

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

May 11, 2020

****11:30am – 1:00pm****

Virtual Meeting Using Zoom

Authority Members

City of
Holland

Dave Hoekstra
Scott Corbin

City of
Zeeland

Kevin Klynstra
Beth Blanton
Les Hoogland

Park
Township

Russ Sylte
Skip Keeter
Jeff King

Ex-officio

Jim Storey
Doug Zylstra

1. Public Comment.
2. Consideration of April 13, 2020 meeting minutes. (Action Requested)
3. Public Hearing on Fiscal Year 2021 Operating & Capital Budgets. (Action Requested)
4. Presentation of Boileau Communications Strategy. (Action Requested)
5. Proposal from Ben Fogg for Location of a Hangar. (Action Requested).
6. Construction Administration Contract for Runway/Lighting Rehabilitation Project. (Action Requested).
7. Bids for Maintenance & Repair of Instrument Landing System. (Action Requested)
8. Covid-19 Protocols for Staff, Business Center and Meetings. (Action Requested)
9. FBO Report. (Terry Boer)
10. Financial Reports. (Accept as information)
11. Other Business.
12. Next meeting: June 8, 2020, 11:30am, location/format to be determined.
13. Adjourn.

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

West Michigan Airport Authority

MEETING MINUTES

April 13th, 2020

*****11:30am – 1:00pm*****

**Virtual Meeting Using
Zoom**

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

ABSENT: Corbin, Zylstra

OTHERS PRESENT: Boer (FBO), Airport Authority Manager Robinson, Assistant Airport Authority Manager Thelenwood, Administrative Assistant McCormick, Communications Coordinator Scholten, Connor Bos (public)

Board Chair Sylte called the meeting to order at 11:35 a.m.

20.04.02 Public Comments.

None.

20.04.03 Election of Officers

The annual election of officers for 2020 were held.

Chairperson-- Russ Sylte was nominated by Keeter. Motion to elect and approve.
Ayes: Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey

Vice-Chairperson-- Scott Corbin was nominated by Blanton. Motion to elect and approve.
Ayes: Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey

Secretary-- Beth Blanton was nominated by Klynstra. Motion to elect and approve.
Ayes: Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey

Treasurer-- Tim Vagle was nominated by Hoekstra. Motion to elect and approve.
Ayes: Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey

20.04.04 Resolution Regarding Virtual Meetings

Thelenwood presented a resolution establishing rules for remote attendance by

Airport Authority Board members and members of the Public at meetings due to Coronavirus Pandemic.

Chairman Sylte called for a vote to approve the Resolution as written.

Ayes: Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey

Opposed: none

Unanimously Carried

20.04.05 January 13, 2020 Meeting Minutes

Meeting minutes were revised to show that Style and McCormick were not in attendance.

Keeter made a motion with support by Hoekstra to approve the revised January 13th Meeting Minutes.

Aye votes- Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey

Motion carried

20.04.06 FBO Report

Terry Boer reported that things are slow and March fuel sales were down 50-70%. They have reduced staff and hours and are servicing airplanes as needed.

20.04.07 Presentation of Fiscal Year 2020 Operating and Capital Budgets

Authority Manager Robinson discussed the progress made on the FY20 Action Plan which is currently 75% completed for this fiscal year and the more aggressive Action Plan he is proposing for FY21.

It is recommended that \$138,600 from revenues be placed in reserves to provide the local match for future Capital Projects. There are two major projects proposed for FY21:

- Construction of the runway and lighting rehabilitation.
- Possible construction of a new taxiway to the north hangar park.

It is also recommended that \$25,000 continue to be placed in the Reserves for future Business Center Maintenance and Repairs. These funds primarily cover the future depreciated value of Business Center equipment and infrastructure.

Recommendation

It is recommended that the Authority Board approve the resolution setting a public hearing on the proposed Fiscal Year 2021 operating and capital budgets for the May 11, 2020 regular Board meeting.

Motion was made by Hoekstra, with support by Klynstra to accept the Resolution to Present the Proposed Annual Budget for Fiscal Year 2021 with the addition that due to the COVID-19 restrictions the public hearing could be via virtual meeting.

Aye votes- Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey
Motion Carried.

20.04.08 Bids for Runway and Lighting Rehabilitation Projects

The Authority has been planning the rehabilitation of the runway and replacing the runway lights with LED fixtures. The Board has previously approved project design contracts with Mead & Hunt and has budgeted for the required local match for all grants anticipated for these projects.

The construction portion of these projects were estimated to cost:

Runway rehab	\$3,377,125	(WMAA share 5% = \$168,856)
LED Lighting	\$750,145	(WMAA share 5% = \$37,507)
Total	\$4,127,270	(WMAA share = \$206,363)

90% of the project costs will be funded by the Federal Aviation Administration (FAA) and 5% by the Michigan Department of Transportation (MDOT).

Robinson stated that they are currently pursuing the possibility of moving the project start date up since the airport usage is more relaxed now due to the situation with COVID-19.

Recommendation

It is recommended that the Authority Board approve the low bid submitted by Rieth-Riley Construction in the amount of \$4,204,387.15 for the runway and lighting rehabilitation projects; that this action is subject to receipt and approval of the FAA and MDOT grants described in this report; and that the local match for the grants be provided from the Authority's working capital.

Blanton made a motion, supported by Keeter to approve the bid submitted by Rieth-Riley Construction for the runway and lighting rehabilitation projects as presented.

Aye votes- Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey
Motion Carried.

20.04.09 Vision Air Center Ramp Fees

As Part of the Airport Manager Agreement between the Airport Authority and Vision Air Center, Vision Air provides a host of support services integral to the operation of the airport. As the Airport Manager/FBO, Vision Air charges certain fees for specific services provided to pilots and their aircraft. A "Ramp Fee" is charged for any services rendered ramp-side. The schedule of ramp fees corresponds with the overall size of the aircraft, with fees increasing for larger aircraft. The airport has authorized Vision Air Center 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 Vision Air will waive ramp 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 Vision Air Center's fees that increase by 10% over the previous year. The last time ramp fees were increased was in 2009.

Recommendation

It is recommended that the Airport Authority Board approve the Vision Air Ramp Fees as presented.

King made a motion, supported by Hoogland to approve the Vision Air Ramp Fees as presented.

Aye votes- Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey
Motion Carried.

20.04.10 Gate Card Access Agreement

As part of existing T-Hangar lease agreements between the Airport Authority and hangar tenants, the Authority issues security cards which allow tenants to access their hangar space through the Airport's security gates. Vision Air Center staff issue the cards on behalf of the Airport Authority while also managing the database which assigns cards and controls which gates tenants have access to. These cards are an integral part of the airport's overall security system.

Staff is asking the Board to formally adopt this agreement. Staff have asked the Airport's legal counsel review the current agreement and it has been approved as to form.

Recommendation:

It is recommended that the Airport Authority Board review the attached Access Card Agreement as presented.

Klynstra made a motion, supported by Hoekstra to approve the Access Card Agreement as presented.

Aye votes- Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey
Motion Carried.

20.04.11 Activity Updates

Robinson discussed a couple updates regarding the Communications Strategy and the committee working with the Boileau Communications.

The Board also discussed the North Hangar Park and the needed taxiway. Robinson stated that the taxiway work could possibly be started as soon as August of 2021.

20.04.12 Financial Reports

Robinson asked that the Board accept the reports as information.

Keeter made a motion, supported by Klynstra to accept the reports as presented.
Aye votes- Hoekstra, Klynstra, Blanton, Hoogland, Style, Keeter, King, Storey
Motion Carried.

20.04.13 Next Meeting

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

Meeting Adjourned at 12:56 p.m.

Minutes Approved:_____ (Secretary)

Date:_____

West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423
P (616) 510-2332

Comprising City of Zeeland, Park Township and City of Holland



May 11, 2020

REPORT 3

To: West Michigan Airport Authority Board.
From: Greg Robinson, Authority Manager.
Subject: **Public Hearing on Fiscal Year 2021 Operating and Capital Budgets.**

Annually, the Airport Authority Manager prepares and submits the proposed operating and capital budgets for the next fiscal year to the Authority Board for consideration.

The FY20 Action Plan update was presented to the Board in December 2019. Much progress has been made on the FY20 Action Plan and an aggressive Action Plan is proposed for FY21.

Due the Covid-19 pandemic, traffic at the airport has decreased substantially. As a result, the estimated fuel flowage and landing fees have been reduced for FY20. The estimated operating budget revenues for FY21 are \$608,800. These operating revenues are anticipated to be stable and comparable to recent years, provided that traffic increases during the summer and fall 2020. The millage rate is recommended to remain at one-tenth of a mil.

FY21 operating expenses are expected to increase by about \$16,000 (3.6%) due to a budgeted increase of \$10,000 in communications and various other incremental increases. Staffing expenses are budgeted to remain similar to FY20, however the allocation amongst the positions may change. The Assistant Authority Manager currently devotes 30% of his time to the airport and this is planned to increase to 40% for FY21. We would also like this title to be changed to Operations Manager. An evaluation of staffing needs will be conducted over the next several months as the result of the Communications Strategy being recently completed. Responsibilities and time allocations may change.

It is recommended that \$138,600 from revenues be placed in reserves to provide the local match for future Capital Projects. There are two major projects proposed for FY21:

- Construction of the runway and lighting rehabilitation.
- Possible construction of a new taxiway to the north hangar park.

It is also recommended that \$25,000 continue to be placed in the Reserves for future Business Center Maintenance and Repairs. These funds primarily cover the future depreciated value of Business Center equipment and infrastructure.

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Recommendation

It is recommended that the Authority Board hold a public hearing, make any necessary changes to the budgets, and approve the attached resolution requesting the member local governmental units to levy .1 of a mill for fiscal year 2021.

Attachment: Resolution
FY20 Action Plan status
FY21 Action Plan
FY21 Operating Budget
FY21 Capital Budget

West Michigan Airport Authority

Fiscal Year 2020 (July 1, 2019 – June 30, 2020) Action Plan Status Report

April 8, 2020

Mission Statement

To provide the community with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.

Fiscal Year 2020 Action Plan

Operations

- Update the Management Agreement with the City of Holland.
 - This update is underway and will be completed during the fall 2020.
- Staff to complete relevant FEMA Incident Command Systems Training.
 - Staff continue to work through modules as time allows, training is ongoing.
- Continue series of tabletop emergency incident trainings with local emergency management resources
 - Emergency "priority items" have been identified. FBO & WMAA staff need to review, before proceeding with next steps in the process. Meeting to review will be scheduled for the fall 2020.
- Additions:
 - Updating T-hangar leases.
 - Revised and extended the Vision Air land lease agreement.
 - Revised and renewed the Vision Air airport maintenance agreement.
 - Revised and renewed the Vision Air airport manager agreement.
 - Reviewed Vision Air and other airport's ramp fees.
 - Hired a new part-time support person.
 - Bidding the maintenance of the Instrument Landing System.
 - Reorganized, cleaned and disposed of older airport files.
 - Worked with the City of Holland on creating a new zoning district for the airport.
 - Prepared a Wildlife Policy for outside and inside the fenced areas.
 - Ensuring that Certificates of Insurance are obtained for all leased properties and spaces.
 - Another successful financial audit was conducted.
 - Procured the annual insurance policies for the airport, officials and staff.

Communications

- Participate in at least three community events. [Completed](#)
- Distribute information on airport activities through videos, website updates, periodic newsletters, media releases and community presentations.
 - [All these information avenues have been used so far this fiscal year!](#)
- Continue to be active in social media venues such as Facebook and Twitter. [Ongoing](#)
- Interact with airport tenants and users on airport activities, needs and matters of interest:
 - i. Quarterly E-newsletters.
 - ii. Periodic meetings.
 - iii. One-on-one contacts.
 - iv. Airport user/tenant surveys
 - [The quarterly newsletters have been conducted and interactions with nearly all land lease tenants have occurred. The Communications evaluation that is now underway will define other means for interacting and communicating with all tenants.](#)
- Additions:
 - [Hired Boileau Communications to conduct a Communications Strategy.](#)
 - [Completed the History Wall in the main conference room.](#)
 - [Installed plaques throughout the Business Center recognizing the Haworth and Herman Miller furniture donations.](#)
 - [Produced mini videos of airport items of interest.](#)
 - [Continued to provide tours of the airport for various community groups.](#)

Capital Projects

- Design and bid the runway rehabilitation project.
 - [Bids have been received and will be presented to the Board on April 13.](#)
- Design and bid the rehabilitation of runway lights and LED lighting improvements.
 - [Bids have been received and will be presented to the Board on April 13.](#)
- Remove the entrance parking lot and install landscaping on this site or determine alternative use for property.
 - [Although the improvement design has been prepared, this project is not expected to proceed until a determination is made on whether a private building will be located on the former office building site.](#)
- Additional:
 - [Completed improvements to the Business Center restrooms.](#)
 - [Received FAA/MDOT funding one year ahead of time for the runway and lighting rehabilitation projects.](#)
 - [Removed east viewing area, including providing additional fencing.](#)

- Received the reimbursement from the FAA for expenses relating to relocating the ASOS weather monitoring equipment.
- Worked with MDOT to prepare the annual 5-year capital plan update.

