

## West Michigan Airport Authority

### Regular Meeting Agenda

April 13, 2020

**\*\*11:30am – 1:00pm\*\***

### Virtual Meeting Using Zoom

1. Introductory Comments.
2. Public Comment.
3. Election of Officers. (Action Requested)
4. Resolution Regarding Virtual Meetings. (Action Required)
5. Consideration of January 13, 2020 meeting minutes. (Action Requested)
6. FBO Report. (Terry Boer)
7. Presentation of Fiscal Year 2021 Operating and Capital Budgets.
  - A. Resolution scheduling public hearing. (Action Requested)
8. Bids for Runway & Lighting Rehabilitation Projects. (Action Requested)
9. Vision Air Center Ramp Fees. (Action Required)
10. Gate Card Access Agreement.
11. Activity Updates:
  - i. Communications Strategy.
  - ii. North Hangar Park.
12. Financial Reports. (Accept as information)
13. Other Business.
  - A. Next meeting: May 11, 2020, 11:30am, location/format to be determined.
14. Adjourn.

#### 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

**If you are not able to attend the meeting, please contact Greg Robinson ([g.robinson@wmairportauthority.com](mailto:g.robinson@wmairportauthority.com)) or Aaron Thelenwood ([a.thelenwood@cityofholland.com](mailto:a.thelenwood@cityofholland.com)). We must have at least one of the three representatives of each unit of government present at the meeting to attain a quorum. Thank you.**

## West Michigan Airport Authority

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



April 13<sup>th</sup>, 2020

### REPORT 3

To: West Michigan Airport Authority Board.  
From: Aaron Thelenwood, Assistant Authority Manager.  
Subject: **Election of Officers for 2020.**

The Airport Authority by-laws require annual election of the Board Chairperson, Vice-Chairperson, Secretary and Treasurer. The 2019 holders of these positions are:

Chairperson	Russ Sylte, Park Township
Vice-Chairperson	Scott Corbin, City of Holland
Secretary	Vacant (Formerly Cal Matthyse, Park Township)
Treasurer	Tim Vagle, City of Holland Finance Director

The process for electing Officers is as follows:

1. The **Chairperson** opens the floor for nominations for one position at a time.
2. Individual **Board members may make a nomination** simply by saying "I nominate \_\_\_\_\_ for the position of \_\_\_\_\_. **A second is not needed for a nomination.**
3. Once all nominations are received, the **Chairperson closes** the nominations for the position.
4. Then a Board member may make a motion to elect any one of the nominees for the particular position. **This motion needs to be seconded.** If the motion is seconded and receives at least 5 votes, this nominee is elected to the position. The remaining nominees, if any, are not voted on.
5. If none of the nominees receives 5 votes, then the process starts anew.

This process is followed for each position. The Treasurer position has typically been filled by the City of Holland Finance Director Tim Vagle since his office is responsible for overseeing the finances of the Authority.

# **West Michigan Airport Authority**

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April 13, 2020

## **Resolution Establishing Rules for Remote Attendance By Airport Authority Board Members and Members of the Public At Meetings Due to Coronavirus Pandemic**

WHEREAS, on March 10, 2020, Governor Whitmer declared a state of emergency as a result of the Coronavirus outbreak; and

WHEREAS, on March 11, 2020, the World Health Organization declared the Coronavirus outbreak a pandemic; and

WHEREAS, on March 13, 2020, the President declared a National Emergency as a result of the Coronavirus outbreak; and

WHEREAS, such strategies include encouraging staff to tele-work when feasible and implementing social distancing measures as feasible, including limiting in-person meetings, and to limit large work-related gatherings; and

WHEREAS, on March 18, 2020, Governor Whitmer issued Executive Order 2020-15 to suspend rules and procedures relating to physical presence at meetings and hearings of public bodies to allow for public bodies to continue to conduct public business during the COVID-19 emergency and the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, to implement MDHHS's mitigation strategies, allow the West Michigan Regional Airport Authority to continue public business, and to allow the public to attend meetings of the Airport Authority remotely if they desire, consistent and in compliance with Executive Order 2020- 15, the Airport Authority desires to establish rules to authorize and allow its members and members of the public to attend meetings of the Airport Authority by telephone or other electronic means as set forth in this Resolution;

NOW THEREFORE BE IT RESOLVED, that the Airport Authority immediately authorizes its members and members of the public to attend all meetings of the West Michigan Regional Airport Authority by telephone or other electronic means and establishes rules as follows:

### **A. NOTICE OF MEETINGS:**

1. For every meeting to be held remotely pursuant to this Resolution, the Airport Authority Manager shall post on the homepage of [website: westmichiganregionalairport.com](http://westmichiganregionalairport.com).
  - a. An explanation of why the Airport Authority is meeting remotely.
  - b. Contact information for all members of the Airport Authority Board along

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with information about how the public may contact the member(s) to provide input on any business that will come before the Airport Authority Board.

