

## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



## West Michigan Airport Authority

### Regular Meeting Agenda

January 11, 2021

11:30am – 1:00pm

Meeting will be conducted through Zoom

<https://zoom.us/j/91903519109>

#### Authority Members

##### City of Holland

Dave Hoekstra  
Scott Corbin  
Megan Stumbo

##### City of Zeeland

Kevin Klynstra  
Beth Blanton  
Les Hoogland

##### Park Township

Russ Sylte  
Skip Keeter  
Jeff King

##### Ex-officio

Jim Storey  
Frank Garcia

1. Public Comment.
2. Election of Officers (Action Requested).
3. Consideration of December 14, 2020 meeting minutes (Action Requested).
4. Set Meeting Date & Format for Strategic Retreat (Action Requested).
5. Approve Amendment to Director's Employment Agreement – Approving Temporary Transitional Support to the City of Holland.\*\*\*
6. Procurement of Airport Authority Credit Card.
7. FBO Report (Accept as Information).
8. Updates:
  - A. Budget Preparation: Operations Committee Meeting (No Action)
    - i. Review Year over Year Fuel Sales
    - ii. Review Selected Expenses Chart
    - iii. Review Utilities
  - B. Priority Setting for 2021 and Beyond (No Action)
9. Financial Reports (Action Requested).
10. Updates from the Board.
11. Adjourn

Next Meeting will be held February 8<sup>th</sup>, 2021 via Zoom

*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

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

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January 11<sup>th</sup>, 2020

## REPORT 2

To: West Michigan Airport Authority Board.  
From: Aaron Thelenwood, Airport Authority Director.  
Subject: **Election of Officers for 2021.**

The Airport Authority by-laws require annual election of the Board Chairperson, Vice-Chairperson, Secretary and Treasurer. The 2020 holders of these positions are:

Chairperson	Russ Sylte, Park Township
Vice-Chairperson	Scott Corbin, City of Holland
Secretary	Beth Blanton, City of Zeeland
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 since this office is responsible for overseeing the finances of the Authority. Following the retirement of Tim Vagle, the current Director is Lynn McCammon.

**West Michigan Airport Authority**  
**Member and Staff Roster**  
(Revised 01.11.2021)

**City of Holland**

**Dave Hoekstra - 2nd Term**

443 Central Ave  
Holland, MI  
616.886-8000 (C)  
[d.hoekstra@cityofholland.com](mailto:d.hoekstra@cityofholland.com)

**Term Expiration: December 2021**

**OPERATIONS**

**Scott Corbin - 2nd Term**

3270 122nd Ave.  
Allegan, MI 49010  
269.673.0571 (O)  
[scorbin@allegancounty.org](mailto:scorbin@allegancounty.org)

**Term Expiration: December 2021**

**OPERATIONS**

**Megan Stumbo - 1st Term**

Holland, MI  
616.279.8268  
[EMAIL: stumbo.meg@gmail.com](mailto:stumbo.meg@gmail.com)  
**Term Expiration: June 30, 2024**

**Sara Byrd (Alternate)**

191 W 22nd Street  
Holland, MI 49423  
616.499.1415 (C)  
[q.byrd@cityofholland.com](mailto:q.byrd@cityofholland.com)

**City of Zeeland**

**Kevin Klynstra - 2nd Term**

21 S. Elm Street, Zeeland, MI 49464  
616.772.6400 Ext. 1218 (O)/ 616.283.3407 (C)  
[kklynstra@ci.zeeland.mi.us](mailto:kklynstra@ci.zeeland.mi.us)  
**Term Expiration: January 2022**

**COMMUNICATION**

**Beth Blanton - 1st Term**

201 W. Washington Ave. Loft 410, Zeeland, MI 49464  
616.772.5226 (O)/ 616.990.9798 (C)  
[beth.blanton@lakeshoreadvantage.com](mailto:beth.blanton@lakeshoreadvantage.com)  
**Term Expiration: January 2021**

**COMMUNICATIONS**

**Lester Hoogland - 2nd Term**

353 N. Colonial, Zeeland, MI 49464  
616.772.4156 (H)/616.218.5663 ©  
[clerk@ci.zeeland.mi.us](mailto:clerk@ci.zeeland.mi.us)  
**Term Expiration: January 2022**

**BUILDING & DEVELOPMENT**

**Sally Gruppen (Alternate)**

516 W. Lawrence, Zeeland, MI 49464  
616.772.4021 (H)  
[clerk@ci.zeeland.mi.us](mailto:clerk@ci.zeeland.mi.us)

**Park Township**

**Russ Sylte (Chair) - 2nd Term**

1835 Erin Isle Drive, Holland, MI 49424  
616.886.8530 (M)  
[rds@metalfloor.com](mailto:rds@metalfloor.com)  
**Term Expiration: February 2023**

**OPERATIONS**

**Skip Keeter - 2nd Term**

616.283.0514  
616.738.4240  
[ekeeter@parktownship.org](mailto:ekeeter@parktownship.org)  
**Term Expiration: November 2024**

**COMMUNICATIONS**

**Jeff King - 1st Term**

1268 W Lakewood Blvd, Holland, MI 49424  
517-425-2900  
[king.robert.j@gmail.com](mailto:king.robert.j@gmail.com)  
**Term Expiration: March 2024**

**COMMUNICATIONS**

**To Be Appointed (Alternate)**

Address, Holland, MI 49424  
phone  
[@parktownship.org](mailto:@parktownship.org)

**West Michigan Airport Authority**  
**Member and Staff Roster**  
(Revised 01.11.2021)

**Ex-Officio Members**

**Jim Storey (Allegan Co. Rep.)**  
344 West 35th Street, Holland, MI 49423  
616.848.9767 (C)  
[jmstore@yahoo.com](mailto:jmstore@yahoo.com)

**Frank Garcia (Ottawa County Rep.)**  
961 Bay Ridge Drive, Holland, MI 49424  
616.610.3995  
[fgarcia@miottawa.org](mailto:fgarcia@miottawa.org)

**COMMUNICATIONS, Bldg & Development**

**Youth-On-Board**

OPEN

**Other/Staff**

**Greg Robinson (Airport Authority Manager)**  
West Michigan Regional Airport  
60 Geurink, Holland, MI 49423  
616.368.3023 (O)/ 616.566.3759 (M)  
[g.robinson@wmairportauthority.com](mailto:g.robinson@wmairportauthority.com)

**Terry Boer (FBO)**  
FlyBy Air  
1581 S. Washington, Holland, MI 49423  
616.368-3032 (O)/ 616.443.9400 (M)  
[tboer@flybyair.net](mailto:tboer@flybyair.net)

**Aaron Thelenwood (Staff)**  
City of Holland  
270 S. River Avenue, Holland, MI 49423  
616.368.3021(O)/ 248.410.1402 (M)  
[a.thelenwood@wmairportauthority.com](mailto:a.thelenwood@wmairportauthority.com)

