

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

April 12, 2021

11:30a.m. – 1:00p.m.

Meeting will be conducted through Zoom

<https://zoom.us/j/91934529298>

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. Consideration of March 11th, 2021 meeting minutes (Action Requested).
3. Updates from the Board.
4. Review SWOT Analysis & Objective Ranking from March 11th Strategic Planning Session (Action Requested).
5. Strategic Planning Next Steps (No Action)
6. Approval of Consultant Selection Process for North Taxi lane Project (Action Requested).
7. Approval of Temporary Project Administrator Position (Action Requested)
8. Authorization of Airport Authority Director to Execute Operational Leases & Agreements (Action Requested).
9. FBO Report (Accept as Information).
10. Financial Reports (Action Requested).
11. Other Business
 - A. Call with FAA – Visioning Projects
 - B. CARES Act Update

12. Adjourn.

Next Meeting will be held May 10th, 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

MEETING MINUTES

March 11th, 2021

*****10:00 a.m. – 12:00 p.m.*****

Virtual Meeting Using ZOOM

PRESENT: Hoekstra, Klynstra, Blanton, Hoogland, Sylte, Keeter, King, Garcia.

ABSENT: Corbin, Stumbo, Storey, FBO Boer.

OTHERS PRESENT: Airport Authority Director Thelenwood, City of Holland Manager Keith Van Beek, Administrative Analyst McCormick.

Board Chair Sylte called the meeting to order at 10:00 a.m.

Board Members in Attendance (Roll Call):

Dave Hoekstra, City of Holland, MI
Kevin Klynstra, City of Zeeland, MI
Beth Blanton, City of Zeeland, MI-calling in from Florida
Les Hoogland, City of Zeeland, MI
Russ Sylte, Park Township, MI-calling in from Florida
Skip Keeter, Park Township, MI
Jeff King, Park Township, MI

21.03.01 Public Comments.

None

21.03.02 February 8th, 2021 Meeting Minutes.

Keeter made a motion with support by Hoekstra to approve the February 8th Meeting Minutes as written.

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

Nays: None

Motion carried.

21.03.03 & .04 Public Hearing to Approve FY22 Budgets and Certify Annual Millage Rate.

Due the COVID-19 pandemic, traffic at the airport has decreased substantially. As a result, the estimated fuel flowage and landing fees have been reduced for FY21. The estimated operating budget revenues for FY22 are \$604,757. Additionally, the Airport qualified for and received \$157,000 in CARES Act funding to offset standard expenses of the Airport. These funds are released on a reimbursement basis. Other operating revenues are anticipated to be lower than

recent years, assuming COVID-19 continues to have a dampening effect on traffic. Property Tax revenues are expected to remain strong as real estate markets remain strong despite the pandemic. The millage rate is recommended to remain at one-tenth of a mil.

FY22 operating expenses are expected to increase by about \$42,000 due primarily to the increase in staffing costs related to the new Airport Director Position. Increased costs related to the Airport Director role have been offset primarily through a reduction in reserves for future capital projects. Additionally, budget for legal expenses is recommended to be increased from \$10,000 (FY21) to \$20,000 (FY 22). Legal expenses have been up substantially due primarily to ongoing development projects on airport property, associated contract amendments, and work related to the Airport rezoning efforts. It is anticipated that similar activities will continue through FY22.

It is recommended that \$112,357 from revenues be placed in reserves to provide the local match for future Capital Projects. There are five Capital Projects currently scheduled for FY22:

- Runway/Taxiway paint marking maintenance (as needed).
- Entryway Landscaping Improvements.
- Design for North Hangar Park Taxilane.
- Wetland Mitigation for North Hangar Park Taxilane.
- Repair of Gravel Path for Approach Light Maintenance.

It is also recommended that \$25,000 to be placed in Reserves for Future Business Center Maintenance and Repairs. These funds primarily cover the future depreciated value of Business Center equipment and infrastructure. The Board initially approved a resolution to set aside \$25,000 annually up to \$100,000 in reserves for ABC repairs. After FY22, the Board will have met this goal. It would be recommended that at future budget discussions, these funds be allocated elsewhere.

