

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

September 13th, 2021

11:30 a.m. –1:00 p.m.

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

<https://us06web.zoom.us/j/88209186547>

Authority Members

City of Holland

Dave Hoekstra
Scott Corbin

City of Zeeland

Kevin Klynstra
Beth Blanton
Les Hoogland

Park Township

Russ Sylte
Skip Keeter
Jeff King

Ex-officio

Jim Storey
Frank Garcia

1. Public Comment.
2. Consideration of July 12th, 2021, Meeting Minutes (Action Requested).
3. Communications Update:
 - A. Brand Video Debut
 - B. Board Member Website Headshots
 - C. Upcoming Initiatives
4. Review & Approval of FlightLevel Proposed Fee Schedule (Action Requested)
5. Mead & Hunt: Strategic Planning Support Services Contract (Action Requested).
6. Review and Approval of Airport Business Center Custodial Bids (Action Requested).
7. City of Holland Study Session Update: Parcel K (No Action).
8. North Hangar Park/Development Update (No Action).
9. Updates from Board.
10. Financial Reports
11. Other Business
 - A. Sustainability Initiatives
 - B. Runway Rehab Update.
 - C. Fogg Hangar Update.
12. Adjourn

Next Meeting will be held September 13th, 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

July 12, 2021

11:30 a.m. – 1:00 p.m.

Hybrid Meeting – In Person & Using Zoom

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

ABSENT: Garcia.

OTHERS PRESENT: FBO Boer, Airport Authority Director Thelenwood, Project Administrator Davio, Alan Radlo (ARR Aviation), peter Eichley (Flight Level Aviation), Jodi Oczwarski

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

Board Members in Attendance (Roll Call):

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

21.07.01 Public Comments.

None

21.07.02 June 7th, 2021 Meeting Minutes.

King made a motion with support by Keeter to approve the June 7th Meeting Minutes as written.

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

Nays: None

Motion carried.

21.07.03 Recognition of Al Romero for his work on the Runway Rehab Project

The Airport Authority Board took a moment to recognize Al Romero (Mead & Hunt) for his years of tireless service in supporting projects at West Michigan Regional Airport; including on the recent Runway & Lighting Rehab project. Due to Al's leadership on the ground during the

project, construction was kept on track even in the face of unforeseen issues that could have significantly delayed completion. Al was unfortunately not able to attend, but the Board presented a plaque to commemorate Al's years of service to WMRA.

21.07.04 FBO Transfer: Asset Sale of Flyby Air to ARR Aviation III (Action Requested).

Tulip City Air Service, dba FlyBy Air (FBA), and President Terry Boer specifically, has been serving as the Fixed Base Operator (FBO) at West Michigan Regional Airport since 2017 - after procuring Tulip City Air Service from Ron Ludema. During this time Terry has also served as the Airport Manager.

The governing bodies of the airport and Terry have worked to develop a relationship that has been a true partnership for the betterment of this community through the provision of excellent airport services. Terry and his team have managed the airport on a day-to-day basis and have, on numerous occasions, gone beyond what would be expected of a typical FBO arrangement. Over the years, MDOT/AERO staff and Mead & Hunt staff have held up the working relationship between the Authority and it's FBO as a prime example of how a GA Airport should be run.

Terry has now decided to transfer ownership of FBA to ARR Aviation, a group that operates ten (10) FBOs on the East Coast of the US under the name FlightLevel Group. As part of this agreement, Terry will be selling all of his other operations (Muskegon, Traverse City) in addition to his Holland operation. FlightLevel Group operates primarily as a partnership between CEO Peter Eichleay and principal financier Alan Radlo. Firector Thelenwood had met with Peter and Alan and was confident that they understood the value of the critical partnership the Authority has established with its FBO as well as the key role the airport plays in the local economy. ARR Aviation has already been in contact, and is working with, local economic development organizations Lakeshore Advantage and the West Coast Chamber to get a better understanding of the local community & economy.

The Airport Authority has a variety of agreements and leases with FlyBy Air. As part of the sale financing structure, ARR Aviation requested that the preliminary term of the FBO Agreement be extended by another four years to 2042, which would provide them a full twenty (20) year agreement. Additionally, they requested a built-in extension to the agreement of ten (10) years, which would be subject to approval by the Board at the time of renewal. The Asset Transfer and Assumption Agreement also has a provision that ARR Aviation may enter into a sublease arrangement with Entity Partners for the premises leased to FBA. This will not, in effect, change what is occurring today. As part of the transition plan, ARR intends to maintain current staffing at the Holland Location. Additionally, they will be procuring FBA's service & maintenance equipment and several

aircraft.

Having contacted the airports in which ARR currently operates and speaking to either the respective Airport Managers or governing bodies, it is clear that they have a strong reputation of professionalism and dedication as well as a track record that demonstrates their ability to perform the services required under WMRA's current FBO/Manager agreements without issue. The Airport Authority's Treasurer (McCammon) reviewed the relevant financial documents related ARR and its respective Airport operations; all of which indicate a strong financial position.

Under the terms of the existing FBO Agreement, the Airport Authority must approve any sale or transfer of ownership of the FBO; however, approval by the Board cannot be unreasonably withheld.

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The Airport Authority has a variety of agreements and leases with FlyBy Air as listed on Exhibit A of the attached Stock Transfer and Assumption Agreement. As part of the sale

financing structure, ARR Aviation has requested that the preliminary term of the FBO Agreement be extended by another four years to 2042, which would provide them a full twenty (20) year agreement. Additionally, they have requested a built-in extension to the agreement of ten (10) years, which would be subject to approval by the Board at the time of renewal. The Asset Transfer and Assumption Agreement also has a provision that ARR Aviation may enter into a sublease arrangement with Entity Partners for the premises leased to FBA. This will not, in effect, change what is occurring today. As part of the transition plan, ARR intends to maintain current staffing at the Holland Location. Additionally, they will be procuring FBA's service & maintenance equipment as well as several aircraft.

Having contacted the airports in which ARR currently operates and speaking to either the respective Airport Managers or governing bodies, it is clear that they have a strong reputation of professionalism and dedication as well as a track record that demonstrates their ability to perform the services required under WMRA's current FBO/Manager agreements without issue. I have had our Treasurer review the relevant financial documents related ARR and it's respective Airport operations; all of which indicate a strong financial position.

Under the terms of the existing FBO Agreement, the Airport Authority must approve any sale or transfer of ownership of the FBO; however, approval by the Board cannot be unreasonably withheld.

Director Thelenwood presented a recommendation to the Board contingent on the following conditions being met prior to execution of any final agreements:

1. Release of all obligations to Byline Bank as part of the current FBO agreement with FlybyAir.
2. Approved Transition plan is received by the Authority
3. Ownership transition occurs by established transfer date of **July 15th, 2021**
4. All relevant insurance requirements are met by ARR Aviation III and documented to the Authority.
5. ARR III provides a personal/corporate guarantee as described in the asset transfer agreement.
6. Legal fees and costs incurred by the Authority to be reimbursed to the Authority.

It was recommended:

1. That the Authority Board approve the Asset Transfer and Assumption Agreement, as well as the Landlord's Agreement, with ARR Aviation III and FlyBy Air as described in this report;
2. That Board Chairperson Russ Sylte be authorized to sign the Agreements on behalf of the Authority;
3. That any substantive changes to the Agreements be brought back to the Authority for approval; and that
4. The Agreements are subject to final approval as to form by the Authority's Attorney and contingent on the conditions above having been met.
5. The Airport Authority's Attorney will provide a status update to the Board regarding the transfer at the August 9th Board Meeting.

King made a motion with support by Hoogland to approve the Asset Transfer as written and subject to the contingencies outlined by the Board.

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

Nays: None

Motion carried.

21.07.05 Boileau FY22 Communications Support Proposal (Action Requested).

The Airport Authority has been working with Boileau Communications over the last year to revamp its marketing and outreach strategies. Over the past year, Boileau has delivered on key communications priorities of the Authority including an overhaul of the Airport's website, development of the Airport's Annual Report, establishment of an updated mailing list, completion of principle photography of a new brand video, revitalization of the Airport's social media presence as well as many other related efforts.

Where the FY21 communications partnership agreement was "step one" in establishing and reestablishing key communications tools and systems, the proposed FY22 Communications Support Proposal is very much focused on implementation of key marketing and engagement efforts. The proposal presented is to hire Boileau on a retainer basis at \$3,000/month or for a time & materials structure and will include the following key deliverables:

- Biweekly strategic meetings with Authority Staff
- Development and distribution of the Authority's Annual Report
- Maintenance of Social Media presence and strategic postings
- Press release development and media coordination
- Quarterly Newsletter development & distribution

- Website maintenance and updates
- Community engagement support
- Targeted digital advertising
- Tenant/Stakeholder testimonial videos
- Tracking of key communications metrics.
- Provide industry standard support to the Marketing & Communications Committee.

Communications Services will be billed out of the Communications Budget line item.

Stumbo made a motion with support by Keeter to approve the Communications Support Proposal as written.

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

Nays: None

Motion carried.

21.07.06 Fence Clearing Proposal (Action Requested).

Airport staff identified the need to address the issue of woody brush growing up and through the majority of the airfield fence, surrounding the airport. This brush has grown unrestricted for quite a number of years and if left unchecked will continue to strain and damage the fence line. There are substantial portions of the fence where heavy woody brush and small trees have begun to grow in and through the fence, intertwining with the chain-link itself.

The Airport Authority solicited bids for both the initial clearing of the entirety of the fence line (8 miles) and for five (5) years of additional maintenance to mitigate future growth. The maintenance agreement could be extended for an additional three years at the Board's discretion.

Contractor bids were consistent regarding the scope of approach as well as equipment and services utilized. The Authority received five (5) total bids and one (1) letter of intent not to bid.

This project is not in the current budget for FY22. The recommendation would be to fund the preliminary brush removal (year 1) through Working Capital and budget accordingly for maintenance years 2-5.

It was recommended that the Board approve C&R Out on a Limb tree services as the lowest qualified bidder, and approve a contract for the Tree Clearing Project totaling \$40,300 for year one and ongoing maintenance for years two through five as presented - subject to final approval as to form by the Airport Authority's attorney.

Corbin made a motion, with a contingency that the Contractor both assures that any chemical

defoliant are in line with industry standards and that defoliant applications are to occur with annual maintenance. Blanton supported to approve the Brush Clearing proposal as written, with Corbin's comments included.

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

Nays: None

Motion carried.

21.07.07 Committee Appointments

Director Thelenwood presented two applications for committee placement to the Board: Jodi Owczarski for the Building & Development Committee and Alison El-Cassabgui for the Marketing & Communications Committee. Both bring a wealth of knowledge as well as key strategic connections that would be of benefit to their respective committees and the Authority overall.

Hoekstra made a motion with support by Blanton to appoint Jodi Owczarski to the Building & Development Committee and Alison El-Cassabgui to the Marketing & Communications Committee.