**Pam McCormick (Admin Analyst)**  
City of Holland  
270 S. River Avenue, Holland, MI 49423  
616.368.3026 (O)/ 520.808.8008 (M)  
[pmccormick@wmairportauthority.com](mailto:pmccormick@wmairportauthority.com)

# **West Michigan Airport Authority**

## **MEETING MINUTES**

**December 14, 2020**

**\*\*\*11:30am –1:00pm\*\*\***

### **Virtual Meeting Using Zoom**

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

**ABSENT:** Corbin

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

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

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

Dave Hoekstra, City of Holland, MI  
Megan Stumbo, City of Holland, MI  
Kevin Klynstra, City of Zeeland, MI  
Beth Blanton, City of Zeeland, MI  
Les Hoogland, City of Zeeland, MI  
Russ Sylte, Park Township, MI  
Skip Keeter, Park Township, MI  
Jeff King, Park Township, MI

#### **20.12.01 Public Comments.**

None

#### **20.12.02 November 9 and November 30, 2020 Meeting Minutes.**

Klynstra made a motion with support by King to approve the November 9<sup>th</sup> Meeting Minutes with a correction to the second motion regarding the Memorandum of Understanding with Nexus Climate Control, LLC. to read: Hoekstra made a motion with support by Klynstra to approve Item B since Nexus does not intend to compete with or become a FBO "and to learn more about item C"; and to approve the November 30<sup>th</sup> Special meeting minutes as written.

Aye votes- Hoekstra, Stumbo, Klynstra, Blanton, Hoogland, Keeter, King, Sylte

Nays: None

Motion carried.

### **20.12.03 Approval of the MERS Retirement Plans.**

Airport Authority Manager reported on the employment agreement with Aaron Thelenwood to serve as the Authority's Director includes the Board providing a retirement plan.

I have been working with the Municipal Employees' Retirement System (MERS) on a retirement plan for this new Director position. MERS is the same organization that handles the City of Holland, Park Township, MAX, Allegan County, Ottawa County, Community Pool Authority, and many other governmental unit retirement plans. After discussions with MERS, I am recommending that the Authority provide two plans: A Defined Contribution (DC) and a 457. The Authority would make its contributions to the DC plan and Aaron would make his (if any) to the 457.

Like the City of Holland, it is proposed that the Authority annually contribute 6% of Aaron's salary into the DC plan. Aaron does not have to make any contribution for this benefit. If Aaron wants to make a retirement contribution, he would do so to the 457 plan and the Authority would match up to another 2%. The Authority's match would be put into the DC plan for a maximum contribution of 8%.

The advantage of the 457 to Aaron is that the employee contribution to the DC plan must be set by the Authority at the start of the plan. So, if Aaron wants to contribute 2% and the Authority makes that part of the DC plan, Aaron (and any other future employee) must contribute 2% throughout their employment. The 457 plan allows Aaron to change his contribution percentage over his years with the Authority depending upon his financial situation. There are other flexibility benefits to Aaron with the 457 as well.

There are numerous documents that the Board needs to consider to become part of MERS and to offer the DC and 457 plans. The following documents are included with this report:

1. Resolution Establishing Authorized Signatures.
2. Resolution Adopting the Defined Contribution Plan.
3. Defined Contribution Plan Adoption Agreement.
4. Contribution Addendum for Defined Contribution.
5. Uniform 457 Supplemental Retirement Program Resolution.
6. 457 Participation Agreement.
7. Resolution for Adopting Act. No. 88. This Act allows for the transfer of MERS benefits from one MERS member to another MERS member. This Act will permit

Aaron's retirement benefits gained under the City of Holland's plan to be transferred to the Airport Authority DC plan.

**Recommendation**

To provide a retirement plan in accord with the Airport Authority Director Employment Agreement, it is recommended that the Board approve:

1. The resolution authorizing the Authority Board chairperson and vice-chairperson to sign MERS related documents (attachment 1);
2. The Defined Contribution Plan resolution (attachment 2);
3. The Defined Contribution Plan Adoption Agreement (attachment 3);
4. The Contribution Addendum for Defined Contribution (attachment 4);
5. The Uniform 457 Supplemental Retirement Program Resolution (attachment 5);
6. The MERS 457 Participation Agreement (attachment 6);
7. The MERS Resolution for Adopting Act No. 88 (attachment 7).

Three separate motions were made:

Motion was made by Hoekstra with support by Keeter to approve the resolutions and documents to establish the Defined Contribution Plan with MERS.

Aye votes- Hoekstra, Stumbo, Klynstra, Blanton, Hoogland, Keeter, King, Sylte

Nays: None

Motion carried.

Motion was made by Blanton with support by Klynstra to approve the resolution and documents to establish a 457 Plan with MERS.

Aye votes- Hoekstra, Stumbo, Klynstra, Blanton, Hoogland, Keeter, King, Sylte

Nays: None

Motion carried.

Motion was made by Keeter with support by Hoogland to approve the MERS resolution adopting Act 88.

Aye votes- Hoekstra, Stumbo, Klynstra, Blanton, Hoogland, Keeter, King, Sylte

Nays: None

Motion carried.

**20.12.04 Approval of Employment Agreement with Aaron Thelenwood**

AA Board Chair Sylte presented that on November 30<sup>th</sup>, 2020, the Authority Board held a special meeting to interview three potential candidates for the currently open Airport Authority Director Position. Following the meeting, the Board voted to approve the offering of the position to Aaron Thelenwood (current Airport Authority Operations Manager), subject to final contract negotiations.

On December 9<sup>th</sup>, 2020 I met to negotiate final terms of the contract agreement for the Airport Authority Director. We were able to land on a set of terms that were agreeable to all parties and we believe serve the best interests of the Airport Authority Board. The final terms of the contract for the Board's consideration are as follows:

1. That the term of the Agreement extends until **December 31, 2023**
2. The term of the agreement will be renewed after **December 31, 2023 for a three (3) year term**, upon completion of a successful employee evaluation and as agreed upon by the Authority and the Director. The agreement will be year to year after that.
3. That the annual compensation be approved at: **\$78,000**
4. The Authority agrees to provide a lump sum severance package of **three months of base salary**, including any unused PTO, unless the employee is terminated due to malfeasance or dereliction of duties
5. The Authority approves **one-hundred and sixty-nine (169) hours of paid time off** on an annual basis. Unused PTO (up to five (5) days max may roll over. Rollover PTO will not exceed five (5) days total year over year.
6. The Authority agrees to pay **\$3,000 annually** in way of medical & dental opt-out payments
7. Employee will recommend both a Short- and Long-Term disability plan to the Airport Authority for which **80%** will be covered by the Authority. This may include a self-funded option for Short term disability.
8. The Authority will contribute up to **6%** of the Employees base salary to a defined contribution plan *or* **8%**; contingent on employees own 2% contribution.

In addition, the Airport Authority agrees to provide the following benefits in support of the Director:

1. Cellphone reimbursement at **\$100 /month**

### **Recommendation**

It is recommended that the Airport Authority Board approve the Director employment agreement between the Airport Authority and Aaron Thelenwood, as presented.

