

West Michigan Airport Authority

Regular Meeting Agenda

January 13, 2020

****11:30am – 1:00pm****

Airport Business Center, 60 Geurink Boulevard, Main Conference Room (Holland)

1. Public Comment.
2. Consideration of December 9, 2019 meeting minutes. (Action Requested)
3. 2019 Economic Update for the West Michigan Lakeshore Region. (Beth Blanton)
4. FBO Report. (Terry Boer)
5. Document Retention Policy. (Action Required)
6. Schedule for Preparation of the Fiscal Year 2021 Budget.
7. Progress on Fiscal Year 2020 Action Plan Activities.
8. Activity Updates:
 - i. Communications Strategy.
 - ii. North Hangar Park.
 - iii. Runway & Lighting Rehabilitation Projects.
9. Financial Reports. (Accept as information)
10. Other Business.
 - A. Next meeting: February 10, 2020, 11:30am, at the Airport Business Center.
11. Adjourn.

Authority Members

City of Holland

Dave Hoekstra
Scott Corbin
Connor Bos

City of Zeeland

Kevin Klynstra
Beth Blanton
Les Hoogland

Park Township

Russ Sylte
Skip Keeter
Cal Matthyse

Ex-officio

Jim Storey
Randy
Meppelink

If you are not able to attend the meeting, please contact Greg Robinson (g.robinson@wmairportauthority.com) or Aaron Thelenwood (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

MEETING MINUTES

December 9th, 2019

*****11:30am – 1:00pm*****

Airport Business Center

PRESENT: Hoekstra, Corbin, Bos, Klynstra, Hoogland, Sylte, Keeter, Meppelink

ABSENT: Blanton, Matthyse, Storey

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.

19.12.01 Public Comments.

None.

19.12.02 Consideration of the October 14, 2019 Meeting Minutes

Hoogland made a motion, with support by Hoekstra to approve the October 14th Meeting Minutes as presented. Motion carried.

19.12.03 Presentation of Fiscal Year 2019 Audit

Rehmann Robson has completed the Fiscal Year (FY) 2019 financial audit of the West Michigan Airport Authority. The Authority contracts with the City of Holland for financial services and the City staff worked closely with Rehmann to provide the information necessary for this audit.

Once again, the FY2019 audit indicates the sound financial position of the Authority. The Authority strives to be an excellent steward of the finances provided by various revenue sources, including the taxpayers of Park Township and the cities of Holland and Zeeland. The FY19 audit reflects this position.

At this point, the Authority has been able to save for capital projects, manages its potential risks by purchasing appropriate insurance policies, and conducts its day to day operations in a financially responsible manner.

The audit notes a fund balance of \$817,696 as of June 30, 2019. It is this balance

that the Authority draws-down on as it funds its share of capital projects. This fund balance does not take into account other capital projects planned for the next several years (Runway rehab, replacement of runway lights, north hangar park taxiway, etc.).

The 2019 audit also notes:

- Assets exceed liabilities by \$8,641,981. This is due largely to the capital assets of the Authority.
- The Authority does not have any debt.
- The Authority invests a portion of its fund balance with the City of Holland pooled investments.

Representative from Rehmann Robson reviewed the audit with the Board.

Motion was made by Hoekstra, with support by Klynstra to accept the Fiscal Year 2019 Audit as presented. Motion Carried.

19.12.04 Proposed Airport Zoning Changes

The City of Holland is currently engaged in an exhaustive & comprehensive process for updating their Zoning Ordinance. As part of this process, we are working to establish an Airport Zoning District. Currently, the Airport is located on property currently zoned as "Agricultural." This zoning designation has existed since the founding of the airport. Consequentially, this designation means that any development on the airport is considered a "conditional use." When we look to develop on airport property (construction of buildings, hangars, etc.) these projects need to go through the City's Zoning Board for approval as conditional use. By establishing an Airport Zoning District, this conditional use status would be removed.

Airport Authority Staff have been working closely with the City and their consultant to develop parameters for development on airport property which are easy to understand, streamlined, and in-line with our long-term strategic goals. The intent of this effort is to provide guidelines within the Airport Zoning District which promote strategic development within airport property while also adhering to requirements & restrictions set in place by MDOT- Aeronautics Division & the FAA, while also removing hurdles associated with the conditional use designation.

This process is approaching and end and, once complete, we will bring the final Airport Zoning designation back to the Board for approval, which will likely occur early 2020.