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

Nays: None

Motion carried.

21.07.08 FBO Report

Boer presented the summary report to the Board, highlighting that business continues to be good and that activity is quickly returning to pre-academic levels. The FBO report was presented as information, no action was taken.

21.07.09 Financial Reports.

Treasurer McCammon presented a summary of the financial statements to the Board.

Blanton made a motion with support by Hoogland to approve the Financial Reports as presented.

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

Nays: None

Motion carried.

21.07.10 Updates from the Board

None presented.

21.07.11 Other Business

Director Thelenwood briefed the Board on the status of the Runway rehab Project. The Authority is waiting for final scheduling of paint marking, which is anticipated to occur by the end of August.

Thelenwood also provided a brief update regarding the Fogg hangar Project. Foundation have been laid, and progress overall seems to be going well.

21.07.12 Adjourn.

Stumbo made a motion with support by Blanton to adjourn the July 12th , West Michigan Airport Authority Meeting.

The next Board meeting will be held August 9th, 2021, 11:30a.m., format will be a hybrid Meeting using Zoom and in-person options.

Meeting Adjourned at 12:59 p.m.

Minutes Approved: (Secretary)

Date: _____

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September 13, 2021

REPORT 4

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Review & Approval of FlightLevel Proposed Fee Schedule**

As Part of the Airport Manager Agreement between the Airport Authority and FlightLevel Aviation, FlightLevel provides a host of support services integral to the operation of the airport. As the Airport Manager/FBO, FlightLevel charges certain fees for specific services provided to pilots and their aircraft. The schedule of fees corresponds with the overall size of the aircraft, with fees increasing for larger aircraft. The airport has authorized FlightLevel to waive certain fees assessed by the Authority under certain circumstances; for example: the airport waives landing fees for aircraft that are housed here or owned by pilots who live within one of the three member communities who support the airport, and FlightLevel will waive specific fees if pilots purchase a certain amount of fuel.

Under the terms of the current FBO agreement, the Authority Board must review and approve any increase of FlightLevel's fees that increase by 10% over the previous year. The last time fees were increased was in 2019.

Attached to this report is the current schedule of fees proposed by FlightLevel, as well as a comparison of fees at other comparable airports. A survey of fees was conducted of eleven other airports. The proposed fee increases are significant as compared to 2019, and the overall structure of how fees are assessed has changed as well. Getting direct comparisons of fees with other airports and FBOs has recently become more difficult, though the comparisons we were able to ascertain are similar to fees proposed by FlightLevel. The proposed fees and fee schedule have been reviewed by the Airport's Operations Committee.

Recommendation

It is recommended that the Airport Authority Board approve the FlightLevel Fee Schedule as presented.

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.

Ramp Fee Comparison 8/30/21
 West Michigan Regional Airport
 KBIV

	Grand Rapids GRR Avflight	Grand Rapids GRR Signature	Lansing LAN Avflight	Kalamazoo AZO Duncan	Battle Creek BTL Duncan	Pontiac PTK Pentastar	Detroit City DET Avflight	South Bend SBN Atlantic	Chicago Exec PWK Hawthorne	West MI Regional BIV Flight Level
Single engine (Bonanza)		**	11			30	11		45	10
Piston twin (Baron)	50	**	66	45	45	75	71.5	60	160	17
Twin Turbo Prop (King Air 200)	*75 + 226.8	**	165	115	115	150	220	365	195	118
Light Jet (CJ, Phenom 100)	* 125 + 250	**	275	115	115	150	330	365	225	118
Midsize Jet (Lear 45, Phenom 300)	* 150 + 300	**	385	310	310	300	467.5	400	250	295
Super Midsize (Challenger 350)	* 225 + 470	**	385	430	430	300	660	615	395	354
Heavy Jet (GV)	* 275 + 600	**	798	656	656	600	800	925	650	883

* (Ramp fee + Handling fee) Ramp fee not waivable with fuel purchase.	** Fees are tail # specific. Did not want to share fees.
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FlightLevel Michigan: KBIV & KMKG Master Fee Matrix

Note: Effective for Aircraft Arriving on or after 8/02/2021

"/" Format to indicate Operator Type: Part 91 / Part 135 / Fractiona

Aircraft From 0 - 5,999 lbs. MTOW	MTOW	FACILITY	GALLONS to	(winter)	
			Waive Facility	RON	HANGAR
Cessna 150s, 170s, 180s		\$0	0	\$10	\$100
Piper Cherokee, Arrow (PA-28)		\$0	0	\$10	\$100
Cirrus SR20, SR22		\$10	20	\$10	\$125
Cessna/Columbia/Lancair 300, 350, 400/Corvalis/TTX		\$10	20	\$10	\$125
Mooney Bravo, Ovation, Acclaim		\$10	20	\$10	\$125
Beech Bonanza		\$10	20	\$10	\$125
Piper Seminole, Seneca (PA-34)		\$17	25	\$10	\$165
Piper Aztec, Comanche, Duchess		\$17	30	\$10	\$165
Beech Baron (55 & 58)		\$17	30	\$10	\$165
Piper Mirage, Matrix (M350)		\$33	30	\$10	\$198
Piper Malibu, Meridian (M500)		\$35	30	\$10	\$198
Eclipse 500s		\$44	40	\$20	\$198
Aircraft From 6,000 - 9,999 lbs. MTOW					
Piper M600	6,000	\$48	60	\$36	\$220
Twin Commander	6,700	\$59	60	\$36	\$220
Piper Aerostar (AEST)	6,100	\$59	60	\$54	\$220
Cessna Caravan (C208)	8,800	\$59	60	\$54	\$242
Cessna 400s	6,750	\$59	60	\$54	\$242
Citation Mustang (C510)	8,645	\$59	60	\$54	\$242
Piper Navajo, Mojave (PA-31)	6,500	\$48	60	\$54	\$242
TBM 700, 850, 900 (TBM7)	7,395	\$59 / \$118	60	\$54	\$220
Beech Duke (BE-60)	8,800	\$59	60	\$54	\$242
Beech Queen Air (B65 & B80)	6,775	\$48	60	\$54	\$220
Beech Model 18 (Twin Beech)	7,500	\$48	60	\$54	\$220
Aircraft From 10,000 - 19,999 lbs. MTOW					
Cheyenne	11,200	\$71	80	\$89	\$330
Citation CJ 1 & 2 (C525, C25A)	10,700	\$95 / \$177	120	\$89	\$330
Citation CJ3 (C25B)	13,870	\$118 / \$236	140 / 200	\$89	\$385
Citation I (C500)	11,850	\$95 / \$177	120	\$89	\$330
King Air 90, C90, F90 (BE9L)	10,100	\$71 / \$118	80	\$89	\$275
King Air 100 (BE10)	11,800	\$95 / \$177	100 / 160	\$89	\$330
King Air 200/300 (BE20/BE30)	12,500	\$118 / \$236	120 / 180	\$89	\$385
Mitsubishi MU-2	11,575	\$118	100	\$89	\$330
Phenom 100 (E50P)	10,470	\$118 / \$172	120 / 180	\$89	\$330
HondaJet	10,600	\$118 / \$172	120	\$89	\$275
Piaggio (P180)	11,550	\$118 / \$172	120	\$89	\$330
Pilatus (PC12)	10,450	\$118 / \$172	80 / 120	\$89	\$330
Premier (PRM1)	12,500	\$177	120	\$89	\$385
Swearingen Merlin (I-IV)	13,230	\$177	120	\$89	\$385
Beechjet (BE40)	16,100	\$236 / \$354	180 / 240	\$89	\$385
Citation II/Bravo (C550 C55B)	15,100	\$177 / \$295	120 / 180	\$89	\$385
Citation V / Encore (C560)	16,300	\$177 / \$295	160 / 220	\$89	\$385
Citation CJ4 (C25C)	17,110	\$236 / \$354	160 / 220	\$89	\$385
Falcon 10 (FA10)	18,740	\$236	180	\$89	\$385
King Air 350 (BE35)	15,000	\$177 / \$295	120 / 180	\$89	\$385
Lear 20s & 30s	18,000	\$236	120	\$89	\$385
Phenom 300 (E55P)	18,000	\$236 / \$354 / \$471	160 / 220 / 280	\$89	\$385
Beech 1900	17,120	\$354	200	\$89	\$440

Aircraft > 19,999 lbs. MTOW	WEIGHT Fee per 1,000 lbs:	FACILITY	GALLONS to Waive Facility	RON \$5.30	HANGAR
Airbus (A319)	166,415	ASK	ASK	ASK	N/A
BBJ (B737)	174,000	ASK	ASK	ASK	N/A
Challenger 300 (CL30)	38,850	\$354 / \$471 / \$589	220 / 280 / 340	\$207	N/A
Challenger 600/350 (CL60/CL35)	40,600	\$354 / \$471 / \$589	220 / 280 / 340	\$217	N/A
Challenger 601 (CL60)	43,100	\$354 / \$471 / \$589	220 / 280 / 340	\$229	N/A
Challenger 604/650 (CL60)	47,600	\$354 / \$471 / \$589	220 / 280 / 340	\$253	N/A
Citation Exel (C56X)	20,200	\$295 / \$412 / \$530	200 / 260 / 320	\$109	\$605
Citation III & VI (C650)	22,000	\$295 / \$412 / \$530	200 / 260 / 320	\$117	\$605
Citation Sovereign (C680)	30,775	\$354 / \$471 / \$589	220 / 280 / 340	\$163	N/A
Citation X (C750)	36,100	\$354 / \$471 / \$589	220 / 280 / 340	\$190	\$660
Falcon 20, 200 (FA20)	32,000	\$354	220	\$171	\$605
Falcon 2000 (F2TH)	42,800	\$471 / \$589 / \$707	300 / 360 / 420	\$207	N/A
Falcon 50 (FA50)	39,700	\$412 / \$530 / \$642	300 / 360	\$228	N/A
Falcon 7X (FA7X)	70,000	\$589 / \$942	400 / 500 / 600	\$372	N/A
Falcon 900 (F900)	49,000	\$471 / \$589 / \$707	300 / 360 / 420	\$262	N/A
Fairchild Dornier 328-300 (328JET)	34,550	\$354 / \$471	300 / 360	\$183	N/A
G-150 Astra (ASTR)	25,850	\$295 / \$412	240 / 300	\$137	N/A
Galaxy (GALX/G280)	39,600	\$354 / \$471 / \$589	300 / 360 / 420	\$210	N/A
Global 5000 (GL5T)	92,500	\$883 / \$1177	500 / 800	\$491	N/A
Global 6000 (GLEX)	99,500	\$883 / \$1177	500 / 800	\$528	N/A
Gulfstream 650 (GLF6)	101,000	\$883 / \$1177	500 / 800	\$537	N/A
Gulfstream II/III (GLF2/3)	70,000	\$471 / \$589	300 / 500	\$372	N/A
Gulfstream IV/450 (GLF4)	73,900	\$883 / \$1177	400 / 700	\$393	N/A
Gulfstream V/550 (GLF5)	91,000	\$883 / \$1177	500 / 800	\$483	N/A
Hawker 1000 (H25C)	31,000	\$354 / \$471	300 / 360	\$165	\$660
Hawker 4000 (H4AT)	39,500	\$412 / \$530	340 / 400	\$210	N/A
Hawker 700/800 (H25B)	28,000	\$354 / \$471 / \$589	220 / 280 / 340	\$149	\$660
Jetstar I, II	44,500	\$354	460	\$236	N/A
Lear 40, 45	21,500	\$295 / \$354	200 / 260	\$115	\$605
Lear 55, 60	23,500	\$354 / \$471	240 / 300	\$126	\$605
Embraer Legacy 450	35,274	\$354 / \$471 / \$589	200 / 260 / 320	\$188	N/A
Embraer Legacy 500	38,360	\$354 / \$471 / \$589	220 / 280 / 340	\$205	N/A
Legacy (E135)	49,600	\$471 / \$589 / \$707	300 / 360 / 420	\$264	N/A
Lineage (E-190)	121,254	ASK	ASK	\$644	ASK
Westwind (WW24)	23,500	\$295	290	\$126	\$605
Other Airliner	175,000+	ASK	ASK	ASK	ASK
Part 135 companies to be charged 3rd tier pricing (highest pricing bracket)			MILITARY AIRCRAFT		
NetJets / EJM FlexJet / XO JET / Flight Options Vista Jet Gama Aviation / Wheels Up / Travel Management / Delta Private Jets Jet Linx All Fractional Operators All other Part 135 companies to be charged 2nd tier (middle column)			NO LANDING FEES C-130's - 500 Gallons or MORE to waive \$500 Facility Fee Any Govt. Aircraft larger than a C-130 (DC-10, C17 etc.) 1000 Gallons or MORE to waive \$1000 Facility Fee		