Motion was made by King with support by Stumbo to approve the Director employment agreement between the Airport Authority and Aaron Thelenwood, as present.

Aye votes- Hoekstra, Stumbo, Klynstra, Blanton, Hoogland, Keeter, King, Sylte

Nays: None

Motion carried.



## **20.12.05 T-Hangar Lease Changes**

Thelenwood discussed the proposed T-Hangar lease.

On occasion, the Airport Authority reviews the terms of its various leases and agreements to ensure the terms remain clear and meet the needs of the Airport users and the Airport Authority overall. The Federal Aviation Administration also requires that our leases be designed to encourage “active aviation” and avoid long term storage of non-active aircraft or other items. The attached proposed lease agreement contains key updates staff have identified to be in line with these mandates and ensure consistent compliance and records keeping of the lease agreements.

In addition to these items, staff is also proposing that “billing” for T-hangar rents be brought in house and billed on a quarterly basis. The City of Holland finance department will issue invoices for rent every quarter. Rent will be due by the first day of each quarter and will be paid in advance. Bringing billing in house will relieve FlyBy Air Service staff of administrative burdens associated with oversight and compliance of the leases and billing quarterly will simplify tracking and accounting for City of Holland finance department staff. The lease update would also bring deadlines for key documents, such as Insurance Certificates, in line across all leases. Other key elements of this lease include:

1. Clearer language regarding submittal of Certificates of Insurance, due dates, and consequences for noncompliance;
2. Requirements that aircraft be certified, and active, as determined by inspections from FlyBy Air staff;
3. Clearer parameters for kit aircraft construction timelines; and,
4. Outlining a more active inspection routine by staff.

The goal of these revisions is to ensure compliance with the terms of the lease, promotion of active aviation, and consistent service and oversight from lease to lease. Staff would propose issuing the new leases beginning in January 2021.

### **Recommendation:**

It is recommended that the Airport Authority Board approve the revised T-hangar lease as presented.

The Board decided that the monthly rental rate should be reviewed again mid-summer 2021 for a potential rate increase for 2022. They will be looking at lease rates charged at other area hangars and if there are administration fees with the City of Holland once they take over the billing process.

Motion was made by Hoekstra with support by Keeter to approve the revised T-Hangar lease as present.

Aye votes- Hoekstra, Stumbo, Klynstra, Blanton, Hoogland, Keeter, Sylte

Abstain: King

Nays: None

Motion carried.

#### **20.12.06 FBO Report**

FBO Boer reported that November fuel sales were better than expected, however, they are still down. He is hoping things will open again soon.

#### **20.12.07 Review of 5-year Capital Cash Flow Plan**

Robinson reviewed the plan and addressed questions from the Board.

Motion was made by Blanton with support by Hoekstra to accept the plan as information only.

Aye votes- Hoekstra, Stumbo, Klynstra, Blanton, Hoogland, Keeter, King, Sylte

Nays: None

Motion carried.

#### **20.12.08 Proposed FY 2022 Budget Schedule**

Thelenwood discussed the proposed schedule for preparation and approval of the Fiscal Year 2022 (July 1, 2021 – June 30, 2022) budget:

**January/February 2021:** Operations Committee reviews the preliminary Action Plan, operating and capital budgets.

**February 8<sup>th</sup>, 2021:** Board considers proposed Action Plan.

**February 8<sup>th</sup>, 2021:** Board considers the operating and capital budgets and sets public hearing for March 8<sup>th</sup> Board meeting.

**March 8<sup>th</sup>, 2021:** Board holds public hearing and approves the budget if no changes are necessary as the result of the hearing. If changes are necessary, Public meeting will be pushed to April 12<sup>th</sup>.

**April/May 2021:** Millage rate submitted to local government members.

### **Recommendation**

It is recommended that the Authority Board approve the Fiscal Year 2022 budget schedule as presented in this report.

Motion was made by Hoogland with support by Klynstra to approve the Fiscal Year 2022 budget schedule as presented.

Aye votes- Hoekstra, Stumbo, Klynstra, Blanton, Hoogland, Keeter, King, Sylte

Nays: None

Motion carried.

### **20.12.09 Board Meeting Schedule for 2021**

Thelenwood presented the schedule for 2021. The Airport Authority meets the second Monday of every month commencing at 11:30am.

Motion was made by Klynstra with support by Keeter to approve the Board meeting schedule for 2021 as presented.

Aye votes- Hoekstra, Stumbo, Klynstra, Blanton, Hoogland, Keeter, King, Sylte

Nays: None

Motion carried.

### **20.12.10 Financial Reports**

Keeter made a motion with support by Hoogland to accept the financial reports as information.

Aye votes- Hoekstra, Stumbo, Klynstra, Blanton, Hoogland, Keeter, King, Sylte

Nays: None

Motion carried.

### **20.12.11 Other Business**

A. Fogg Hangar project status- Robinson reported that he and Ben Fogg are still discussing the land lease and Hangar 3 partners lease and hopes to have the needed documents for the January 2021 meeting.

B. Runway/Lighting rehab project status-Thelenwood stated that this project is still on course for the Spring of 2021.

### **20.12.12 Next Meeting**

The next Board meeting will be held January 11, 2021, 11:30a.m., format will be a Virtual Meeting using Zoom.

Meeting Adjourned at 1:00 P.M.

\_\_\_\_\_

**Minutes Approved:** (Secretary)

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

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January 11<sup>th</sup>, 2020

### REPORT 4

To: West Michigan Airport Authority Board.  
From: Aaron Thelenwood, Airport Authority Director.  
Subject: **Set Meeting Date & Format for Strategic Retreat.**

Given the start of the New Year, and the commencement of budget season, the Airport Authority is in the process of setting it's agenda over the next twelve months and beyond. Additionally, following the upheaval of 2020 and the ongoing coronavirus pandemic, which have both impacted operations at the Airport, contrasted with the continued interest in development on airport property and major restructuring of staff, we are facing both significant challenges and opportunities on our horizon. Given these circumstances and as organizations across the board are redefining "business as usual" I am recommending the Board set a special Strategic Planning Retreat to review the current state of the economic environment and begin planning future Airport Priorities Accordingly.

A proposed meeting date for this retreat is (MM/DD/2021). The goal of the meeting is to set a clear agenda for the Airport in the near term and identify opportunities, challenges, and objectives in the mid and long term as well. This retreat would be part of a long term strategic planning effort.

#### Recommendation:

It is recommended that the Board schedule Strategic Retreat date of: X as described.

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January 11<sup>th</sup>, 2020

## REPORT 5

To: West Michigan Airport Authority Board.  
From: Aaron Thelenwood, Airport Authority Director.  
Subject: **Approve Amendment to Director's Employment Agreement – Approving Temporary Transitional Support to the City of Holland.\*\*\*.**

As I transition out of my role with the City of Holland, there are a number of key projects and programs I'll be handing off to current City staff to carry while the position is backfilled. Chiefly among these is rollout of the City's new curbside recycling cart program. I leave this project in a critical moment and, as such, the City of Holland has asked whether or not I'd be willing to support key components of this effort as an independent contractor and to onboard the new Sustainability Manager when hired in March.