Economic Structuring

- Pursue implementation of a new hangar park to the north of the Airport Business Center.
 - Concepts have been prepared, discussions have occurred with two private interests and discussions have taken place with MDOT/AERO staff. The timing of funding for this project is a challenge and options are being reviewed.
- Continue implementation of an airport development effort in cooperation with area economic development partners and private interests.
 - Still working with the FAA to obtain a land release for Parcel K.
 - Met with a freight logistics specialist to discuss the potential for additional air-freight activities at WM Regional Airport.
 - Discussed with the Holland Board of Public Works the possibility of establishing a solar farm at the airport.
- Continue working to engage potential Partner Communities.
 - This item has not yet been addressed.

West Michigan Airport Authority

Fiscal Year 2021 (July 1, 2020 – June 30, 2021) Action Plan

April 8, 2020

Mission Statement

To provide the community with state-of-the-art global air access to strengthen the local economy and improve the area's quality of life.

Fiscal Year 2021 Action Plan

Operations

- Evaluate the Authority's staffing structure as the result of completion of the Communications Strategy and current work activities.
- Conduct an energy audit of the Airport Business Center.
- Work with the City of Holland to rezone the airport property according to the anticipated new zoning district.
- Staff to complete relevant FEMA Incident Command Systems Training.
- Conduct a tabletop emergency incident training with local emergency management resources

Communications

- Implement the recommendations of the Communications Strategy which should be completed in the spring 2020.
- Distribute information on airport activities through videos, website updates, periodic newsletters, media releases and community presentations
- Continue to be active in social media venues such as Facebook and Twitter and other venues recommended in the Communications Strategy.
- Interact with airport tenants and users on airport activities, needs and matters of interest.
- Partner with Vision Air Services on public education activities.

Capital Projects

- Construct the runway and runway lighting rehabilitation projects.
- Design and bid the north hangar park taxiway if the funding and tenants are secured for this project.
- Remove the entrance parking lot and install landscaping on this site or determine alternative use for property.

Economic Structuring

- Prepare the land leases for tenants of a new hangar park to the north of the Airport Business Center.
- Continue implementation of an airport development effort in cooperation with area economic development partners and private interests.
- Continue working to engage potential partner communities in the direction of airport governance and activities.

West Michigan Airport Authority
Proposed Capital Projects for FY2021
February 3, 2020

<u>Fiscal Year 2020 Actual</u>	<u>Total Cost</u>	<u>FAA</u>	<u>State</u>	<u>WMAA</u>	<u>Other Local</u>
Design for Runway 8/26 Rehabilitation	\$ 177,629	\$ 159,867	\$ 8,881	\$ 8,881	
Design for Rehabilitation of Runway Lights and LED Lighting Improvements	\$ 63,372	\$ 57,033	\$ 3,169	\$ 3,169	
Public Hangar Sitework	\$ -			\$ -	
Airport Business Center Improvements	\$ 42,515			\$ 42,515	
Runway Painting	\$ 45,049			\$ 45,049	\$ -
Total Fiscal Year 2020	\$ 328,565	\$ 216,900	\$ 12,050	\$ 99,614	
<u>Fiscal Year 2021 Proposed</u>					
Runway 8/26 Rehabilitation Construction	\$ 3,337,712	\$ 3,000,000	\$ 168,856	\$ 168,856	
Rehabilitation of Runway Lights/LED Lighting Construction	\$ 750,145	\$ 675,131	\$ 37,507	\$ 37,507	
N. Hangar Park Taxiway Design/Construction	\$ 1,000,000	\$ 600,000		\$ 400,000	
Miscellaneous Crack Sealing	\$ 20,000			\$ 20,000	
Total Fiscal Year 2021	\$ 5,107,857	\$ 4,275,131	\$ 206,363	\$ 626,363	\$ -
Total Expenses	\$ 5,436,422	\$ 4,492,031	\$ 218,413	\$ 725,977	\$ -

West Michigan Airport Authority
Proposed Fiscal Year 2021 Budget

8-Apr-20

	Approved Budget <u>FY 2020</u>	Estimated Year End <u>FY 2020</u>	Proposed <u>FY 2021</u>
REVENUES			
FBO Franchise Fee	\$ 23,000	\$ 23,000	\$ 23,400
Fuel Flowage Fee	\$ 80,000	\$ 50,000	\$ 80,000
Property Tax - Holland City	\$ 100,000	\$ 105,700	\$ 107,000
Property Tax - Park Township	\$ 100,000	\$ 106,000	\$ 108,000
Property Tax - Zeeland City	\$ 70,000	\$ 60,000	\$ 60,000
Investment Income	\$ 9,000	\$ 15,600	\$ 15,000
State reimbursement - personal property tax loss	\$ -	\$ 14,500	\$ 10,000
Rental - Hangar Land Lease	\$ 94,000	\$ 97,000	\$ 98,600
Rental - Agricultural Land Lease	\$ 12,500	\$ 12,500	\$ 12,500
Rental - T Hangars	\$ 58,000	\$ 57,100	\$ 58,000
Landing Fees	\$ 33,000	\$ 15,000	\$ 28,000
Business Center Rental fee	\$ 8,200	\$ 8,200	\$ 8,300
Subtotal Revenues	\$ 587,700	\$ 564,600	\$ 608,800
EXPENSES			
Payroll - Regular + Benefits	\$ 19,500	\$ 22,000	\$ 30,000
Payroll - Temporary Help	\$ 44,700	\$ 25,000	\$ 37,100
Temp. Help Insurance & Employee costs	\$ 10,000	\$ 7,500	\$ 7,500
Postage	\$ 100	\$ 50	\$ 100
Operating supplies	\$ 1,500	\$ 1,500	\$ 1,500
Operating supplies - controlled capital	\$ 2,000	\$ 5,000	\$ 2,500
Photocopies	\$ 100	\$ 100	\$ 100
Maintenance - Buildings & Grounds Maintenance	\$ 13,000	\$ 10,000	\$ 13,000
Maintenance - Equipment Maintenance - ILS	\$ 21,000	\$ 20,000	\$ 20,000
Maintenance - Contract - Snowplowing	\$ 64,000	\$ 30,000	\$ 60,000
Maintenance - Contract - Mowing	\$ 29,500	\$ 30,000	\$ 30,000
Maintenance - Contract - General Repairs/ Maintenance	\$ 25,000	\$ 22,000	\$ 25,000
Advertising/Promotional	\$ 30,000	\$ 30,000	\$ 40,000
Contract - Legal	\$ 10,000	\$ 12,000	\$ 10,000
Contract - Engineering	\$ 15,000	\$ 21,000	\$ 15,000
Contract - Management Services	\$ 28,000	\$ 28,000	\$ 28,000
Contract - Airport Manager	\$ 2,000	\$ 1,800	\$ 2,000
Contract - Audit	\$ 7,500	\$ 7,600	\$ 7,800
Travel, Conferences, Seminars	\$ 2,000	\$ 700	\$ 2,000
Commercial Insurance Premium	\$ 26,250	\$ 25,600	\$ 27,000
Utilities - T Hangars	\$ 5,000	\$ 5,500	\$ 5,000
Utilities - Runway Lights	\$ 6,000	\$ 6,600	\$ 6,700
Utilities - Landing Lights & Systems	\$ 4,500	\$ 4,500	\$ 4,600
Utilities - Fence Gates	\$ 1,000	\$ 700	\$ 700
Utilities - Parking Lot Lighting	\$ 1,300	\$ 1,800	\$ 1,800
ABC-Building & Grounds	\$ -	\$ 5,000	\$ 5,000
ABC-Communications/Telephone/internet	\$ 6,300	\$ 6,500	\$ 6,700
ABC-BPW utilities	\$ 17,000	\$ 20,000	\$ 20,000
ABC-Natural Gas	\$ 6,000	\$ 4,500	\$ 5,000
ABC-equipment maintenance	\$ 3,500	\$ 5,600	\$ 5,000
ABC-Cleaning	\$ 10,050	\$ 6,500	\$ 7,500
Land lease rent	\$ -	\$ 1,000	\$ 1,000
Miscellaneous	\$ 2,000	\$ 2,200	\$ 2,000

Dues & Subscriptions	\$	610	\$	600	\$	600
Contingency - General	\$	10,000	\$	-	\$	10,000
T hangar repairs	\$	5,000	\$	-	\$	5,000
Reserves for ABC maintenance/repairs	\$	25,000	\$	25,000	\$	25,000
Reserves for Capital Projects	\$	133,290	\$	168,750	\$	138,600
Subtotal Expenses	\$	587,700	\$	564,600	\$	608,800
Balance	\$	-	\$	-	\$	-

West Michigan Airport Authority

60 Geurink Blvd, Holland, MI 49423
P (616) 368-3021 F (616) 546-7056

Comprising City of Zeeland, Park Township and City of Holland



RESOLUTION TO APPROVE THE PROPOSED ANNUAL BUDGET AND CERTIFY MILLAGE AMOUNT FOR FISCAL YEAR 2021

Whereas, the West Michigan Airport Authority annual budget for the fiscal year July 1, 2020 through June 30, 2021 was presented to the Authority on April 15, 2020; and

Whereas, the Authority has reviewed, considered and revised the proposed budget; and

Whereas, the Airport Authority held a remote public hearing concerning the proposed budget on May 11, 2020, via Zoom Meeting Platform.

Now, Therefore Be It Resolved, that the West Michigan Airport Authority Board approves the fiscal year 2021 operating and capital budgets; and

Be It Further Resolved, that the .10 property tax millage rate to support the proposed budget is part of this approval; and

Be It Further Resolved, that the Airport Authority does hereby adopt the Annual Budget, of Estimated Revenues and Appropriations, by departmental unit, for all funds as therein presented, to include any modifications approved at the time of the public hearing, for the fiscal year July 1, 2020 through June 30, 2021; and

Be It Further Resolved, that the Airport Authority Manager is hereby authorized to administer appropriation adjustments to the budgets of the fiscal year 2019-20, to the extent that such adjustments do not exceed the 2019-20 *Revised Estimates*, as outlined in the fiscal year 2020-21 annual budgets; and

Be it further Resolved, that all open encumbrances at June 30, 2020 will be liquidated and re-established as of July 1, 2020. The Fiscal Agent, City of Holland Finance Office, is hereby authorized to increase overall fund appropriations in the fiscal year 2020-21, directly from *Fund Balance – Undesignated*, equal to re-establish encumbrances; and

Be It Further Resolved, that the Airport Authority Manager is instructed to notify the member governmental units of the .10 property millage rate for fiscal year 2021.

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Russ Sylte

Chairperson

Beth Blanton, Secretary

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May 11, 2020

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: Presentation of Boileau Communications Strategy.

The Airport Authority engages in a variety of means to inform stakeholders (citizens, property tenants, T-hangar tenants, users of the airport, member governmental units, financial supporters, etc.) of activities at the airport and the value of the airport to the community. These means have included social media, website, press releases, postcard mailings, special events, the parade float, e-newsletters, videos, history book, chamber of commerce advertising and other items.

With everything the Authority does, it is important to periodically evaluate whether we are working on the right things and whether we are doing these right things well.

The Board has previously approved a proposal by Boileau Communications to provide Strategic Communication Services. Attached is the 2020 Communications Strategy as prepared by Boileau Communications and reviewed by the Authority's Communications Committee. At the meeting on Monday, Boileau will review this with the Board and request comments.

Recommendation

It is recommended that the Airport Authority Board accept and approve the 2020 Communications Strategy as prepared by Boileau Communications.

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.

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

2020 Communications Strategy

Created for West Michigan Regional Airport Authority

Introduction

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

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

Please do not hesitate to call to discuss any questions.

Project Goals

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

Key Messaging

Brand

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

Key Messages

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

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

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

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

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

Strategic Thrusts

Strategy Outline

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Guest Speaker Program	7
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Invite and engage visitors to WMRA	7
Build Hosting Calendar	7
Develop Tour Handouts & Best Practices	8
Visitor Kiosk & Courtesy Cars	8
Visitor Engagement	8

Educate all West Michigan Regional Airport Stakeholders

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

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

New Website

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

Recommended Resources: External Firm

New Messaging Roll-Out

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

Recommended Resources: Internal

Quarterly Newsletters

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

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

Recommended Resources: Content Internally- Design external firm

Annual Report

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

Recommended Resources: External Firm

Updated Brand Video

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

Recommended Resources: External Firm

Develop & build community connections to WMRA

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

Annual Event

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

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

Recommended Resources: Communications Committee

Social Media

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

Recommended Resources: Internal

Guest Speaker Program

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

Recommended Resources: Communications Committee

Parade Participation

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

Recommended Resources: Internal

Invite and engage visitors at WMRA

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

Build Hosting Calendar

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

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

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

Recommended Resources: Internal

Develop Tour Handouts & Best Practices

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

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

Recommended Resources: Internal and Outside Firm

Visitor Kiosk & Courtesy Cars

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

Recommended Resources: Holland visitors Bureau

Visitor Engagement

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

Recommended Resources: Communications Committee

Conclusion

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

Please let us know if you have any questions!

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

Recommended Tactical Priorities

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

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



May 11, 2020

To: West Michigan Airport Authority Board.
From: Greg Robinson, Authority Manager.
Subject: Proposal from Ben Fogg for Location of a Hangar.