- c. The dial-in conference number or other necessary information for members of the public to utilize in order to access the meeting remotely.
  - d. The agenda for the meeting at least 18 hours prior to the meeting.
  - e. Procedures by which persons with disabilities may participate in the meeting.
  - f. The dial-in conference number or other necessary information for members of the public to utilize in order to access the meeting remotely.
2. If any meeting includes a public hearing, all material that will be considered by the Airport Authority at the public hearing shall be posted or linked on the homepage of the Airport Authority's website in a conspicuous location or as otherwise required by law. This provision shall not apply to written public comments received by the Airport Authority for the public hearing.

### **B. CONDUCT OF THE MEETING:**

1. The telephone or other electronic technology being utilized shall allow the members of the Airport Authority to communicate to any other member in attendance and any member of the public or staff attending and shall allow any member, any member of the public, or staff attending to communicate with any member attending.
2. A members' remote attendance shall be considered attendance for the purpose of establishing a quorum.
3. Any vote by a member participating remotely pursuant to this resolution shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a member remotely.
4. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.
5. Adjournment of a meeting shall occur only on a roll call vote of the Airport Authority.
6. For closed sessions conducted under this policy, each member and authorized attendee of the closed session shall not allow anyone else to

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hear or view the closed session. All members and authorized attendees of the closed session shall affirm, before the closed session begins, that they are in compliance with this subsection.

7. Emails, texting, or other forms of electronic communication by or between members during the meeting shall not be allowed.

If an email, text or other form of electronic communication is received by a member of the Airport Authority by 11:30 a.m. on the day of the meeting related to any item on the agenda for the meeting, and the sender requests such, the email, text, or other electronic communication may be read by the member of the Airport Authority receiving the communication if the receiver becomes aware of the message in time, during the agenda item and it shall be addressed by the Airport Authority as appropriate during the meeting. The Board Chair shall also follow this subsection.

### C. ATTENDANCE BY MEMBERS OF THE PUBLIC:

1. Immediately after calling the meeting to order, the Airport Authority Manager or other designated facilitator shall ensure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, the meeting shall be immediately adjourned by the Chair of the meeting without any decision or deliberation on any matter.
2. If any member of the public is attending remotely, each member of the public shall be provided an opportunity to provide public comment during a public comment portion of the agenda pursuant to the rules of the Airport Authority on public comment. Such opportunity shall be given by the Board Chairman or designated facilitator asking each individual who is attending the meeting by telephone whether they have any public comment.
3. If any member of the public is attending, and a closed session is called by the Airport Authority as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the Airport Authority to utilize for a closed session that is not available to the public, the Board Chair shall clearly indicate at what point in the agenda the closed session will occur, the projected length of the closed session, that the public will not be able to hear the Airport Authority or provide comment during the closed session, and the Airport Authority shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

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This Resolution is intended to establish rules for and authorize participation by remote access by members of the Airport Authority and attendance by remote access by members of the public in the interest of the public health, safety, and welfare during the Coronavirus outbreak while preserving meaningful access to meetings and communication for Airport Authority members and members of the public, including members of the press and other news media.

In the event of a conflict between this Resolution and the Rules of the Airport Authority the terms of this Resolution shall control.

This Resolution shall be effective immediately and shall remain in effect until another Executive Order to the contrary is issued.

Ayes:

Opposed:

I, Russ Sylte, Chairman for the West Michigan Airport Authority, do hereby certify that on April 13, 2020, the preceding resolution was adopted by the West Michigan Airport Authority.

Dated: April 13, 2020

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Russ Sylte

Airport Authority, Chairman

# **West Michigan Airport Authority**

## **MEETING MINUTES**

**January 13<sup>th</sup>, 2020**

**\*\*\*11:30am – 1:00pm\*\*\***

**Airport Business Center**

**PRESENT:** Hoekstra, Blanton Corbin, Bos, Klynstra, Hoogland, Sylte, Keeter, Storey

**ABSENT:** Matthysse

**OTHERS PRESENT:** Boer (FBO), Airport Authority Manager Robinson, Assistant Airport Authority Manager Thelenwood, Administrative Assistant McCormick

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

### **20.01.01 Public Comments.**

None.

### **20.01.02 Consideration of the December 12, 2019 Meeting Minutes**

Klynstra made a motion, with support by Hoogland to approve the December 12th Meeting Minutes as presented. Motion carried.

### **20.01.03 2019 Economic Update for the West Michigan Lakeshore Region**

Blanton, on behalf of Lakeshore Advantage, provided a summary report to the Board of LSA's annual economic report. Report was accepted as information, no action taken.

### **20.01.04 FBO Report**

Boer presented to the Board current fuel sales and freight flights from WMRA. Fuel sales remain strong

### **20.01.05 Retention Policy**

Thelenwood presented to the Board a proposed retention policy for adoption. The Policy outlined which documents the Authority is required to retain and of how long (depending on the type of document) as well as when documents can be disposed of and in what manner. This policy was developed in-line with the same standards

currently used by the City of Holland. A motion was made by Blanton, supported by Keeter to adopt the retention policy as presented.