The Airport Zoning changes were presented by Holland's Senior Planner and a representative of MCKENNA planning services.

Klynstra made a motion, with support from Bos to accept, as information, the Airport Zoning Changes as presented. Motion carried.

19.12.05 FBO Report

FBO Boer stated that things were going well and that he will be filling in as the manager of the Muskegon Airport for a short period of time.

19.12.06 Activity Updates

1. Runway/lighting Rehabilitation Grant Approval – Robinson reviewed the \$3million dollar grant monies and where the monies will be spent. FBO Boer noted that the airport will be closed for approximately 7 days during the September rehab project next year.
2. Communications Strategy—the Boileau survey will target certain individuals and will probably be emailed sometime in January.
3. North Hangar Park—Robinson stated that the FAA would not have funding until 2024 for this project, if approved. He then discussed six viable options for alternative funding since the interested parties will like to start the project next year.
4. Public Hangar Administrative items---our current T-Hangar lease will be revised in order to deal with some ongoing issues and to better meet the growing need for T-Hangar space.
5. Airport Tour Groups—Robinson reported that last week Jim Storey brought a group of County Commissions to tour the airport. Also, the local Chamber of Commerce Leadership Group will be here on December 11 for a tour.
6. Operation Good Cheer—This past Saturday WM Regional Airport participated in an event which bought 16 planes originating from Pontiac, MI and carrying approximately 600 gifts to over 175 area foster children in the Holland area. Arbor Circle and Bethany Christian Services volunteers greeted the planes as they arrived and unloaded presents into vans to be later delivered to the homes. This event is coordinated by Child and Family Services of MI and is now in it's 48th year.
7. 2020 Meeting Schedule—the Board acknowledged the written schedule.

19.12.07 Financial Reports

Hoekstra made a motion, supported by Keeter to approve the expenses as presented. Motion Carried.

19.12.08 Other Business

Robinson noted that Board Member Cal Matthyse's term will expire at the end of December.

Meeting Adjourned at 1:00 pm

Minutes Approved: _____(Secretary)

Date: _____



2019

West Michigan Lakeshore Region Economic Update

ALLEGAN AND OTTAWA COUNTIES

Lakeshore Advantage and partnering organizations interview over 120 local executives each year to understand growth opportunities and obstacles to growth in Allegan and Ottawa counties. This report includes the analysis of interview responses from June 2018 through May 2019 and other data to show key points about **the economic health of area employers and the region** as a place to do business.

OF THOSE INTERVIEWED



22%
have facilities
outside the
country.



28%
have facilities in
other states.



73%
report plans to
expand in the
next three years.

2017: **73%** 2018: **69%**

Of those planning to expand, respondents report a possible average of:



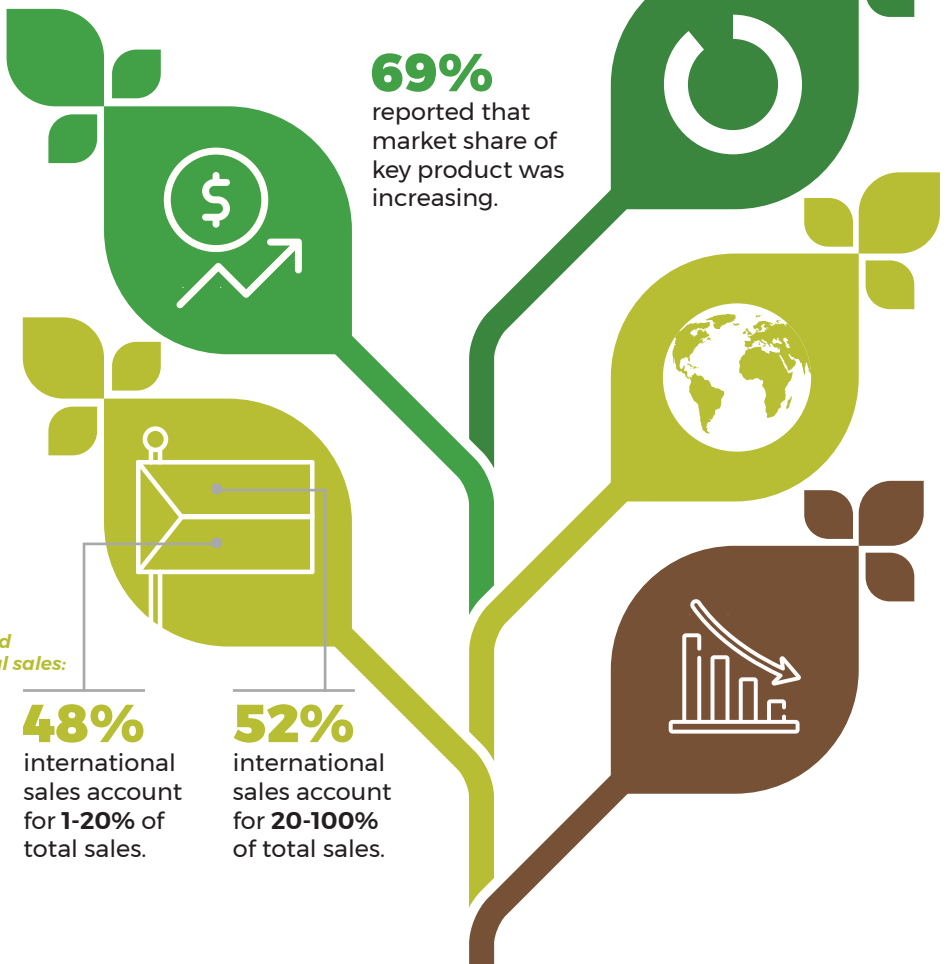
25
new jobs per
potential
expansion.



