Holland and believe in giving back to the area by volunteering. I am also a member of Holland Rotary club  
Been involved with other organizations over the years but now just Rotary

☒ Monday  
☒ Tuesday  
☒ Wednesday  
☒ Thursday  
☐ Friday  
☐ Saturday



**Employment Information:**

Company	Duties/Activities	Dates of Employment	
		To	From
Suburban Inns	Corporate Director of Sales	2/2008	present

**Community Involvement**

Organization	Duties/Activities	Dates of Involvement	
		To	From
Holland Rotary	speaker chair	2009	present
	Fundraising chair		

**Educational Background**

	Name	City/State	Course of Study
High School	Hemlock High	Hemlock	
College	Delta College and CMU		
Other			
Special Training			

I hereby certify that all statements on this volunteer application are made truthfully and without evasion, and further understand and agree that such statements may be investigated and, if found to be false, will be sufficient reason for not being appointed may result in dismissal.

I authorize the references listed on this application and any prior employer, educational institution, or any other persons or organizations to give the City of Holland any and all information concerning my previous employment/educational accomplishments, disciplinary information or any other pertinent information they may have, personal or otherwise, and release all parties from all liabilities for any damage that may result from furnishing same to you. I hereby waive written notice that employment information is being provided by any person or organization.

In accordance with ADA requirements, if I require an accommodation to perform my duties, I must notify the City Volunteer Services Office of that need within 180 days after I know or reasonably should have known that an accommodation was needed. Failure to do so will bar me from alleging that City of Holland has not accommodated me as required by law.

I hereby authorize the City to secure criminal conviction history from the appropriate law enforcement agency, should the City determine it is necessary to do so.

The information on this application will be treated in a confidential manner by the Volunteer Services Coordinator. However, appropriate information will be reviewed by the City Council prior to an appointment being approved.

Volunteer's signature

Date

Date of Birth (Optional): \_\_\_\_\_

*Date of Birth is necessary to conduct the criminal background check. If you are selected, you will be asked for this information.*

WMAA Fund Balance as of 6/30/2020					\$ 1,003,851.26
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	<u>Operating</u>	<u>Capital (999)</u>	<u>EEC Project (546)</u>	<u>Capital Funds (999)</u>	
Year to date Revenues	698,622.71	-	-	-	\$ 698,622.71
Year to date Expenses	378,730.28	182,593.00	-	-	<u>\$ 561,323.28</u>

Estimated Fund Balance as of 06/03/2021					<u>\$ 1,141,150.69</u>
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	<u>Budget</u>	<u>YTD</u>		
Remaining Operating Revenues	765,800.00	698,622.71		\$ 67,177.29

	<u>Budget</u>	<u>YTD</u>	<u>Encumbrances</u>	
Remaining Operating Expenses (excluding contingences)	594,200.00	378,730.28	3,812.94	<u>\$ 211,656.78</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 06/03/2021					<u>\$ 818,071.20</u>
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Other Expected Expenses:	<u>Estimated amount</u>	<u>Spent</u>	
FY21 Runway Rehabilitation Contruction and Lighting	206,363.00	(182,593.00)	
FY21 N. Hangar Park Taxiway Design/Construction	400,000.00		
FY21 Taxiway Crack Sealing	<u>20,000.00</u>		<u>\$ 443,770.00</u>

Ending Fund balance after expected capital expenses				<u>\$ 374,301.20</u>
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# Budget Performance Report