#### **20.01.06 Progress on Fiscal Year 2020 Action Plan**

Robinson presented a status update of the FY20 Action Plan to the Board, showing sustained progress on the items outlined in the plan as well as outlining additional projects staff had taken on or completed in addition to the Action Plan. The Progress Report was presented as information. No Action Was taken.

#### **20.01.07 Activity Updates:**

- A. Communications Strategy: Boileau Communications has completed it's Airport stakeholder survey and is in the process of compiling data from this report.
- B. North Hangar Park: Discussions are ongoing with parties interested in developing corporate hangar space on the north side of the airport property. Robinson discussed potential funding mechanism with the board for the public taxiway that would be needed to accommodate the additional hangar space.
- C. Runway & Lighting Rehab Project: The project is expected to take place in September 2020. Staff are working closely with Consultant Mead & Hunt to complete bid specifications. MDOT & FAA have lined up funding for this project.

#### **20.01.08 Financial Reports**

Klynstra made a motion, supported by Blanton to approve the financial reports as presented. Motion Carried.

#### **20.01.09 Other Business**

Meeting Adjourned at 12:42pm

**Minutes Approved:** \_\_\_\_\_(Secretary)

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



# ***WMAA MONTHLY FBO REPORT***

## **West Michigan Regional Airport FBO Report March 2020**

	<b>Current Month Mar-20</b>	<b>One Year ago Mar-19</b>	<b>Fiscal Year To Date 10-1-19 to 9-30-20</b>	<b>F/Y to Date Compared 2018</b>
<b>Total Fuel Gallons Delivered</b>	<b>19,747</b>	<b>51,846</b>	<b>258,032</b>	<b>3,089</b>
<b>Transplant Flights</b>	<b>0</b>			
<b>Wings Of Mercy Flights</b>	<b>0</b>			
<b>Freight Flights From/To Holland</b>	<b>5</b>			
<b>Total Cargo Weight</b>	<b>6,312</b>			
<b>Number Of Parts If Known</b>	<b>10 Skids</b>			

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April 13, 2020

### REPORT 7

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

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

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 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>
<b>REVENUES</b>			
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
<b>Subtotal Revenues</b>	<b>\$ 587,700</b>	<b>\$ 564,600</b>	<b>\$ 608,800</b>
<b>EXPENSES</b>			
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
<b>Subtotal Expenses</b>	<b>\$ 587,700</b>	<b>\$ 564,600</b>	<b>\$ 608,800</b>
<b>Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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	\$ -
<b>Total Fiscal Year 2020</b>	<b>\$ 328,565</b>	<b>\$ 216,900</b>	<b>\$ 12,050</b>	<b>\$ 99,614</b>	
<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	
<b>Total Fiscal Year 2021</b>	<b>\$ 5,107,857</b>	<b>\$ 4,275,131</b>	<b>\$ 206,363</b>	<b>\$ 626,363</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 5,436,422</b>	<b>\$ 4,492,031</b>	<b>\$ 218,413</b>	<b>\$ 725,977</b>	<b>\$ -</b>

## West Michigan Airport Authority

60 Geurink Blvd, Holland, MI 49423  
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### RESOLUTION TO PRESENT THE PROPOSED ANNUAL BUDGET FOR FISCAL YEAR 2021

**Whereas**, the West Michigan Airport Authority annual budget for the fiscal year July 1<sup>st</sup>, 2020 through June 30<sup>th</sup>, 2021 as proposed by the Airport Authority Manager, was presented to the Authority on April 13<sup>th</sup>, 2020; and

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

**Now, Therefore Be It Resolved**, that the West Michigan Airport Authority presents this proposed budget to the public; and

**Be It Further Resolved**, that the proposed budget be placed on file for public inspection in the Offices of the Airport Authority Manager, Park Township Clerk, City of Holland Clerk, and City of Zeeland Clerk; and

**Be It Further Resolved**, that the Airport Authority will hold a public hearing concerning the proposed budget at 11:30 am on Monday May 11<sup>th</sup>, 2020 at the Airport Business Center; 60 Geurink Blvd. Holland, MI 49423; and

**Be It Further Resolved**, that a property tax millage rate recommendation to support the proposed budget will be part of this hearing; and

**Be It Further Resolved**, that the Airport Authority Manager is instructed to publish a notice of public hearing on the proposed budget in a local newspaper, no later than Tuesday, May 4<sup>th</sup>, 2020.

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Russ Sylte  
Chairperson

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Secretary

## 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*



April 13, 2020

**To:** West Michigan Airport Authority Board.  
**From:** Greg Robinson, Authority Manager.  
**Subject:** **Bids 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 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).