Ben Fogg would like to construct a private hangar on the former airport office building site. Although the Board has identified the area north of the Airport Business Center as the preferred location for new hangars, a best-case scenario is that a new taxiway to service this area could not be completed until fall 2021. Mr. Fogg would like to construct his hangar this summer.

Staff and Jeff Thoman of Mead&Hunt have been working with Mr. Fogg to develop a suitable site layout. The former office site is limited in size and construction of a hangar on this site may result in different requirements than that required for other hangars at the airport.

The Authority's Building & Development Committee has discussed this with Mr. Fogg and is recommending that the attached Option 1 be used as the basis for preparing a more detailed site plan. If the Board agrees, then a detailed site plan will be prepared along with a land lease. The property would remain owned by the City of Holland and the land lease will be with the Airport Authority.

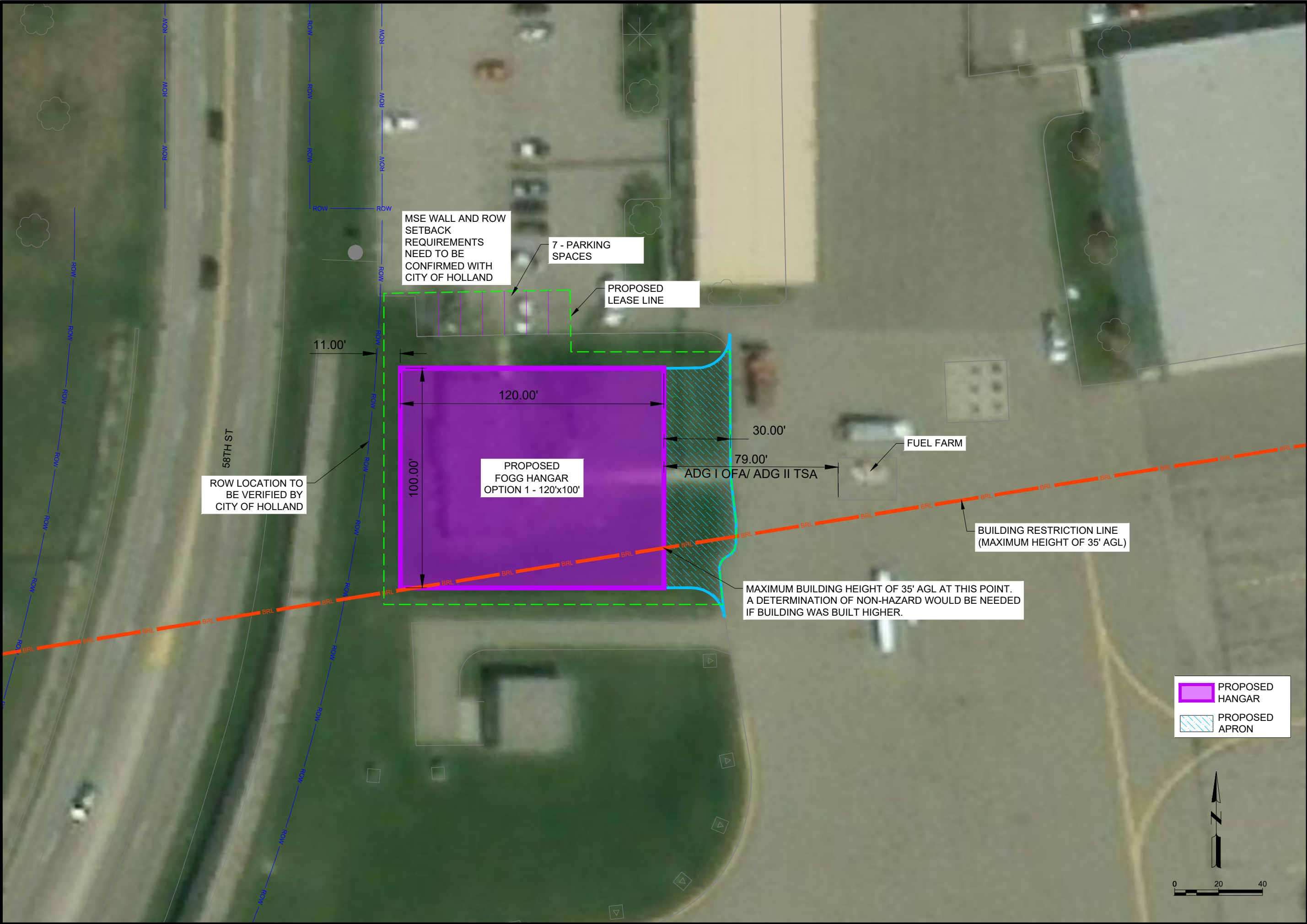
The proposed Option 1 and the project will be discussed with the Board at Monday's meeting.

Recommendation

The Building & Development Committee recommends that the Authority Board approve Ben Fogg's design Option 1 as the basis for a new private hangar at the airport.

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.

X:\081930\REF\GENERAL SERVICES\2018 FOGG HANGAR\CADD\DRAWINGS\C-101-052420.DWG
4/30/2020 1:12:52 PM



These documents shall not be used for any purpose or project for which it is not intended. Mead & Hunt shall be indemnified by the client and hold harmless and defended from all claims, damages, liabilities, losses, and expenses, including attorneys' fees and costs, arising out of such misuse or reuse of the documents. In addition, unauthorized reproduction of these documents, in part or as a whole, is prohibited.

WEST MICHIGAN REGIONAL AIRPORT
FOGG HANGAR OPTIONS

60 GEURINK BLD
HOLLAND, MI

ISSUED

AIP NO.: N/A
M&H NO.: N/A
DATE: APRIL 30, 2020
DESIGNED BY: N/A
DRAWN BY: AEF
CHECKED BY: JET
DO NOT SCALE DRAWINGS

SHEET CONTENTS
FOGG OPTION 1

SHEET NO. 1 of 3

C-101

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



May 11, 2020

To: West Michigan Airport Authority Board.
From: Greg Robinson, Authority Manager.
Subject: Construction Administration Contract for Runway & Lighting
Rehabilitation Projects.

The Authority has been planning the rehabilitation of the runway and replacing the runway lights with LED fixtures. The Board has previously approved project design contracts with Mead & Hunt, has approved the project contractor, and has budgeted for the required local match for all grants anticipated for these projects.

Attached is the contract submitted by Mead&Hunt for Construction Administration for this project. The cost for this contract is \$268,526.20 which is about 6.4% of the project cost. Michigan Department of Transportation/Aeronautics has approved this contract and feels that the cost is reasonable. 90% of the project costs will be funded by the Federal Aviation Administration, 5% by the Michigan Department of Transportation and 5% (\$13,426) by the Airport Authority.

These projects are expected to begin in the fall 2020 and be completed in about three weeks.

Recommendation

It is recommended that the Authority Board approve the Construction Administration contract with Mead&Hunt in the amount of \$268,526.20 for the runway and lighting rehabilitation projects; that this action is subject to receipt and approval of the FAA and MDOT grants for this contract; and that the local match for the grants be provided from the Authority's working capital.

4.3.20

Amendment #1

Between

MEAD & HUNT, INC.

and

WEST MICHIGAN AIRPORT AUTHORITY

**Construction Administration
for**

Rehabilitate Runway 8-26

**At the
West Michigan Regional Airport
Holland, Michigan**

Mead & Hunt Project No.: 0819900-182566.02

Construction Administration Work Scope

Project Description: Rehabilitate Runway 8-26

Project Anticipated Construction Amount: \$4,000,000

The purpose of this amendment is to establish a scope of services and fee for the construction administration associated with the Rehabilitation of Runway 8-26 project at West Michigan Regional Airport. This project includes the mill and repaving of Runway 8-26, installation of Runway 8-26 edge lighting, installation of Runway 8 REILs, installation of segmented circle and primary wind cone, and installation of two supplemental wind cones.

The scope of services for this project will be consistent with the plans titled Rehabilitate Runway 8-26 signed by the CONSULTANT on February 27, 2020.

Section I Pre-Construction

1.0 Pre-Construction Conference

CONSULTANT shall arrange for and conduct the pre-construction conference. The project manager will establish this meeting to review FAA and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the SPONSOR, MDOT AERO, FAA, contractor, subcontractors, Airport tenants affected by construction, and utility companies. This task will include the following:

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction conference.
- Provide the contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- Preside at the pre-construction conference, prepare a detailed record of the conference, submit record to the attendees for review and comment, and distribute the final record.

2.0 Initial Construction Layout

The CONSULTANT will perform initial survey work to establish construction limits, locations of barricades or construction signs, and survey controls. A subtask will include a survey crew for the establishment of horizontal and vertical field control, per the construction documents.

3.0 Prepare Construction Management Plan (CMP)

The project engineer will prepare the Construction Management Plan (CMP). The CMP summarizes project responsibilities of the CONSULTANT and includes the names of the resident project representatives and qualifications. The CMP also outlines the materials testing requirements, as set forth in the construction documents and contained in Federal Advisory Circular 150/5370-10H. The CMP will summarize the types and frequency of testing required for quality acceptance, in addition to the credentials of those performing the testing. A preliminary copy of the CMP will be submitted to the SPONSOR and MDOT AERO/FAA for approval. After review, the CMP may be revised or issued to the contractor for use.

4.0 Prepare Project Files

The CONSULTANT will verify that the construction contracts are in order, the contractor has met or made a good-faith effort toward Disadvantaged Business Enterprise (DBE) goals, the contractor has provided proof of insurance and the bonds have been completed, and the contractor has been provided with adequate copies of the construction plans.

The construction plans will be updated to include all addenda items issued during bidding. The quantity sheets, testing sheets, and construction report format will be prepared.

SECTION II Construction Management

5.0 Construction Management

The engineer agrees to provide the management engineering services required for the execution of the contracted work. A project manager (PM) will be assigned to the project and will be responsible for the overall administration and review of construction progress, as well as pay requests. The PM will review and provide comment on project compliance issues for quality control testing performed by the Contractor.

The PM will review the project on an ongoing basis and will make site visits semi-monthly to monitor construction activities. These services shall include, but are not limited to, the following:

- Check construction activities to obtain compliance with plans and specifications.
- Provide interpretation of plans and specifications.
- Supervise and coordinate sub-consultant contracts for field inspection and testing.
- Review shop drawings and contractor submitted certificates for compliance with design concepts.
- Review all final pay estimates and explanation of variation between the contract and final quantities.
- Review weekly progress reports.
- Prepare and recommend approval of change orders.
- Meet with the SPONSOR for consultation and advice during construction.
- Assist SPONSOR with the preparation of reimbursement requests from grant projects.

- Schedule and send notifications for the final construction inspection, attend the final construction inspection, and make recommendations for acceptance of work.
- Verify that all testing required by the specifications is performed, and review all materials reports prepared in accordance with the Construction Management Plan.
- Update record drawings during the course of construction from redline or working drawings.
- Review payroll reports and monitor contractor's compliance with paying employees, per the Davis-Bacon Act requirements.
- Monitor contractor's compliance with Disadvantaged Business Enterprise program.

SECTION III RESIDENT ENGINEERING

6.0 Resident Engineering

This task will include resident engineering, construction survey as needed, inspection, and construction administration for the duration of the project. A dedicated resident project representative (RPR) will be assigned to this project, as will inspectors and surveyors. The RPR will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. Additionally, the RPR will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary, assist in pay request processing, report non-compliance issues to SPONSOR, and record as-built changes.

The RPR shall maintain a construction diary to record the construction history of the project. The diary will be made available to the SPONSOR upon request for review during inspections or visits. The project diary should include, but not be limited to, the following information - weather conditions, job site conditions, work in progress, general location of work, equipment in use, contractors work force and hours worked, delivered materials, tests performed, failed tests (if any) and action taken, instructions to contractors, record of visitors to project and verbal or written instructions given, record of telephone conversations and any verbal instructions received or authorizations granted, engineering field force activity and hours worked, and any delays to construction and the reason for delays. The diary should be in a bound book of good quality that is easy to handle and carry.