Fiscal Year to Date 06/03/21  
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
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>REVENUE</b>										
Department <b>000 - General Revenues</b>										
420528	Federal Grant - Other	.00	157,000.00	157,000.00	.00	.00	108,081.99	48,918.01	69	.00
440573	State-Reim Local PPT Tax Loss	10,000.00	.00	10,000.00	.00	.00	21,516.15	(11,516.15)	215	21,447.01
450582.C	Contributions from Other Govts From City of Holland	107,000.00	.00	107,000.00	.00	.00	111,113.33	(4,113.33)	104	107,136.71
450582.P	Contributions from Other Govts From Park Township	108,000.00	.00	108,000.00	.00	.00	115,601.86	(7,601.86)	107	110,057.44
450582.Z	Contributions from Other Govts From City of Zeeland	60,000.00	.00	60,000.00	.00	.00	60,724.02	(724.02)	101	72,955.31
460654.1	Franchise Fees FBO Franchise Fees	23,400.00	.00	23,400.00	.00	.00	19,558.60	3,841.40	84	23,350.20
460654.5	Franchise Fees Fuel Flowage Fee	80,000.00	.00	80,000.00	.00	.00	54,003.18	25,996.82	68	72,666.17
460654.7	Franchise Fees Landing Fees	28,000.00	.00	28,000.00	.00	.00	19,796.73	8,203.27	71	21,552.43
480665.0	Investment Income General	15,000.00	.00	15,000.00	.00	.00	8,189.73	6,810.27	55	17,252.53
480669.A	Rental Airport Business Center	8,300.00	.00	8,300.00	.00	.00	6,870.40	1,429.60	83	8,202.36
480669.24	Rental Hangar Land Lease	98,600.00	.00	98,600.00	.00	.00	99,115.79	(515.79)	101	98,531.43
480669.25	Rental Agricultural Land Lease	12,500.00	.00	12,500.00	.00	.00	12,608.52	(108.52)	101	12,523.65
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	.00	.00	57,717.41	282.59	100	58,280.00
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	3,725.00	(3,725.00)	+++	.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	.00	.00	+++	1,999.33
Department <b>000 - General Revenues Totals</b>		<b>\$608,800.00</b>	<b>\$157,000.00</b>	<b>\$765,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$698,622.71</b>	<b>\$67,177.29</b>	<b>91%</b>	<b>\$625,954.57</b>
<b>REVENUE TOTALS</b>		<b>\$608,800.00</b>	<b>\$157,000.00</b>	<b>\$765,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$698,622.71</b>	<b>\$67,177.29</b>	<b>91%</b>	<b>\$625,954.57</b>
<b>EXPENSE</b>										
Department <b>540 - Airport Operations</b>										
710701.0	Payroll-Regular General	23,000.00	41,200.00	64,200.00	.00	.00	37,377.54	26,822.46	58	19,086.82
710707.0	Payroll-Temporary Help General	33,800.00	.00	33,800.00	.00	.00	23,031.68	10,768.32	68	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	1,759.01	1,040.99	63	1,269.43
711703	Payroll-Holidays	1,000.00	.00	1,000.00	.00	.00	875.21	124.79	88	627.78
711716.1	Insurance Health	7,800.00	.00	7,800.00	.00	.00	5,071.63	2,728.37	65	7,711.32
711716.2	Insurance Dental	200.00	.00	200.00	.00	.00	38.02	161.98	19	68.03
711716.4	Insurance Health Care Savings Plan	.00	.00	.00	.00	.00	210.43	(210.43)	+++	.00
711717	Insurance-Life & AD&D	50.00	.00	50.00	.00	.00	18.92	31.08	38	33.86
711718.1	Retirement Contribution MERS	1,500.00	.00	1,500.00	.00	.00	2,806.22	(1,306.22)	187	1,454.01
711720	Insurance-Income Protection	200.00	.00	200.00	.00	.00	79.58	120.42	40	140.99
712715	Employer FICA/Medicare Contribution	4,200.00	.00	4,200.00	.00	.00	4,742.96	(542.96)	113	3,799.86
712723	Unemployment Comp Insurance	20.00	.00	20.00	.00	.00	31.97	(11.97)	160	14.35
712724	Workers Comp Insurance	30.00	.00	30.00	.00	.00	9.70	20.30	32	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	4,500.00	6,000.00	.00	.00	1,990.14	4,009.86	33	4,679.98
721740.CAP	Operating Supplies Controlled Items-Capital Type	2,500.00	.00	2,500.00	.00	.00	2,473.34	26.66	99	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	1,634.50	11,365.50	13	8,461.20