I am amenable to providing support in a limited capacity, and in addition to (not in lieu of) my responsibilities and time commitments to the Airport Authority. However, the Director agreement excludes outside work so any arrangement with the City would require an amendment.

Approving this amendment for outside work would both:

- a. Further solidify an already strong collaborative working relationship between the Airport and City Hall; and,
- b. Would allow the Director to engage in other limited employment activities in the future that could be of indirect benefit the airport authority; for example: limited teaching, consulting, or other similar opportunities

The intent of the working arrangement with the City of Holland would be limited hours (between five and ten hours max per week) and not to extend beyond a maximum commitment of six months; The arrangement could end sooner as determined by the City, The Authority, or myself. Any employment under this amendment would need to be approved by the Airport Authority Board with a clear justification as to how the outside employment would be of benefit to the Authority.

## **West Michigan Airport Authority**

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Attached to this report is sample language as taken from the International City/County Manager's Association's standard City Manager Agreement.

### **Recommendation:**

It is recommended that the Airport Authority Board approve the Amendment to Director's Employment Agreement – Approving Temporary Transitional Support to the City of Holland, as described and subject to final approval as to form by the Authority's Attorney.

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

## Section 15: Outside Activities

The employment provided for by this Agreement shall be the Employee's primary employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employer and the community, the Employee may elect to accept limited teaching, consulting or other business opportunities with the understanding that such arrangements must neither constitute interference with nor a conflict of interest with his or her responsibilities under this Agreement.

## Section 16: Moving and Relocation Expenses

### Recommended Language

Employee agrees to establish residence within the corporate boundaries of the local government, if required, within [number] months of employment, and thereafter to maintain residence within the corporate boundaries of the local government.

- A. Employer shall pay directly for the expenses of moving Employee and his/her family and personal property from [location name] to [location name]. Said moving expenses include packing, moving, storage costs, unpacking, and insurance charges. The Employee shall provide evidence of actual moving expenses by securing quotations from three (3) companies. The Employee shall submit these quotes to the Employer who, in consultation with the Employee, shall select the moving company.
- B. Employer shall reimburse Employee for actual lodging and meal expenses for his/her family in route from [location name] to [location name]. Mileage costs for moving two personal automobiles shall be reimbursed at the current IRS allowable rate of [cents amount] per mile.
- C. Employer shall pay Employee an interim housing supplement of [dollar amount] per month for a period commencing [date], and shall continue for a maximum of [#] months, or until a home is purchased and closed on, within the corporate limits of the [local government name], whichever event occurs first.
- D. Employer shall reimburse Employee for a total of [number] round trip air fares for Employee and his/her family [amount of total tickets] at any time during the first year of service to assist with house hunting and other facets of the transition and relocation process. The Employee and his/her family may utilize and distribute the total [enter number] individual round trip tickets in any combination of individual members making the trips. The Employee shall be reimbursed for actual lodging and meal expenses incurred by Employee or his/her family members on any trips conducted prior to relocation, as detailed herein.
- E. The Employee shall be reimbursed, or Employer may pay directly, for the expenses of packing and moving from temporary housing to permanent housing during the first year of this agreement. The cost of this move shall not exceed (dollar amount).
- F. The Employer shall pay the Employee's tax liability on all Employer provided benefits for relocation and housing.



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January 11, 2021

Report #6

**To:** West Michigan Airport Authority Board.  
**From:** Aaron Thelenwood, Airport Authority Director.  
**Subject:** **Procurement of Airport Authority Credit Card.**

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The City of Holland provides several financial and accounting support services as part of the Management Agreement between the City and the Airport Authority. Included in this agreement has been access to the City's Credit Card for limited airport purchases. In 2016, the City of Holland allowed each of its departments to obtain and manage their own credit cards, in part to relieve some of the administrative burden from Finance Department staff. At that time, the Airport Authority chose not to procure a card of its own. Further, due to my prior placement within City Hall, it was a simple enough process to "check-out" the City's Credit Card for Airport purchases. Given the recent move by the Airport Authority to appoint a full-time director, and that I will no longer be housed in City Hall, it is recommended that the Airport Authority consider procuring its own credit card.

Usage of the card would occur within the following parameters:

- The card will have a \$5,000 limit.
- It will be used for purchases that cannot wait for AP checks and subscription services that require a card for automatic billing (Website Hosting and Office 365 subscription for example).
- Since the Authority is using the City's purchasing policy, any purchase over \$1,000 will need a Purchase Order
- Statements will be reviewed and approved by the board as part of overall purchase approvals each month.
- Transaction detail forms will be submitted to finance for all purchases made for the month. These forms include vendor, description of items purchased, amount and GL number.

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- The Authority will submit a Credit Card Department Authorization form to list all authorized users for the credit card and the amount they are authorized to use.

If approved, the credit card will likely be received within a week of submitting the proper forms. Staff will actively track and report each individual purchase, with requisite back up documentation. The Credit card will be kept on site in a secure location at the Airport Business Center.

### **Recommendation**

It is recommended that the Airport Authority Board approve the procurement of an Airport Authority Credit Card, 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.*

# WMAA MONTHLY FBO REPORT

## West Michigan Regional Airport FBO Report December 2020

### Total Fuel Gallons Delivered

	Current Month Dec-20	One Year Ago Dec-19	Fiscal Year To Date 01/01/20-12/31/20	F/Y to Date Compared 01/01/19-12/31/19
Avgas Sales	2,852			
Jet Fuel Sales	44,519			
Total Gallons Delivered	47,371	43,327	478,157	(147867) (-24%)