Resident Engineering services shall include, but are not limited to, the following:

- The CONSULTANT, in addition to requirements in the General Contract Provisions 50-07, will furnish one set of initial lines, grades, and measurements considered by the RPR as necessary to the proper prosecution and control of the Work contracted for the following work elements:
 - Removal Limits
 - Milling Limits
 - Grading Limits
 - Pavement Edges
 - Underdrain
 - Lighting Installation

- Wind cones
 - Handholes/Manholes
 - Edge Lights
 - Guidance Signs
 - REIL
- Check construction activities for compliance with plans and specifications.
- Make necessary acceptance tests in accordance with the cited requirements and standard methods of FAA, ASTM, and AASHTO; record all test results on the appropriate forms; prepare a summary and disposition of all testing and materials inspection; and record all deviating tests. CONSULTANT shall conduct materials inspections and acceptance tests required by the FAA and observe and evaluate all such tests made by the contractor in the field and laboratory as necessary in accordance with plans and specifications. CONSULTANT shall furnish copies of all test reports to the SPONSOR. Monitor contractor's performance of the required quality control tests. The RPR shall immediately bring any non-compliance issues to the attention of the contractor and SPONSOR.
- The RPR shall notify the contractor of any failure of the work or materials to conform to the requirements of the contract, plans, or specifications. The RPR may reject nonconforming materials and will notify the contractor to suspend any work in question, until such issues can be referred to the SPONSOR for a final decision.
- Maintain daily records of the contractor's progress and activities during the course of construction and include progress of all work. These records will document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather conditions, equipment use, labor requirements, safety problems, and required changes.
- Prepare change orders which include a cost estimate, cost/price analysis and record of negotiations. CONSULTANT shall prepare and negotiate all necessary interpretations and clarifications, additions and deletions to change orders, and supplemental agreements as required. CONSULTANT shall submit copies to SPONSOR and MDOT AERO/FAA for approval and signature before proceeding with the work. Any additional design would not be considered in the scope of this task order.
- Evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor. CONSULTANT shall evaluate the contractor's suggestions on drawing or specification modification and report those suggestions to the SPONSOR.
- Furnish the SPONSOR and MDOT AERO/FAA with periodic construction progress and inspection reports.
- Review contractor's weekly submitted payrolls for compliance with Federal and State law on classification and wage rates; check and submit reports on shop drawings and construction submittals; and prepare and maintain necessary records of construction progress.
- Receive from contractor and review the required maintenance and operating instructions, schedules, guarantees, bonds, inspection certificates, tests, approvals, etc.
- Prepare and submit periodic estimates, including the final estimate, during the construction project. The CONSULTANT will determine the amount owed to the contractor and shall recommend those payment amounts in writing to the contractor. The CONSULTANT will submit periodic payment recommendations to the SPONSOR for concurrence and MDOT AERO for

payment. The payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the CONSULTANT's best knowledge, information, and belief, the quality of such work is in accordance with the contract documents. The CONSULTANT, as an experienced and qualified professional, will make payment recommendations from information that is gathered during on-site visits, provided by the contractor, reviewed from payment applications and accompanying data and schedules, and/or measured in the field.

- When the project is complete and ready for final acceptance, the CONSULTANT shall arrange for inspection of the finished work by the FAA, SPONSOR, contractor. After final inspection and acceptance, the CONSULTANT shall prepare and submit the final cost estimate for the work to the SPONSOR for consideration.
- Inspect the project in order to monitor the contractor's compliance to the project plans and specifications.
- Monitor the contractor's compliance with the Construction Operations and Safety Plan and immediately bring any non-compliance issues to the attention of the contractor.
- Establish and conduct weekly construction progress meetings with the contractor to discuss pertinent construction issues such as schedules, runway and taxiway closures, materials submittals, mix design approvals, secured area access, and the need for traffic control or gate guards.

SECTION IV POST CONSTRUCTION SERVICES

7.0 Final Inspection and Documentation

7.1 Final Inspection

Schedule and conduct a final inspection with the SPONSOR, contractor, and State and MDOT AERO/FAA representatives to determine whether the project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The CONSULTANT will document items found to be deficient and will provide the contractor a listing of those items.

7.2 Final Punch List

Prepare a punch list correspondence to include the deficient items and will forward the correspondence to the contractor. It will state the items in need of correction and will request a schedule for completion. The CONSULTANT will send a copy to the SPONSOR and include a copy in the Grant Closeout Report.

7.3 Final Construction Certifications

Once all of the punch list items have been completed to the satisfaction of the SPONSOR, MDOT AERO, and FAA, prepare a Certification of Construction Acceptance for the project. This certification will also be included in the closeout report.

8.0 As-Built Plans, Equipment Manuals, Materials Book

8.1 As-Built Plans

The project team will collaboratively assemble the project as-built plans. The as-built plans will specify field constructed conditions included as part of this project, such as any field surveying required to compute final quantities. Any drawings will become record information.

~~8.2 Equipment Manuals~~

Not Applicable

8.3 Final Report

The project team will collaboratively assemble the final report for the project. The final report will include an accounting for all quality acceptance testing performed as part of this project. This will include a summary of passing tests, as well as failing tests and corrective measures taken to in order to achieve satisfactory results. Other components of the report will include a summarization of the project description, periodic draws on the grant, change orders and amendments, project certifications, documentation of final project acceptance

~~9.0 Update Airfield Signage Plan~~

Not Applicable

10.0 Update Airport Layout Plan

The CONSULTANT will update the airport layout plan to reflect changes made during construction. Electronic draft copies of the as-built ALP will be distributed to MDOT AERO/FAA and the SPONSOR for review. Hard copies will be provided upon review and approval of the draft updates.

~~11.0 Update ADIP~~

Not Applicable

COMPENSATION

The CONSULTANT shall be compensated a lump sum amount for the services identified in the scope of services. The amount of compensation for the construction administration shall be Two Hundred Sixty Eight Thousand Five Hundred Twenty Six and 20/100 Dollars (\$268,526.20). A detailed breakdown of these costs is included in Attachment A. The CONSULTANT shall bill the SPONSOR in accordance with the terms and condition of the original agreement.

All other terms and conditions of the original base agreement shall remain in full force and effect.

This amendment and its conditions along with the conditions and requirements of the original agreement are hereby accepted by both parties as witnessed by these signatures:

WITNESS:

WEST MICHIGAN AIRPORT AUTHORITY

By: _____


Title: _____

Date: _____

WITNESS:

Ann M. Hulbert

MEAD & HUNT, INC.

By: 

Title: Vice President

Date: April 3, 2020

Construction Administration Fee

AIRPORT: West Michigan Regional Airport
LOCATION: Holland, Michigan
AIP PROJECT NO. - 26-0045-4120
PROJECT DESCRIPTION: Rehabilitate Runway 8-26

PHASE I PRECONSTRUCTION	
1.0 Pre-Construction Conference	\$1,039.00
2.0 Initial Construction Layout	\$1,156.00
3.0 Prepare Construction Management Plan (CMP)	\$1,004.00
4.0 Prepare Project Files	\$416.00
TOTAL PHASE I DIRECT LABOR	\$3,615.00
TOTAL PHASE I OVERHEAD (1.8356)	\$6,635.69
TOTAL PHASE I PROFIT (11%)	\$1,127.58
TOTAL PHASE I EXPENSES	\$280.50
TOTAL PHASE I PRE CONSTRUCTION	\$11,658.77
PHASE II CONSTRUCTION MANAGEMENT	
5.0 Construction Management	\$14,806.00
TOTAL PHASE II DIRECT LABOR	\$14,806.00
TOTAL PHASE II OVERHEAD (1.8356)	\$27,177.89
TOTAL PHASE II PROFIT (11%)	\$4,618.23
TOTAL PHASE II EXPENSES	\$475.00
TOTAL PHASE II CONSTRUCTION MANAGEMENT	\$47,077.12
PHASE III RESIDENT ENGINEERING	
6.0 Resident Engineering	\$43,828.00
TOTAL PHASE III DIRECT LABOR	\$43,828.00
TOTAL PHASE III OVERHEAD (1.8356)	\$80,460.68
TOTAL PHASE III PROFIT (11%)	\$13,670.65
TOTAL PHASE III EXPENSES	\$9,890.00
TOTAL PHASE III RESIDENT ENGINEERING	\$147,839.33
PHASE IV POST CONSTRUCTION SERVICES	
7.0 Final Inspection and Documentation	\$2,744.00
8.0 As-Builts, Equipment Manuals, and Materials Book	\$2,532.00
9.0 Update Airfield Signage Plan (to reflect construction changes)	\$0.00
10.0 Update Airport Layout Plan (to reflect as-built changes)	\$2,080.00
11.0 Update Airport Capital Improvement Plan (ACIP)	\$0.00
TOTAL PHASE IV DIRECT LABOR	\$7,356.00
TOTAL PHASE IV OVERHEAD (1.8356)	\$13,502.67
TOTAL PHASE IV PROFIT (11%)	\$2,294.45
TOTAL PHASE IV EXPENSES	\$115.00
TOTAL PHASE IV RESIDENT ENGINEERING	\$23,268.13

DIRECT SUB CONSULTANTS	
Material Testing	\$38,682.85
Other	\$0.00
Other	\$0.00
Other	\$0.00
Other	\$0.00
TOTAL DIRECT SUB CONSULTANTS	\$38,682.85

TOTAL MEAD & HUNT DIRECT LABOR	\$69,605.00
TOTAL MEAD & HUNT OH (1.8356)	\$127,766.94
TOTAL MEAD & HUNT PROFIT (11%)	\$21,710.91
TOTAL MEAD & HUNT DIRECT EXPENSES	\$10,760.50
TOTAL MEAD & HUNT FEES	\$229,843.35
TOTAL SUBCONSULTANTS	\$38,682.85
TOTAL CONSTRUCTION ADMIN FEE	\$268,526.20

Task	Description	Aero PM #	M&H Fee	Sub. Fee	Task CA Fee
Runway 8-26	Pavement	125642	\$160,890.35	\$38,682.85	\$199,573.20
Install Edge	Lighting	125639	\$68,953.01	\$0.00	\$68,953.01

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



May 11, 2020

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Authority Assistant Manager.
Subject: Bids for Maintenance & Repair of Instrument Landing System.

The Airport Authority requested proposals to provide Maintenance and Repair Services for the Airport's Instrument Landing System (ILS), following the expiration of the previous maintenance agreement. The **term for service** is for five (5) years, with a possible three (3) year extension; granted at the Airport Authority's sole discretion.

The ILS is a critical piece of safety infrastructure which allows pilots to activate the runway guidance system (landing lights) remotely as they approach for landing. Having this system in place makes West Michigan Regional Airport a preferred airport both for pilots as well as for funding from FAA and MDOT-AERO.

Maintenance of this system requires extensive knowledge and experience in servicing similar systems. As such, the availability of qualified technicians is limited. The Airport Authority received two proposals, and their bids are broken out below:

Harris Airport Systems:

1. Annual rate for services: \$16,000
2. Fee for non-routine work: Included in cost

DBT Transportation Services:

1. Annual rate for services: \$39,425
2. Fee for non-routine work: \$2,250 (Daily Rate)

West Michigan Airport Authority

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Comprising City of Zeeland, Park Township and City of Holland



Recommendation

Given the substantial difference in rates, and considering Harris Airport Systems has been servicing the ILS System for over ten years, it is recommended that the Airport Authority Board approve the contract with Harris Airport Systems, pending final approval as to form by the 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.

**WEST MICHIGAN AIRPORT AUTHORITY
ILS MAINTENANCE SERVICES CONTRACT**

This Contract is entered into this _____ day of _____, 2020 by and between the **WEST MICHIGAN AIRPORT AUTHORITY**, a Michigan Community Airport Authority formed in accordance with Act 206 of the Public Acts of 1957, as amended, MCL 259.621 ("OWNER"), which has offices located at 60 Geurink Boulevard, Holland, Michigan 49423, and **HARRIS AIRPORT SYSTEMS**, a _____ corporation ("CONTRACTOR"), which has offices located at _____.

The Owner has issued a Request for Proposal dated April 6, 2020, and Contractor has submitted a Proposal (collectively the "Request for Proposal and the Contractor Proposal" shall be called the "RFP" which is attached as **Exhibit A**. Drawings of the West Michigan Regional Airport runway applicable to the RFP are attached as **Exhibit B**.

In consideration of the promises below, the parties mutually agree as follows:

Article 1-Scope of Services / Statement of Work

The Contractor shall perform the services specified in Article 1 of the RFP.

Article 2- Compensation

2.1) The sum of services to be performed by the Contractor shall be the sum of \$16,000 for the Scope of Work and the fee for non-routine work, including round-trip travel from Contractor's location to the West Michigan Regional Airport, shall be included in the sum of \$16,000 as specified in VII of the RFP. Contractor shall submit monthly billings in accordance with Article II of the RFP.

2.2) No payments will be made to the Contractor until the certificates of Insurance have been received by the Owner. If the insurance furnished by the Contractor expires or is cancelled during the term of the contract, service and related payments will be suspended until insurance certificates evidencing renewal of coverage are submitted and accepted by the Owner.

Article 3-Responsibility and Reporting of the Contractor

3.1) The Contractor is responsible to **Aaron Thelenwood** of the Owner, and will cooperate with him as necessary to insure satisfactory Work progress.

3.2) All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

3.3) All reports made in connection with these services are subject to review and final approval of the Owner.

3.4) The Owner may review and inspect the Contractor's activities during the term of the contract.

3.5) When applicable and requested by the Owner, the Contractor will submit a final written report.

Article 4- Term

The Term of the Work shall be as specified in Article V of the RFP.

Article 5- Standard of Care/Warranty

The Contractor shall perform the Work in accordance with the Standard of Care specified in Article IV of the RFP, and the Work shall be warranted in accordance with Article V (sic IX).

Article 6- Conditions of Performance

6.1) The Contractor shall provide the required manpower, services, material, and expertise to perform the Work. The Contractor affirmatively represents to the Owner that it has the knowledge, skill and expertise to perform the Work in accordance with this contract.

6.2) All Work shall comply with applicable laws, ordinances, rules, regulations, construction standards of the Owner and its respective departments in effect on the date of this contract.

6.3) All Work shall comply with applicable laws, taxes, ordinances, rules, regulations and orders of any public body having jurisdiction over the Work area, or subject matter as of the date of this contract.

6.4) Contractor acknowledges that it has made an independent investigation relative to the nature and difficulties of the Work to be performed, and assumes all cost and risk in the performance of the Work during the term of the Contract.