# Budget Performance Report

Fiscal Year to Date 06/03/21  
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
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>EXPENSE</b>										
<b>Department 540 - Airport Operations</b>										
721933.0	Equipment Maintenance General	20,000.00	.00	20,000.00	.00	.00	9,504.75	10,495.25	48	19,312.56
722801.9010	Contr-Printing/Promo Advertising/Promotional	40,000.00	7,000.00	47,000.00	.00	3,812.94	31,960.13	11,226.93	76	19,204.99
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	20,000.00	30,000.00	(1,608.50)	.00	26,247.62	3,752.38	87	12,310.69
722805.1	Contractual-Finance Independent Audit	7,800.00	7,700.00	15,500.00	.00	.00	7,700.00	7,800.00	50	7,600.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	833.35	(833.35)	+++	.00
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	5,604.50	9,395.50	37	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	62,400.00	92,400.00	.00	.00	37,812.20	54,587.80	41	26,926.89
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,000.00	.00	25,000.00	.00	.00	18,767.11	6,232.89	75	19,682.71
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	60,000.00	.00	60,000.00	.00	.00	40,457.20	19,542.80	67	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	2,079.16	.00	24,950.01	3,049.99	89	25,922.75
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	1,940.25	59.75	97	1,490.25
723850.0	Communications Telephone	.00	.00	.00	.00	.00	405.30	(405.30)	+++	427.14
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	300.00	(300.00)	+++	600.00
723860.0	Travel, Conf, Seminars General	2,000.00	.00	2,000.00	.00	.00	3,200.00	(1,200.00)	160	1,246.00
723910.0	Commercial Insurance Premiums General	27,000.00	2,400.00	29,400.00	.00	.00	18,966.00	10,434.00	65	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	525.05	174.95	75	571.84
723920.LAND	Public Utilities Landing Lights & System	4,600.00	4,700.00	9,300.00	.00	.00	3,794.11	5,505.89	41	4,036.83
723920.PLOT	Public Utilities Parking Lot Lights	1,800.00	.00	1,800.00	.00	.00	848.73	951.27	47	1,670.47
723920.RUNW	Public Utilities Runway Lights	6,700.00	9,400.00	16,100.00	.00	.00	6,416.66	9,683.34	40	6,336.55
723920.THAN	Public Utilities T-Hangars	5,000.00	4,700.00	9,700.00	.00	.00	4,807.37	4,892.63	50	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	1,966.64	33.36	98	2,756.18
723961.0	Dues & Subscriptions General	600.00	.00	600.00	.00	.00	1,936.78	(1,336.78)	323	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	21.40	(21.40)	+++	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
<b>Department 540 - Airport Operations Totals</b>		<b>\$534,600.00</b>	<b>\$164,000.00</b>	<b>\$698,600.00</b>	<b>\$470.66</b>	<b>\$3,812.94</b>	<b>\$334,214.01</b>	<b>\$360,573.05</b>	<b>48%</b>	<b>\$571,158.86</b>
<b>Department 541 - Business Center</b>										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	5,958.82	(958.82)	119	1,941.48
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	.00	.00	4,707.28	292.72	94	3,716.69
722808.1	Contr-Bldgs&Grnds Janitorial	7,500.00	.00	7,500.00	.00	.00	7,731.80	(231.80)	103	7,917.13
723850.0	Communications Telephone	2,600.00	.00	2,600.00	.00	.00	2,160.00	440.00	83	2,672.00

# Budget Performance Report

Fiscal Year to Date 06/03/21

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 <b>Z01 - WMAA (Airport) General Fund</b>										
EXPENSE										
Department <b>541 - Business Center</b>										
723850.WIFI	Communications WIFI Internet Connection	4,100.00	.00	4,100.00	.00	.00	3,125.00	975.00	76	3,437.50
723920.BPW	Public Utilities BPW	20,000.00	.00	20,000.00	.00	.00	16,640.84	3,359.16	83	16,661.19
723920.GAS	Public Utilities Natural Gas	5,000.00	.00	5,000.00	.00	.00	4,192.53	807.47	84	4,033.67
770956.0	Contingency General	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
Department <b>541 - Business Center Totals</b>		\$74,200.00	\$0.00	\$74,200.00	\$0.00	\$0.00	\$44,516.27	\$29,683.73	60%	\$40,379.66
EXPENSE TOTALS		\$608,800.00	\$164,000.00	\$772,800.00	\$470.66	\$3,812.94	\$378,730.28	\$390,256.78	50%	\$611,538.52
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>										
REVENUE TOTALS		608,800.00	157,000.00	765,800.00	.00	.00	698,622.71	67,177.29	91%	625,954.57
EXPENSE TOTALS		608,800.00	164,000.00	772,800.00	470.66	3,812.94	378,730.28	390,256.78	50%	611,538.52
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>		\$0.00	(\$7,000.00)	(\$7,000.00)	(\$470.66)	(\$3,812.94)	\$319,892.43	(\$323,079.49)		\$14,416.05
Grand Totals										
REVENUE TOTALS		608,800.00	157,000.00	765,800.00	.00	.00	698,622.71	67,177.29	91%	625,954.57
EXPENSE TOTALS		608,800.00	164,000.00	772,800.00	470.66	3,812.94	378,730.28	390,256.78	50%	611,538.52
Grand Totals		\$0.00	(\$7,000.00)	(\$7,000.00)	(\$470.66)	(\$3,812.94)	\$319,892.43	(\$323,079.49)		\$14,416.05