The design work has been completed and the projects have been bid. The following bids have been received:

Rieth-Riley Construction	\$4,204,387.15
Michigan Paving & Materials	\$4,217,262.88

*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**

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Mead & Hunt has reviewed these bids and is recommending that the low bid submitted by Rieth-Riley Construction be accepted and forwarded to MDOT for approval. The FAA and MDOT grants for these projects have yet to be approved by the Michigan Aeronautics Commission and submitted to the Authority Board for approval. Also, there will be an additional cost for construction administration and this contract will be brought to the Board at a later date.

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 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.

## West Michigan Airport Authority

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



April 13, 2020

## REPORT 9

To: West Michigan Airport Authority Board.  
From: Aaron Thelenwood, Assistant Authority Manager.  
Subject: **Vision Air Ramp Fees.**

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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.

Attached to this report is the current schedule of ramp fees adopted by Vision Air, as well as a comparison of ramp fees at other comparable airports. A survey of ramp fees was conducted of seven other airports. Though the proposed fee increases are significant as compared to 2009, they are in line with the fees charged by the airports surveyed.

### **Recommendation**

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

Ramp Fees      2019/2020  
21-Jan-20

Aircraft size:		WMRA 2009	WMRA (VAS)	Muskegon (VAS)	GRR Other	GRR Signature	KZOO	Lansing	Willow Run	Waukesha	Peoria
Single Piston	C 172	0	25	25	29	\$29	0	10	10	20	12
Twin Piston	C 310	0	35	35	39	39	25	54	54	60	45
Turbo Prop	KA 100	25	100	100	280	289	25	150	55	255	125
Small Jet	Phenom 100	25	100	100	330	248	115	250	175	NA	175
Medium Jet	Lear 45	35	200	200	400	412	310	350	350	NA	250
Large Jet	Challenger 600	50	350	350	600	618	430	500	475	370	360
Super Large Jet	G550	70	500	500	650	927	NA	NA	695	NA	485



## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 510-2332

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



April 13<sup>th</sup>, 2020

### REPORT 10

To: West Michigan Airport Authority Board.  
From: Aaron Thelenwood, Assistant Authority Manager.  
Subject: **Approval of Access Card Agreement between Tenants & WMAA.**

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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 council 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.

*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 REGIONAL AIRPORT - SECURITY ACCESS CARD AGREEMENT**

I, \_\_\_\_\_, acknowledge that security at the West Michigan Regional Airport in Holland, Michigan (the "Airport") is of utmost importance to the surrounding communities and that the West Michigan Airport Authority (WMAA) permission for me to use a security card (the "Access Card") to access the secure areas of the Airport is a privilege. Based on these considerations, I agree to the following:

1. I agree that I will not make nor will I permit to be made any duplicates of the Access Card. I further agree that I am the only person entitled to use the Access Card and that I shall not leave the Access Card unattended.

2. The term of this Agreement shall commence on the date of signing and terminate upon my returning the Access Card to the Fixed Base Operator (FBO), Vision Air Center, Inc. I acknowledge that WMAA may revoke my right to the Access Card at any time and for any reason. If this right is revoked, I agree to immediately stop using the Access Card and return it to the FBO, Vision Air Center, Inc.

3. I agree to properly close and secure all gates after entering or leaving the Airport. I agree to immediately return the Access Card to the FBO, Vision Air Center, Inc. when I no longer use the aircraft that I am entitled to use at the Airport. There is no charge for the initial Access Card. However, I acknowledge that there will be a fee as determined by the WMAA to have the Access Card replaced.

4. I agree to save, indemnify, defend, and hold harmless the WMAA and the FBO, Vision Air Center, Inc., and their officials, officers, directors, shareholders, employees, and agents from any liabilities and claims (including, reasonable attorney fees and costs) relating to or arising out of the Access Card.

5. I warrant and represent that I have not been arrested, found guilty, nor have I entered a nolo contendere plead to any violations of law that constitute misdemeanors or felonies. I warrant and represent that the address and telephone number below are true and correct and that I will provide an updated address and telephone number to the FBO, Vision Air Center, Inc. if they change during the term of this Agreement.

6. I authorize the WMAA, at the time of execution of Agreement or such later date as may be determined by the WMAA in its sole discretion, to secure criminal conviction history from the appropriate law enforcement agency, should the WMAA determine it necessary to do so. I authorize all sources, the WMAA to release this information without liability for damage incurred in giving it. I waive any written notice of the release of such records that may be required by state or federal law.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

## West Michigan Regional Airport Security Access Policy

West Michigan Regional Airport (KBIV) has a security/animal control fence around its property boundaries. As a result, a policy is needed to control who has access to the airport through this security fence.

The Policy is as follows:

1. Airport property lease holders and aircraft owners will be provided a coded access card at no cost. Replacement cards will cost \$25.
2. The airport property lease holders and aircraft owners can request access cards for others using their property at a cost of \$10 for the first card and \$25 for replacement cards.
3. All access cards will be registered with the West Michigan Airport Authority through the airport's FBO, Vision Air Center, Inc.
4. Each access card will require the holder to enter into a signed agreement with the WMAA that defines the responsibility of the card holder. Although background checks will not be conducted at this time, the agreement will reserve the right for the WMAA to conduct background checks in the future.
5. There will not be photo identification on the cards at this time. The card agreement will reserve the right for the Airport Authority to require this in the future.
6. Property lease holders and aircraft owners must return all cards to Vision Air Center once access to the airport is no longer required (lease terminated, aircraft sold, etc.).
7. Public Safety Departments will be provided access at all times through a Rapid Entry System as requested by the Departments.