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September 13, 2021

REPORT 5

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Mead & Hunt: Strategic Planning Support Services Contract**

In April of 2021 the Airport Authority Board adopted aggressive strategic priorities to pursue development, investment, and engagement at the Airport. Since then, the Airport Authority has adopted a comprehensive marketing and engagement strategy in partnership with Boileau Communications and staff have been working closely with local economic development partners to foster new opportunities at the airport.

In addition to this critical work, staff have requested a proposal from the Airport's existing Consultant and Engineer, Mead & Hunt (M&H) to provide critical support services as the airport moves forward on key strategic/structural initiatives. The attached proposal is based entirely on the Airport Authority's objectives identified in the 2021 Strategic Retreat. In this proposal, M&H would provide direct support on several items including:

- Development planning, including a future WMRAA Hangar, private hangars, and aviation business attraction and siting
- Development ready planning, including pursuing related grant opportunities
- ROI assessments for proposed projects and investments
- Review and update of Airport Policies
- Other related services.

Services from M&H would be on an hourly/fee for service basis, at the direction of the Airport Authority Director. The anticipated time commitment for this work would be over seventeen (17) months at a proposed cost not to exceed \$50,000. This work would be completed in alignment and in conjunction with ongoing efforts and partnerships.

M&H brings a comprehensive team of content experts, organizational experience, and an established track record of success with similar initiatives. M&H also has an in-depth understanding of MDOT-AERO and FAA requirements and operations that

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will be instrumental in aligning our goals and objectives with those of these two key oversight and funding partners. The proposal would be for the Board to approve a budget amendment of \$50,000, with any unused portion being carried over into FY23; again, based hours and work completed.

Recommendation

It is recommended that the Airport Authority Board (1) approve the Strategic Planning Support Services Contract with Mead & Hunt as presented, (2) approve a budget amendment of \$50,000 for these services, with any unused portion being carried over into FY23, (3) billing for services will be done on an hourly /fee for service basis, (4) authorize Board Chair to sign off on the final agreement, subject to approval as to form by the Airport Authority's Attorney.



July 22, 2021

Mr. Aaron Thelenwood
West Michigan Airport Authority
207 S. River Avenue
Holland, MI 49423

Subject: Strategic Planning Support for West Michigan Regional Airport (BIV)

Dear Mr. Thelenwood:

Mead & Hunt, Inc. (Mead & Hunt) is pleased to submit this proposal to provide planning services for the above-referenced project.

Project Understanding

Our proposal is based on conversations with representatives of the West Michigan Authority (WMAA) Board and staff members after the recent strategic planning session held by the Authority Board and conversations held as part of subsequent committee meetings in Spring 2021. The focus areas that resulted from the Strategic Planning Session are shown below:

 WEST MICHIGAN AIRPORT AUTHORITY BOARD Strategic Planning Session 2021			
Objective Ranking	Question #	# of Votes	Weighted Vote
Develop new hangars	1	7	61
Maintenance of existing infrastructure	4	6	47
Expand marketing reach & increase visibility [community groups/potential authority partners/business associations]	9	8	44
Establish an Airport Development Plan [define / streamline land development process]	2	6	41
Establish Airport Economic Development Plan [define/streamline business attraction, placement, retention]	7	7	35
Establish diverse, sustainable revenue streams [less reliant on millages & federal dollars]	8	6	34
Establish better mechanism for communication with tenants	13	5	31
Develop/attract additional amenities on Airport property [restaurant/lodging/park]	5	6	29
Director work to build connections with other Regional Airports	14	5	27
Expand runway capacity [purchase of western property]	6	6	26
Lobby State to be more friendly toward public/private partnerships	12	4	26
Incorporate more traditional "Marketing" elements into outreach and communication strategy	10	5	20
Monitor & Evaluate staffing needs/capacity	15	3	19
Better understand boundaries, flight paths, etc.	16	3	19
Stay up-to-date on impactful legislation	11	5	17
Execute infrastructure wants/needs assessment	3	4	7

Scope of Services

After receipt of authorization to proceed, Mead & Hunt shall:

- Support the Authority in their review of these various strategic initiatives. Specific work items on any of these items will be at the direction of the Authority Director. This is expected to include activities such as:

Development Planning

This includes siting assessments for multiple project types, including but not limited to:

- WMRAA Hangar
- Private Hangar Projects
- Aerospace/Aviation/Avionics Businesses

Siting would include size determination, project scoping and coordination, long term sustainability/adaptability of the space, and other metrics agreed upon by Mead & Hunt and the Airport. Development Planning would include existing and future proposals for hangar construction. This would not include formal design for specific facilities but would provide the effort necessary for conceptual layout and likely rough-order-of magnitude (ROM) estimates, where necessary, at the direction of the Airport Director.

Development Ready Planning

Mead & Hunt will provide support to the Airport with MEDC Grant Applications, including their assembly and submission. In addition to this, site plans for development priorities (Parcel C, Parcel K, etc.) will be created and any other support needed in getting sites development ready will be provided. Insight on industry standard approaches will be shared throughout these processes.

Return on Investment Assessment

Mead & Hunt will coordinate with regional partners (selected with Airport guidance) to develop a Return- on-Investment (ROI) Assessment. This assessment will identify investment/development priorities for WMRAA and would be based on community needs, industry trends, and professional knowledge. This document will also provide critical insight regarding FAA/MDOT funding sources paired with other resources through MEDC, the community foundation, and other identified avenues.

Airport Policy Review

Key support will be given to Airport staff in reviewing policies to ensure they are:

- Adaptive
- Promote innovation
- Promote development/investment of the airport
- Clearly define roles/requirements of various operators

Operators that will be evaluated may include FBOs, SASOs, and any others the Airport deems necessary.

General Meeting Attendance

Mead & Hunt will attend various Authority and WMAA/BIV committee meetings, as requested by the Airport Director to provide insight on various topics.

Responsibilities of West Michigan Airport Authority

Our Scope of Services and Compensation are based on West Michigan Airport Authority performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Access to the project site.
- Available data, drawings, and information related to the project.
- Review of draft-final plans/specs/reports, etc. within 30 days of receipt.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.

Work Not Included in the Scope of Services

The following items are excluded from this agreement and will be provided by provided by Mead & Hunt, Inc. as an Additional Service only as authorized by the West Michigan Airport Authority:

- Full engineering designs for proposed development

Project Schedule

The overall schedule to for this scope of services is seventeen (17) months, anticipated to be August 1, 2021 – December 31, 2022 and accomplished as required by the specific tasks requested by the Authority Director. The schedule can be extended beyond seventeen-months by mutual agreement of both parties.

Compensation

The work described under the Scope of Services will be performed on a time-and-expense basis in accordance with the rates illustrated on 2021 Mead & Hunt Standard Bill Rate Schedule in **Table A** and made part of this proposal. These hourly rates will increase in 2022, at which time a new schedule will be provided. The total not-to exceed amount of this scope of services is Fifty Thousand and 00/100 (\$50,000.00).

Table A
2021 Mead & Hunt Standard Billing Rate Schedule

Billing Classification	Hourly Rate (Fully Loaded)
Clerical, Accounting	\$78.00
Administrative Assistant	\$107.00
Technical Editor	\$100.00
Reg Land Surveyor	\$155.00
Technician I, Technical Writer	\$78.00
Technician II, Surveyor Instrument Person	\$100.00
Technician III	\$116.00
Technician IV	\$129.00
Sr Technician	\$139.00
Engineer I, Scientist I, Architect I, Planner I	\$107.00
Engineer II, Scientist II, Architect II, Planner II	\$126.00
Engineer III, Scientist III, Architect III, Planner III	\$139.00
Sr Engineer, Sr Scientist, Sr Architect, Sr Planner, Sr Economist	\$151.00
Proi Engineer, Proi Scientist, Proi Architect, Proi Planner	\$174.00
Sr Prot Engineer, Sr Proj Scientist, Sr Prnj Architect, Sr Proi Planner	\$219.00
Principal, Sr Associate	\$264.00
Expenses billed at cost	

Authorization

The Scope of Services and Compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by Mead & Hunt.

Signatures of authorized representatives of West Michigan Airport Authority and Mead & Hunt shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services. All services shall be performed in accordance with the *General Terms and Conditions for Engineering, Architectural, or Consulting Services* which is attached hereto and made part of this Agreement and labeled as Exhibit A.

We appreciate the opportunity to submit this proposal to West Michigan Airport Authority.

Respectfully submitted,

MEAD & HUNT, INC.



Stephanie A.D. Ward, AICP
Manager, Aviation Planning

Approved by: MEAD & HUNT, INC.

By:  _____

Name: Robert Leisenring

Title: Vice President

Date: July 23, 2021

Attachment

Accepted by: West Michigan Airport Authority

By: _____

Name: _____

Title: _____

The above person is authorized to sign for Client and bind the Client to the terms hereof.