Recommendation

It is recommended that the Authority Board hold a public hearing, make any necessary changes to the budgets, or approve the budgets and action plan as presented if no public comments are received. Additionally, the Board would approve the attached resolution formally adopting the budgets and requesting the member local governmental units to levy .1 of a mill for fiscal year 2022.

Hoekstra made a motion with support by Blanton that the Board approve the resolution to adopt the FY22 Action Plan, Capital & Operations Budgets and request the member local governmental units to levy .1 of a mill for fiscal year 2022 as presented.

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

Nays: None

Motion carried.

21.03.05 A&B Proposal to Join SBAof MI & Adopt Long and Short Term Disability Plans Offered by Dearborn National.

As part of the current Airport Authority Director Employment agreement the Airport Authority has offered to provide Long Term Disability (LTD) Insurance Coverage along with a Short-Term Disability option to the Airport Director. The Director is to propose an LTD coverage package for the Board to Consider. Currently it is the intent of the Board to self-fund the Short-Term Option unless the Director provides an alternative coverage option amenable to the Board.

Director Thelenwood reported that after much research, he had been unable to find a Policy provider who offers an LTD plan for a single employee. However, if the Airport Authority were to join the Small Business Association of Michigan (SBAM), the authority would be able to opt into a LTD plan through SBAM and the insurance provider Dearborn National.

SBAM Membership additionally comes with a suite of services and resources available to members, which vary depending on membership level. He proposed that the Board consider Membership at the Basic Level for year one as many of the IT & HR benefits associated with the Premium or above plans are currently provided by mutual agreements between the Authority and the City of Holland. Basic membership starts at \$119.00 per year.

Recommendation

It is recommended that the Authority Board approve membership with the Small Business Association of Michigan as described above.

As described in report 5.A, Dearborn National provides Short- and Long-Term Disability plans to members of the Small Business Association of Michigan (SBAM). Initially the Airport Authority offered to Self-Fund a short-term plan at \$11,000.00 and was relying on the Airport Director to secure an additional long-term plan.

In summary, the quotes for coverage through Dearborn National and the Small Business Association of Michigan are as follows:

- • Short Term: ***\$45.00 per month***
- • Long Term: ***\$42.50 per month***
- • SBAM Access Fee: ***\$7.50 per month***
- • **Annual total: \$1,140.00**

The Authority's Current Insurance Broker (A.J Gallagher) has reviewed the terms of these plans and has confirmed they are consistent with other similar group plans.

Recommendation

It is recommended that the Authority Board approve the Proposal to adopt Long Term and Short-Term Disability Plans offered by Dearborn National, as part of the Airport Director Employment Agreement as presented.

Keeter made a motion with support by Hoogland to approve membership with the Small

Business Association of Michigan and approve the proposal to adopt Long Term and Short-Term Disability Plans offered by Dearborn National as part of the airport Director Employment Agreement as presented.

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

Nays: None

Motion carried.

21.03.06 FBO Report.

Director Thelenwood reported that business is increasing, however fuel sales remain low when compared to this time last year. The airport is seeing more jets, but not near where we would like to be. FBO report was accepted as information.

21.03.07 Financial Reports.

Klynstra made a motion with support by Keeter to adjust the agenda to return to the financial reports after the Strategic Planning Session.

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

Nays: None

Motion carried.

21.03.08 2021 Airport Authority Board Strategic Planning Session.

Hoogland made a motion at 10:40 a.m. with support by King to begin the 2021 AA Board Strategic Planning Session.

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

Nays: None

Motion carried.

This part of the meeting was facilitated by Keith Van Beek, City of Holland Manager.

The previous SWOT (strengths, weaknesses, opportunities, threats) analysis was reviewed in detail with Director Thelenwood writing the suggestions, comments and ideas shared by the participants.