WMAA Fund Balance as of 6/30/19					\$ 817,697.23
	<u>Operating</u>	<u>Capital (541)</u>	<u>EEC Project (546)</u>	<u>Capital Funds (999)</u>	
Year to date Revenues	504,043.76	-	-	-	\$ 504,043.76
Year to date Expenses	300,075.71	43,665.50	-	-	<u>\$ 343,741.21</u>
Estimated Fund Balance as of 4/7/20					<u>\$ 977,999.78</u>
	<u>Budget</u>	<u>YTD</u>			
Remaining Operating Revenues	587,700.00	504,043.76			\$ 83,656.24
	<u>Budget</u>	<u>YTD</u>	<u>Encumbrances</u>		
Remaining Operating Expenses (excluding contingences)	371,560.00	300,075.71	8,552.95		<u>\$ 62,931.34</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 4/7/20					<u>\$ 825,434.68</u>
Other Expected Expenses:					
None			<u>-</u>		<u>\$ -</u>
Ending Fund balance after expected capital expenses					<u>\$ 825,434.68</u>



# Fund Equity Changes Report

Through 04/07/20

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	<b>GOVERNMENTAL</b>								
Fund Type	<b>GENERAL FUND</b>								
Fund	<b>Z01 - WMAA (Airport) General Fund</b>								
341390.A	Fund Balance - Assigned (By Action) Apron, Building & Sitework	.00	.00	.00	.00				
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	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	<b>Z01 - WMAA (Airport) General Fund Totals</b>	<b>\$817,697.23</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$817,697.23</b>	<b>\$0.00</b>	<b>\$504,043.76</b>	<b>\$343,741.21</b>	<b>\$977,999.78</b>
Fund Type	<b>GENERAL FUND Totals</b>	<b>\$817,697.23</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$817,697.23</b>	<b>\$0.00</b>	<b>\$504,043.76</b>	<b>\$343,741.21</b>	<b>\$977,999.78</b>
Fund Category	<b>GOVERNMENTAL Totals</b>	<b>\$817,697.23</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$817,697.23</b>	<b>\$0.00</b>	<b>\$504,043.76</b>	<b>\$343,741.21</b>	<b>\$977,999.78</b>
	<b>Grand Totals</b>	<b>\$817,697.23</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$817,697.23</b>	<b>\$0.00</b>	<b>\$504,043.76</b>	<b>\$343,741.21</b>	<b>\$977,999.78</b>



# Budget Performance Report

Fiscal Year to Date 04/07/20

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 <b>Z01 - WMAA (Airport) General Fund</b>										
REVENUE										
Department <b>999 - Airport Capital Projects</b>										
420502.24	Federal Grant FAA Capital	.00	.00	.00	.00	.00	.00	.00	+++	19,231.24
Department <b>999 - Airport Capital Projects Totals</b>		\$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 <b>541 - Business Center</b>										
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	11,576.29	5,423.71	68	15,923.67
723920.GAS	Public Utilities Natural Gas	6,000.00	.00	6,000.00	.00	.00	2,879.36	3,120.64	48	6,276.69
Department <b>541 - Business Center Totals</b>		\$42,850.00	\$0.00	\$42,850.00	\$0.00	\$0.00	\$31,615.50	\$11,234.50	74%	\$41,649.88
Department <b>546 - Airport East Connector Project</b>										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	12,700.69
Department <b>546 - Airport East Connector Project Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$12,700.69
Department <b>999 - Airport Capital Projects</b>										
Division <b>045 - Runway &amp; Lighting Rehabilitation</b>										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	12,050.00	(12,050.00)	+++	.00
Division <b>045 - Runway &amp; Lighting Rehabilitation Totals</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,050.00	(\$12,050.00)	+++	\$0.00
Department <b>999 - Airport Capital Projects Totals</b>		\$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	\$43,665.50	(\$815.50)	102%	\$54,350.57
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	19,231.24
EXPENSE TOTALS		42,850.00	.00	42,850.00	.00	.00	43,665.50	(815.50)	102%	54,350.57
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>		(\$42,850.00)	\$0.00	(\$42,850.00)	\$0.00	\$0.00	(\$43,665.50)	\$815.50		(\$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	43,665.50	(815.50)	102%	54,350.57
Grand Totals		(\$42,850.00)	\$0.00	(\$42,850.00)	\$0.00	\$0.00	(\$43,665.50)	\$815.50		(\$35,119.33)