### Transplant Flights

0

### Wings Of Mercy Flights

2

### Freight Flights From/To Holland

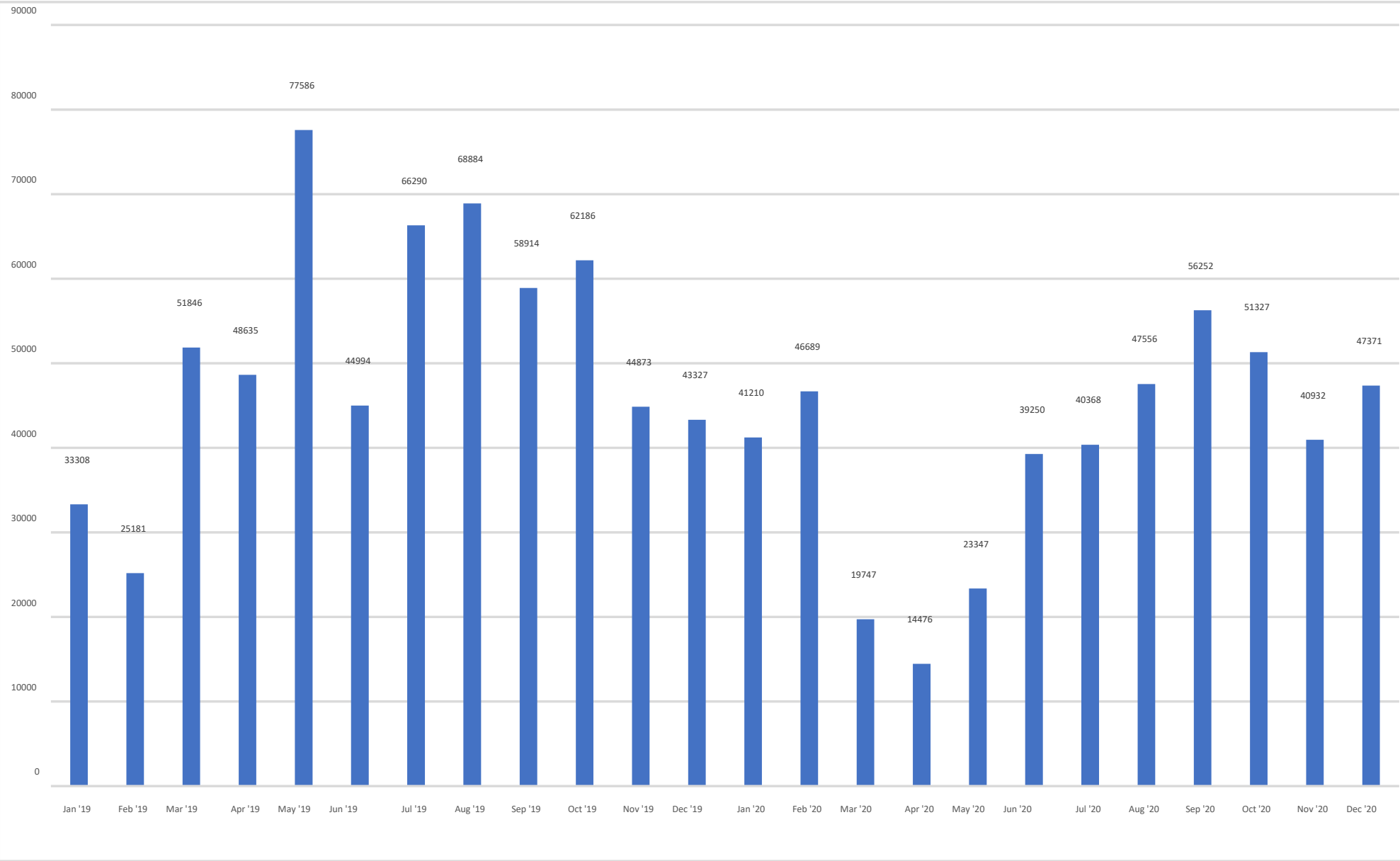
5

### Freight Weight

3,200 (approx)

### Number of Parts if Known

6 skids + 19 boxes



WMAA Fund Balance as of 6/30/2020					\$ 1,003,851.26
	<u>Operating</u>	<u>Capital (999)</u>	<u>EEC Project (546)</u>	<u>Capital Funds (999)</u>	
Year to date Revenues	390,388.65	-	-	-	\$ 390,388.65
Year to date Expenses	165,530.21	-	-	-	<u>\$ 165,530.21</u>
Estimated Fund Balance as of 01/07/2021					<u>\$ 1,228,709.70</u>
	<u>Budget</u>	<u>YTD</u>			
Remaining Operating Revenues	608,800.00	390,388.65			\$ 218,411.35
	<u>Budget</u>	<u>YTD</u>	<u>Encumbrances</u>		
Remaining Operating Expenses (excluding contingences)	437,200.00	165,530.21	22,107.50		<u>\$ 249,562.29</u>
Contingency Account (Reserves for Capital Projects):					
Contingency - General			10,000.00		
T Hangar Repairs			5,000.00		
Reserves for ABC Mnct/Repairs			25,000.00		
Reserves for Capital Projects			<u>138,600.00</u>		<u>\$ 178,600.00</u>
Ending Fund Balance as of 01/07/2021					<u>\$ 1,018,958.76</u>
Other Expected Expenses:					
FY21 Runway Rehabilitation Contruction			168,856.00		
FY21 Runway Rehabilitation Lighting Construction			37,507.00		
FY21 N. Hangar Park Taxiway Design/Construction			400,000.00		
FY21 Taxiway Crack Sealing			<u>20,000.00</u>		<u>\$ 626,363.00</u>
Ending Fund balance after expected capital expenses					<u>\$ 392,595.76</u>

# Budget Performance Report

Fiscal Year to Date 01/07/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>REVENUE</b>										
Department 999 - Airport Capital Projects										
420502.24	Federal Grant FAA Capital	4,275,131.00	.00	4,275,131.00	.00	.00	.00	4,275,131.00	0	214,392.30
430502.24	State Grant MDOT State Capital	206,363.00	.00	206,363.00	.00	.00	.00	206,363.00	0	11,910.68
Department 999 - Airport Capital Projects Totals		\$4,481,494.00	\$0.00	\$4,481,494.00	\$0.00	\$0.00	\$0.00	\$4,481,494.00	0%	\$226,302.98
<b>REVENUE TOTALS</b>		\$4,481,494.00	\$0.00	\$4,481,494.00	\$0.00	\$0.00	\$0.00	\$4,481,494.00	0%	\$226,302.98
<b>EXPENSE</b>										
Department 999 - Airport Capital Projects										
Division 045 - Runway										
730974.0	Land Improvements General	5,107,857.00	.00	5,107,857.00	.00	.00	.00	5,107,857.00	0	12,050.00
Division 045 - Runway Totals		\$5,107,857.00	\$0.00	\$5,107,857.00	\$0.00	\$0.00	\$0.00	\$5,107,857.00	0%	\$12,050.00
Division 050 - Business Center										
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	.00	.00	+++	42,515.00
Division 050 - Business Center Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$42,515.00
Department 999 - Airport Capital Projects Totals		\$5,107,857.00	\$0.00	\$5,107,857.00	\$0.00	\$0.00	\$0.00	\$5,107,857.00	0%	\$54,565.00
<b>EXPENSE TOTALS</b>		\$5,107,857.00	\$0.00	\$5,107,857.00	\$0.00	\$0.00	\$0.00	\$5,107,857.00	0%	\$54,565.00
<b>Fund Z01 - WMAA (Airport) General Fund Totals</b>										
<b>REVENUE TOTALS</b>		4,481,494.00	.00	4,481,494.00	.00	.00	.00	4,481,494.00	0%	226,302.98
<b>EXPENSE TOTALS</b>		5,107,857.00	.00	5,107,857.00	.00	.00	.00	5,107,857.00	0%	54,565.00
<b>Fund Z01 - WMAA (Airport) General Fund Totals</b>		(\$626,363.00)	\$0.00	(\$626,363.00)	\$0.00	\$0.00	\$0.00	(\$626,363.00)		\$171,737.98
<b>Grand Totals</b>										
<b>REVENUE TOTALS</b>		4,481,494.00	.00	4,481,494.00	.00	.00	.00	4,481,494.00	0%	226,302.98
<b>EXPENSE TOTALS</b>		5,107,857.00	.00	5,107,857.00	.00	.00	.00	5,107,857.00	0%	54,565.00
<b>Grand Totals</b>		(\$626,363.00)	\$0.00	(\$626,363.00)	\$0.00	\$0.00	\$0.00	(\$626,363.00)		\$171,737.98