Date: _____

Exhibit A. General Terms and Conditions

Mead & Hunt, Inc.
General Terms and Conditions (“General Terms”) for Engineering,
Architectural, or Consulting Services
Michigan

1. West Michigan Airport Authority (hereinafter “Client”) and Mead & Hunt, Inc. hereby mutually agree to the terms and conditions contracted in this Agreement for Engineering, Architectural or Consulting Services, including these General Terms and Conditions for Engineering, Architectural, or Consulting Services, and any and all documents incorporated by reference into this Agreement (together, this “Agreement”). This Agreement constitutes this Agreement between Client and Mead & Hunt, Inc. as pursuant to which Services are to be performed by Mead & Hunt, Inc. Receipt by Client of the executed Agreement shall be considered written authorization for Mead & Hunt, Inc. to proceed. Capitalized terms used but not defined herein shall have the meanings assigned to such terms in this Agreement.

stricken and replaced and the remaining word, clause and provisions shall remain in full force and effect.
2. Mead & Hunt, Inc. will bill Client monthly, according to the payment method set forth in this Agreement, with net payment due within thirty (30) days. Past due balances shall be subject to an interest charge at a rate of 1% per month. In addition, Mead & Hunt, Inc. may, after giving ten (10) days’ written notice, suspend the Services under this Agreement until Client has paid in full all amounts due it for services rendered and expenses incurred, including the interest charge on past due invoices. The fees or rates stated in this Agreement does not include any applicable state and local sales or use taxes or gross receipts taxes; such taxes shall be the sole responsibility of Client.
3. The fees, Services and Scope of Services stated in this Agreement constitute an estimate of the fees and tasks required to perform the Services. Should the Project involve conceptual or process development services, Services often cannot be fully defined during the initial planning stages. As the Project progresses, facts uncovered may also reveal a change in direction which may alter the Scope of Services. If Client requests modifications or changes in the Scope of Services related to the Project, the time of performance of the Services by Mead & Hunt, Inc. and the fees associated therewith shall be revised and accepted by both parties in writing before Mead & Hunt, Inc. undertakes any additional work beyond the Scope of Services. Mead & Hunt, Inc. is not acting as a Municipal Advisor as defined by the Dodd Frank Act.
4. To the fullest extent permitted by law, Client shall indemnify and hold harmless Mead & Hunt, Inc. and its officers, agents, representatives and employees from and against liabilities, claims, losses, damages, expenses, including but not limited to attorney’s fees and disbursements, arising out of or resulting from (i) delays caused in whole or in part by Client’s interference with Mead & Hunt, Inc.’s ability to provide the Services, including, but not limited to, Client’s failure to provide facilities or information specified in this Agreement, (ii) inaccuracies in documents or other information provided by Client to Mead & Hunt, Inc., or (iii) failure to perform under this Agreement, caused by or that arise in whole or in part by any negligent acts, errors or omissions of Client. Mead & Hunt, Inc. reserves the right to renegotiate this Agreement due to any unforeseen delays caused by events beyond Mead & Hunt, Inc.’s control, such as Force Majeure events as described in Section 26 or other events beyond Mead & Hunt, Inc.’s control, like funding for the Project. If any word or clause of this Agreement is determined not to be in compliance with Wisconsin Statutes § 895.447, including any amendments thereto, it shall be
5. Client agrees to provide such legal, accounting and insurance counseling services as may be required for the Project.
6. Mead & Hunt, Inc. will maintain insurance coverage for worker’s compensation, general liability, automobile liability, and professional liability. Mead & Hunt, Inc. will provide information as to specific limits upon written request. If Client requires coverages or limits in addition to those that Mead & Hunt, Inc. currently has in effect as of the date of this Agreement, premiums for additional insurance shall be paid by Client.
7. **MEAD & HUNT, INC. (INCLUDING ITS CURRENT AND FORMER EMPLOYEES, OFFICERS, DIRECTORS OR SHAREHOLDERS) AND OWNER ARE NOT LIABLE, IN CONTRACT OR TORT OR OTHERWISE, FOR ANY SPECIAL, INDIRECT, CONSEQUENTIAL, OR LIQUIDATED DAMAGES INCLUDING SPECIFICALLY, BUT WITHOUT LIMITATION, LOSS OF PROFIT OR REVENUE, LOSS OF CAPITAL, DELAY DAMAGES, LOSS OF GOODWILL, CLAIM OF THIRD PARTIES, OR SIMILAR DAMAGES (“DAMAGES”). NOTWITHSTANDING THE FOREGOING, CLIENT SHALL BE LIABLE HEREUNDER TO THE EXTENT THAT MEAD & HUNT, INC. IS HELD LIABLE BY ITS SUBCONSULTANTS OR A THIRD-PARTY FOR DAMAGES CAUSED BY OWNER OR ITS EMPLOYEES, INDEPENDENT CONTRACTORS, OR AGENTS. IN NO EVENT SHALL MEAD & HUNT, INC.’S OR ITS SUBCONSULTANTS’ LIABILITY ARISING OUT OF OR RELATED TO ANY BREACH OF THIS AGREEMENT EXCEED THE AMOUNT OF FEES BILLED BY MEAD & HUNT, INC. TO CLIENT FOR SERVICES PERFORMED PURSUANT TO THIS AGREEMENT.**
8. Mead & Hunt, Inc.’s (including its current or former employees, officers, directors, or shareholders) liability to Client for any damages shall not exceed the amount of fees billed by Mead & Hunt, Inc. to Client for services performed pursuant to this Agreement within the last twelve (12) months from the date that the last invoice was submitted to Client by Mead & Hunt, Inc., regardless as to whether Client paid such invoice.
9. Mead & Hunt, Inc. and Client agree that the ultimate liability for contaminants or pollutants regardless of its source, and for the actual, alleged, or threatened discharge, dispersal, release, or escape of pollutants, mycotoxins, spores, smoke, vapors, soot, fumes, mold, acids, alkalis, toxic chemicals, mildew, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, buildings, the atmosphere, or body of water shall remain with Client; and the responsibility and/or liability for any of the foregoing and for the ownership and maintenance of any toxic, hazardous, or asbestos materials relating to the project shall remain with Client.
10. Client and Mead & Hunt, Inc. shall not, during the term of this Agreement or after the termination of this Agreement for a period of one (1) year disclose any Confidential Information to any person or entity, or use any Confidential Information for the benefit of Client or Mead & Hunt, Inc., as the case may be, or any other person or entity, except

with the prior written consent of Mead & Hunt, Inc. or Client, as the case may be, or as required by law. The term "Confidential Information" means information marked or designated by Mead & Hunt, Inc. or Client as confidential. Confidential Information includes, but is not limited to, the purpose, duration, or extent of studies, surveys, and tests conducted by Mead & Hunt, Inc. or its subconsultants throughout the duration of this Agreement, ideas, specifications, techniques, models, data, programs, documentation, processes, know-how, and financial and technical information. Notwithstanding the foregoing, Confidential Information shall not include information or material that (i) is publicly available or becomes publicly available through no action or fault of receiving party, (ii) was already in receiving party's possession or known to receiving party prior to being disclosed or provided to receiving party by or on behalf of disclosing party, provided that the source of information or material was not bound by a contractual, legal or fiduciary obligation of confidentiality to disclosing party or any other party with respect thereto, (iii) was or is obtained by receiving party from a third party, provided that such third party was not bound by a contractual, legal or fiduciary obligation of confidentiality to disclosing party or any other party with respect to such information or material, or (iv) is independently developed by receiving party without reference to the Confidential Information. Except as required by law or court order, the provisions of this clause shall apply to Client's communications with members of the public, governmental agencies, and all other individuals or organizations. The restrictions set forth in this section shall remain in full force and effect (a) with respect to the Confidential Information, for a period of six (6) years following the earlier of the termination of this Agreement or the completion of services under this Agreement; and (b) with respect to the Trade Secrets, which shall have the meaning set forth under applicable law, until the Trade Secrets no longer retain their status or qualify as trade secrets under applicable law.

11. Mead & Hunt, Inc. shall retain ownership and property interest in all documents prepared or furnished by Mead & Hunt, Inc. and its independent professional associates and consultants, in connection with the Project, which include, but are not limited to, models, plans, sketches, designs, drawings details, specifications, all data and image files, both electronic and hard copy, as applicable (hereinafter "files"), and such files are part of Mead & Hunt, Inc.'s Instruments of Services. Mead & Hunt, Inc. may release files to any other party involved in the Project; and if such release is not provided for in the Scope of Services, fees may be adjusted before the documents are prepared for electronic submittal. Client is not permitted to use Mead & Hunt, Inc. files for any other project without express written permission from Mead & Hunt, Inc., and Mead & Hunt, Inc. may request Client to return or destroy such files at any time. Mead & Hunt, Inc. makes no representation as to compatibility of electronic files with Client's hardware or software and assumes no liability with respect to any use or reuse of the files by Client. Mead & Hunt, Inc. will have no liability to Client or any third party for any material in or transmitted with the files, including without limitations any virus, worm, trap door, back door, tracker, or other illicit code or program that may result from such use or reuse of files. Client hereby indemnifies and holds harmless Mead & Hunt, Inc. against any and all claims related to any use or reuse of the files. Differences may exist between these electronic files and corresponding hard-copy documents prepared by Mead & Hunt, Inc. and the electronic files, the signed or sealed hard-copy documents shall govern. Because information presented on the electronic files can be modified, unintentionally or otherwise, Mead & Hunt, Inc. reserves the right to remove all indicia of ownership and/or involvement from each electronic display. MEAD & HUNT, INC. PROVIDES THE FILES "AS IS," "WITH ALL FAULTS" AND "AS AVAILABLE." TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW. UNDER NO CIRCUMSTANCES

SHALL DELIVERY OF THE FILES FOR USE OR REUSE BE DEEMED AS SALE BY MEAD & HUNT, INC. AND MEAD & HUNT, INC. MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR ANY PARTICULAR PURPOSE. IN NO EVENT SHALL MEAD & HUNT, INC. BE LIABLE FOR ANY LOSS OF PROFIT, DIRECT OR INDIRECT DAMAGES, OR ANY CONSEQUENTIAL DAMAGES AS A RESULT OF THE USE, REUSE OR CHANGES TO FILES OR ANY DATA THEREIN.