Article 7- Insurance and Indemnification

This Agreement is subject to the following provisions:

7.1) Article VI of the RFP shall govern indemnification to be provided by the Contractor to the Owner. Nothing contained in this paragraph shall require the Contractor to defend the Owner from claims, or to assume any liability to the Owner or any other party for any amount greater than the degree of fault of the Contractor or his respective sub-consultants or sub-contractors, pursuant to MCL 691.991.

7.2) Insurance shall be provided by the Owner in accordance with Article VII of the RFP.

Article 8 - Successors and Assigns

This contract is binding on the Owner and the Contractor their successors and assigns. Neither the Owner nor the Contractor shall assign or transfer its interest in the contract without written consent of the other.

Article 9 - Termination of Contract

9.1) Termination with or without cause. The Owner may terminate this contract for cause by giving 30 days written notice to the Contractor. In the event of termination by the Owner, the Contractor shall be paid for the portion of the Work it has satisfactorily completed through the effective date of termination, as determined by the Owner.

Article 10 - Changes in Scope or Schedule of Services

The Owner may require changes in the scope or schedule of the Work of the Contractor. Changes that are mutually agreed upon by the Owner and the Contractor, including any decrease or increase in the amount of the Contractor's compensation, will be incorporated into this contract by written amendments.

COPY

COPY

Article 11 - Extent of Contract

11.1) This contract represents the entire agreement between the Owner and Contractor and supersedes all prior representations, negotiations or agreements, whether written or oral.

11.2) The documents constituting the contract between the contractor and the owner shall include the following:

11.2.1) This Contract pages 1 to 3;

11.2.2) Owner's Request for Proposal and Contractor's submitted Proposal, attached as **Exhibit A**;

11.2.3) Drawings of the West Michigan Regional Airport runway applicable to the RFP are attached as **Exhibit B**.

11.2.4) Certificate of Insurance, attached as **Exhibit C**.

11.3) This contract is to be interpreted by the laws of Michigan.

Article 12 - Execution of Contract

12.1) Execution of this contract shall constitute a contract between the Contractor and the Owner.

12.2) This contract is executed on the date and year noted in the first paragraph of this contract document.

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

OWNER:

WEST MICHIGAN AIRPORT AUTHORITY

By _____

Its _____

APPROVED AS TO FORM:
WEST MICHIGAN AIRPORT AUTHORITY

By: _____

Andrew J. Mulder, Attorney

Dated: _____, 2020

CONTRACTOR:

HARRIS AIRPORT SYSTEMS

By _____

Its _____

EXHIBIT A

Draft Date: 04.06.2020

UPDATE
REQUEST FOR PROPOSALS – ILS MAINTENANCE SERVICES

West Michigan Airport Authority

April 6th, 2020

The West Michigan Airport Authority is seeking Bids for Airport Instrument Landing System Maintenance Services located at 60 Geurink Boulevard, Holland, Michigan 49423.

I. SCOPE OF WORK

The Authority is seeking proposals for ILS Maintenance, which will include the following:

1. Perform periodic maintenance in accordance with existing and subsequently modified FAA requirements on the Localizer, MALSR System, DME, and Glide Slope;
2. Provide recommendations to the WMAA based on contractor's maintenance Services for any additional maintenance as shall be required;
3. Recommend outside resources to the WMAA for any problems Contractor is unable to resolve; and
4. Provide "non-routine" maintenance (other than periodic maintenance to be performed as outlined above) with prior approval of the WMAA.

II. PROJECT EXPECTATIONS & REPORTS

Contractor will submit to the WMAA on a monthly basis an itemization of Services performed and hours of each Service performed. The WMAA shall have the right to require additional documentation and/or delineation of Services at the time of such billing.

III. WMAA RESPONSIBILITIES

The WMAA shall have the following responsibilities:

1. Maintain structural (buildings, poles, HVAC, etc.) systems for the ILS System;
2. Provide calibrated test equipment and calibration at WMAA's expense;

3. Pay Contractor for parts at Contractor's cost without markup from the vendor provided that upon the WMAA's prior approval large expense items of \$500.00 or more shall be invoiced directly by the supplier to the WMAA; and
4. Retain outside sources for any problems Contractor is unable to resolve at the WMAA's consent & discretion.

IV. STANDARD OF CARE

Contractor shall exercise the same degree of care, skill and diligence in the performance of its Services provided hereunder as is ordinarily provided by a professional maintenance technician under similar circumstances and Contractor shall, at no cost to the WMAA, re-perform Services which fail to satisfy the foregoing standard of care, or obtain such Services at no additional cost, to the WMAA.

V. TERM

The term of this agreement would continue for five (5) years following the full execution of the final agreement between the WMAA and the Contractor, with the ability of the WMAA to extend the agreement for an additional three (3) years at its sole discretion.

VI. INDEMNIFICATION

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

VII. 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. 100% Performance Bond will be required if work exceeds \$50,000.
- f. The Contractor shall name the West Michigan Airport Authority, its officers, agents, and employees as additional insureds and the insurance coverage for general liability, automobile liability, and property damage shall waive subrogation against the West Michigan Airport Authority, its officers, agents, and employees.

VIII. QUALIFICATIONS

Contractors must have demonstrable experience performing work as described above in an airport or similarly secure setting.

V. WARRANTY

The Contractor shall warrant that the Work performed under the Contract conforms to the Contract requirements and is free of any defect in equipment, material, workmanship, furnished or performed by the Contractor or any subcontractor or supplier of the Contractor. This warranty shall continue for a period of one (1) year from the final acceptance of the Work. If the Authority takes possession of any part of the Work before final acceptance, this warranty shall continue for a period one (1) year from the date the Authority takes possession. However, this will not relieve the Contractor from corrective items required by the final acceptance of the Work. The Contractor shall remedy at the Contractor's expense any failure to conform, or any defect. In addition, the Contractor shall remedy at the Contractor's expense any damage to the Authority's real or personal property when that damage is the result of: (1) The Contractor's failure to conform to contract requirements; or (2) Any defect of equipment, material, workmanship, or design furnished by the Contractor or any subcontractor or supplier of the Contractor. The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The

Contractor's warranty with respect to work repaired or replaced will run for one year from the date of repair or replacement. The Authority will notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage. If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the Authority shall have the right to replace, repair, or otherwise remedy the failure, defect, or damage, at the Contractor's expense, including reasonable attorney's fees and costs incurred to enforce the warranty. This warranty shall not limit the Authority's rights with respect to latent defects, gross mistakes, or fraud.

VI. MATERIALS TO BE USED

All materials used must comply with relevant standards.

VII. CONTRACTOR BID

Sum of Services outlined under "Scope of Work" for 12 months.....	\$16,000
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Fee for non-routine work including round trip travel from Contractor's location to the West Michigan Regional Airport.....	Included
--	----------

Proposals are due by 5:00 p.m. on APRIL 17TH, 2020; two (2) sealed hard copies and one PDF (USB) copy must be delivered to the reception desk at the Airport

Business Center, 60 Geurink Boulevard. The envelope should be addressed to:

**The West Michigan Airport Authority
60 Geurink Blvd.
Holland, MI 49423**

And conspicuously labeled as:

ILS MAINTENANCE BID

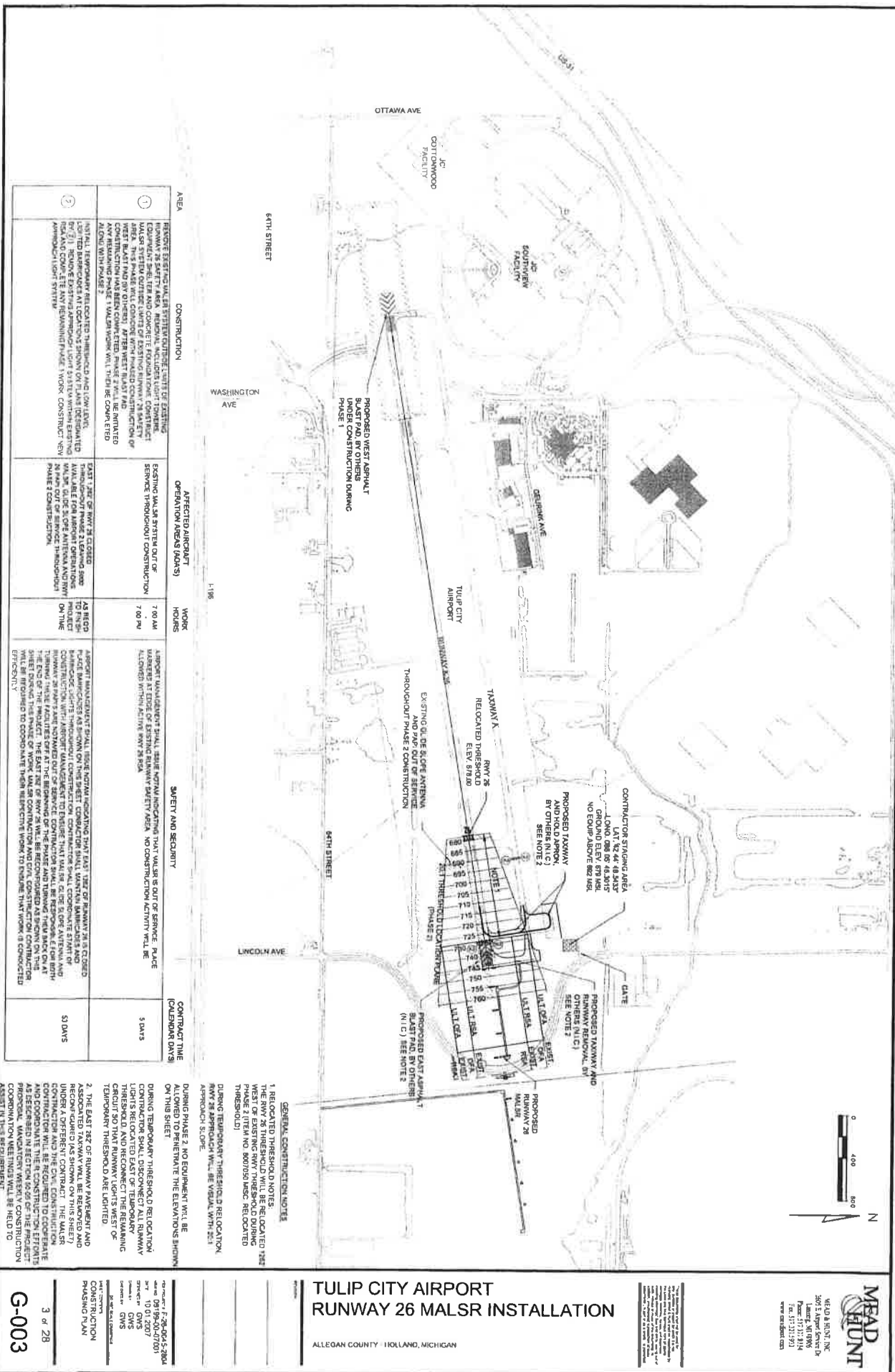
And must include the name of the contractor and business address.

VIII. AWARD OF BID

The contract will be awarded to the lowest, responsible, and qualified bidder.

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.

Further information can be obtained from Authority Assistant Manager Aaron Thelenwood at a.thelenwood@wmairportauthority.com.



AREA	CONSTRUCTION	AFFECTED AIRPORT OPERATION (HOURS)	WORK HOURS	SAFETY AND SECURITY	CONTRACT TIME (CALENDAR DAYS)
1	REMOVE EXISTING ASPHALT BAST PAD BY OTHERS DURING CONSTRUCTION PHASE 1	EXISTING TAXIWAY SYSTEM OUT OF SERVICE THROUGHOUT CONSTRUCTION	7:00 AM - 7:00 PM	AIRPORT MANAGEMENT SHALL ISSUE NOTAM INDICATING THAT TAXIWAY 26 IS OUT OF SERVICE. PLACE WARNING AT EDGE OF EXISTING RUNWAY SAFETY AREA. NO CONSTRUCTION ACTIVITY WILL BE ALLOWED WITHIN ACTIVE RUNWAY 26 AREA.	3 DAYS
2	INSTALL TEMPORARY RELOCATED THRESHOLD AND LIGHTING BY OTHERS DURING CONSTRUCTION PHASE 2	EXISTING TAXIWAY SYSTEM OUT OF SERVICE THROUGHOUT CONSTRUCTION	7:00 AM - 7:00 PM	AIRPORT MANAGEMENT SHALL ISSUE NOTAM INDICATING THAT TAXIWAY 26 IS OUT OF SERVICE. PLACE WARNING AT EDGE OF EXISTING RUNWAY SAFETY AREA. NO CONSTRUCTION ACTIVITY WILL BE ALLOWED WITHIN ACTIVE RUNWAY 26 AREA.	3 DAYS

GENERAL CONSTRUCTION NOTES:

- RELOCATED THRESHOLD NOTES:
THE RUNWAY 26 THRESHOLD WILL BE RELOCATED WEST OF EXISTING RUNWAY THRESHOLD DURING CONSTRUCTION PHASE 2. NO CONSTRUCTION ACTIVITY WILL BE ALLOWED WITHIN ACTIVE RUNWAY 26 AREA DURING THIS PHASE.
- THE EAST 282 OF RUNWAY PAVEMENT AND ASSOCIATED TAXIWAY WILL BE REMOVED AND RECONSTRUCTED BY OTHERS DURING CONSTRUCTION PHASE 2. THE CONTRACTOR SHALL MAINTAIN THE REMAINING RUNWAY THRESHOLD AND RECONSTRUCT THE REMAINING RUNWAY THRESHOLD AND RECONSTRUCT THE REMAINING RUNWAY THRESHOLD.
- THE CONTRACTOR SHALL MAINTAIN THE REMAINING RUNWAY THRESHOLD AND RECONSTRUCT THE REMAINING RUNWAY THRESHOLD.