# Budget Performance Report

Fiscal Year to Date 06/03/21

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 <b>Z01 - WMAA (Airport) General Fund</b>										
REVENUE										
Department <b>999 - Airport Capital Projects</b>										
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 <b>999 - Airport Capital Projects Totals</b>		<b>\$4,481,494.00</b>	<b>\$0.00</b>	<b>\$4,481,494.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,481,494.00</b>	<b>0%</b>	<b>\$226,302.98</b>
REVENUE TOTALS		<b>\$4,481,494.00</b>	<b>\$0.00</b>	<b>\$4,481,494.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,481,494.00</b>	<b>0%</b>	<b>\$226,302.98</b>
EXPENSE										
Department <b>999 - Airport Capital Projects</b>										
Division <b>045 - Runway</b>										
730974.0	Land Improvements General	5,107,857.00	.00	5,107,857.00	.00	.00	182,593.00	4,925,264.00	4	12,050.00
Division <b>045 - Runway Totals</b>		<b>\$5,107,857.00</b>	<b>\$0.00</b>	<b>\$5,107,857.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$182,593.00</b>	<b>\$4,925,264.00</b>	<b>4%</b>	<b>\$12,050.00</b>
Division <b>050 - Business Center</b>										
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	.00	.00	+++	42,515.00
Division <b>050 - Business Center Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$42,515.00</b>
Department <b>999 - Airport Capital Projects Totals</b>		<b>\$5,107,857.00</b>	<b>\$0.00</b>	<b>\$5,107,857.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$182,593.00</b>	<b>\$4,925,264.00</b>	<b>4%</b>	<b>\$54,565.00</b>
EXPENSE TOTALS		<b>\$5,107,857.00</b>	<b>\$0.00</b>	<b>\$5,107,857.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$182,593.00</b>	<b>\$4,925,264.00</b>	<b>4%</b>	<b>\$54,565.00</b>
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>										
REVENUE TOTALS		<b>4,481,494.00</b>	<b>.00</b>	<b>4,481,494.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>4,481,494.00</b>	<b>0%</b>	<b>226,302.98</b>
EXPENSE TOTALS		<b>5,107,857.00</b>	<b>.00</b>	<b>5,107,857.00</b>	<b>.00</b>	<b>.00</b>	<b>182,593.00</b>	<b>4,925,264.00</b>	<b>4%</b>	<b>54,565.00</b>
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>		<b>(\$626,363.00)</b>	<b>\$0.00</b>	<b>(\$626,363.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$182,593.00)</b>	<b>(\$443,770.00)</b>		<b>\$171,737.98</b>
Grand Totals										
REVENUE TOTALS		<b>4,481,494.00</b>	<b>.00</b>	<b>4,481,494.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>4,481,494.00</b>	<b>0%</b>	<b>226,302.98</b>
EXPENSE TOTALS		<b>5,107,857.00</b>	<b>.00</b>	<b>5,107,857.00</b>	<b>.00</b>	<b>.00</b>	<b>182,593.00</b>	<b>4,925,264.00</b>	<b>4%</b>	<b>54,565.00</b>
Grand Totals		<b>(\$626,363.00)</b>	<b>\$0.00</b>	<b>(\$626,363.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$182,593.00)</b>	<b>(\$443,770.00)</b>		<b>\$171,737.98</b>