\$7M
average
potential
investment

AREAS OF GROWTH

Local companies report growth in these areas:



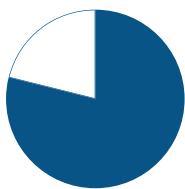
Of those
who reported
international sales:

BARRIERS TO GROWTH

The top reported barriers to growth in Allegan and Ottawa counties were **Labor** (first) and **Land and Building Availability and Cost** (second).



1.3% Q1 2019 Industrial Vacancy Rate for West Michigan*



79% of respondents reported experiencing **recruitment issues**.
Down from 81% in 2018.

Hardest Positions to Fill **

- Engineers (mechanical, electrical, software)
- Skilled Trades (maintenance/technician, electrician, tool & die)
- Material Handling & Planning
- Operator/Assembly

Job growth outpaced the national growth rate by

3.2% ****

2.9%

Unemployment Rate (2018) ****

Fastest Growing Counties in Michigan 2010-2018 Growth Rate***

10.1%

Ottawa County (#1)

5.31%

Allegan County (#7)

Sources: *Colliers International, West MI Research & Forecast Report

**Talent Pipeline Management Employer Survey (2018)

*** U.S. Census Bureau

****EMSI - Economic Modeling

COMMUNITY SERVICES

Executives were asked to rate the **quality of 25 services** provided by the community on a **scale of 1 to 7**.



6.5

Fire/police/ambulance

6.3

Chamber of Commerce

6.1

Community amenities

Schools (K-12)

Colleges and universities

6.0

Health care

5.3

Property tax assessment

5.0

Child care

4.8

Housing

Local streets and roads

4.5

Highways (state & federal)

4.3

Public transportation

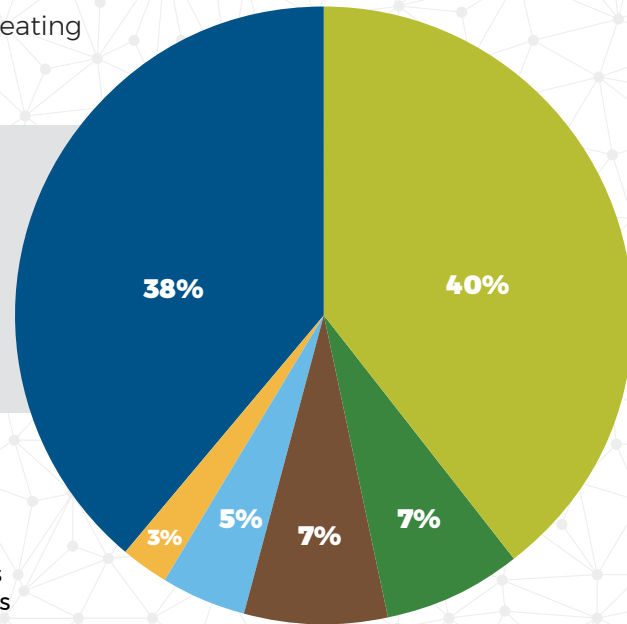


WHY MANUFACTURING MATTERS

A **Primary Employer** exports goods and services out of the region, returning wealth and creating good jobs in the community.