Later Van Beek transitioned from the SWOT analysis to the Objective Ranking to review where the AA had done well and where changes or improvements could be made going forward.

Finally, the participants were asked if anything else should be included in the list of objectives that the AA wants to accomplish.

Hoekstra made a motion with support by Klynstra at 11:50 to close the public planning session and move back to the Board agenda.

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

Nays: None

Motion carried.

21.03.07 Financial Reports.

Klynstra made a motion with support by Keeter to accept the January and February financial reports as information.

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

Nays: None

Motion carried.

21.03.10 Adjourn.

The next Board meeting will be held April 12th, 2021, 11:30a.m., format will be a Virtual Meeting using Zoom.

Meeting Adjourned at 12:00 p.m.

Minutes Approved: (Secretary)

Date:_____

The members of the West Michigan Airport Authority Board examined the strengths, weaknesses, opportunities, and threats affecting the West Michigan Regional Airport as a whole. The items in each category are not ranked by importance, nor is this intended to be an all-inclusive list. In addition, the items identified provide a view of potential issues that may impact the environment in which the Airport Authority Board provides services in the near- or long-term future.

STRENGTHS

- Strong Community Support — Corporate Involvement
- Staff
- State of Art Business Center
- Airport Size
- Location
- Partnerships (Public — Private)
- Room for Growth
- Strong Airport
- Reliable, Word Class Services & Maintenance
- Financial Stability through Millage and other revenue sources
- Leading Edge Engineering Firm
- Flexibility in Land and Financing for Future Opportunities
- Newly established Airport Zone
- Relationships with Partners, Staff, FBO, and others
- Strong COVID-19 Response

OPPORTUNITIES

- - - - BUILDING MORE HANGAR SPACE: T-HANGARS - - -
- Evaluate Airport's role post COVID
- Benchmark Fuel Pricing
- High Net Worth Individuals Relocating to Holland
- Airport as Recreational & Tourism Alternative to Larger Hubs
- Zoom Fatigue
- Technology Democratizing Aircraft Ownership
- Increase Diversity of Business/Competition on Airfield
- Charter to Pick-up some Commercial/Recreational Travel
- Support Local Economy Through Airport Growth
- Land Development
- Grants
- More Community Engagement
- Direct Marketing/Messaging to Potential Member Communities
- Diversify Millage Partnerships (Millage Support)
- More Corporate Partners
- Proactive Outreach to Corp. & Strategic Partners
- Flexibility with Operations (Size of Aircraft)
- Continuous development along 64th Street

- Lack of Support of Additional Member Units
- Single Runway (Operational Purposes)
- Length of Runway (Size of Planes / Freight Options)
- Reliance on State / Federal Funding
- Continued Local Millage Funding
- No on-site Food Service
- Cumbersome Land Development Process
- Ability to Involve Community in the Airport
- High Fuel Prices
 - Impact on Tourism/recreation travel
- Public Awareness
- Development Has to be Aviation Related
- COVID



WEAKNESSES

- Ongoing COVID pandemic
- Normalization of tele-work
- Residential Growth in the Area
- Economic Up's and Down's
- Changes in FAA Funding (Federal Administration)
- Loss of Millage Support (2026 Expires)
- Security of Personnel, Aircraft and Facilities
- Lack of Millage Support from Additional Local Municipalities
- Competition from Other Airports
- More Restrictions from FAA

THREATS

2021



WEST MICHIGAN AIRPORT AUTHORITY BOARD
Strategic Planning Session
2021

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

Session Conducted by Holland City Manager Keith Van Beek

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April 12, 2021

Report 6

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Authority Director
Subject: **Approval of Consultant Selection Process for North
Taxi lane Project**

To be eligible for funding through the Michigan Department of Transportation Aeronautics Division (MDOT-AERO), and the Federal Aviation Administration (FAA), the West Michigan Regional Airport is required to perform Engineering/Planning Consultant searches and interviews every five (5) years. The process stipulated by MDOT is a qualifications-based assessment and is intended to ensure that consultant contracts are reviewed on a regular basis and executed in an open and transparent process based solely on the consultant's qualifications – fees are not considered. The last time the WMAA completed this process was in 2018.