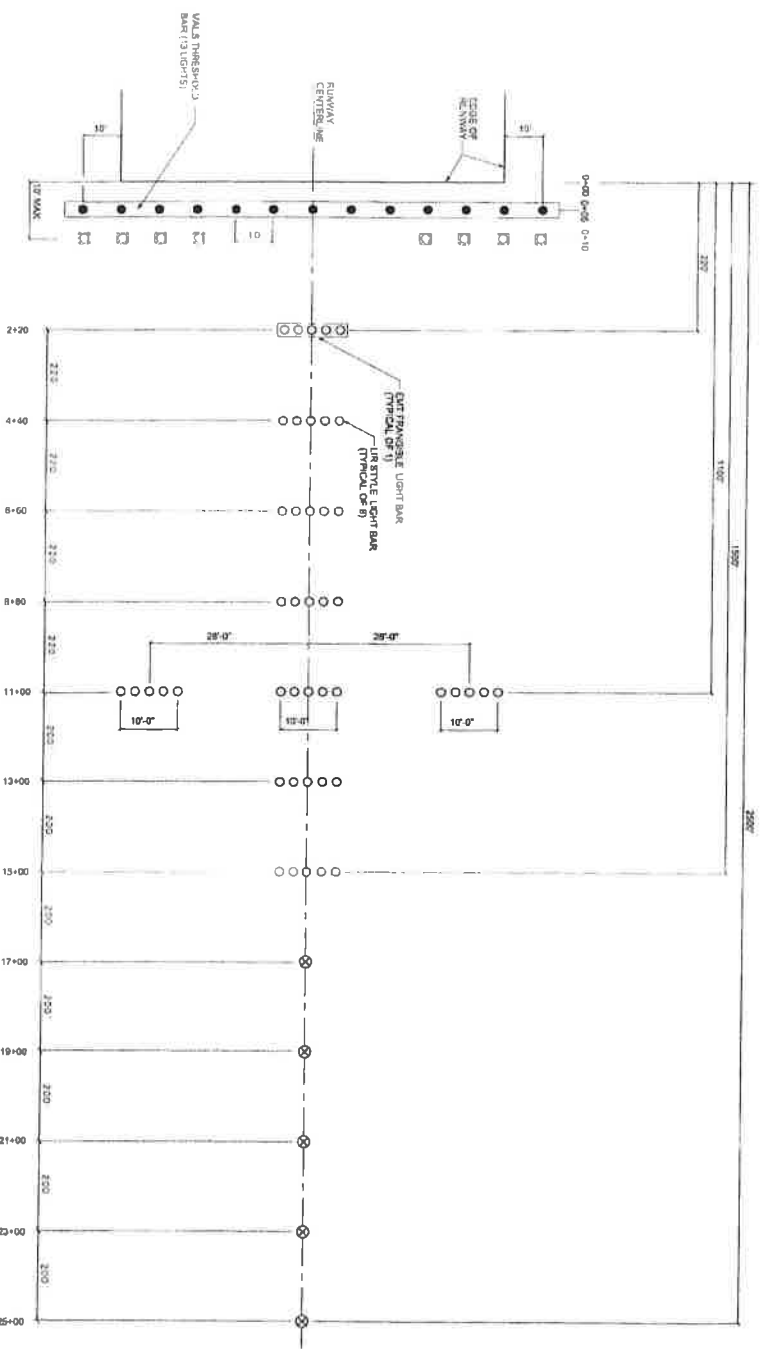
CONSTRUCTION PHASE 1: REMOVE EXISTING ASPHALT BAST PAD BY OTHERS DURING CONSTRUCTION PHASE 1. NO CONSTRUCTION ACTIVITY WILL BE ALLOWED WITHIN ACTIVE RUNWAY 26 AREA DURING THIS PHASE.

CONSTRUCTION PHASE 2: INSTALL TEMPORARY RELOCATED THRESHOLD AND LIGHTING BY OTHERS DURING CONSTRUCTION PHASE 2. NO CONSTRUCTION ACTIVITY WILL BE ALLOWED WITHIN ACTIVE RUNWAY 26 AREA DURING THIS PHASE.

MEAD HUNT
 CONSULTING ENGINEERS, INC.
 3001 E. 14th Street
 Holland, Michigan 49424
 Phone: 616.221.1234
 Fax: 616.221.2432
 Web: meadhunt.com

**TULIP CITY AIRPORT
 RUNWAY 26 MALSR INSTALLATION**
 ALLEGAN COUNTY - HOLLAND, MICHIGAN

Project No. E-701-00-01-0001
 Date: 10/06/2007
 Project: TULIP CITY AIRPORT
 Client: GVS
 Scale: 1"=40'-0"



LEGEND

- STEADY BURNING LIGHT WHITE (MALSR)
- STEADY BURNING LIGHT GREEN (MALSR)
- ⊗ FLASHING LIGHT (MALSR)
- ⊗ FLASHING LIGHT (MALSR)

MALSR CONFIGURATION

STATION	LAMP CL. ELEV.	GROUND ELEV.	FNDN. ELEV.	APPROX. TOWER HEIGHT	LAMP AIMING ANGLE
0+10	686.92	685.7	685.3	1.2	3.1
2+20	686.92	685.3	685.3	1.2	3.2
4+40	686.92	682.0	682.0	8.12	3.2
6+60	686.92	678.8	678.8	15.72	3.3
8+80	686.92	676.4	676.4	22.52	3.2
11+00	686.92	675.4	675.4	27.82	3.3
13+00	686.92	680	680	30.32	3.3
15+00	686.92	681	681	25.32	3.4
17+00	686.92	681	681	21.32	6.0
19+00	686.92	680	680	19.32	6.0
21+00	686.92	677	677	18.32	6.0
23+00	686.92	673	673	16.32	6.0
25+00	686.92	670	670	16.32	6.0

1. FIELD VERIFY ALL FOUNDATION ELEVATIONS FOR TOWER HEIGHT CONSTRUCTION (PRIOR TO CUTTING TUBING)

MALSR ELEVATION DATA TABLE A

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



May 11, 2020

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Authority Assistant Manager.
Subject: Covid-19 Protocols for Staff, Business Center and Meetings.

Following the COVID-19 outbreak and pandemic, businesses and organizations are being required to have a COVID-19 Preparedness and Response Plan in place, outlining how organizations are going to safeguard staff and members of the public, while also identifying how they will adopt operations to mitigate risks associated with the pandemic. **THIS PLAN WILL BE PRESENTED TO THE BOARD DURING THE BOARD MEETING.**

Airport Staff have been researching guidelines from OSHA, the CDC, the state of Michigan, and the Governor's executive orders related to COVID-19, as well as the City of Holland Human Resources Department in developing this plan. The plan also requires the Airport Authority to name a COVID-19 Workplace Coordinator, who is responsible for staying abreast of the most recent updates regarding the pandemic and updating this plan accordingly. The Assistant Manager has been serving in this role. Staff have effectively split this document into two pieces:

1. The COVID-19 Preparedness Plan as described by OSHA; and,
2. The Airport Authority Covid-19 Operations Protocol

The Preparedness Plan serves as a guide for operations whereas the Operations Protocol spells out the specific steps the Airport Authority will be implementing to combat the spread of COVID-19 on site. Both will be updated accordingly and in-line with guidance from relevant agencies.

This plan outlines steps to be taken regarding day-to-day operations, staff requirements when reporting to work and while on the job, interaction with the public, as well as outlining how public meetings are to occur - when the Open

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



Meetings Act is fully reinstated. All steps are focused on mitigating potential exposure and transmission of COVID-19.

The Airport Authority takes the health and safety of our employees, tenants, and airport users seriously. With the spread of COVID-19 and the need for certain employees to continue in-person work to conduct minimum basic operations of the Airport, we are committed to reducing the risk of exposure to COVID-19 at our facilities and to providing a healthy and safe workplace for our employees.

As the Airport serves as a gateway both into and out of the Community, it is essential that we take seriously the threat posed by COVID-19 and implement appropriate and necessary safeguards to prevent it's spread in our community or beyond.

Recommendation

It is recommended that the Airport Authority Board adopt the COVID-19 Preparedness and Response Plan and Operations Protocols as presented, pending approval by the Airport Authority's Attorney.

WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report April, 2020

	Current Month April, 20	One Year ago April, 19	Fiscal Year To Date 10-1-19 to 9-30-20	F/Y to Date Compared 2018
Total Fuel Gallons Delivered	14,476	48,635	272,508	-31,070
Transplant Flights	0			
Wings Of Mercy Flights	0			
Freight Flights From/To Holland	0			
Total Cargo Weight	0			
Number Of Parts If Known	0			

WMAA Fund Balance as of 6/30/19					\$ 817,697.23
	Operating	Capital (541)	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	508,982.47	-	-	-	\$ 508,982.47
Year to date Expenses	314,548.03	46,798.17	-	-	\$ 361,346.20
Estimated Fund Balance as of 5/7/20					<u>\$ 965,333.50</u>
	Budget	YTD			
Remaining Operating Revenues	587,700.00	508,982.47			\$ 78,717.53
	Budget	YTD	Encumbrances		
Remaining Operating Expenses (excluding contingences)	371,560.00	314,548.03	8,552.95		<u>\$ 48,459.02</u>
Contingency Account (Reserves for Capital Projects):					
Contingency - General			10,000.00		
T Hangar Repairs			5,000.00		
Reserves for ABC Mnct/Repairs			25,000.00		
Reserves for Capital Projects			<u>133,290.00</u>		<u>\$ 173,290.00</u>
Ending Fund Balance as of 5/7/20					<u>\$ 822,302.01</u>
Other Expected Expenses:					
None			<u>-</u>		<u>\$ -</u>
Ending Fund balance after expected capital expenses					<u>\$ 822,302.01</u>



Budget Performance Report

Fiscal Year to Date 05/07/20

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 999 - Airport Capital Projects										
420502.24	Federal Grant FAA Capital	.00	.00	.00	.00	.00	.00	.00	+++	19,231.24
Department 999 - Airport Capital Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,231.24
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$19,231.24
EXPENSE										
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	.00	.00	.00	.00	.00	3,917.65	(3,917.65)	+++	3,478.62
721933.0	Equipment Maintenance General	3,500.00	.00	3,500.00	.00	.00	3,488.60	11.40	100	430.98
722808.1	Contr-Bldgs&Grnds Janitorial	10,050.00	.00	10,050.00	.00	.00	5,301.60	4,748.40	53	9,677.92
723850.0	Communications Telephone	2,400.00	.00	2,400.00	.00	.00	1,952.00	448.00	81	2,112.00
723850.WIFI	Communications WIFI Internet Connection	3,900.00	.00	3,900.00	.00	.00	2,500.00	1,400.00	64	3,750.00
723920.BPW	Public Utilities BPW	17,000.00	.00	17,000.00	.00	.00	14,171.35	2,828.65	83	15,923.67
723920.GAS	Public Utilities Natural Gas	6,000.00	.00	6,000.00	.00	.00	3,416.97	2,583.03	57	6,276.69
Department 541 - Business Center Totals		\$42,850.00	\$0.00	\$42,850.00	\$0.00	\$0.00	\$34,748.17	\$8,101.83	81%	\$41,649.88
Department 546 - Airport East Connector Project										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	12,700.69
Department 546 - Airport East Connector Project Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$12,700.69
Department 999 - Airport Capital Projects										
Division 045 - Runway & Lighting Rehabilitation										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	12,050.00	(12,050.00)	+++	.00
Division 045 - Runway & Lighting Rehabilitation Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,050.00	(\$12,050.00)	+++	\$0.00
Department 999 - Airport Capital Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,050.00	(\$12,050.00)	+++	\$0.00
EXPENSE TOTALS		\$42,850.00	\$0.00	\$42,850.00	\$0.00	\$0.00	\$46,798.17	(\$3,948.17)	109%	\$54,350.57
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	19,231.24
EXPENSE TOTALS		42,850.00	.00	42,850.00	.00	.00	46,798.17	(3,948.17)	109%	54,350.57
Fund Z01 - WMAA (Airport) General Fund Totals		(\$42,850.00)	\$0.00	(\$42,850.00)	\$0.00	\$0.00	(\$46,798.17)	\$3,948.17		(\$35,119.33)
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	19,231.24
EXPENSE TOTALS		42,850.00	.00	42,850.00	.00	.00	46,798.17	(3,948.17)	109%	54,350.57
Grand Totals		(\$42,850.00)	\$0.00	(\$42,850.00)	\$0.00	\$0.00	(\$46,798.17)	\$3,948.17		(\$35,119.33)