TOTAL GROSS REGIONAL PRODUCT 2018

- Manufacturing (\$8.22B)
- Wholesale Trade (\$1.54B)
- Government (\$1.53B)
- Retail Trade (\$947.68M)
- Agribusiness (\$507.51M)
- Other (~\$8.6B)



Manufacturing jobs **pay 35% higher wages** than average jobs in the region.

\$76.3K

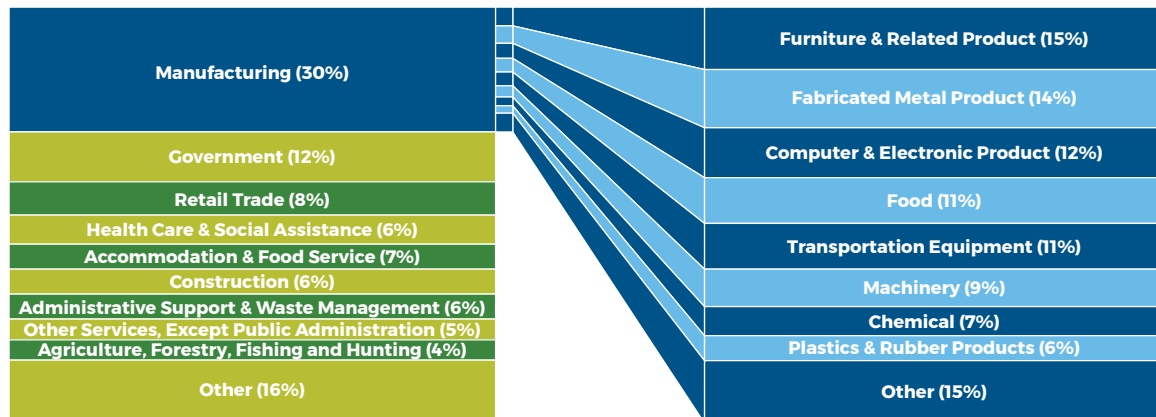
Average Manufacturing Earnings Per Worker (2018)
Source: EMSI

\$56.7K

Average Earnings Per Worker Across All Jobs (2018)

MANUFACTURING PROFILE

The largest industries in Allegan and Ottawa counties by employee count.



Source: Michigan Department of Labor and Economic Growth, Bureau of Labor Market Information and Strategic Initiatives

WHAT OTHERS ARE SAYING ABOUT OUR REGION

Happiest Seaside Town in America
Coastal Living



Top "Superstar" Metro Areas Nationwide
Reuters



Best Small City to Start a Business, 4 Years in a Row (Holland)
wallethub.com



Fastest Growing Economies in the U.S.
Forbes

Most Popular Market for Millennials, Best Places to Live
US News & World Report

Research conducted in partnership with



Report analysis provided by



www.lakeshoreadvantage.com
West Michigan's Business Advantage

WMAA MONTHLY FBO REPORT

Total Fuel Gallons Delivered	Current Month Dec. 2019 43,327	One Year ago Dec. 18 39,428	Fiscal Year To Date 10-1-19 to 9-30-20 150,386	F/Y to Date Compared 2018 5,778
Transplant Flights	0			
Wings Of Mercy Flights	0			
Freight Flights From/To Holland	3			
FREIGHT WEIGHT	1125 Lbs.			
NUMBER OF PARTS IF KNOWN	1 Skid+23 boxes			

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



January 13, 2020

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Assistant Airport Authority Manager.
Subject: **Document Retention Policy.**

To ensure continued support and trust of the public, it is important the Airport maintain its records in accordance with best practices and adopted state and local regulations. The goal of this document is to establish and clarify a records management policy for West Michigan Regional Airport with respect to the creation, use, maintenance, scheduling and disposition of any form of documents or records while ensuring the efficient administration and management of these records and the preservation of those having long-term or permanent value.

It is the intent of the West Michigan Airport Authority (WMAA) to adopt a policy in line with the City of Holland and the State of Michigan Records Management Schedules for the safe and necessary retention and disposal of records. This ensures our practices are in line with those of the City Treasurer & City Clerk's Offices

Recommendation

It is recommended that the Authority Board approve the Document Retention Policy as presented.