Since the last search, however, the Airport Authority has decided to pursue an additional project that was not included in the original five year plan – the North Taxilane Project. This project has been deemed critical for future development of the Airport. MDOT requires a similar search process as described above for individual significant engineering & construction projects as well. Since MDOT is planning to provide funding for the Taxilane and has approved the project as part of our five-year plan, we'll be required to complete an engineering search accordingly.

Historically, the Airport Authority's Building & Development Committee has served as the Search Committee during this process, and they will be tapped again this time around. The committee will be comprised of an odd number of members (in-line with MDOT protocol) and will incorporate the appropriate level of expertise necessary to make a recommendation to the Authority Board. If staff determine additional expertise are needed, we'll request engineering support from the City of Holland or other member communities as needed.

Staff will post an advertisement for Engineering & Planning services requesting statements of qualifications (SOQ) from consultants and interviews will likely be completed as well. The B&D committee will rate respondents based on their demonstrated expertise and will provide a recommendation to the Board. After the Board approves a final recommendation, the Authority will enter into contract negotiations with the selected consultant.

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Recommendation

It is recommended that the Board Approve staff to begin the Consultant Selection Process for the North Taxilane Project as described.

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April 12, 2021

Report 7

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Authority Director
Subject: **Approval of Temporary Project Administrator Position**

Unfortunately for the Airport Authority, Pam McCormick will be leaving toward the end of April 2021. Pam is moving on to bigger and better things and we wish her well in her next endeavors!

Pam's leaving will leave a gap in staffing that will need to be filled. It is proposed that the Board approve filling this gap on a temporary basis with a Project Administrator role. This role will differ significantly from the Administrative Analyst in that the role will be highly focused on direct technical and project support to the Authority Director rather than general administrative support. Recruitment for this role will be targeted at current students or graduates from a related Masters program and, in addition to supporting the Authority, will also provide key experiences and exposure to projects that will benefit the candidate in establishing a career in their respective field. Some flexibility should be maintained in the role to accommodate internship or capstone project requirements, so long as they align with the intended outcomes of the Authority.

The commitment will be up to six (6) months at 23 hours per week. Proposed pay is \$15.00 per hour. The current Budget Estimate for this role is **\$10,000.00**

Given the current strategic planning efforts underway, and the types of projects prioritized by the Board, I believe it would make the most sense to fill this position on a temporary basis as we review/revise the staffing structure of the Authority. Additionally, having this focus on highly technical research and data management will be key over the coming months.

Recommendation

It is recommended that the Board Approve the Temporary Project Administrator Role as presented.



West Michigan Regional Airport Job Description 04/05/21

JOB TITLE: Project Administrator (Part Time/Temporary)

PAY GRADE: \$15.00 per hour

REPORTS TO: Director, Airport Authority

TERM: 3-6 months (Some flexibility available if needed for internship requirements)

JOB SUMMARY: Under the supervision of the Director of the West Michigan Regional Airport Authority, this person will be responsible for planning and executing special projects as assigned. The ideal candidate for this role will be a currently enrolled graduate student or graduate of a related master's program; such as: Public Administration, Airport Administration, Nonprofit Administration, or Business Administration.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Develop & implement stakeholder surveys as well as systems for tracking and reporting survey data over time.
2. Compile dashboard for tracking and reporting out key Airport performance metrics.
3. Compile, track, analyze, and compare historic and current trends for fuel flowage fees, landing fees, and aircraft operations.
4. Complete inventory of existing Airport Minimum Standards and compile standards from other regional General Aviation Airports for comparison.
5. Provide research into operational structures of other relevant General Aviation Airports and provide a comparison review summary to the Director and the Board.
6. Provide research and literature reviews related to key strategic planning opportunities adopted by the Airport Authority Board.
7. Support social media outreach efforts in conjunction with the Airport's Communications Consultant.
8. Development and maintenance of an effective workflow management system.
9. Review and draft operational policies related to assigned projects.
10. Maintain existing Airport T-hangar lease inventory, including following up with tenants regarding outstanding items.
11. Review and propose process improvement strategies to the Airport Authority Director for consideration.
12. Other similar related projects that may arise throughout the duration of this assignment.
13. Engage with elected and appointed officials, community leaders, and key stakeholders.