# Budget Performance Report

Fiscal Year to Date 04/07/20

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
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>REVENUE</b>										
Department <b>000 - General Revenues</b>										
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	106,472.00	(6,472.00)	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	45,195.15	34,804.85	56	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	11,907.00	(2,907.00)	132	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	937.50	(937.50)	+++	1,028.16
Department <b>000 - General Revenues Totals</b>		<b>\$587,700.00</b>	<b>\$0.00</b>	<b>\$587,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$504,043.76</b>	<b>\$83,656.24</b>	<b>86%</b>	<b>\$660,855.79</b>
<b>REVENUE TOTALS</b>		<b>\$587,700.00</b>	<b>\$0.00</b>	<b>\$587,700.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$504,043.76</b>	<b>\$83,656.24</b>	<b>86%</b>	<b>\$660,855.79</b>
<b>EXPENSE</b>										
Department <b>540 - Airport Operations</b>										
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	850.00	.00	21,554.94	11,675.06	65	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	5,691.47	3,308.53	63	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	65.03	.00	2,579.87	1,020.13	72	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	1,414.37	85.63	94	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
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>EXPENSE</b>										
Department <b>540 - Airport Operations</b>										
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	7,115.19	2,884.81	71	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	13,543.50	11,456.50	54	27,438.47
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	64,000.00	.00	64,000.00	.00	.00	30,005.64	33,994.36	47	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	21,555.25	6,444.75	77	25,180.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	1,011.75	988.25	51	1,554.00
723850.0	Communications Telephone	.00	.00	.00	.00	.00	317.01	(317.01)	+++	339.69
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	450.00	(450.00)	+++	600.00
723860.0	Travel, Conf, Seminars General	2,000.00	.00	2,000.00	.00	.00	1,166.00	834.00	58	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	384.08	615.92	38	530.49
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	2,597.70	1,902.30	58	4,467.72
723920.PLOT	Public Utilities Parking Lot Lights	1,300.00	.00	1,300.00	.00	.00	910.18	389.82	70	1,368.24
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	.00	.00	4,021.44	1,978.56	67	5,073.43
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	3,552.48	1,447.52	71	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	1,253.62	746.38	63	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 <b>540 - Airport Operations Totals</b>		<b>\$544,850.00</b>	<b>\$0.00</b>	<b>\$544,850.00</b>	<b>\$3,052.53</b>	<b>\$8,552.95</b>	<b>\$300,075.71</b>	<b>\$236,221.34</b>	<b>57%</b>	<b>\$448,187.23</b>
<b>EXPENSE TOTALS</b>		<b>\$544,850.00</b>	<b>\$0.00</b>	<b>\$544,850.00</b>	<b>\$3,052.53</b>	<b>\$8,552.95</b>	<b>\$300,075.71</b>	<b>\$236,221.34</b>	<b>57%</b>	<b>\$448,187.23</b>



# Budget Performance Report

Fiscal Year to Date 04/07/20

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	<b>Z01 - WMAA (Airport) General Fund Totals</b>									
	REVENUE TOTALS	587,700.00	.00	587,700.00	.00	.00	504,043.76	83,656.24	86%	660,855.79
	EXPENSE TOTALS	544,850.00	.00	544,850.00	3,052.53	8,552.95	300,075.71	236,221.34	57%	448,187.23
Fund	<b>Z01 - WMAA (Airport) General Fund Totals</b>	\$42,850.00	\$0.00	\$42,850.00	(\$3,052.53)	(\$8,552.95)	\$203,968.05	(\$152,565.10)		\$212,668.56
	Grand Totals									
	REVENUE TOTALS	587,700.00	.00	587,700.00	.00	.00	504,043.76	83,656.24	86%	660,855.79
	EXPENSE TOTALS	544,850.00	.00	544,850.00	3,052.53	8,552.95	300,075.71	236,221.34	57%	448,187.23
	Grand Totals	\$42,850.00	\$0.00	\$42,850.00	(\$3,052.53)	(\$8,552.95)	\$203,968.05	(\$152,565.10)		\$212,668.56



# Trial Balance Listing

Through 04/07/20  
Detail Balance Sheet Listing  
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
<b>Fund Z01 - WMAA (Airport) General Fund</b>						
<i>CURRENT ASSETS</i>						
110001.675	Cash Due from Cash/Inv Pool	853,946.25	593,694.64	491,278.22	956,362.67	894,610.73
113040.0	Accounts Receivable General	33,113.88	210,177.84	222,672.74	20,618.98	4,597.52
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	.32
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	\$970,891.59	\$881,569.22	\$977,999.78	\$900,895.01
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(36,910.17)	422,998.65	386,088.48	.00	(5,217.19)
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)	\$457,068.66	\$386,088.48	\$0.00	(\$5,217.19)
<i>FUND BALANCE</i>						
341390.A	Fund Balance - Assigned (By Action) Apron, Building & Sitework	.00	.00	.00	.00	(314,815.00)
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	(25,000.00)	.00	25,000.00	(50,000.00)	(25,000.00)
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	.00	.00	.00	.00	(142,421.00)
342390	Fund Balance-Unassigned	(792,697.23)	25,000.00	.00	(767,697.23)	(157,912.00)
<i>FUND BALANCE Totals</i>		(\$817,697.23)	\$25,000.00	\$25,000.00	(\$817,697.23)	(\$640,148.00)
	Fund Revenues	.00	17,474.35	521,518.11	(504,043.76)	(562,806.36)
	Fund Expenses	.00	424,696.83	80,955.62	343,741.21	307,276.54
<b>Fund Z01 - WMAA (Airport) General Fund Totals</b>		\$0.00	\$1,895,131.43	\$1,895,131.43	\$0.00	\$0.00
<b>Grand Totals</b>		\$0.00	\$1,895,131.43	\$1,895,131.43	\$0.00	\$0.00