# Fund Equity Changes Report

Through 01/07/21  
Detail Listing  
Exclude Rollup Account

Account	Account Description	Beginning Balance	YTD Credits	YTD Debits	Current Balance	Prior Year Fund Equity Adjustment	YTD Revenues	YTD Expenses	Estimate Fund Balance
Fund Category	<b>GOVERNMENTAL</b>								
Fund Type	<b>GENERAL FUND</b>								
Fund	<b>Z01 - WMAA (Airport) General Fund</b>								
341390.A	Fund Balance - Assigned (By Action) Apron, Building & Sitework	.00	.00	.00	.00				
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	50,000.00	25,000.00	.00	75,000.00				
341390.E	Fund Balance - Assigned (By Action) For Emergencies	.00	.00	.00	.00				
341390.R	Fund Balance - Assigned (By Action) For Capital Acquisitions	.00	.00	.00	.00				
342390	Fund Balance-Unassigned	767,697.23	.00	25,000.00	742,697.23				
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>\$186,154.03</b>	<b>\$390,388.65</b>	<b>\$165,530.21</b>	<b>\$1,228,709.70</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>\$186,154.03</b>	<b>\$390,388.65</b>	<b>\$165,530.21</b>	<b>\$1,228,709.70</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>\$186,154.03</b>	<b>\$390,388.65</b>	<b>\$165,530.21</b>	<b>\$1,228,709.70</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>\$186,154.03</b>	<b>\$390,388.65</b>	<b>\$165,530.21</b>	<b>\$1,228,709.70</b>



# Budget Performance Report

Fiscal Year to Date 01/07/21  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>Z01 - WMAA (Airport) General Fund</b>										
<b>REVENUE</b>										
Department <b>000 - General Revenues</b>										
440573	State-Reim Local PPT Tax Loss	10,000.00	.00	10,000.00	.00	.00	13,467.25	(3,467.25)	135	21,447.01
450582.C	Contributions from Other Govts From City of Holland	107,000.00	.00	107,000.00	.00	.00	109,069.27	(2,069.27)	102	107,136.71
450582.P	Contributions from Other Govts From Park Township	108,000.00	.00	108,000.00	.00	.00	16,784.15	91,215.85	16	110,057.44
450582.Z	Contributions from Other Govts From City of Zeeland	60,000.00	.00	60,000.00	.00	.00	60,371.48	(371.48)	101	72,955.31
460654.1	Franchise Fees FBO Franchise Fees	23,400.00	.00	23,400.00	1,955.86	.00	11,735.16	11,664.84	50	23,350.20
460654.5	Franchise Fees Fuel Flowage Fee	80,000.00	.00	80,000.00	5,210.81	.00	32,597.29	47,402.71	41	72,666.17
460654.7	Franchise Fees Landing Fees	28,000.00	.00	28,000.00	1,536.48	.00	14,577.16	13,422.84	52	21,552.43
480665.0	Investment Income General	15,000.00	.00	15,000.00	.00	.00	4,244.64	10,755.36	28	17,252.53
480669.A	Rental Airport Business Center	8,300.00	.00	8,300.00	687.04	.00	4,122.24	4,177.76	50	8,202.36
480669.24	Rental Hangar Land Lease	98,600.00	.00	98,600.00	50,023.31	.00	81,851.49	16,748.51	83	98,531.43
480669.25	Rental Agricultural Land Lease	12,500.00	.00	12,500.00	.00	.00	12,608.52	(108.52)	101	12,523.65
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	4,800.00	.00	28,960.00	29,040.00	50	58,280.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	.00	.00	+++	1,999.33
Department <b>000 - General Revenues Totals</b>		\$608,800.00	\$0.00	\$608,800.00	\$64,213.50	\$0.00	\$390,388.65	\$218,411.35	64%	\$625,954.57
<b>REVENUE TOTALS</b>		\$608,800.00	\$0.00	\$608,800.00	\$64,213.50	\$0.00	\$390,388.65	\$218,411.35	64%	\$625,954.57
<b>EXPENSE</b>										
Department <b>540 - Airport Operations</b>										
710701.0	Payroll-Regular General	23,000.00	.00	23,000.00	.00	.00	10,452.54	12,547.46	45	19,086.82
710707.0	Payroll-Temporary Help General	33,800.00	.00	33,800.00	1,284.00	.00	18,176.92	15,623.08	54	31,129.07
710709.0	Payroll-Overtime General	.00	.00	.00	.00	.00	.00	.00	+++	16.06
711702.0	Payroll-Vacation/PTO General	2,800.00	.00	2,800.00	.00	.00	1,514.50	1,285.50	54	1,269.43
711703	Payroll-Holidays	1,000.00	.00	1,000.00	.00	.00	575.21	424.79	58	627.78
711716.1	Insurance Health	7,800.00	.00	7,800.00	.00	.00	3,821.63	3,978.37	49	7,711.32
711716.2	Insurance Dental	200.00	.00	200.00	.00	.00	38.02	161.98	19	68.03
711716.4	Insurance Health Care Savings Plan	.00	.00	.00	.00	.00	195.01	(195.01)	+++	.00
711717	Insurance-Life & AD&D	50.00	.00	50.00	.00	.00	18.92	31.08	38	33.86
711718.1	Retirement Contribution MERS	1,500.00	.00	1,500.00	.00	.00	780.53	719.47	52	1,454.01
711720	Insurance-Income Protection	200.00	.00	200.00	.00	.00	79.58	120.42	40	140.99
712715	Employer FICA/Medicare Contribution	4,200.00	.00	4,200.00	97.83	.00	2,139.49	2,060.51	51	3,799.86
712723	Unemployment Comp Insurance	20.00	.00	20.00	1.02	.00	9.09	10.91	45	14.35
712724	Workers Comp Insurance	30.00	.00	30.00	.15	.00	7.80	22.20	26	19.28
721730.0	Postage General	100.00	.00	100.00	.00	.00	.00	100.00	0	23.26
721740.0	Operating Supplies General	1,500.00	.00	1,500.00	.00	.00	624.06	875.94	42	4,679.98
721740.CAP	Operating Supplies Controlled Items-Capital Type	2,500.00	.00	2,500.00	.00	.00	449.00	2,051.00	18	4,757.22
721905.0	Photocopies/In-House Printing General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
721931.0	Bldg & Grnds Maint General	13,000.00	.00	13,000.00	.00	.00	529.50	12,470.50	4	8,461.20
721933.0	Equipment Maintenance General	20,000.00	.00	20,000.00	.00	.00	4,000.00	16,000.00	20	19,312.56
722801.9010	Contr-Printing/Promo Advertising/Promotional	40,000.00	7,000.00	47,000.00	.00	22,107.50	12,066.91	12,825.59	73	19,204.99