OTHER DUTIES & RESPONSIBILITIES:

1. Assist Director in compiling monthly Board Meeting Packets.
2. Take minutes and performs role-call votes during Monthly Board Meetings.
3. Perform other duties as assigned.

JOB QUALIFICATIONS:

1. Current enrollment in, or graduation from, a relevant master's program.
2. Demonstrated experience in professional level research, in accordance with expectations of master's level work.
3. Related experience with the following systems (direct experience is a plus):
 - Office 365 Operating Platform
 - Microsoft Projects
 - Web based survey platforms (Survey Monkey preferred)
 - Advanced proficiency in Excel
 - Zoom online meetings platform
 - Experience with database management a plus
 - Social media analytics
4. Interpersonal skills necessary to communicate effectively with various levels of Airport personnel and the general public in situations requiring tact and patience.
5. Proficient computer skills necessary to utilize word processing, spreadsheet, databases, and related applications.
6. Ability to occasionally work under pressure in meeting deadlines, and work on projects requiring attention to detail with frequent disruptions from people and/or phone calls.
7. Physical ability to periodically sit in one position for extended periods of time. Incumbent must occasionally lift/carry items weighing up to 50 lbs.

WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Remote options available.
3. Occasional in office work may be required.
4. Flexible schedule.

SUCCESS OF CANDIDATE:

One key focus of this position is to establish tools and systems in support of the goals of the Airport Authority. However, this role is also designed to provide critical skills and experiences for a graduate student or master's level professional that will support them in establishing their career in one of the stated fields above. Success will not exclusively be measured by completion of projects but also by the candidate's dedication and thoroughness in approaching their assigned responsibilities. Best efforts will be made to tailor responsibilities (when possible) to the professional objectives of the candidate.

To Apply:

Please email the following items to info@wmaraa.org

- Cover letter
- Resume
- List of references
- If a student, most recent transcripts current course schedule will be requested.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

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April 12, 2021

Report 8

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director

Subject: **Authorization of Airport Authority Director to Execute Operational Leases & Agreements**

In addition to major contracts and agreements like consulting services, construction agreements, land leases, grant agreements and the like, there are a number of budget approved smaller scale agreements the Authority Director manages throughout the year. Examples of this include: T-hangar leases, annual renewal of services (like landscaping and custodial services), agricultural leases, and so on. Under current practice, the Authority Board Chair signs off on all of these agreements. What is being proposed in this report is the Board formally authorize the Director to sign off on these agreements instead.

Due to the intermittent nature of some of these agreements (for example, T-hangar leases) there would be certain operational advantages and efficiencies gained in having the Director sign off on these instead of the Chair. Additionally, the currently adopted purchasing policy authorizes the Director to sign off on agreements such as these, so long as they are currently budgeted for. The proposal to the Board is not necessarily to grant "additional" authorization to the Director but, rather, approve a change in established protocol. The intent of this proposal is first to streamline processing of these agreements, and increase turnaround time.

In the case of multiyear agreements, like landscaping for example, which require an annual renewal, the Director would only sign off for the years of the initially approved agreement. When the agreement comes up for renewal, it would be brought to the Board again as part of the standard bidding process.

Recommendation

It is recommended that the Board Approve Authorization of Airport Authority Director to Execute Operational Leases & Agreements as presented.