# Trial Balance Listing

Through 04/07/20  
Detail Balance Sheet Listing  
Exclude Rollup Account

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 03/05/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	03/05/2020	58110 Accounts Payable	KAREN SCHOLTEN		97.15
	Invoice		Date	Description	Amount
		2020-00002886	02/29/2020	REIMBURSE FOR EVENTS	97.15
Check	03/05/2020	58111 Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice		Date	Description	Amount
		922	02/29/2020	CUSTODIAL SERVCIES FOR FEB 2020	598.00
Check	03/05/2020	58112 Accounts Payable	VISION AIR CENTER - HOLLAND		12,349.59
	Invoice		Date	Description	Amount
		20-058781	02/29/2020	COMMUNICATION SUPPORT	552.50
		20-058827	02/29/2020	WMAA MAINTENANCE	11,797.09
Check	03/05/2020	58113 Accounts Payable	WEST MICHIGAN UNIFORM		40.80
	Invoice		Date	Description	Amount
		5388392	02/20/2020	RUGS	40.80
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 4		\$13,085.54
Checks:		4	\$13,085.54		

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

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		02/13/2020		57801
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	101 - CUNNINGHAM DALMAN P.C.	266935	AIRPORT - LEGAL SERVICES	01/06/2020	01/31/2020	256.00
	101 - CUNNINGHAM DALMAN P.C.	266936	AIRPORT - LEGAL SERVICES	01/06/2020	01/31/2020	96.00
	101 - CUNNINGHAM DALMAN P.C.	266937	AIRPORT - LEGAL SERVICES	01/06/2020	01/31/2020	128.00
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00002665	AIRPORT - ACCT #05613100-02	01/31/2020	01/31/2020	142.07
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00002666	AIRPORT - ACCT #05613700-01	01/31/2020	01/31/2020	485.48
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00002667	AIRPORT - ACCT #05613990-01	01/31/2020	01/31/2020	106.58
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00002668	AIRPORT - ACCT #05614000-01	01/31/2020	01/31/2020	92.69
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00002669	AIRPORT - ACCT #05614220-01	01/31/2020	01/31/2020	644.01
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00002670	AIRPORT - ACCT #77524493-02	01/31/2020	01/31/2020	106.47
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00002671	AIRPORT - ACCT #77524873-01	01/31/2020	01/31/2020	49.63
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00002672	AIRPORT - ACCT #77526597-00	01/31/2020	01/31/2020	24.22
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00002673	AIRPORT - ACCT #77527804-01	01/31/2020	01/31/2020	1,346.15
	146 - HOLLAND BOARD OF PUBLIC WORKS	2020-00002674	AIRPORT - ACCT #77528427-00	01/31/2020	01/31/2020	80.00
	3992 - PROFESSIONAL BUILDING SERVICES LLC	847	AIRPORT - JANUARY 2020 CLEANING SERVICES	01/31/2020	01/31/2020	598.00
	322 - VISION AIR CENTER - HOLLAND	20-058415	AIRPORT - INTERNET AND PHONES	01/31/2020	01/31/2020	552.50
	322 - VISION AIR CENTER - HOLLAND	20-058429	AIRPORT - RUNWAY SAND	01/31/2020	01/31/2020	840.76
	322 - VISION AIR CENTER - HOLLAND	20-058439	AIRPORT - JANUARY SERVICES	01/31/2020	01/31/2020	9,832.46
	206 - WEST MICHIGAN UNIFORM	292744	AIRPORT - RUGS	01/31/2020	01/31/2020	122.40
Total Selected Invoices: 18						\$15,503.42