Fund Equity Changes Report

Through 05/07/20

Detail Listing

Exclude Rollup Account

Account	Account Description	Beginning Balance	YTD Credits	YTD Debits	Current Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category	GOVERNMENTAL								
Fund Type	GENERAL FUND								
Fund	Z01 - WMAA (Airport) General Fund								
341390.A	Fund Balance - Assigned (By Action) Apron, Building & Sitework	.00	.00	.00	.00				
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	25,000.00	25,000.00	.00	50,000.00				
341390.E	Fund Balance - Assigned (By Action) For Emergencies	.00	.00	.00	.00				
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	.00	.00	.00	.00				
342390	Fund Balance-Unassigned	792,697.23	.00	25,000.00	767,697.23				
345390.C	Fund Balance Committed (By Resolution) For Capital Projects	.00	.00	.00	.00				
345390.E	Fund Balance Committed (By Resolution) For Emergencies	.00	.00	.00	.00				
Fund	Z01 - WMAA (Airport) General Fund Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$0.00	\$508,982.47	\$361,346.20	\$965,333.50
Fund Type	GENERAL FUND Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$0.00	\$508,982.47	\$361,346.20	\$965,333.50
Fund Category	GOVERNMENTAL Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$0.00	\$508,982.47	\$361,346.20	\$965,333.50
	Grand Totals	\$817,697.23	\$25,000.00	\$25,000.00	\$817,697.23	\$0.00	\$508,982.47	\$361,346.20	\$965,333.50



Budget Performance Report

Fiscal Year to Date 05/07/20

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 000 - General Revenues										
420502.24	Federal Grant FAA Capital	.00	.00	.00	.00	.00	.00	.00	+++	11,430.63
430502.24	State Grant MDOT State Capital	.00	.00	.00	.00	.00	.00	.00	+++	635.03
440573	State-Reim Local PPT Tax Loss	.00	.00	.00	.00	.00	14,494.43	(14,494.43)	+++	27,636.00
450582.C	Contributions from Other Govts From City of Holland	100,000.00	.00	100,000.00	.00	.00	106,491.14	(6,491.14)	106	103,942.12
450582.P	Contributions from Other Govts From Park Township	100,000.00	.00	100,000.00	.00	.00	108,278.63	(8,278.63)	108	105,682.28
450582.Z	Contributions from Other Govts From City of Zeeland	70,000.00	.00	70,000.00	.00	.00	58,740.48	11,259.52	84	77,536.30
460647.7	Sales Sale of Merchandise-Taxable	.00	.00	.00	.00	.00	.00	.00	+++	144.70
460654.1	Franchise Fees FBO Franchise Fees	23,000.00	.00	23,000.00	.00	.00	9,729.25	13,270.75	42	23,230.44
460654.5	Franchise Fees Fuel Flowage Fee	80,000.00	.00	80,000.00	.00	.00	47,581.05	32,418.95	59	79,250.77
460654.7	Franchise Fees Landing Fees	33,000.00	.00	33,000.00	.00	.00	13,007.70	19,992.30	39	32,023.58
480665.0	Investment Income General	9,000.00	.00	9,000.00	.00	.00	13,378.84	(4,378.84)	149	17,202.49
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	5,288.23
480669.A	Rental Airport Business Center	8,200.00	.00	8,200.00	.00	.00	3,417.65	4,782.35	42	8,160.24
480669.24	Rental Hangar Land Lease	94,000.00	.00	94,000.00	.00	.00	93,290.32	709.68	99	96,943.93
480669.25	Rental Agricultural Land Lease	12,500.00	.00	12,500.00	.00	.00	12,523.65	(23.65)	100	12,262.89
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	.00	.00	24,400.00	33,600.00	42	57,080.00
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	1,650.00	(1,650.00)	+++	1,378.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	1,999.33	(1,999.33)	+++	1,028.16
Department 000 - General Revenues Totals		\$587,700.00	\$0.00	\$587,700.00	\$0.00	\$0.00	\$508,982.47	\$78,717.53	87%	\$660,855.79
REVENUE TOTALS		\$587,700.00	\$0.00	\$587,700.00	\$0.00	\$0.00	\$508,982.47	\$78,717.53	87%	\$660,855.79
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	22,000.00	.00	22,000.00	.00	.00	13,073.09	8,926.91	59	17,745.26
710707.0	Payroll-Temporary Help General	33,230.00	.00	33,230.00	.00	.00	23,354.94	9,875.06	70	26,133.04
711702.0	Payroll-Vacation/PTO General	2,800.00	.00	2,800.00	.00	.00	1,148.35	1,651.65	41	1,841.49
711703	Payroll-Holidays	1,500.00	.00	1,500.00	.00	.00	547.06	952.94	36	615.46
711716.1	Insurance Health	9,000.00	.00	9,000.00	.00	.00	7,316.47	1,683.53	81	7,548.30
711716.2	Insurance Dental	120.00	.00	120.00	.00	.00	49.83	70.17	42	69.71
711717	Insurance-Life & AD&D	55.00	.00	55.00	.00	.00	24.80	30.20	45	34.71
711718.1	Retirement Contribution MERS	1,650.00	.00	1,650.00	.00	.00	968.39	681.61	59	1,386.05
711720	Insurance-Income Protection	200.00	.00	200.00	.00	.00	102.90	97.10	51	141.76
712715	Employer FICA/Medicare Contribution	3,600.00	.00	3,600.00	.00	.00	2,717.57	882.43	75	3,288.79
712723	Unemployment Comp Insurance	15.00	.00	15.00	.00	.00	9.87	5.13	66	5.56
712724	Workers Comp Insurance	30.00	.00	30.00	.00	.00	13.47	16.53	45	16.69
721730.0	Postage General	100.00	.00	100.00	.00	.00	23.26	76.74	23	60.94
721740.0	Operating Supplies General	1,500.00	.00	1,500.00	.00	.00	2,339.32	(839.32)	156	1,924.41
721740.CAP	Operating Supplies Controlled Items-Capital Type	2,000.00	.00	2,000.00	.00	.00	4,757.22	(2,757.22)	238	.00
721905.0	Photocopies/In-House Printing General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 540 - Airport Operations										
721931.0	Bldg & Grnds Maint General	13,000.00	.00	13,000.00	.00	.00	6,114.05	6,885.95	47	14,736.63
721933.0	Equipment Maintenance General	21,000.00	.00	21,000.00	.00	.00	8,869.17	12,130.83	42	16,471.19
722801.9010	Contr-Printing/Promo Advertising/Promotional	30,000.00	.00	30,000.00	.00	8,552.95	14,079.31	7,367.74	75	14,698.69
722803.7	Contr-Human Resources County Correctional Crew	.00	.00	.00	.00	.00	389.00	(389.00)	+++	.00
722804.0	Contractual-Legal General	10,000.00	.00	10,000.00	.00	.00	9,078.69	921.31	91	10,442.87
722805.1	Contractual-Finance Independent Audit	7,500.00	.00	7,500.00	.00	.00	7,600.00	(100.00)	101	7,500.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	142.03
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	16,776.49	(1,776.49)	112	25,730.88
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	.00	.00	.00	.00	204.73	(204.73)	+++	.00
722808.MOW	Contr-Bldgs&Grnds Mowing	29,500.00	.00	29,500.00	.00	.00	19,414.64	10,085.36	66	32,565.38
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,000.00	.00	25,000.00	.00	.00	14,893.62	10,106.38	60	27,438.47
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	64,000.00	.00	64,000.00	.00	.00	30,412.64	33,587.36	48	47,006.89
722809.16	Contractual-Misc Consulting	.00	.00	.00	.00	.00	1,441.50	(1,441.50)	+++	2,690.00
722809.25	Contractual-Misc FAA Land Release	.00	.00	.00	.00	.00	.00	.00	+++	15,101.00
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	2,137.50	.00	23,692.75	4,307.25	85	25,180.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	1,297.25	702.75	65	1,554.00
723850.0	Communications Telephone	.00	.00	.00	.00	.00	353.72	(353.72)	+++	339.69
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	500.00	(500.00)	+++	600.00
723860.0	Travel, Conf, Seminars General	2,000.00	.00	2,000.00	.00	.00	1,246.00	754.00	62	250.00
723910.0	Commercial Insurance Premiums General	26,250.00	.00	26,250.00	.00	.00	25,593.00	657.00	97	24,260.00
723920.BPW	Public Utilities BPW	.00	.00	.00	.00	.00	160.00	(160.00)	+++	.00
723920.GATE	Public Utilities Fence Gates	1,000.00	.00	1,000.00	.00	.00	478.95	521.05	48	530.49
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	3,351.35	1,148.65	74	4,467.72
723920.PLOT	Public Utilities Parking Lot Lights	1,300.00	.00	1,300.00	.00	.00	1,309.00	(9.00)	101	1,368.24
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	.00	.00	5,224.70	775.30	87	5,073.43
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	4,672.72	327.28	93	4,453.75
723942.0	Building Rental/Lease General	.00	.00	.00	.00	.00	1,000.00	(1,000.00)	+++	8,000.00
723955.0	Misc. General	2,000.00	.00	2,000.00	.00	.00	1,357.12	642.88	68	2,238.52
723955.STRP	Misc. Stripe Fees	.00	.00	.00	.00	.00	.00	.00	+++	1.03
723961.0	Dues & Subscriptions General	610.00	.00	610.00	.00	.00	566.70	43.30	93	688.60
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	71.94
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	5.01	(5.01)	+++	89.42
730974.0	Land Improvements General	.00	.00	.00	.00	.00	15,504.38	(15,504.38)	+++	93,684.20
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	42,515.00	(42,515.00)	+++	.00
770956.0	Contingency General	173,290.00	.00	173,290.00	.00	.00	.00	173,290.00	0	.00
Department 540 - Airport Operations Totals		\$544,850.00	\$0.00	\$544,850.00	\$2,137.50	\$8,552.95	\$314,548.03	\$221,749.02	59%	\$448,187.23
EXPENSE TOTALS		\$544,850.00	\$0.00	\$544,850.00	\$2,137.50	\$8,552.95	\$314,548.03	\$221,749.02	59%	\$448,187.23

Budget Performance Report

Fiscal Year to Date 05/07/20

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund	Z01 - WMAA (Airport) General Fund Totals									
	REVENUE TOTALS	587,700.00	.00	587,700.00	.00	.00	508,982.47	78,717.53	87%	660,855.79
	EXPENSE TOTALS	544,850.00	.00	544,850.00	2,137.50	8,552.95	314,548.03	221,749.02	59%	448,187.23
Fund	Z01 - WMAA (Airport) General Fund Totals	\$42,850.00	\$0.00	\$42,850.00	(\$2,137.50)	(\$8,552.95)	\$194,434.44	(\$143,031.49)		\$212,668.56
	Grand Totals									
	REVENUE TOTALS	587,700.00	.00	587,700.00	.00	.00	508,982.47	78,717.53	87%	660,855.79
	EXPENSE TOTALS	544,850.00	.00	544,850.00	2,137.50	8,552.95	314,548.03	221,749.02	59%	448,187.23
	Grand Totals	\$42,850.00	\$0.00	\$42,850.00	(\$2,137.50)	(\$8,552.95)	\$194,434.44	(\$143,031.49)		\$212,668.56



Trial Balance Listing

Through 05/07/20
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund Z01 - WMAA (Airport) General Fund						
<i>CURRENT ASSETS</i>						
110001.675	Cash Due from Cash/Inv Pool	853,946.25	601,352.71	508,886.87	946,412.09	894,536.65
113040.0	Accounts Receivable General	33,113.88	212,563.74	227,774.34	17,903.28	488.04
114026.2013	Taxes Receivable 2013	.10	.00	.10	.00	24.74
114026.2014	Taxes Receivable 2014	26.21	.00	.32	25.89	26.34
114026.2015	Taxes Receivable 2015	19.49	.00	2.72	16.77	19.76
114026.2016	Taxes Receivable 2016	25.72	.00	3.37	22.35	29.73
114026.2017	Taxes Receivable 2017	46.16	.00	6.00	40.16	57.59
114026.2018	Taxes Receivable 2018	102.81	.00	48.99	53.82	.00
114031	Allowance for Uncollectible Taxes	(203.15)	.00	.00	(203.15)	(169.04)
118123.1	Prepaid Items Insurance	379.00	.00	379.00	.00	.00
119073.2	Due from Local Govt Units Due from Park Township	.16	108,278.63	108,278.79	.00	.85
119073.3	Due from Local Govt Units Due from Zeeland City	158.49	58,740.48	58,898.97	.00	.00
119078.1	Due from State of Michigan Due from State-Aeronautics	1,062.29	.00	.00	1,062.29	1,697.32
<i>CURRENT ASSETS Totals</i>		\$888,677.41	\$980,935.56	\$904,279.47	\$965,333.50	\$896,711.98
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(36,910.17)	436,302.23	399,392.06	.00	(2,581.62)
211202	Contracts Payable	(33,545.22)	33,545.22	.00	.00	.00
212257.0	Accrued Wages Payable General	(487.50)	487.50	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(37.29)	37.29	.00	.00	.00
<i>CURRENT LIABILITIES Totals</i>		(\$70,980.18)	\$470,372.24	\$399,392.06	\$0.00	(\$2,581.62)
<i>FUND BALANCE</i>						
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	(25,000.00)	.00	25,000.00	(50,000.00)	(25,000.00)
342390	Fund Balance-Unassigned	(792,697.23)	25,000.00	.00	(767,697.23)	(615,148.00)
<i>FUND BALANCE Totals</i>		(\$817,697.23)	\$25,000.00	\$25,000.00	(\$817,697.23)	(\$640,148.00)
	Fund Revenues	.00	17,478.01	526,460.48	(508,982.47)	(584,010.15)
	Fund Expenses	.00	442,301.82	80,955.62	361,346.20	330,027.79
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$1,936,087.63	\$1,936,087.63	\$0.00	\$0.00
Grand Totals		\$0.00	\$1,936,087.63	\$1,936,087.63	\$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		04/23/2020		58736	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		4338 - CARROT-TOP INDUSTRIES INC.	45532000	AIRPORT - FLAGS	04/14/2020	04/23/2020	924.95
		101 - CUNNINGHAM DALMAN P.C.	270103	AIRPORT - LEGAL SERVICES	04/10/2020	04/23/2020	1,184.00
		101 - CUNNINGHAM DALMAN P.C.	270104	AIRPORT - LEGAL SERVICES	04/10/2020	04/23/2020	640.00
		130 - SEMCO ENERGY GAS COMPANY - ACH	2020-00003315	AIRPORT - READ DATE 4/1/2020	04/23/2020	04/23/2020	537.61
		800 - STATE OF MICHIGAN	591-10508471	AIRPORT - 1/2020-3/2020 WEATHER OBSERVATION SYSTEM	04/07/2020	04/23/2020	103.50
Total Selected Invoices: 5							\$3,390.06