12. Termination of this Agreement by Client or Mead & Hunt, Inc. with or without cause, shall be effective upon ten (10) days' written notice to the other party. The written notice may or may not include the reasons and details for termination. Mead & Hunt, Inc. will prepare a final invoice showing all charges incurred through the date of termination; all outstanding payments are due and payable as stated in Section 2. If Client breaches this Agreement, Mead & Hunt, Inc. may, upon ten (10) days' written notice, suspend Services without further obligation or liability to Client.
13. Mead & Hunt, Inc. will provide the Services in accordance with ordinary generally accepted standards of professional practices. Mead & Hunt, Inc. disclaims all warranties and guarantees, express or implied. The parties agree that this is an agreement for professional services and is not subject to any Uniform Commercial Code. Similarly, Mead & Hunt, Inc. will not accept any general terms or conditions offered by Client in its purchase order, requisition, notice of authorization to proceed, or any other contractual document except as set forth herein or expressly agreed to in writing. Written acknowledgment of receipt or the actual performance of Services subsequent to receipt of such other contractual document is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other party.
14. Mead & Hunt, Inc. cannot and does not guarantee that proposals, bids or actual project or construction costs will not vary from the actual and/or final project or construction costs or that the Project or construction costs will not vary from the final costs of the Project. Client agrees to indemnify and to hold Mead & Hunt, Inc. harmless for any claim arising out of or related in any way to the Project or construction costs even if such claim arises out of and/or has been caused in whole or in part by negligence on the part of Mead & Hunt, Inc.
15. If Client is a municipality or state authority or any government authority/agency, Client agrees to indemnify and hold harmless Mead & Hunt, Inc. for all claims arising out of or related in any way to acts done by Mead & Hunt, Inc. in the exercise of legislative or quasi-legislative functions.
16. This Agreement shall not be construed as imposing upon or providing to Mead & Hunt, Inc. the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the parties or subcontractors or the safety precautions and programs incident to the work of the parties or subcontractors.
17. In an effort to resolve any conflicts that arise during the design or construction of the Project or following the completion of the Project, Mead & Hunt, Inc. and Client agree to discuss any material disputes between them during the 90 days after notice of disputes given by either party. If discussions are unsuccessful in resolving the dispute, then the

- dispute shall be mediated unless the parties mutually agree otherwise. Any claim not resolved by mediation shall be resolved by arbitration in Wisconsin with the American Arbitration Association or by litigation in the state of Wisconsin.
18. The parties agree that Mead & Hunt, Inc.'s Services in connection with this Agreement shall not subject any of Mead & Hunt, Inc.'s current or former employees, officers, directors or shareholders to any personal legal liability for any breaches of this Agreement or for any negligence in performing any Services in connection with this Agreement even if such claim arises out of and/or has been caused in whole or in part by negligence on the part of Mead & Hunt, Inc.'s current or former employees, officers, directors or shareholders. Therefore, notwithstanding anything to the contrary contained herein, Client agrees that Client's sole and exclusive remedy for any breach of contract or any negligent performance of Services in connection with this Agreement shall be a claim against Mead & Hunt, Inc. Client further agrees that any claim, demand, suit, or judgment shall be asserted only against Mead & Hunt, Inc.'s corporate entity, and not against any of Mead & Hunt, Inc.'s current or former employees, officers, directors, or shareholders, and Client covenants not to sue these individuals. Each of Mead & Hunt, Inc.'s current and former employees, officers, directors or shareholders are made express beneficiaries of this section.
 19. None of the rights and/or obligations of either party hereunder may be assigned except with the prior written consent of the other party, and any attempted assignment without such consent shall be void.
 20. The limitations and indemnity provided herein shall not apply to the willful or intentional acts of Mead & Hunt, Inc. or its employees, shareholders, officers, or directors. Client acknowledges and agrees that it has had an opportunity to negotiate with respect to the limitations of these General Terms and understands and agrees that if those sections were not included herein the fees for the Services provided in connection with this Agreement would be significantly higher. Client further acknowledges that it is a sophisticated party with experience in the acquisition of design services.
 21. To the extent permitted by law, Mead & Hunt, Inc. disclaims any duty to defend Client. Client agrees that it shall not tender the defense of any claim arising out of or related to this Agreement to Mead & Hunt, Inc.
 22. If any term or provision of this Agreement is held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force. The various terms, provisions, and covenants herein contained shall be deemed to be separable and severable, and the invalidity or unenforceability of any of them shall in no manner affect or impair the validity or enforceability of the remainder hereof.
 23. Nothing contained in this Agreement shall create a contractual relationship with a third party or a cause of action in favor of a third party against Mead & Hunt, Inc. Mead & Hunt, Inc.'s Services under this Agreement are being performed solely for Client's benefit, and no other party or entity shall have any claim against Mead & Hunt, Inc. because of this Agreement or the performance or nonperformance of Services hereunder.
 24. The General Terms and this Agreement shall be construed and interpreted in accordance with the laws of the state of Wisconsin. No action may be brought except in the state of Wisconsin.
 25. Failure of Mead & Hunt, Inc. to insist upon strict conformance of the provisions of this Agreement shall not constitute a waiver of any of the provisions hereof or a waiver of any of the technical requirements, or a waiver of any default provision. Except as may be otherwise expressly stated, the remedies provided herein shall be non-exclusive and in addition to any other remedies in law or equity. A waiver of a breach of any provision of this Agreement shall not constitute a waiver of any subsequent breach of such provision. No waiver of compliance with any provision or condition hereof shall be effective unless agreed in writing duly executed by the waiving party.
 26. Neither party shall hold the other responsible for damages or delays in performance caused by Force Majeure or other events beyond the control of the other party and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, Force Majeure shall include, but not necessarily be limited to, adverse weather conditions, floods, epidemics, pandemics, war, riot, civil unrest, strikes, lockouts and other industrial disturbances; unknown site conditions, accidents, sabotage, fire, loss of permits, failure to obtain permits; court orders; acts of God; acts, orders, laws or regulations of any governmental agency. Should such acts or events occur, the parties to this Agreement shall mutually agree on the terms and conditions upon which the Services may be continued. Failing achievement of such an agreement, either party may terminate this Agreement in accordance with Section 12.
 27. This Agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein shall be of any force or effect, and this Agreement supersedes any other prior understanding entered into between the parties on the subject matter hereof. No waiver of compliance with any provision or condition hereof shall be effective unless agreed in writing duly executed by the waiving party. Nothing contained in this Agreement shall create a contractual relationship with a third party or a cause of action in favor of a third party against Mead & Hunt, Inc. This Agreement may be executed in any number of counterparts with the same effect as if all Parties hereto had signed the same document. All counterparts shall be construed together and shall constitute one agreement. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with the U.S. federal ESIGN Act of 2000, e.g., www.docusign.com) or other transmission method and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes.

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



September 13, 2021

Report 6

To: West Michigan Airport Authority Board.

From: Amanda Davio, Project Administrator

Subject: **Review and Approval of Airport Business Center Custodial Bids**

The current contract period for custodial services has reached the end of its term. The Airport Authority solicited bids for custodial services for a contracted period of five (5) years which included weekly cleaning services, scheduled (as needed) services, and bi-annual services (carpet & glass). Bids for weekly cleaning services were received for both two (2) and three (3) times per week. The RFP included a provision that the service agreement could be extended for an additional three (3) years, solely at the Board’s discretion.

The bids were due on August 26, 2021, and opened the morning of August 27, 2021 at the City of Holland Finance Office.

The Authority received eight (8) total completed bids, one (1) letter of intent not to bid, and one (1) rejected bid for incompleteness. Bids received are summarized below:

Company	2 per week (Cost/mo)	Annual	3 per week (Cost/mo)	Annual 2	% increase/yr
VHM Enterprises	\$503.75	\$6,045.00	\$594.50	\$7,134.00	N/A
Detail Xperts	\$547.00	\$6,564.00	\$665.00	\$7,980.00	N/A
Professional Building Services	\$650.00	\$7,800.00	\$975.00	\$11,700.00	N/A
Coverall	\$790.00	\$9,480.00	\$1,037.00	\$12,444.00	3%
Hi-Tec Building Services	\$1,140.00	\$13,680.00	\$1,540.00	\$18,480.00	3%
GR Select Services	\$1,225.00	\$14,700.00	\$1,675.00	\$20,100.00	N/A
LGC Global Energy	\$1,740.00	\$20,880.00	\$2,179.00	\$26,040.00	N/A
Bk Cleaning	\$1,920.00	\$23,040.00	\$12,880.00	\$34,560.00	N/A
Blu Cleaning	--	--	--	--	
West Michigan Janitorial	no bid	no bid	no bid	no bid	

Staff also completed a background check of the proposed lowest qualified bid, VHM Enterprises, and found no issues. The cost for these services will be taken from the Custodial Services budget line item.

Recommendation

It is recommended that the Airport Authority Board accept the Custodial Services Bids for Fiscal year 2022-2027 as presented, accept VHM Enterprises as lowest qualified bidder to provide cleaning services there (3) times per week and incidental cleaning services as described, and authorize the Airport Authority Board Chair to sign off on the final service agreement, subject to final approval as to form by the Airport Authority’s Attorney.

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.

Request for Proposals - Custodial Services
West Michigan Airport Authority
July 27, 2021

The West Michigan Airport Authority is seeking Custodial Maintenance services for the Airport Business Center at West Michigan Regional Airport, 60 Geurink Boulevard, Holland, Michigan. This facility is approximately 7,821 square feet and provides an important first impression to visitors to this community. The initial contract period for this project will be six (6) years ranging from Fall of 2021 through fall of 2027. The final agreement may be extended up to an additional three (3) years at the sole discretion of the Airport Authority.

Scope of Services

The Authority is seeking proposals for maintaining the overall cleanliness & appearance of this facility with services including:

1. **General cleaning** of all areas of the Airport Business Center. Cleaning is to include:
 - a. Vacuuming of all carpets & door mats;
 - b. Dusting of all hard surfaces, ledges, shelves, furniture, and work spaces;
 - c. Spot cleaning of all glass surfaces including office windows and doors; visual inspection is expected every cleaning
 - d. Spot cleaning of walls, as needed;
 - e. Spot cleaning of electronic surfaces including TV & computer monitors;
 - f. Sweeping and mopping of all hard floor surfaces;
 - g. Cleaning & disinfecting of all sinks & drinking fountains;
 - h. In-depth cleaning and disinfection of all restroom facilities & surfaces;
 - i. Emptying of trash bins to designated area;
 - j. Replacement of urinal pads;
 - k. Refill & replacement of toilet paper and paper towel dispensers;
 - l. Refill of all soap containers; as needed,
 - m. Replacement of all trash bin liners.
 - n. Dusting of all conference room furniture
 - o. Spot cleaning of fabric surfaces/furniture; visual inspection is expected every cleaning

These services will occur two or three times per week, depending on the final terms of the agreement.

2. **Incidental or scheduled cleanings**, to include:
 - a. Scheduled bi-annual cleanings (spring & fall) of all interior & exterior window surfaces;
 - b. Carpet cleaning & stain removal, scheduled as needed;
 - c. Deep cleaning & stain removal of furniture upholstery; scheduled as needed or recommended by contractor.