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 02/13/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	02/13/2020	57801 Accounts Payable	CUNNINGHAM DALMAN P.C.		480.00
	Invoice	Date	Description		Amount
	266937	01/06/2020	AIRPORT - LEGAL SERVICES		128.00
	266936	01/06/2020	AIRPORT - LEGAL SERVICES		96.00
	266935	01/06/2020	AIRPORT - LEGAL SERVICES		256.00
Check	02/13/2020	57802 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		3,077.30
	Invoice	Date	Description		Amount
	2020-00002665	01/31/2020	AIRPORT - ACCT #05613100-02		142.07
	2020-00002666	01/31/2020	AIRPORT - ACCT #05613700-01		485.48
	2020-00002667	01/31/2020	AIRPORT - ACCT #05613990-01		106.58
	2020-00002668	01/31/2020	AIRPORT - ACCT #05614000-01		92.69
	2020-00002669	01/31/2020	AIRPORT - ACCT #05614220-01		644.01
	2020-00002670	01/31/2020	AIRPORT - ACCT #77524493-02		106.47
	2020-00002671	01/31/2020	AIRPORT - ACCT #77524873-01		49.63
	2020-00002672	01/31/2020	AIRPORT - ACCT #77526597-00		24.22
	2020-00002673	01/31/2020	AIRPORT - ACCT #77527804-01		1,346.15
	2020-00002674	01/31/2020	AIRPORT - ACCT #77528427-00		80.00
Check	02/13/2020	57803 Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice	Date	Description		Amount
	847	01/31/2020	AIRPORT - JANUARY 2020 CLEANING SERVICES		598.00
Check	02/13/2020	57804 Accounts Payable	VISION AIR CENTER - HOLLAND		11,225.72
	Invoice	Date	Description		Amount
	20-058415	01/31/2020	AIRPORT - INTERNET AND PHONES		552.50
	20-058429	01/31/2020	AIRPORT- RUNWAY SAND		840.76
	20-058439	01/31/2020	AIRPORT - JANUARY SERVICES		9,832.46
Check	02/13/2020	57805 Accounts Payable	WEST MICHIGAN UNIFORM		122.40
	Invoice	Date	Description		Amount
	292744	01/31/2020	AIRPORT - RUGS		122.40
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 5		\$15,503.42

City of Holland  
**Payment Batch Register**  
Bank Account: CITY AP - PAYABLES ACCOUNT  
Batch Date: 02/13/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
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Checks:		5				\$15,503.42
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City of Holland  
**Accounts Payable Payment Post Listing**

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		03/19/2020		58285
<b>Selected Invoices</b>	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24210	AIRPORT - PROGRESS BILLING	03/04/2020	03/19/2020	1,495.00
	101 - CUNNINGHAM DALMAN P.C.	268970	AIRPORT - LEGAL SERVICES	03/12/2020	03/19/2020	64.00
	101 - CUNNINGHAM DALMAN P.C.	368969	AIRPORT - LEGAL SERVICES	03/12/2020	03/19/2020	83.21
	2524 - RAPID SHRED	131699	AIRPORT - SERVICES	02/06/2020	03/19/2020	45.00
	206 - WEST MICHIGAN UNIFORM	5384112	AIRPORT - RUGS	02/06/2020	03/19/2020	40.80
Total Selected Invoices: 5						<u>\$1,728.01</u>



City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 03/19/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	03/19/2020	58285 Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		1,495.00
	Invoice		Date	Description	Amount
		24210	03/04/2020	AIRPORT - PROGRESS BILLING	1,495.00
Check	03/19/2020	58286 Accounts Payable	CUNNINGHAM DALMAN P.C.		147.21
	Invoice		Date	Description	Amount
		268970	03/12/2020	AIRPORT - LEGAL SERVICES	64.00
		368969	03/12/2020	AIRPORT - LEGAL SERVICES	83.21
Check	03/19/2020	58287 Accounts Payable	RAPID SHRED		45.00
	Invoice		Date	Description	Amount
		131699	02/06/2020	AIRPORT - SERVICES	45.00
Check	03/19/2020	58288 Accounts Payable	WEST MICHIGAN UNIFORM		40.80
	Invoice		Date	Description	Amount
		5384112	02/06/2020	AIRPORT - RUGS	40.80
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 4		<u>\$1,728.01</u>
Checks:		4	\$1,728.01		

City of Holland

# Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account	Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT	03/26/2020		58407	
<b>Selected Invoices</b>	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2020-00003078	AIRPORT - FEBRUARY 2020 CREDIT CARD STATEMENT	02/29/2020	03/26/2020	550.00
	130 - SEMCO ENERGY GAS COMPANY - ACH	2020-00003079	AIRPORT - GAS BILL 0361537.501	03/26/2020	03/26/2020	796.91
Total Selected Invoices: 2						\$1,346.91

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 03/26/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
EFT	03/26/2020	5911 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	550.00
	Invoice	Date	Description		Amount
	2020-00003078	02/29/2020	AIRPORT - FEBRUARY 2020 CREDIT CARD STATEMENT		550.00
EFT	03/26/2020	5912 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	796.91
	Invoice	Date	Description		Amount
	2020-00003079	03/26/2020	AIRPORT - GAS BILL 0361537.501		796.91
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 2		\$1,346.91
EFTs:	2		\$1,346.91		

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
<b>Selected Invoices</b>	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

City of Holland  
**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
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
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:			Transactions: 3		\$1,058.32
Checks:		3	\$1,058.32		

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