West Michigan Airport Authority Retention & Disposing Policy

DRAFT: January, 2020

1. Policy Statement

It is the policy of the West Michigan Airport Authority (WMAA) to follow the City of Holland and the State of Michigan Records Management Schedules for the safe and necessary retention and disposing of records.

2. Purpose

To establish and clarify a records management policy for West Michigan Regional Airport with respect to the creation, use, maintenance, scheduling and disposition of any form of documents or records. To ensure the efficient administration and management of these records and the preservation of those having long-term or permanent value.

3. The Program

It is believed that the establishment of records disposition procedures for the use of municipal officials will help ensure the preservation of records of permanent value and encourage the destruction of nonessential records when appropriate. An effective records management program can reduce storage and retrieval costs and increase productivity.

4. Public Records

This policy defines "public records" as "any papers, books, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by an entity under law or in connection with the exercise of its powers and the discharge of its duties." Retention periods listed on the following schedules apply to information in all forms and formats. The fact that information is created and stored electronically or on microfilm rather than on paper has no bearing on its retention status.

Records are scheduled for permanent retention if they have continuing administrative and legal value. Such records are also historically valuable. However, the fact that records are not scheduled for permanent retention does not necessarily mean they do not have any historical value.

POLICY

The Airport shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as set forth below.

“Records”, shall mean such paper, book, photograph, film, sound recording, map, drawing or other document, or any copy thereof, as has been made or received by the department in connection with the transaction of public business and may have been retained by the department as evidence of the department’s activities, for the information contained therein, or to protect the legal or financial rights of the City and County or of persons directly affected by the activities of the City and County”.

Documents and other materials that do not constitute “records” may be destroyed when no longer needed, unless otherwise specified below.

The records of the Airport shall be classified for purposes of retention and destruction as follows:

Record Series	Minimum Retention Period	Disposition
Annual Reports	Permanent	If changed, contact Archives of Michigan
Correspondence & Memorandum:		
a. General or Routine	2 yrs.	
b. Policy	Permanent	If changed, contact Archives of Michigan
Meeting Minutes	Permanent	If changed, contact Archives of Michigan
Airfield Inspection Reports	Current + 6 Years	
Budget	Current + 5 Years	
Construction Plans	Permanent	If changed, contact Archives of Michigan
Daily Balance Sheets	Current + 5 Years	
Hangar Leases	Life of Lease + 6 years	
Height Zoning Report	Permanent	
Operational Field Report	Current + 1 year	
Appraisals	Current + 6 years	
Capital Projects & Purchases	10 Years	
FAA/MDOT Funded Projects	20 Years	
Contracts w/Engineer/Architect/Construction	10 Years	
Manuals	10 Years	
Sale of Airport Property	10 Years	
Property Purchase	Permanent	
Summons	10 Years	

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



January 13, 2020

To: West Michigan Airport Authority Board.
From: Greg Robinson, Airport Authority Manager.
Subject: **Schedule for Preparation of the Fiscal Year 2021 Budget.**

Following is the proposed schedule for preparation of the Authority's Fiscal Year 2021 operating and capital budgets.

- | | |
|------------------------------------------------------|--------------|
| 1. Prepare operating and capital budgets. | January |
| 2. Present proposed budgets to operations committee. | January/Feb. |
| 3. Present proposed budget to Board. | March 9 |
| 4. Board schedules public hearing. | March 9 |
| 5. Public hearing on budget. | April 13 |
| 6. Board approval of budget by resolution. | April 13 |
| 7. Resolution submitted to governmental units | by May 1 |

Recommendation

It is recommended that the Authority Board approve this proposed schedule for preparation and approval of the Fiscal Year 2021 operating and capital budgets.

West Michigan Airport Authority

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

January 6, 2019

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.
- Staff to complete relevant FEMA Incident Command Systems Training.
- Continue series of tabletop emergency incident trainings with local emergency management resources
- 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.
 - Planning to bid 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.
- 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.
- 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
- 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.
- Design and bid the rehabilitation of runway lights and LED lighting improvements.
- Remove the entrance parking lot and install landscaping on this site or determine alternative use for property.
- 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.
- Continue implementation of an airport development effort in cooperation with area economic development partners and private interests.
- Continue working to engage potential Partner Communities.
- Additional:
 - 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.