The selected contractor will be expected to provide their own equipment and materials to complete the necessary work outlined above. This is to include, at a minimum:

- a. Vacuums;
- b. Mops & buckets;
- c. Any necessary rags, dusters, or similar items;
- d. Appropriate cleaning chemicals for the various surfaces and materials in the Airport Business Center;
- e. Ladders or similar equipment required to reach upper windows for scheduled cleanings,
- f. Any other similar materials or equipment required to perform the duties outlined above.

The Contractor will be expected to operate between the hours of **6:00 pm - 10 pm**. Additionally, the Contractor will be expected to provide a designated point of contact for any questions, comments, and complaints. Complaints will be expected to be resolved within 24 hours of being delivered to the contractor. It is our expectation that the selected contractor will be proactive in it's approach and resolve clear cleaning needs in a timely manner. Questions regarding custodial items that are outside of the scope of service, but the contractor feels need to be addressed will be brought to the Authority's attention when identified and the Contractor will provide a proposed solution for the Authority's consideration.

The prospective Custodial Services provider is encouraged to visit the site prior to submitting a proposal.

Indemnification

The Contractor will agree to defend, indemnify, and save harmless the West Michigan Airport Authority from any and all claims and liabilities that may result from the Contractors work. This covenant of indemnification shall include reasonable attorney’s fees and costs incurred by the West Michigan Airport Authority in defense of such claim or liability.

Insurance

The contractor is to maintain the following insurance:

- a. General liability insurance with bodily injury limits of not less than \$1,000,000.
- b. Automobile Liability insurance with bodily injury limits of not less than \$1,000,000.
- c. Workers Compensation insurance in accordance with statutory requirements and employer’s liability insurance with limits of not less than \$100,000 for each occurrence.
- d. Property Damage insurance in an amount of not less than \$1,000,000.
- e. Dishonesty and bonded coverage for employees of Contractor.

References

The bidder is to submit at least three (3) references having direct experience with the company’s work cleaning office buildings.

Proposal

	Cost/Month	Annual Cost
2 cleanings per week	<input type="text"/>	<input type="text"/>
3 cleanings per week	Cost/Month	Annual Cost
	<input type="text"/>	<input type="text"/>
Cleaning of interior windows per occurrence		<input type="text"/>
Cleaning of exterior windows per occurrence		<input type="text"/>

Cleaning of carpet & stain removal per occurrence

Cleaning furniture/upholstery & stain removal per occurrence

Proposals are due by 5:00 p.m. on Thursday August 26, 2021. Two (2) sealed hard copies and one (1) PDF (USB or electronic) copy must be delivered to the reception desk at the City of Holland. The envelope should be addressed to:

**City of Holland Finance Office
270 River Avenue
Holland, MI 49423**

And conspicuously labeled as:

Bid for 2022-2023 Custodial Services

And must include the name of the contractor and business address.

The West Michigan Airport Authority reserves the right to accept or reject any or all bids, in whole or part, or rebid if it is in the best interest of the Authority. The Authority also retains the right to waive any informalities/irregularities in the bids, as well as the right to split the award or bid between two or more bidders.

Please send any questions to Airport Authority Project Administrator, Amanda Davio, at a.davio@wmraa.org by 5pm on **Monday, August 16th**.

WMAA Fund Balance as of 6/30/2021 - unaudited \$ 1,167,404.97

	Operating	Capital (999)	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	206,348.63	-	-	-	\$ 206,348.63
Year to date Expenses	67,750.19	-	-	-	<u>\$ 67,750.19</u>

Estimated Fund Balance as of 09/09/2021 \$ 1,306,003.41

	Budget	YTD	
Remaining Operating Revenues	645,057.00	206,348.63	\$ 438,708.37

	Budget	YTD	Encumbrances	
Remaining Operating Expenses (excluding contingences)	492,700.00	67,750.19	33,000.00	<u>\$ 391,949.81</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	112,357.00	\$ 152,357.00

Ending Fund Balance as of 09/09/2021 \$ 1,200,404.97

Other Expected Expenses:

	Estimated amount	Spent	
FY22 N Hangar Park Environmental Assesment	150,000.00		
FY22 Preliminary Engineering of Hangar Park Taxilane	44,000.00		
			\$ 194,000.00

Ending Fund balance after expected capital expenses \$ 1,006,404.97



Budget Performance Report

Fiscal Year to Date 09/09/21
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 Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 999 - Airport Capital Projects										
420502.24	Federal Grant FAA Capital	175,599.00	.00	175,599.00	.00	.00	.00	175,599.00	0	3,749,641.11
430502.24	State Grant MDOT State Capital	9,756.00	.00	9,756.00	.00	.00	.00	9,756.00	0	164,237.11
Department 999 - Airport Capital Projects Totals		\$185,355.00	\$0.00	\$185,355.00	\$0.00	\$0.00	\$0.00	\$185,355.00	0%	\$3,913,878.22
REVENUE TOTALS		\$185,355.00	\$0.00	\$185,355.00	\$0.00	\$0.00	\$0.00	\$185,355.00	0%	\$3,913,878.22
EXPENSE										
Department 999 - Airport Capital Projects										
Division 045 - Runway										
730974.0	Land Improvements General	255,110.00	.00	255,110.00	.00	.00	.00	255,110.00	0	4,088,338.90
Division 045 - Runway Totals		\$255,110.00	\$0.00	\$255,110.00	\$0.00	\$0.00	\$0.00	\$255,110.00	0%	\$4,088,338.90
Department 999 - Airport Capital Projects Totals		\$255,110.00	\$0.00	\$255,110.00	\$0.00	\$0.00	\$0.00	\$255,110.00	0%	\$4,088,338.90
EXPENSE TOTALS		\$255,110.00	\$0.00	\$255,110.00	\$0.00	\$0.00	\$0.00	\$255,110.00	0%	\$4,088,338.90
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		185,355.00	.00	185,355.00	.00	.00	.00	185,355.00	0%	3,913,878.22
EXPENSE TOTALS		255,110.00	.00	255,110.00	.00	.00	.00	255,110.00	0%	4,088,338.90
Fund Z01 - WMAA (Airport) General Fund Totals		(\$69,755.00)	\$0.00	(\$69,755.00)	\$0.00	\$0.00	\$0.00	(\$69,755.00)		(\$174,460.68)
Grand Totals										
REVENUE TOTALS		185,355.00	.00	185,355.00	.00	.00	.00	185,355.00	0%	3,913,878.22
EXPENSE TOTALS		255,110.00	.00	255,110.00	.00	.00	.00	255,110.00	0%	4,088,338.90
Grand Totals		(\$69,755.00)	\$0.00	(\$69,755.00)	\$0.00	\$0.00	\$0.00	(\$69,755.00)		(\$174,460.68)



Budget Performance Report

Fiscal Year to Date 09/09/21
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 Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 000 - General Revenues										
420528	Federal Grant - Other	.00	.00	.00	.00	.00	.00	.00	+++	157,000.00
440573	State-Reim Local PPT Tax Loss	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	21,516.15
450582.C	Contributions from Other Govts From City of Holland	110,000.00	.00	110,000.00	.00	.00	99,763.92	10,236.08	91	111,537.41
450582.P	Contributions from Other Govts From Park Township	109,000.00	.00	109,000.00	.00	.00	.00	109,000.00	0	115,619.60
450582.Z	Contributions from Other Govts From City of Zeeland	60,000.00	.00	60,000.00	.00	.00	49,301.03	10,698.97	82	77,696.60
460647.7	Sales Sale of Merchandise-Taxable	.00	.00	.00	10.60	.00	10.60	(10.60)	+++	.00
460654.1	Franchise Fees FBO Franchise Fees	23,500.00	.00	23,500.00	.00	.00	2,075.80	21,424.20	9	23,470.32
460654.5	Franchise Fees Fuel Flowage Fee	70,000.00	.00	70,000.00	.00	.00	8,429.19	61,570.81	12	62,505.63
460654.7	Franchise Fees Landing Fees	24,000.00	.00	24,000.00	.00	.00	3,299.94	20,700.06	14	24,280.07
480665.0	Investment Income General	12,000.00	.00	12,000.00	.00	.00	621.27	11,378.73	5	9,433.30
480669.A	Rental Airport Business Center	8,400.00	.00	8,400.00	.00	.00	729.18	7,670.82	9	8,244.48
480669.24	Rental Hangar Land Lease	107,357.00	.00	107,357.00	.00	.00	25,980.96	81,376.04	24	101,550.51
480669.25	Rental Agricultural Land Lease	12,500.00	.00	12,500.00	.00	.00	.00	12,500.00	0	12,608.52
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	.00	.00	14,480.00	43,520.00	25	57,717.41
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	.00	.00	+++	3,725.00
490685.2	Recoveries Other Parties	.00	.00	.00	.00	.00	1,656.74	(1,656.74)	+++	.00
Department 000 - General Revenues Totals		\$604,757.00	\$0.00	\$604,757.00	\$10.60	\$0.00	\$206,348.63	\$398,408.37	34%	\$786,905.00
REVENUE TOTALS		\$604,757.00	\$0.00	\$604,757.00	\$10.60	\$0.00	\$206,348.63	\$398,408.37	34%	\$786,905.00
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	71,780.00	.00	71,780.00	1,912.50	.00	9,600.00	62,180.00	13	48,477.54
710707.0	Payroll-Temporary Help General	12,300.00	.00	12,300.00	720.00	.00	2,940.00	9,360.00	24	26,381.97
711702.0	Payroll-Vacation/PTO General	6,400.00	.00	6,400.00	1,087.50	.00	2,700.00	3,700.00	42	1,759.01
711703	Payroll-Holidays	2,400.00	.00	2,400.00	.00	.00	300.00	2,100.00	12	1,175.21
711716.1	Insurance Health	3,000.00	.00	3,000.00	.00	.00	500.00	2,500.00	17	5,321.63
711716.2	Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	38.02
711716.4	Insurance Health Care Savings Plan	.00	.00	.00	.00	.00	.00	.00	+++	210.43
711717	Insurance-Life & AD&D	.00	.00	.00	.00	.00	.00	.00	+++	18.92
711718.1	Retirement Contribution MERS	6,300.00	.00	6,300.00	240.00	.00	1,008.00	5,292.00	16	3,718.22
711720	Insurance-Income Protection	.00	.00	.00	.00	.00	189.50	(189.50)	+++	458.58
711725	Compensated Absences Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	7,017.71
712715	Employer FICA/Medicare Contribution	7,200.00	.00	7,200.00	284.58	.00	1,227.06	5,972.94	17	5,890.46
712723	Unemployment Comp Insurance	20.00	.00	20.00	.00	.00	.00	20.00	0	38.81
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	.00	.00	+++	11.18
721740.0	Operating Supplies General	1,500.00	.00	1,500.00	.00	.00	152.19	1,347.81	10	2,326.36
721740.CAP	Operating Supplies Controlled Items-Capital Type	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	2,473.34
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	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	1,738.00