# Fund Equity Changes Report

Through 06/03/21  
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	<b>GOVERNMENTAL</b>								
Fund Type	<b>GENERAL FUND</b>								
Fund	<b>Z01 - WMAA (Airport) General Fund</b>								
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	953,851.26	.00	25,000.00	928,851.26				
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	<b>Z01 - WMAA (Airport) General Fund Totals</b>	<b>\$1,003,851.26</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$1,003,851.26</b>	<b>\$0.00</b>	<b>\$698,622.71</b>	<b>\$561,323.28</b>	<b>\$1,141,150.69</b>
Fund Type	<b>GENERAL FUND Totals</b>	<b>\$1,003,851.26</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$1,003,851.26</b>	<b>\$0.00</b>	<b>\$698,622.71</b>	<b>\$561,323.28</b>	<b>\$1,141,150.69</b>
Fund Category	<b>GOVERNMENTAL Totals</b>	<b>\$1,003,851.26</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$1,003,851.26</b>	<b>\$0.00</b>	<b>\$698,622.71</b>	<b>\$561,323.28</b>	<b>\$1,141,150.69</b>
	<b>Grand Totals</b>	<b>\$1,003,851.26</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$1,003,851.26</b>	<b>\$0.00</b>	<b>\$698,622.71</b>	<b>\$561,323.28</b>	<b>\$1,141,150.69</b>



# Trial Balance Listing

Through 06/03/21  
Detail Balance Sheet Listing  
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
<b>Fund Z01 - WMAA (Airport) General Fund</b>						
<i>CURRENT ASSETS</i>						
110001.675	Cash Due from Cash/Inv Pool	989,347.15	728,460.66	595,046.91	1,122,760.90	996,110.15
113040.0	Accounts Receivable General	37,418.03	274,258.33	293,695.75	17,980.61	29,898.14
114026.2014	Taxes Receivable 2014	.89	.00	.69	.20	25.89
114026.2015	Taxes Receivable 2015	16.77	.00	.55	16.22	16.77
114026.2016	Taxes Receivable 2016	20.75	.00	3.32	17.43	22.35
114026.2017	Taxes Receivable 2017	35.60	.00	3.15	32.45	40.16
114026.2018	Taxes Receivable 2018	34.29	.00	8.16	26.13	37.46
114026.2019	Taxes Receivable 2019	73.50	.00	24.16	49.34	.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	115,601.86	115,606.98	.00	1,758.90
119073.3	Due from Local Govt Units Due from Zeeland City	1.38	64,966.87	64,968.25	.00	.00
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	\$1,183,287.72	\$1,069,733.92	\$1,141,950.69	\$1,028,768.96
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(12,940.95)	492,657.41	479,716.46	.00	(19,474.02)
211202	Contracts Payable	(9,541.69)	9,541.69	.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)	(200.00)
21B339.0	Deferred Revenue General	(904.90)	904.90	600.00	(600.00)	.00
<i>CURRENT LIABILITIES Totals</i>		(\$24,545.63)	\$504,062.09	\$480,316.46	(\$800.00)	(\$19,674.02)
<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	(953,851.26)	25,000.00	.00	(928,851.26)	(767,697.23)
<i>FUND BALANCE Totals</i>		(\$1,003,851.26)	\$25,000.00	\$25,000.00	(\$1,003,851.26)	(\$817,697.23)
	Fund Revenues	.00	5,081.93	703,704.64	(698,622.71)	(619,306.98)
	Fund Expenses	.00	567,500.25	6,176.97	561,323.28	427,909.27
<b>Fund Z01 - WMAA (Airport) General Fund Totals</b>		\$0.00	\$2,284,931.99	\$2,284,931.99	\$0.00	\$0.00
<b>Grand Totals</b>		\$0.00	\$2,284,931.99	\$2,284,931.99	\$0.00	\$0.00