# Budget Performance Report

Fiscal Year to Date 01/07/21  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>Z01 - WMAA (Airport) General Fund</b>										
EXPENSE										
Department <b>540 - Airport Operations</b>										
722803.7	Contr-Human Resources County Correctional Crew	.00	.00	.00	.00	.00	.00	.00	+++	389.00
722804.0	Contractual-Legal General	10,000.00	.00	10,000.00	.00	.00	7,829.75	2,170.25	78	12,310.69
722805.1	Contractual-Finance Independent Audit	7,800.00	.00	7,800.00	.00	.00	7,700.00	100.00	99	7,600.00
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	3,589.00	11,411.00	24	21,072.99
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	.00	.00	598.00	(598.00)	+++	.00
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	.00	.00	.00	.00	.00	.00	+++	204.73
722808.MOW	Contr-Bldgs&Grnds Mowing	30,000.00	.00	30,000.00	.00	.00	11,492.94	18,507.06	38	26,926.89
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,000.00	.00	25,000.00	.00	.00	6,273.45	18,726.55	25	19,682.71
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	60,000.00	.00	60,000.00	.00	.00	181.50	59,818.50	0	30,412.64
722809.16	Contractual-Misc Consulting	.00	.00	.00	.00	.00	.00	.00	+++	1,441.50
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	2,079.17	.00	14,554.19	13,445.81	52	25,922.75
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	493.00	1,507.00	25	1,490.25
723850.0	Communications Telephone	.00	.00	.00	.00	.00	220.84	(220.84)	+++	427.14
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	300.00	(300.00)	+++	600.00
723860.0	Travel, Conf, Seminars General	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,246.00
723910.0	Commercial Insurance Premiums General	27,000.00	.00	27,000.00	.00	.00	18,966.00	8,034.00	70	30,993.00
723920.BPW	Public Utilities BPW	.00	.00	.00	.00	.00	.00	.00	+++	160.00
723920.GATE	Public Utilities Fence Gates	700.00	.00	700.00	.00	.00	285.86	414.14	41	571.84
723920.LAND	Public Utilities Landing Lights & System	4,600.00	.00	4,600.00	.00	.00	1,729.16	2,870.84	38	4,036.83
723920.PLOT	Public Utilities Parking Lot Lights	1,800.00	.00	1,800.00	.00	.00	462.53	1,337.47	26	1,670.47
723920.RUNW	Public Utilities Runway Lights	6,700.00	.00	6,700.00	.00	.00	3,420.97	3,279.03	51	6,336.55
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	2,087.25	2,912.75	42	5,391.97
723942.0	Building Rental/Lease General	1,000.00	.00	1,000.00	.00	.00	2,500.00	(1,500.00)	250	5,500.00
723955.0	Misc. General	2,000.00	.00	2,000.00	.00	.00	366.04	1,633.96	18	2,756.18
723961.0	Dues & Subscriptions General	600.00	.00	600.00	.00	.00	384.51	215.49	64	566.70
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	(35.19)
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	21.40	(21.40)	+++	5.01
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	241,668.14
770956.0	Contingency General	153,600.00	.00	153,600.00	.00	.00	.00	153,600.00	0	.00
Department <b>540 - Airport Operations Totals</b>		<b>\$534,600.00</b>	<b>\$7,000.00</b>	<b>\$541,600.00</b>	<b>\$3,462.17</b>	<b>\$22,107.50</b>	<b>\$138,935.10</b>	<b>\$380,557.40</b>	<b>30%</b>	<b>\$571,158.86</b>
Department <b>541 - Business Center</b>										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	5,697.42	(697.42)	114	1,941.48
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	.00	.00	2,261.99	2,738.01	45	3,716.69
722808.1	Contr-Bldgs&Grnds Janitorial	7,500.00	.00	7,500.00	.00	.00	5,818.20	1,681.80	78	7,917.13
723850.0	Communications Telephone	2,600.00	.00	2,600.00	.00	.00	1,200.00	1,400.00	46	2,672.00
723850.WIFI	Communications WIFI Internet Connection	4,100.00	.00	4,100.00	.00	.00	1,562.50	2,537.50	38	3,437.50
723920.BPW	Public Utilities BPW	20,000.00	.00	20,000.00	.00	.00	9,215.23	10,784.77	46	16,661.19
723920.GAS	Public Utilities Natural Gas	5,000.00	.00	5,000.00	.00	.00	839.77	4,160.23	17	4,033.67

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>									
	<b>EXPENSE</b>									
	Department <b>541 - Business Center</b>									
770956.0	Contingency General	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
	Department <b>541 - Business Center Totals</b>	\$74,200.00	\$0.00	\$74,200.00	\$0.00	\$0.00	\$26,595.11	\$47,604.89	36%	\$40,379.66
	<b>EXPENSE TOTALS</b>	\$608,800.00	\$7,000.00	\$615,800.00	\$3,462.17	\$22,107.50	\$165,530.21	\$428,162.29	30%	\$611,538.52
Fund	<b>Z01 - WMAA (Airport) General Fund Totals</b>									
	<b>REVENUE TOTALS</b>	608,800.00	.00	608,800.00	64,213.50	.00	390,388.65	218,411.35	64%	625,954.57
	<b>EXPENSE TOTALS</b>	608,800.00	7,000.00	615,800.00	3,462.17	22,107.50	165,530.21	428,162.29	30%	611,538.52
Fund	<b>Z01 - WMAA (Airport) General Fund Totals</b>	\$0.00	(\$7,000.00)	(\$7,000.00)	\$60,751.33	(\$22,107.50)	\$224,858.44	(\$209,750.94)		\$14,416.05
	Grand Totals									
	<b>REVENUE TOTALS</b>	608,800.00	.00	608,800.00	64,213.50	.00	390,388.65	218,411.35	64%	625,954.57
	<b>EXPENSE TOTALS</b>	608,800.00	7,000.00	615,800.00	3,462.17	22,107.50	165,530.21	428,162.29	30%	611,538.52
	Grand Totals	\$0.00	(\$7,000.00)	(\$7,000.00)	\$60,751.33	(\$22,107.50)	\$224,858.44	(\$209,750.94)		\$14,416.05