West Michigan Airport Authority Filing and Retention Policy

Updated: November 3, 2020

1. Policy Statement

It is the policy of the West Michigan Airport Authority (WMAA) to set standards and procedures for purchases of all sizes that comply with sound financial management practices. The intent of this policy is to provide a process that ensures good stewardship of resources by maintaining integrity in the process and ensuring to the degree possible that purchases are made in a cost-effective manner while providing the level of quality desired.

2. Standards of Conduct

WMAA employees, officers, agents (i.e. City of Holland or other appointed agents acting on behalf of the WMAA), immediate family members, and committee and Board members:

- a. Are prohibited from participating in the selection, award or administration of a WMAA contract if a conflict of interest, real or apparent is involved;
- b. Are prohibited from soliciting or accepting gifts, gratuities, favors or anything of consequential value from current or potential contractors or parties to sub-agreements that could influence purchasing decisions;
- c. Will remove themselves from the procurement in question if a potential conflict of interest exists.

Small items customarily provided in the course of daily work such as a cup of coffee, a modest lunch, or a basket of holiday fruit, for example, are not considered of significance or value to be construed as presenting a conflict of interest or having undue influence over purchasing decisions if offered by a current or potential contractor.

3. Thresholds:

Requirements	Prior to May 9, 2019	After May 8, 2019
No PO needed	< \$500	<\$1,000
PO – no quotes		\$1,000 - \$1,499
PO – Quotes	\$500-\$1,999	\$1,500-\$4,999
PO – Competitive Bids	\$2,000-\$10,000	\$5,000-\$20,000
PO – Sealed Bids	Over \$10,000	Over \$20,000

4. Authority to Purchase

The Airport Authority Manager or other person designated by the WMAA Board shall have the authority to purchase or contract for all supplies, materials, equipment and contractual services needed for WMAA activities. Such purchases can be made without additional

WMAA Board approval for all items approved in the annual WMAA budget having a value of less than \$20,000. All purchases exceeding \$20,000 must be approved separately by the WMAA Board regardless of whether the item(s) was approved in an annual budget.

All purchases must follow the quotation or competitive bidding requirements set forth in this policy, or for state and federally funded items, the requirements set by the Michigan Department of Transportation/Airports Division (MDOT/AERO) or the Federal Aviation Administration (FAA).

Any contractual services must be approved by the WMAA Board. All contracts related to such services must be signed by the WMAA Board Chairperson, subject to approval as to form by the WMAA attorney.

5. Quotations and Bids

The WMAA Manager or other WMAA Board designee shall:

- a. Obtain a minimum of two (2) written quotations prior to purchasing supplies, materials, equipment or services with an estimated cost between the amounts of \$1,500 and \$4,999. Purchases under \$1,499 may be made without quotations;
- b. Solicit competitive bids for purchases of supplies, materials, equipment or services where the estimated cost exceeds \$5,000, but is less than \$20,000;
- c. Obtain sealed bids and submit these for approval of the WMAA Board for purchases in excess of \$20,000.
- d. No purchase orders are required for purchase <\$1,000

6. Procedures for Quotations and Bids

- a. The WMAA Manager or other WMAA Board designee shall determine the specifications required for a purchase or contractual service and may confer with other WMAA staff or agents in order to prepare these specifications.
- b. The WMAA Manager or other WMAA Board designee shall determine the extent of advertising or solicitation of sealed bids which may include advertising in an appropriate newspaper or trade publications prior to the deadline for receiving bids. For purchases or services funded by the state and/or federal governments, bid advertising or solicitation shall follow MDOT/AERO and/or FAA requirements.
- c. Competitive bidding shall not be required with respect to contracts for professional services, insurance, banking, and financial services, unless required by MDOT/AERO or the FAA. For purposes of this section, professional services shall mean that the contract for services requires a high degree of individual skill, training, and expertise where the specialized ability or fitness of the individual or company performing such service is required by the WMAA.