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	377,175.68	-	-	-	\$ 377,175.68
Year to date Expenses	203,500.51	34,228.39	-	-	<u>\$ 237,728.90</u>
Estimated Fund Balance as of 1/9/20					<u>\$ 957,144.01</u>
	<u>Budget</u>	<u>YTD</u>			
Remaining Operating Revenues	587,700.00	377,175.68			\$ 210,524.32
	<u>Budget</u>	<u>YTD</u>	<u>Encumbrances</u>		
Remaining Operating Expenses (excluding contingences)	371,560.00	203,500.51	13,310.17		<u>\$ 154,749.32</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 1/9/20					<u>\$ 839,629.01</u>
Other Expected Expenses:					
None			<u>-</u>		<u>\$ -</u>
Ending Fund balance after expected capital expenses					<u>\$ 839,629.01</u>



Budget Performance Report

Fiscal Year to Date 01/09/20

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	2,804.35	695.65	80	430.98
722808.1	Contr-Bldgs&Grnds Janitorial	10,050.00	.00	10,050.00	.00	.00	2,624.00	7,426.00	26	9,677.92
723850.0	Communications Telephone	2,400.00	.00	2,400.00	.00	.00	1,392.00	1,008.00	58	2,112.00
723850.WIFI	Communications WIFI Internet Connection	3,900.00	.00	3,900.00	.00	.00	1,875.00	2,025.00	48	3,750.00
723920.BPW	Public Utilities BPW	17,000.00	.00	17,000.00	.00	.00	8,764.43	8,235.57	52	15,923.67
723920.GAS	Public Utilities Natural Gas	6,000.00	.00	6,000.00	.00	.00	800.96	5,199.04	13	6,276.69
Department 541 - Business Center Totals		\$42,850.00	\$0.00	\$42,850.00	\$0.00	\$0.00	\$22,178.39	\$20,671.61	52%	\$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	\$34,228.39	\$8,621.61	80%	\$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	34,228.39	8,621.61	80%	54,350.57
Fund Z01 - WMAA (Airport) General Fund Totals		(\$42,850.00)	\$0.00	(\$42,850.00)	\$0.00	\$0.00	(\$34,228.39)	(\$8,621.61)		(\$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	34,228.39	8,621.61	80%	54,350.57
Grand Totals		(\$42,850.00)	\$0.00	(\$42,850.00)	\$0.00	\$0.00	(\$34,228.39)	(\$8,621.61)		(\$35,119.33)



Fund Equity Changes Report

Through 01/09/20
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	615,148.00	.00	25,000.00	590,148.00				
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	\$640,148.00	\$25,000.00	\$25,000.00	\$640,148.00	\$177,549.23	\$377,175.68	\$237,728.90	\$957,144.01
Fund Type	GENERAL FUND Totals	\$640,148.00	\$25,000.00	\$25,000.00	\$640,148.00	\$177,549.23	\$377,175.68	\$237,728.90	\$957,144.01
Fund Category	GOVERNMENTAL Totals	\$640,148.00	\$25,000.00	\$25,000.00	\$640,148.00	\$177,549.23	\$377,175.68	\$237,728.90	\$957,144.01
	Grand Totals	\$640,148.00	\$25,000.00	\$25,000.00	\$640,148.00	\$177,549.23	\$377,175.68	\$237,728.90	\$957,144.01