# Trial Balance Listing

Through 01/07/21  
Detail Balance Sheet Listing  
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	<b>Z01 - WMAA (Airport) General Fund</b>					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	989,347.15	324,549.77	192,587.26	1,121,309.66	867,610.22
113040.0	Accounts Receivable General	37,418.03	185,546.96	116,579.94	106,385.05	103,489.34
114026.2014	Taxes Receivable 2014	.89	.00	.65	.24	26.01
114026.2015	Taxes Receivable 2015	16.77	.00	.00	16.77	16.77
114026.2016	Taxes Receivable 2016	20.75	.00	2.88	17.87	22.35
114026.2017	Taxes Receivable 2017	35.60	.00	3.15	32.45	45.80
114026.2018	Taxes Receivable 2018	34.29	.00	6.49	27.80	62.75
114026.2019	Taxes Receivable 2019	73.50	.00	21.05	52.45	.00
114031	Allowance for Uncollectible Taxes	(134.10)	.00	.00	(134.10)	(203.15)
118123.1	Prepaid Items Insurance	376.00	.00	376.00	.00	.00
119073.2	Due from Local Govt Units Due from Park Township	5.12	16,784.15	16,789.27	.00	33,348.23
119073.3	Due from Local Govt Units Due from Zeeland City	1.38	60,371.48	60,372.86	.00	51.67
119078.1	Due from State of Michigan Due from State-Aeronautics	1,201.51	.00	.00	1,201.51	1,062.29
	<i>CURRENT ASSETS Totals</i>	\$1,028,396.89	\$587,252.36	\$386,739.55	\$1,228,909.70	\$1,005,532.28
	<i>CURRENT LIABILITIES</i>					
210202.0	Accounts Payable General	(12,940.95)	140,763.20	127,822.25	.00	(13,087.73)
211202	Contracts Payable	(9,541.69)	9,541.69	.00	.00	.00
212257.0	Accrued Wages Payable General	(890.00)	890.00	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(68.09)	68.09	.00	.00	.00
216278.L	Deposits Lease	(200.00)	.00	.00	(200.00)	.00
21B339.0	Deferred Revenue General	(904.90)	904.90	.00	.00	.00
	<i>CURRENT LIABILITIES Totals</i>	(\$24,545.63)	\$152,167.88	\$127,822.25	(\$200.00)	(\$13,087.73)
	<i>FUND BALANCE</i>					
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	(50,000.00)	.00	25,000.00	(75,000.00)	(50,000.00)
342390	Fund Balance-Unassigned	(767,697.23)	25,000.00	.00	(742,697.23)	(767,697.23)
	<i>FUND BALANCE Totals</i>	(\$817,697.23)	\$25,000.00	\$25,000.00	(\$817,697.23)	(\$817,697.23)
	P/Y Fund Equity Adjustment	(186,154.03)	.00	.00	(186,154.03)	.00
	Fund Revenues	.00	231.66	390,620.31	(390,388.65)	(438,425.76)
	Fund Expenses	.00	169,290.87	3,760.66	165,530.21	263,678.44
Fund	<b>Z01 - WMAA (Airport) General Fund Totals</b>	\$0.00	\$933,942.77	\$933,942.77	\$0.00	\$0.00
	Grand Totals	\$0.00	\$933,942.77	\$933,942.77	\$0.00	\$0.00



# Trial Balance Listing

Through 01/07/21  
Detail Balance Sheet Listing  
Exclude Rollup Account

# City of Holland

## Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number			
AIR Airport	PAYABLES ACCOUNT	12/23/2020	62270			
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	130 - SEMCO ENERGY GAS COMPANY - ACH	2021-00001470	AIRPORT - 12/3/2020 READ DATE	12/23/2020	12/23/2020	396.86
Total Selected Invoices: 1						\$396.86

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 12/23/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
EFT	12/23/2020	6697	Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	396.86
	Invoice		Date	Description		Amount
	2021-00001470		12/23/2020	AIRPORT - 12/3/2020 READ DATE		396.86
<b>CITY AP PAYABLES ACCOUNT Totals:</b>						
EFTs:		1				\$396.86
				Transactions: 1		

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

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		12/31/2020		62350
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	1103 - GREG ROBINSON - ACH	2021-00001563	AIRPORT - FAMILY HEALTH INSURANCE	12/31/2020	12/31/2020	541.66
	4452 - MCCORMICK PAMELA	2021-00001564	STIPEND - DECEMBER AIRPORT - REIMBURSEMENT FOR TONER FOR HOME	12/31/2020	12/31/2020	62.52
	1113 - NEDERVELD ASSOCIATES INC	150004	AIRPORT SURVEY WORK	12/16/2020	12/31/2020	685.00
Total Selected Invoices: 3						\$1,289.18

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 12/31/2020

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	12/31/2020	62350	Accounts Payable	MCCORMICK, PAMELA		62.52
	Invoice		Date	Description		Amount
	2021-00001564		12/31/2020	AIRPORT - REIMBURSEMENT FOR TONER FOR HOME		62.52
Check	12/31/2020	62351	Accounts Payable	NEDERVELD ASSOCIATES INC		685.00
	Invoice		Date	Description		Amount
	150004		12/16/2020	AIRPORT SURVEY WORK		685.00
EFT	12/31/2020	6714	Accounts Payable	GREG ROBINSON - ACH	272078268 / 91863000	541.66
	Invoice		Date	Description		Amount
	2021-00001563		12/31/2020	AIRPORT - FAMILY HEALTH INSURANCE STIPEND - DECEMBER		541.66
CITY AP PAYABLES ACCOUNT Totals:						\$1,289.18
Transactions: 3						

Checks: 2 \$747.52  
 EFTs: 1 \$541.66



City of Holland

# Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		01/07/2021		62415
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	146 - HOLLAND BOARD OF PUBLIC WORKS	2021-00001586	AIRPORT - UTILITIES	12/31/2020	12/31/2020	3,017.98
	2060 - MICHIGAN WEST COAST CHAMBER OF COMMERCE	907	AIRPORT - ANNUAL MEMBERSHIP DUES A.THELENWOOD@WMAIRPORT.COM	10/01/2020	12/31/2020	325.00
	3992 - PROFESSIONAL BUILDING SERVICES LLC	1843	AIRPORT - DECEMBER CLEANING SERVICES	12/31/2020	12/31/2020	598.00
	206 - WEST MICHIGAN UNIFORM	315195	AIRPORT - RUGS	12/31/2020	12/31/2020	319.85
Total Selected Invoices: 4						\$4,260.83

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 01/07/2021

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>						
Check	01/07/2021	62415	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		3,017.98
	Invoice			Description		Amount
	2021-00001586	12/31/2020		AIRPORT - UTILITIES		3,017.98
Check	01/07/2021	62416	Accounts Payable	MICHIGAN WEST COAST CHAMBER OF COMMERCE		325.00
	Invoice			Description		Amount
	907	10/01/2020		AIRPORT - ANNUAL MEMBERSHIP DUES A.THELENWOOD@WMMAIRPORT.COM		325.00
Check	01/07/2021	62417	Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice			Description		Amount
	1843	12/31/2020		AIRPORT - DECEMBER CLEANING SERVICES		598.00
Check	01/07/2021	62418	Accounts Payable	WEST MICHIGAN UNIFORM		319.85
	Invoice			Description		Amount
	315195	12/31/2020		AIRPORT - RUGS		319.85
CITY AP PAYABLES ACCOUNT Totals:						\$4,260.83
Transactions: 4						

Checks: 4 \$4,260.83