# Trial Balance Listing

Through 06/03/21  
Detail Balance Sheet Listing  
Exclude Rollup Account

City of Holland

## Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		05/20/2021		64072
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	4679 - BRV VENTURES LLC	2021-00002716	AIRPORT - PEST CONTROL SERVICES	05/20/2021	05/20/2021	96.00
	101 - CUNNINGHAM DALMAN P.C.	283865	AIRPORT - LEGAL	05/06/2021	05/20/2021	1,384.50
	101 - CUNNINGHAM DALMAN P.C.	284118	AIRPORT - LEGAL	05/11/2021	05/20/2021	224.00
	316 - MEAD & HUNT INC - ACH	316116	AIRPORT - APRIL SERVICES	05/11/2021	05/20/2021	676.00
Total Selected Invoices: 4						\$2,380.50



City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 05/20/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	05/20/2021	64072 Accounts Payable	BRV VENTURES LLC		96.00
	Invoice	Date	Description		Amount
	2021-00002716	05/20/2021	AIRPORT - PEST CONTROL SERVICES		96.00
Check	05/20/2021	64073 Accounts Payable	CUNNINGHAM DALMAN P.C.		1,608.50
	Invoice	Date	Description		Amount
	283865	05/06/2021	AIRPORT - LEGAL		1,384.50
	284118	05/11/2021	AIRPORT - LEGAL		224.00
EFT	05/20/2021	7059 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	676.00
	Invoice	Date	Description		Amount
	316116	05/11/2021	AIRPORT - APRIL SERVICES		676.00
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 3		\$2,380.50
Checks:	2		\$1,704.50		
EFTs:	1		\$676.00		

City of Holland  
**Accounts Payable Payment Post Listing**

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		05/27/2021		64166
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2021-00002742	AIRPORT - APRIL CC STMT	04/30/2021	05/27/2021	31.80
	292 - HARRIS AIRPORT SYSTEMS	434	AIRPORT - QUARTERLY MTCE FEE & EQUIPMENT CALIBRATION	05/17/2021	05/27/2021	4,850.00
	130 - SEMCO ENERGY GAS COMPANY - ACH	2021-00002743	AIRPORT - 5/5/2021 READ DATE	05/27/2021	05/27/2021	159.80
Total Selected Invoices: 3						<u>\$5,041.60</u>

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 05/27/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	05/27/2021	64166 Accounts Payable	HARRIS AIRPORT SYSTEMS		4,850.00
	Invoice	Date	Description		Amount
	434	05/17/2021	AIRPORT - QUARTERLY MTCE FEE & EQUIPMENT CALIBRATION		4,850.00
EFT	05/27/2021	7067 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	31.80
	Invoice	Date	Description		Amount
	2021-00002742	04/30/2021	AIRPORT - APRIL CC STMT		31.80
EFT	05/27/2021	7068 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	159.80
	Invoice	Date	Description		Amount
	2021-00002743	05/27/2021	AIRPORT - 5/5/2021 READ DATE		159.80
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 3		\$5,041.60
Checks:		1	\$4,850.00		
EFTs:		2	\$191.60		

City of Holland  
**Accounts Payable Payment Post Listing**

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		06/03/2021		64260
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	101 - CUNNINGHAM DALMAN P.C.	283865 - BAL DUE	AIRPORT - LEGAL SERVICES	05/06/2021	05/31/2021	160.00
	101 - CUNNINGHAM DALMAN P.C.	284118 REISSUE	AIRPORT - LEGAL	05/11/2021	05/31/2021	224.00
	101 - CUNNINGHAM DALMAN P.C.	83864 - BAL DUE	AIRPORT - LEGAL	05/06/2021	05/31/2021	160.00
	146 - HOLLAND BOARD OF PUBLIC WORKS	2021-00002798	AIRPORT UTILITIES	05/31/2021	05/31/2021	2,646.17
	4683 - PRESIDENT AND FELLOWS OF HARVARD COLLEGE	EESL2021-169	AIRPORT - AARON THELENWOOD SUSTAINABILITY LEADERSHIP	05/16/2021	05/31/2021	3,200.00
	322 - TULIP CITY AIR SERVICE INC.	20-066666	AIRPORT - INTERNET AND PHONES	05/31/2021	05/31/2021	552.50
Total Selected Invoices: 6						\$6,942.67