Budget Performance Report

Fiscal Year to Date 09/09/21
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 Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 540 - Airport Operations										
721933.0	Equipment Maintenance General	20,000.00	.00	20,000.00	.00	.00	228.50	19,771.50	1	9,504.75
722801.9010	Contr-Printing/Promo Advertising/Promotional	35,000.00	.00	35,000.00	.00	33,000.00	3,000.00	(1,000.00)	103	40,527.50
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	.00	.00	1,256.50	18,743.50	6	27,274.12
722805.1	Contractual-Finance Independent Audit	7,900.00	.00	7,900.00	.00	.00	.00	7,900.00	0	7,700.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	833.35
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	5,604.50
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	.00	.00	.00	.00	+++	598.00
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	40,300.00	40,300.00	.00	.00	.00	40,300.00	0	.00
722808.MOW	Contr-Bldgs&Grnds Mowing	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	49,001.33
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	23,000.00	.00	23,000.00	.00	.00	3,127.19	19,872.81	14	32,170.86
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	40,457.20
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	2,266.67	.00	6,800.01	21,199.99	24	26,476.35
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	2,266.75
723850.0	Communications Telephone	.00	.00	.00	.00	.00	73.76	(73.76)	+++	442.20
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	.00	.00	+++	900.00
723860.0	Travel, Conf, Seminars General	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	3,200.00
723910.0	Commercial Insurance Premiums General	27,000.00	.00	27,000.00	.00	.00	27,308.00	(308.00)	101	18,966.00
723920.GATE	Public Utilities Fence Gates	700.00	.00	700.00	.00	.00	42.06	657.94	6	571.81
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	236.61	4,263.39	5	4,079.64
723920.PLOT	Public Utilities Parking Lot Lights	1,700.00	.00	1,700.00	.00	.00	73.05	1,626.95	4	923.51
723920.RUNW	Public Utilities Runway Lights	6,700.00	.00	6,700.00	.00	.00	1,656.74	5,043.26	25	6,989.02
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	310.16	4,689.84	6	5,243.44
723942.0	Building Rental/Lease General	1,000.00	.00	1,000.00	.00	.00	1,000.00	.00	100	2,500.00
723955.0	Misc. General	2,000.00	.00	2,000.00	.00	.00	384.75	1,615.25	19	2,276.75
723961.0	Dues & Subscriptions General	600.00	.00	600.00	.00	.00	.00	600.00	0	1,936.78
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	.00	.00	+++	21.40
770956.0	Contingency General	127,357.00	.00	127,357.00	.00	.00	.00	127,357.00	0	.00
Department 540 - Airport Operations Totals		\$530,057.00	\$40,300.00	\$570,357.00	\$6,511.25	\$33,000.00	\$64,114.08	\$473,242.92	17%	\$397,520.65
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	469.83	4,530.17	9	8,373.74
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	4,707.28
722808.1	Contr-Bldgs&Grnds Janitorial	8,000.00	.00	8,000.00	.00	.00	1,086.85	6,913.15	14	10,739.10
723850.0	Communications Telephone	2,600.00	.00	2,600.00	.00	.00	240.00	2,360.00	9	2,160.00
723850.WIFI	Communications WIFI Internet Connection	4,100.00	.00	4,100.00	.00	.00	312.50	3,787.50	8	3,125.00
723920.BPW	Public Utilities BPW	20,000.00	.00	20,000.00	.00	.00	1,484.79	18,515.21	7	17,871.51
723920.GAS	Public Utilities Natural Gas	5,000.00	.00	5,000.00	.00	.00	42.14	4,957.86	1	4,393.33
770956.0	Contingency General	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
Department 541 - Business Center Totals		\$74,700.00	\$0.00	\$74,700.00	\$0.00	\$0.00	\$3,636.11	\$71,063.89	5%	\$51,369.96



Budget Performance Report

Fiscal Year to Date 09/09/21

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	Z01 - WMAA (Airport) General Fund									
	EXPENSE TOTALS	\$604,757.00	\$40,300.00	\$645,057.00	\$6,511.25	\$33,000.00	\$67,750.19	\$544,306.81	16%	\$448,890.61
Fund	Z01 - WMAA (Airport) General Fund Totals									
	REVENUE TOTALS	604,757.00	.00	604,757.00	10.60	.00	206,348.63	398,408.37	34%	786,905.00
	EXPENSE TOTALS	604,757.00	40,300.00	645,057.00	6,511.25	33,000.00	67,750.19	544,306.81	16%	448,890.61
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	(\$40,300.00)	(\$40,300.00)	(\$6,500.65)	(\$33,000.00)	\$138,598.44	(\$145,898.44)		\$338,014.39
	Grand Totals									
	REVENUE TOTALS	604,757.00	.00	604,757.00	10.60	.00	206,348.63	398,408.37	34%	786,905.00
	EXPENSE TOTALS	604,757.00	40,300.00	645,057.00	6,511.25	33,000.00	67,750.19	544,306.81	16%	448,890.61
	Grand Totals	\$0.00	(\$40,300.00)	(\$40,300.00)	(\$6,500.65)	(\$33,000.00)	\$138,598.44	(\$145,898.44)		\$338,014.39



Trial Balance Listing

Through 09/09/21
 Detail Balance Sheet Listing
 Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund Z01 - WMAA (Airport) General Fund						
<i>CURRENT ASSETS</i>						
110001.675	Cash Due from Cash/Inv Pool	1,142,755.58	243,129.30	96,094.40	1,289,790.48	1,084,581.88
113040.0	Accounts Receivable General	26,419.01	43,625.17	45,693.36	24,350.82	65,108.00
114026.2014	Taxes Receivable 2014	(1.34)	.00	.00	(1.34)	.61
114026.2015	Taxes Receivable 2015	16.22	.00	.00	16.22	16.77
114026.2016	Taxes Receivable 2016	17.43	.00	.47	16.96	18.01
114026.2017	Taxes Receivable 2017	32.45	.00	.00	32.45	35.60
114026.2018	Taxes Receivable 2018	26.13	.00	.57	25.56	31.98
114026.2019	Taxes Receivable 2019	47.82	.00	.04	47.78	64.20
114026.2020	Taxes Receivable 2020	.00	.00	2.29	(2.29)	.00
114031	Allowance for Uncollectible Taxes	(134.10)	.00	.00	(134.10)	(134.10)
118123	Prepaid Items	469.83	.00	469.83	.00	.00
118123.1	Prepaid Items Insurance	376.00	376.00	752.00	.00	.00
119073.2	Due from Local Govt Units Due from Park Township	17.74	.00	17.74	.00	.00
119073.3	Due from Local Govt Units Due from Zeeland City	.00	49,301.03	49,301.03	.00	.00
119078.1	Due from State of Michigan Due from State-Aeronautics	16,208.58	.00	.00	16,208.58	1,201.51
119079.0	Due from Federal Govt General	48,918.01	.00	48,918.01	.00	.00
<i>CURRENT ASSETS Totals</i>		\$1,235,169.36	\$336,431.50	\$241,249.74	\$1,330,351.12	\$1,150,924.46
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(26,941.18)	67,169.97	40,228.79	.00	(9,479.00)
211202	Contracts Payable	(1,130.00)	1,130.00	.00	.00	(6,560.00)
212257.0	Accrued Wages Payable General	(2,400.00)	2,400.00	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(183.60)	183.60	.00	.00	.00
212262.4	Accrued Fringes Payable Pension	(192.00)	192.00	.00	.00	.00
213260.1AIR	Accrued Employee Compensated Absences Vacation Pay - Airport WMAA	(6,068.06)	.00	.00	(6,068.06)	.00
213260.5AIR	Accrued Employee Compensated Absences Mandatory Employer Costs-WMAA	(949.65)	.00	.00	(949.65)	.00
216278.L	Deposits Lease	.00	.00	.00	.00	(200.00)
21B339.0	Unearned Revenue General	(29,899.90)	12,569.90	.00	(17,330.00)	.00
<i>CURRENT LIABILITIES Totals</i>		(\$67,764.39)	\$83,645.47	\$40,228.79	(\$24,347.71)	(\$16,239.00)
<i>FUND BALANCE</i>						
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	(75,000.00)	.00	25,000.00	(100,000.00)	(75,000.00)
342390	Fund Balance-Unassigned	(928,851.26)	25,000.00	.00	(903,851.26)	(928,851.26)
<i>FUND BALANCE Totals</i>		(\$1,003,851.26)	\$25,000.00	\$25,000.00	(\$1,003,851.26)	(\$1,003,851.26)
	P/Y Fund Equity Adjustment	(163,553.71)	.00	.00	(163,553.71)	.00
	Fund Revenues	.00	1,200.00	207,548.63	(206,348.63)	(193,092.34)
	Fund Expenses	.00	68,126.19	376.00	67,750.19	62,258.14



Trial Balance Listing

Through 09/09/21
 Detail Balance Sheet Listing
 Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	\$514,403.16	\$514,403.16	\$0.00	\$0.00
	Grand Totals	\$0.00	\$514,403.16	\$514,403.16	\$0.00	\$0.00

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		07/15/2021		64872
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24709	AIRPORT - JUNE SERVICES	06/30/2021	06/30/2021	4,892.63
	KRONEMEYER, BRIAN	2021-00003217	AIRPORT - REFUND HANGER LEASE DEPOSIT ON TERMINATION OF LEASE	06/30/2021	06/30/2021	200.00
	3558 - THELENWOOD AARON	2021-00003195	AIRPORT - CELL PHONE REIMBURSEMENT	06/30/2021	06/30/2021	600.00
	322 - TULIP CITY AIR SERVICE INC.	2021-00003194	AIRPORT - JUNE SERVICES	06/30/2021	06/30/2021	9,911.70
Total Selected Invoices: 4						\$15,604.33

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 07/15/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	07/15/2021	64872 Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		4,892.63
	Invoice	Date	Description		Amount
	24709	06/30/2021	AIRPORT - JUNE SERVICES		4,892.63
Check	07/15/2021	64873 Accounts Payable	THELENWOOD , AARON		600.00
	Invoice	Date	Description		Amount
	2021-00003195	06/30/2021	AIRPORT - CELL PHONE REIMBURSEMENT		600.00
Check	07/15/2021	64874 Accounts Payable	TULIP CITY AIR SERVICE INC.		9,911.70
	Invoice	Date	Description		Amount
	2021-00003194	06/30/2021	AIRPORT - JUNE SERVICES		9,911.70
Check	07/15/2021	64875 Accounts Payable	KRONEMEYER , BRIAN		200.00
	Invoice	Date	Description		Amount
	2021-00003217	06/30/2021	AIRPORT - REFUND HANGER LEASE DEPOSIT ON TERMINATION OF LEASE		200.00
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 4		\$15,604.33
Checks:		4	\$15,604.33		