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 04/23/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	04/23/2020	58736	Accounts Payable	CARROT-TOP INDUSTRIES INC.		924.95
	Invoice		Date	Description		Amount
	45532000		04/14/2020	AIRPORT - FLAGS		924.95
Check	04/23/2020	58737	Accounts Payable	CUNNINGHAM DALMAN P.C.		1,824.00
	Invoice		Date	Description		Amount
	270104		04/10/2020	AIRPORT - LEGAL SERVICES		640.00
	270103		04/10/2020	AIRPORT - LEGAL SERVICES		1,184.00
Check	04/23/2020	58738	Accounts Payable	STATE OF MICHIGAN		103.50
	Invoice		Date	Description		Amount
	591-10508471		04/07/2020	AIRPORT - 1/2020-3/2020 WEATHER OBSERVATION SYSTEM		103.50
EFT	04/23/2020	5954	Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH 072499952 / 7661394601		537.61
	Invoice		Date	Description		Amount
	2020-00003315		04/23/2020	AIRPORT - READ DATE 4/1/2020		537.61
CITY AP PAYABLES ACCOUNT Totals:						537.61
Transactions: 4						\$3,390.06

Checks: 3 \$2,852.45
EFTs: 1 \$537.61

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		04/02/2020		58488	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		1954 - AIA CORPORATION	DRA2565694	AIRPORT - SERVICES	12/19/2019	03/31/2020	333.27
		190 - QUALITY AIR HEATING & COOLING INC	91012549	AIRPORT - SERVICES 3/1/2020-5/31/2020	03/12/2020	03/31/2020	684.25
		206 - WEST MICHIGAN UNIFORM	5396952	AIRPORT - RUGS	03/19/2020	03/31/2020	40.80
Total Selected Invoices: 3							\$1,058.32

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 04/02/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	04/02/2020	58488	Accounts Payable	AIA CORPORATION		333.27
	Invoice		Date	Description		Amount
	DRA2565694		12/19/2019	AIRPORT - SERVICES		333.27
Check	04/02/2020	58489	Accounts Payable	QUALITY AIR HEATING & COOLING INC		684.25
	Invoice		Date	Description		Amount
	91012549		03/12/2020	AIRPORT - SERVICES 3/1/2020-5/31/2020		684.25
Check	04/02/2020	58490	Accounts Payable	WEST MICHIGAN UNIFORM		40.80
	Invoice		Date	Description		Amount
	5396952		03/19/2020	AIRPORT - RUGS		40.80
CITY AP PAYABLES ACCOUNT Totals:						\$1,058.32
				Transactions: 3		

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		04/09/2020		58542
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	1103 - GREG ROBINSON	2020-000003193	AIRPORT - STIPEND HEALTH INS PREMIUM 4/2020-6/2020	04/09/2020	04/09/2020	1,625.00
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003194	AIRPORT - ACCT 77527804-01	04/09/2020	04/09/2020	1,257.67
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003195	AIRPORT - ACCT 77524873-01	04/09/2020	04/09/2020	47.49
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003196	AIRPORT - ACCT 05614220-01	04/09/2020	04/09/2020	607.65
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003197	AIRPORT - ACCT 05614000-01	04/09/2020	04/09/2020	181.16
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003198	AIRPORT - ACCT 05613990-01	04/09/2020	04/09/2020	124.33
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003199	AIRPORT - ACCT 05613700-01	04/09/2020	04/09/2020	459.14
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003200	AIRPORT - ACCT 05613100-02	04/09/2020	04/09/2020	138.23
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003201	AIRPORT - ACCT 77526597-00	04/09/2020	04/09/2020	24.22
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003202	AIRPORT - ACCT 77528427-00	04/09/2020	04/09/2020	80.00
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003203	AIRPORT - ACCT 05614060-06	04/09/2020	04/09/2020	124.93
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-000003204	AIRPORT - ACCT 77524493-02	04/09/2020	04/09/2020	124.33
	322 - VISION AIR CENTER - HOLLAND	20-059247	AIRPORT - MARCH SERVICES	04/01/2020	04/09/2020	1,021.31
Total Selected Invoices: 13						\$5,815.46

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 04/09/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	04/09/2020	58542	Accounts Payable	GREG ROBINSON		1,625.00
	Invoice		Date	Description		Amount
	2020-00003193		04/09/2020	AIRPORT - STIPEND HEALTH INS PREMIUM 4/2020-6/2020		1,625.00
Check	04/09/2020	58543	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		3,169.15
	Invoice		Date	Description		Amount
	2020-00003194		04/09/2020	AIRPORT - ACCT 77527804-01		1,257.67
	2020-00003195		04/09/2020	AIRPORT - ACCT 77524873-01		47.49
	2020-00003196		04/09/2020	AIRPORT - ACCT 05614220-01		607.65
	2020-00003197		04/09/2020	AIRPORT - ACCT 05614000-01		181.16
	2020-00003198		04/09/2020	AIRPORT - ACCT 05613990-01		124.33
	2020-00003199		04/09/2020	AIRPORT - ACCT 05613700-01		459.14
	2020-00003200		04/09/2020	AIRPORT - ACCT 05613100-02		138.23
	2020-00003201		04/09/2020	AIRPORT - ACCT 77526597-00		24.22
	2020-00003202		04/09/2020	AIRPORT - ACCT 77528427-00		80.00
	2020-00003203		04/09/2020	AIRPORT - ACCT 05614060-06		124.93
	2020-00003204		04/09/2020	AIRPORT - ACCT 77524493-02		124.33
Check	04/09/2020	58544	Accounts Payable	VISION AIR CENTER - HOLLAND		1,021.31
	Invoice		Date	Description		Amount
	20-059247		04/01/2020	AIRPORT - MARCH SERVICES		1,021.31
CITY AP PAYABLES ACCOUNT Totals:						\$5,815.46
Transactions: 3						
Checks: 3						\$5,815.46

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		04/30/2020		58801	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2020-00003359	AIRPORT - MARCH CC STMT	03/31/2020	04/30/2020	45.00
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003360	AIRPORT - ACCT 05613100-02	04/30/2020	04/30/2020	110.31
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003361	AIRPORT- ACCT 05613700-01	04/30/2020	04/30/2020	374.95
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003362	AIRPORT - ACCT 05613990-01	04/30/2020	04/30/2020	123.65
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003363	AIRPORT - ACCT 05614000-01	04/30/2020	04/30/2020	217.66
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003364	AIRPORT - ACCT 05614060-06	04/30/2020	04/30/2020	108.23
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003365	AIRPORT - ACCT 05614220-01	04/30/2020	04/30/2020	595.61
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003366	AIRPORT - ACCT 77524873-01	04/30/2020	04/30/2020	47.38
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003367	AIRPORT - ACCT 77526597-00	04/30/2020	04/30/2020	28.77
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003368	AIRPORT - ACCT 77527804-01	04/30/2020	04/30/2020	1,177.39
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003369	AIRPORT - ACCT 77528427-00	04/30/2020	04/30/2020	80.00
		146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00003370	AIRPORT- ACCT 77524493-02	04/30/2020	04/30/2020	132.80
		2060 - MICHIGAN WEST COAST CHAMBER OF COMMERCE	1152731	AIRPORT - THELENWOOD WAKE UP WEST COAST	01/14/2020	04/30/2020	35.00
		322 - VISION AIR CENTER - HOLLAND	20-056247	AIRPORT - MARCH SERVICES	03/31/2020	04/30/2020	1,021.31
Total Selected Invoices: 14							\$4,098.06

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 04/30/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	04/30/2020	58801	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,996.75
	Invoice		Date	Description		Amount
	2020-00003360		04/30/2020	AIRPORT - ACCT 05613100-02		110.31
	2020-00003361		04/30/2020	AIRPORT- ACCT 05613700-01		374.95
	2020-00003362		04/30/2020	AIRPORT - ACCT 05613990-01		123.65
	2020-00003363		04/30/2020	AIRPORT - ACCT 05614000-01		217.66
	2020-00003364		04/30/2020	AIRPORT - ACCT 05614060-06		108.23
	2020-00003365		04/30/2020	AIRPORT - ACCT 05614220-01		595.61
	2020-00003366		04/30/2020	AIRPORT - ACCT 77524873-01		47.38
	2020-00003367		04/30/2020	AIRPORT - ACCT 77526597-00		28.77
	2020-00003368		04/30/2020	AIRPORT - ACCT 77527804-01		1,177.39
	2020-00003369		04/30/2020	AIRPORT - ACCT 77528427-00		80.00
	2020-00003370		04/30/2020	AIRPORT - ACCT 77524493-02		132.80
Check	04/30/2020	58802	Accounts Payable	MICHIGAN WEST COAST CHAMBER OF COMMERCE		35.00
	Invoice		Date	Description		Amount
	1152731		01/14/2020	AIRPORT - THELENWOOD WAKE UP WEST COAST		35.00
Check	04/30/2020	58803	Accounts Payable	VISION AIR CENTER - HOLLAND		1,021.31
	Invoice		Date	Description		Amount
	20-056247		03/31/2020	AIRPORT - MARCH SERVICES		1,021.31
EFT	04/30/2020	5962	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	45.00
	Invoice		Date	Description		Amount
	2020-00003359		03/31/2020	AIRPORT - MARCH CC STMT		45.00
CITY AP PAYABLES ACCOUNT Totals:						\$4,098.06
Transactions: 4						
Checks: 3 \$4,053.06						
EFTs: 1 \$45.00						

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department Bank Account Check Date Starting Check Number

AIR Airport PAYABLES ACCOUNT 04/23/2020 58736

Selected Invoices Vendor Invoice Number Invoice Description Invoice Date Due Date Invoice Net Amount

AIR Airport	4338 - CARROT-TOP INDUSTRIES INC.	45532000	AIRPORT - FLAGS	04/14/2020	04/23/2020	924.95
	101 - CUNNINGHAM DALMAN P.C.	270103	AIRPORT - LEGAL SERVICES	04/10/2020	04/23/2020	1,184.00
	101 - CUNNINGHAM DALMAN P.C.	270104	AIRPORT - LEGAL SERVICES	04/10/2020	04/23/2020	640.00
	130 - SEMCO ENERGY GAS COMPANY - ACH	2020-00003315	AIRPORT - READ DATE 4/1/2020	04/23/2020	04/23/2020	537.61
	800 - STATE OF MICHIGAN	591-10508471	AIRPORT - 1/2020-3/2020 WEATHER OBSERVATION SYSTEM	04/07/2020	04/23/2020	103.50

Total Selected Invoices: 5 \$3,390.06

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 04/23/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	04/23/2020	58736	Accounts Payable	CARROT-TOP INDUSTRIES INC.		924.95
	Invoice		Date	Description		Amount
	45532000		04/14/2020	AIRPORT - FLAGS		924.95
Check	04/23/2020	58737	Accounts Payable	CUNNINGHAM DALMAN P.C.		1,824.00
	Invoice		Date	Description		Amount
	270104		04/10/2020	AIRPORT - LEGAL SERVICES		640.00
	270103		04/10/2020	AIRPORT - LEGAL SERVICES		1,184.00
Check	04/23/2020	58738	Accounts Payable	STATE OF MICHIGAN		103.50
	Invoice		Date	Description		Amount
	591-10508471		04/07/2020	AIRPORT - 1/2020-3/2020 WEATHER OBSERVATION SYSTEM		103.50
EFT	04/23/2020	5954	Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH 072499952 / 7661394601		537.61
	Invoice		Date	Description		Amount
	2020-00003315		04/23/2020	AIRPORT - READ DATE 4/1/2020		537.61
CITY AP PAYABLES ACCOUNT Totals:						\$3,390.06

Transactions: 4

Checks: 3 \$2,852.45
EFTs: 1 \$537.61