Budget Performance Report

Fiscal Year to Date 01/09/20

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	105,693.59	(5,693.59)	106	103,942.12
450582.P	Contributions from Other Govts From Park Township	100,000.00	.00	100,000.00	.00	.00	15,907.83	84,092.17	16	105,682.28
450582.Z	Contributions from Other Govts From City of Zeeland	70,000.00	.00	70,000.00	.00	.00	57,535.12	12,464.88	82	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	37,487.41	42,512.59	47	79,250.77
460654.7	Franchise Fees Landing Fees	33,000.00	.00	33,000.00	.00	.00	11,440.18	21,559.82	35	32,023.58
480665.0	Investment Income General	9,000.00	.00	9,000.00	.00	.00	7,788.67	1,211.33	87	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	48,401.75	.00	79,010.40	14,989.60	84	96,943.93
480669.25	Rental Agricultural Land Lease	12,500.00	.00	12,500.00	6,828.50	.00	12,523.65	(23.65)	100	12,262.89
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	.00	.00	19,560.00	38,440.00	34	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 000 - General Revenues Totals		\$587,700.00	\$0.00	\$587,700.00	\$55,230.25	\$0.00	\$377,175.68	\$210,524.32	64%	\$660,855.79
REVENUE TOTALS		\$587,700.00	\$0.00	\$587,700.00	\$55,230.25	\$0.00	\$377,175.68	\$210,524.32	64%	\$660,855.79
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	22,000.00	.00	22,000.00	.00	.00	5,411.58	16,588.42	25	17,745.26
710707.0	Payroll-Temporary Help General	33,230.00	.00	33,230.00	250.00	.00	13,931.93	19,298.07	42	26,133.04
711702.0	Payroll-Vacation/PTO General	2,800.00	.00	2,800.00	.00	.00	479.21	2,320.79	17	1,841.49
711703	Payroll-Holidays	1,500.00	.00	1,500.00	.00	.00	187.01	1,312.99	12	615.46
711716.1	Insurance Health	9,000.00	.00	9,000.00	.00	.00	3,578.45	5,421.55	40	7,548.30
711716.2	Insurance Dental	120.00	.00	120.00	.00	.00	21.84	98.16	18	69.71
711717	Insurance-Life & AD&D	55.00	.00	55.00	.00	.00	10.87	44.13	20	34.71
711718.1	Retirement Contribution MERS	1,650.00	.00	1,650.00	.00	.00	397.33	1,252.67	24	1,386.05
711720	Insurance-Income Protection	200.00	.00	200.00	.00	.00	44.87	155.13	22	141.76
712715	Employer FICA/Medicare Contribution	3,600.00	.00	3,600.00	19.13	.00	1,438.90	2,161.10	40	3,288.79
712723	Unemployment Comp Insurance	15.00	.00	15.00	.00	.00	3.11	11.89	21	5.56
712724	Workers Comp Insurance	30.00	.00	30.00	.00	.00	6.00	24.00	20	16.69
721730.0	Postage General	100.00	.00	100.00	.00	.00	22.68	77.32	23	60.94
721740.0	Operating Supplies General	1,500.00	.00	1,500.00	.00	.00	733.37	766.63	49	1,924.41
721740.CAP	Operating Supplies Controlled Items-Capital Type	2,000.00	.00	2,000.00	.00	4,757.22	.00	(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	3,958.16	9,041.84	30	14,736.63
721933.0	Equipment Maintenance General	21,000.00	.00	21,000.00	.00	.00	8,989.17	12,010.83	43	16,471.19
722801.9010	Contr-Printing/Promo Advertising/Promotional	30,000.00	.00	30,000.00	.00	8,552.95	10,700.85	10,746.20	64	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	5,783.98	4,216.02	58	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	15,366.77	(366.77)	102	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	10,627.08	14,372.92	43	27,438.47
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	64,000.00	.00	64,000.00	.00	.00	11,578.01	52,421.99	18	47,006.89
722809.16	Contractual-Misc Consulting	.00	.00	.00	.00	.00	.00	.00	+++	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	.00	.00	2,317.75	25,682.25	8	25,180.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	726.25	1,273.75	36	1,554.00
723850.0	Communications Telephone	.00	.00	.00	.00	.00	206.82	(206.82)	+++	339.69
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	300.00	(300.00)	+++	600.00
723860.0	Travel, Conf, Seminars General	2,000.00	.00	2,000.00	.00	.00	116.00	1,884.00	6	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	285.27	714.73	29	530.49
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	1,875.37	2,624.63	42	4,467.72
723920.PLOT	Public Utilities Parking Lot Lights	1,300.00	.00	1,300.00	.00	.00	732.04	567.96	56	1,368.24
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	.00	.00	2,739.43	3,260.57	46	5,073.43
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	2,306.14	2,693.86	46	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	1,176.19	823.81	59	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	.00	.00	+++	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	\$269.13	\$13,310.17	\$203,500.51	\$328,039.32	40%	\$448,187.23
EXPENSE TOTALS		\$544,850.00	\$0.00	\$544,850.00	\$269.13	\$13,310.17	\$203,500.51	\$328,039.32	40%	\$448,187.23

Budget Performance Report

Fiscal Year to Date 01/09/20

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	55,230.25	.00	377,175.68	210,524.32	64%	660,855.79
	EXPENSE TOTALS	544,850.00	.00	544,850.00	269.13	13,310.17	203,500.51	328,039.32	40%	448,187.23
Fund	Z01 - WMAA (Airport) General Fund Totals	\$42,850.00	\$0.00	\$42,850.00	\$54,961.12	(\$13,310.17)	\$173,675.17	(\$117,515.00)		\$212,668.56
	Grand Totals									
	REVENUE TOTALS	587,700.00	.00	587,700.00	55,230.25	.00	377,175.68	210,524.32	64%	660,855.79
	EXPENSE TOTALS	544,850.00	.00	544,850.00	269.13	13,310.17	203,500.51	328,039.32	40%	448,187.23
	Grand Totals	\$42,850.00	\$0.00	\$42,850.00	\$54,961.12	(\$13,310.17)	\$173,675.17	(\$117,515.00)		\$212,668.56