City of Holland
Accounts Payable Payment Post Listing

FY2021

Batch Department / Invoice Department		Bank Account		Check Date	Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		07/29/2021	65133	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	4679 - BRV VENTURES LLC	2021-00003242	AIRPORT - PEST CONTROL SERVICES JUNE 2021	06/30/2021	06/30/2021	96.00
	755 - C L CONSTRUCTION - ACH	2421	AIRPORT - ENGINEERING AND SITE WORK	06/30/2021	06/30/2021	6,874.75
	234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2021-00003240	AIRPORT - JUNE 2021 CC STMT	06/30/2021	06/30/2021	493.28
	459 - LANDSCAPE DESIGN SERVICES INC	5981	AIRPORT - EARLY SUMMER APPLICATION	06/30/2021	06/30/2021	90.00
	130 - SEMCO ENERGY GAS COMPANY - ACH	2021-00003241	AIRPORT - 7/6/2021 READ DATE	06/30/2021	06/30/2021	47.92
Total Selected Invoices: 5						\$7,601.95

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 07/29/2021

FY2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	07/29/2021	65133 Accounts Payable	BRV VENTURES LLC		96.00
	Invoice		Date	Description	Amount
		2021-00003242	06/30/2021	AIRPORT - PEST CONTROL SERVICES JUNE 2021	96.00
Check	07/29/2021	65134 Accounts Payable	LANDSCAPE DESIGN SERVICES INC		90.00
	Invoice		Date	Description	Amount
		5981	06/30/2021	AIRPORT - EARLY SUMMER APPLICATION	90.00
Check	07/29/2021	65135 Accounts Payable	C L CONSTRUCTION - ACH		6,874.75
	Invoice		Date	Description	Amount
		2421	06/30/2021	AIRPORT - ENGINEERING AND SITE WORK	6,874.75
EFT	07/29/2021	7334 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	493.28
	Invoice		Date	Description	Amount
		2021-00003240	06/30/2021	AIRPORT - JUNE 2021 CC STMT	493.28
EFT	07/29/2021	7335 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	47.92
	Invoice		Date	Description	Amount
		2021-00003241	06/30/2021	AIRPORT - 7/6/2021 READ DATE	47.92
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 5		\$7,601.95
	Checks:	3		\$7,060.75	
	EFTs:	2		\$541.20	

City of Holland
Accounts Payable Payment Post Listing

FY2022

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
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AIR Airport	PAYABLES ACCOUNT	07/29/2021	65136
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Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
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AIR Airport	118 - HAVEMAN ELECTRICAL SERVICES	21-1865	AIRPORT - REPAIR TOWER LIGHT	07/14/2021	07/29/2021	346.19
	146 - HOLLAND BOARD OF PUBLIC WORKS	2022-00000155	AIRPORT UTILITIES	07/29/2021	07/29/2021	2,146.67
	4680 - SMALL BUSINESS ASSOCIATION OF MICHIGAN	2022-00000134	AIRPORT - SBAM 234212 CID 234212	07/06/2021	07/29/2021	94.75
Total Selected Invoices: 3						\$2,587.61

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 07/29/2021

FY2022

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	07/29/2021	65136 Accounts Payable	HAVEMAN ELECTRICAL SERVICES		346.19
	Invoice		Description		Amount
	21-1865		07/14/2021	AIRPORT - REPAIR TOWER LIGHT	346.19
Check	07/29/2021	65137 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,146.67
	Invoice		Description		Amount
	2022-00000155		07/29/2021	AIRPORT UTILITIES	2,146.67
Check	07/29/2021	65138 Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		94.75
	Invoice		Description		Amount
	2022-00000134		07/06/2021	AIRPORT - SBAM 234212 CID 234212	94.75
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 3		\$2,587.61
Checks:	3		\$2,587.61		

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account	Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT	08/05/2021		65231	
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	3992 - PROFESSIONAL BUILDING SERVICES LLC	2670	AIRPORT - JULY CLEANING	07/31/2021	07/31/2021	598.00
	190 - QUALITY AIR HEATING & COOLING INC	91028452	AIRPORT - REPLACEMENT OF CONDENSING UNIT #4	07/28/2021	07/31/2021	2,781.00
	322 - TULIP CITY AIR SERVICE INC.	20-067897	AIRPORT - PHONES AND WIFI	07/31/2021	07/31/2021	552.50
	206 - WEST MICHIGAN UNIFORM	328563	AIRPORT - RUGS	07/31/2021	07/31/2021	227.45
Total Selected Invoices: 4						\$4,158.95

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 08/05/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	08/05/2021	65231 Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice	Date	Description		Amount
	2670	07/31/2021	AIRPORT - JULY CLEANING		598.00
Check	08/05/2021	65232 Accounts Payable	QUALITY AIR HEATING & COOLING INC		2,781.00
	Invoice	Date	Description		Amount
	91028452	07/28/2021	AIRPORT - REPLACEMENT OF CONDENSING UNIT #4		2,781.00
Check	08/05/2021	65233 Accounts Payable	TULIP CITY AIR SERVICE INC.		552.50
	Invoice	Date	Description		Amount
	20-067897	07/31/2021	AIRPORT - PHONES AND WIFI		552.50
Check	08/05/2021	65234 Accounts Payable	WEST MICHIGAN UNIFORM		227.45
	Invoice	Date	Description		Amount
	328563	07/31/2021	AIRPORT - RUGS		227.45
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 4		\$4,158.95
Checks:	4		\$4,158.95		

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account		Check Date	Starting Check Number		
AIR Airport	PAYABLES ACCOUNT		08/12/2021	65342		
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24777	AIRPORT - COMMUNICATIONS SUPPORT	07/31/2021	07/31/2021	3,000.00
	101 - CUNNINGHAM DALMAN P.C.	291356	AIRPORT - LEGAL	07/31/2021	07/31/2021	48.00
	800 - STATE OF MICHIGAN	591-10626736	AIRPORT - WEATHER OBSERVATION 4/2021-6/2021	07/23/2021	07/31/2021	103.50
	200 - SUPERIOR SPORT STORE	39088	AIRPORT - ACRYLIC AWARD	07/09/2021	07/31/2021	65.00
Total Selected Invoices: 4						\$3,216.50

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 08/12/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	08/12/2021	65342 Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		3,000.00
	Invoice	Date	Description		Amount
	24777	07/31/2021	AIRPORT - COMMUNICATIONS SUPPORT		3,000.00
Check	08/12/2021	65343 Accounts Payable	CUNNINGHAM DALMAN P.C.		48.00
	Invoice	Date	Description		Amount
	291356	07/31/2021	AIRPORT - LEGAL		48.00
Check	08/12/2021	65344 Accounts Payable	STATE OF MICHIGAN		103.50
	Invoice	Date	Description		Amount
	591-10626736	07/23/2021	AIRPORT - WEATHER OBSERVATION 4/2021-6/2021		103.50
Check	08/12/2021	65345 Accounts Payable	SUPERIOR SPORT STORE		65.00
	Invoice	Date	Description		Amount
	39088	07/09/2021	AIRPORT - ACRYLIC AWARD		65.00
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 4		\$3,216.50
Checks:	4		\$3,216.50		

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account		Check Date		Starting Check Number	
AIR Airport	PAYABLES ACCOUNT		08/26/2021		65610	
Selected Invoices	<u>Vendor</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Date</u>	<u>Due Date</u>	<u>Invoice Net Amount</u>
AIR Airport						
	101 - CUNNINGHAM DALMAN P.C.	2022-00000455	AIRPORT - JUNE LEGAL SERVICES	08/26/2021	08/26/2021	1,026.50
	234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2022-00000456	AIRPORT - JULY CC STMT	07/31/2021	08/26/2021	395.94
	4777 - KUIPER SARAH	2022-00000457	AIRPORT PETTY CASH REIMBURSEMENT	08/26/2021	08/26/2021	76.00
	190 - QUALITY AIR HEATING & COOLING INC	91029176	AIRPORT - SERVICES	08/16/2021	08/26/2021	228.50
	130 - SEMCO ENERGY GAS COMPANY - ACH	2022-00000458	AIRPORT - AUGUST READ DATE	08/26/2021	08/26/2021	42.14
	4680 - SMALL BUSINESS ASSOCIATION OF MICHIGAN	2022-00000459	AIRPORT - SBAM ID 234212 CID 234212	08/05/2021	08/26/2021	94.75
	206 - WEST MICHIGAN UNIFORM	5553938	AIRPORT- RUGS	08/19/2021	08/26/2021	133.70
	Total Selected Invoices: 7					\$1,997.53

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 08/26/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	08/26/2021	65610 Accounts Payable	CUNNINGHAM DALMAN P.C.		1,026.50
	Invoice		Date	Description	Amount
		2022-00000455	08/26/2021	AIRPORT - JUNE LEGAL SERVICES	1,026.50
Check	08/26/2021	65611 Accounts Payable	KUIPER , SARAH		76.00
	Invoice		Date	Description	Amount
		2022-00000457	08/26/2021	AIRPORT PETTY CASH REIMBURSEMENT	76.00
Check	08/26/2021	65612 Accounts Payable	QUALITY AIR HEATING & COOLING INC		228.50
	Invoice		Date	Description	Amount
		91029176	08/16/2021	AIRPORT - SERVICES	228.50
Check	08/26/2021	65613 Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		94.75
	Invoice		Date	Description	Amount
		2022-00000459	08/05/2021	AIRPORT - SBAM ID 234212 CID 234212	94.75
Check	08/26/2021	65614 Accounts Payable	WEST MICHIGAN UNIFORM		133.70
	Invoice		Date	Description	Amount
		5553938	08/19/2021	AIRPORT- RUGS	133.70
EFT	08/26/2021	7466 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	395.94
	Invoice		Date	Description	Amount
		2022-00000456	07/31/2021	AIRPORT - JULY CC STMT	395.94
EFT	08/26/2021	7467 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	42.14
	Invoice		Date	Description	Amount
		2022-00000458	08/26/2021	AIRPORT - AUGUST READ DATE	42.14
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 7		\$1,997.53
	Checks:	5	\$1,559.45		
	EFTs:	2	\$438.08		

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number			
AIR Airport	PAYABLES ACCOUNT	09/09/2021	65846			
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	101 - CUNNINGHAM DALMAN P.C.	291658	AIRPORT - LEGAL	08/17/2021	08/31/2021	1,208.50
	206 - WEST MICHIGAN UNIFORM	330440	AIRPORT - RUGS	08/31/2021	08/31/2021	127.70
Total Selected Invoices: 2						\$1,336.20

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 09/09/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	09/09/2021	65846 Accounts Payable	CUNNINGHAM DALMAN P.C.		1,208.50
	Invoice		Description		Amount
	291658	08/17/2021	AIRPORT - LEGAL		1,208.50
Check	09/09/2021	65847 Accounts Payable	WEST MICHIGAN UNIFORM		127.70
	Invoice		Description		Amount
	330440	08/31/2021	AIRPORT - RUGS		127.70
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 2		\$1,336.20
Checks:	2		\$1,336.20		