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 06/03/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	06/03/2021	64260 Accounts Payable	CUNNINGHAM DALMAN P.C.		544.00
	Invoice	Date	Description		Amount
		283865 - BAL DUE	05/06/2021	AIRPORT - LEGAL SERVICES	160.00
		284118 REISSUE	05/11/2021	AIRPORT - LEGAL	224.00
		83864 - BAL DUE	05/06/2021	AIRPORT - LEGAL	160.00
Check	06/03/2021	64261 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,646.17
	Invoice	Date	Description		Amount
		2021-00002798	05/31/2021	AIRPORT UTILITIES	2,646.17
Check	06/03/2021	64262 Accounts Payable	TULIP CITY AIR SERVICE INC.		552.50
	Invoice	Date	Description		Amount
		20-066666	05/31/2021	AIRPORT - INTERNET AND PHONES	552.50
EFT	06/03/2021	7103 Accounts Payable	PRESIDENT AND FELLOWS OF HARVARD COLLEGE	011000138 / 000053137234	3,200.00
	Invoice	Date	Description		Amount
		EESL2021-169	05/16/2021	AIRPORT - AARON THELENWOOD SUSTAINABILITY LEADERSHIP	3,200.00
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 4		<u>\$6,942.67</u>
Checks:	3		\$3,742.67		
EFTs:	1		\$3,200.00		



City of Holland  
**Accounts Payable Payment Post Listing**

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		05/13/2021		63940
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	4543 - ALLIED UNIVERSAL TECHNOLOGY SERVICES	IN1-910106027	AIRPORT - MONITORING	10/10/2020	04/30/2021	360.00
	4543 - ALLIED UNIVERSAL TECHNOLOGY SERVICES	IN1-910107808	AIRPORT - SERVICE CALL	10/27/2020	04/30/2021	194.60
	3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24641	Communications Partnership Plan	04/30/2021	04/30/2021	5,384.56
	4302 - FERGUSON MICHELLE	2021-00002594	AIRPORT - REIMBURSEMENT OF PETTY CASH	05/13/2021	05/13/2021	118.80
	733 - THE HOLLAND SENTINEL - CIRCULATION	2021-00002592	AIRPORT - PAPER SERVICES - ACCT 0166308	04/19/2021	04/30/2021	142.90
	3558 - THELENWOOD AARON	2021-00002595	AIRPORT - REIMBURSEMENT FOR WHITEBOARD	05/13/2021	05/13/2021	795.00
	322 - TULIP CITY AIR SERVICE INC.	2021-00002593	AIRPORT - APRIL SERVICES	04/30/2021	04/30/2021	2,801.00
Total Selected Invoices: 7						\$9,796.86

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 05/13/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	05/13/2021	63940 Accounts Payable	ALLIED UNIVERSAL TECHNOLOGY SERVICES		554.60
	Invoice		Date	Description	Amount
		IN1-910107808	10/27/2020	AIRPORT - SERVICE CALL	194.60
		IN1-910106027	10/10/2020	AIRPORT - MONITORING	360.00
Check	05/13/2021	63941 Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		5,384.56
	Invoice		Date	Description	Amount
		24641	04/30/2021	Communications Partnership Plan	5,384.56
Check	05/13/2021	63942 Accounts Payable	FERGUSON , MICHELLE		118.80
	Invoice		Date	Description	Amount
		2021-00002594	05/13/2021	AIRPORT - REIMBURSEMENT OF PETTY CASH	118.80
Check	05/13/2021	63943 Accounts Payable	THE HOLLAND SENTINEL - CIRCULATION		142.90
	Invoice		Date	Description	Amount
		2021-00002592	04/19/2021	AIRPORT - PAPER SERVICES - ACCT 0166308	142.90
Check	05/13/2021	63944 Accounts Payable	THELENWOOD , AARON		795.00
	Invoice		Date	Description	Amount
		2021-00002595	05/13/2021	AIRPORT - REIMBURSEMENT FOR WHITEBOARD	795.00
Check	05/13/2021	63945 Accounts Payable	TULIP CITY AIR SERVICE INC.		2,801.00
	Invoice		Date	Description	Amount
		2021-00002593	04/30/2021	AIRPORT - APRIL SERVICES	2,801.00
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 6		\$9,796.86
Checks:		6	\$9,796.86		