Trial Balance Listing

Through 01/09/20
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	341,560.60	308,344.02	887,162.83	782,138.46
113040.0	Accounts Receivable General	33,113.88	178,606.58	142,772.10	68,948.36	59,769.32
114026.2013	Taxes Receivable 2013	.10	.00	.10	.00	24.74
114026.2014	Taxes Receivable 2014	26.21	.00	.20	26.01	26.34
114026.2015	Taxes Receivable 2015	19.49	.00	2.72	16.77	20.01
114026.2016	Taxes Receivable 2016	25.72	.00	3.37	22.35	29.73
114026.2017	Taxes Receivable 2017	46.16	.00	.36	45.80	66.70
114026.2018	Taxes Receivable 2018	102.81	.00	40.06	62.75	.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	15,907.83	15,907.99	.00	33,046.63
119073.3	Due from Local Govt Units Due from Zeeland City	158.49	57,535.12	57,693.61	.00	137.09
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	\$593,610.13	\$525,143.53	\$957,144.01	\$876,787.30
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(36,910.17)	281,609.36	244,699.19	.00	(18,941.89)
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)	\$315,679.37	\$244,699.19	\$0.00	(\$18,941.89)
<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)	.00
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	.00	.00	.00	.00	(142,421.00)
342390	Fund Balance-Unassigned	(615,148.00)	25,000.00	.00	(590,148.00)	(182,912.00)
<i>FUND BALANCE Totals</i>		(\$640,148.00)	\$25,000.00	\$25,000.00	(\$640,148.00)	(\$640,148.00)
	P/Y Fund Equity Adjustment	(177,549.23)	.00	.00	(177,549.23)	.00
	Fund Revenues	.00	12,165.98	389,341.66	(377,175.68)	(424,520.95)
	Fund Expenses	.00	241,728.90	4,000.00	237,728.90	206,823.54
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$1,188,184.38	\$1,188,184.38	\$0.00	\$0.00
Grand Totals		\$0.00	\$1,188,184.38	\$1,188,184.38	\$0.00	\$0.00



Trial Balance Listing

Through 01/09/20
Detail Balance Sheet Listing
Exclude Rollup Account

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		12/12/2019		56805
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24111	AIRPORT - SERVICES	12/05/2019	12/12/2019	540.00
	452 - MIDSTATE SECURITY LLC	SV026982	AIRPORT - SERVICES	11/27/2019	11/30/2019	527.16
	322 - VISION AIR CENTER - HOLLAND	19-057204	AIRPORT - TOILET TISSUE	11/22/2019	11/30/2019	41.29
	322 - VISION AIR CENTER - HOLLAND	19-057344	AIRPORT - DECEMBER INTERNET AND PHONES	11/27/2019	11/30/2019	552.50
	322 - VISION AIR CENTER - HOLLAND	19-057435	AIRPORT - NOVEMBER SERVICES	11/30/2019	11/30/2019	9,227.97
Total Selected Invoices: 5						\$10,888.92

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 12/12/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	12/12/2019	56805 Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		540.00
	Invoice	Date	Description		Amount
	24111	12/05/2019	AIRPORT - SERVICES		540.00
Check	12/12/2019	56806 Accounts Payable	MIDSTATE SECURITY LLC		527.16
	Invoice	Date	Description		Amount
	SV026982	11/27/2019	AIRPORT - SERVICES		527.16
Check	12/12/2019	56807 Accounts Payable	VISION AIR CENTER - HOLLAND		9,821.76
	Invoice	Date	Description		Amount
	19-057204	11/22/2019	AIRPORT - TOILET TISSUE		41.29
	19-057344	11/27/2019	AIRPORT - DECEMBER INTERNET AND PHONES		552.50
	19-057435	11/30/2019	AIRPORT - NOVEMBER SERVICES		9,227.97
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 3		<u>\$10,888.92</u>
Checks:	3		\$10,888.92		