1. Professional services shall be obtained by competitive negotiation to determine that a reasonable price for such services has been obtained.
 2. In any other case where competitive bidding or competitive negotiation is not required by law, MDOT/AERO or the FAA, and either process is clearly not practical or no advantage would result to the WMAA by competitive bidding or competitive negotiation, the WMAA Board may authorize the execution of a contract without either process, subject to approval as to form and content by the WMAA attorney.
- d. All sealed bids shall be accompanied by surety in the form of check, cash or bond in such amount as shall have been prescribed in the notice and/or invitation to bid. The bids shall be opened in public at the time and place stated in the notice and/or invitation to bid. Sealed bids received after the established deadline shall be returned unopened to the bidder submitting the same.
 - e. Purchases of items that are unique, noncompetitive, or available only from a sole source may be exempt only from the requirements of sections 4 and 5 of this Policy regarding quotations and bids; however, every effort should be made to obtain alternate sources of supply for such items. Such purchases shall still require the appropriate purchase order and/or contract, and necessary approvals as described in this Policy. The WMAA Manager/Director shall determine whether the purchase is to be considered sole source as described in this section.
 - f. The WMAA Board shall have the right to accept or reject any or all bids, unless otherwise directed by MDOT/AERO or FAA requirements. The WMAA Board shall also have the right to waive any informalities/irregularities in the bids, as well as the right to split the award or a bid between two or more bidders. Purchases shall be made from the source from which the lowest responsible bid is received.
 - g. The splitting of orders or invoices to avoid certain purchasing thresholds and requirements in this Policy is prohibited.
 - h. Competitive bids for purchases between \$5,000-20,000 must be on company letterhead or an email.
 - i. Copies of the written specifications for competitive bids should be attached to the PO along with the bids from vendors.

7. Award of Contracts and Purchases

Contracts and purchases shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to the price, the WMAA Manager and WMAA Board shall consider:

- a. The bidder's ability, capacity and skill to perform the contract or provide the supplies, material, equipment or services required promptly, or within the specified time, without delay or interference.

- b. The character, integrity, reputation, judgement experience and efficiency of the bidder.
- c. The bidder's previous and existing compliance with contracts, purchase orders or services.
- d. The sufficiency of the financial resources of the bidder to perform the contract or provide the supplies, materials, equipment or services.
- e. The availability and adaptability of the supplies, materials, equipment or contractual services to the particular use required.
- f. The bidder's ability to provide future maintenance and service of the contract or purchase.
- g. The number or scope of the conditions attached to the bid by the bidder.
- h. The brand, make or type of product being proposed by the bidder and its compatibility with other similar materials or equipment currently owned and operated by the WMAA.

If bids received are for the same total amount or unit price, quality and service being equal, the contract or purchase shall be awarded to the local bidder, if any. In all other cases of tied bids, the contract or purchase shall be awarded to one of the tied bidders by drawing lots in public by the WMAA Manager or WMAA Board. If the contract or purchase is funded by MDOT/AERO or the FAA, then the requirements of these bodies shall govern the circumstance of tied bids.

8. Contracts

- a. The WMAA Manager or WMAA Board designee shall determine which purchases of materials, supplies, equipment and contractual services shall be by contract. All other purchases shall be by purchase order. Contract or purchase orders shall not be required for purchases of less than \$500.
- b. All contracts shall be submitted to the WMAA Board for approval, and upon approval as to form by the WMAA attorney, shall be signed by the WMAA Board Chairperson. Service agreements approved by the WMAA Board as part of the annual budget may be signed by the WMAA Manager, subject to approval as to form by the WMAA attorney.

9. Preference for Local Bidder

If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder, in any. In all other cases of tied bids, the contract shall be awarded to one of the tied bidders by drawing lots in public.

- (a) Purpose. The Airport Authority finds that its purchasing practices should encourage local vendors to provide goods and/or services to the Airport, resulting**

in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice businesses to relocate to the Holland/Zeeland/Park Township Area.

(b) Definition. "Locally-based business" means a physical and economic relationship to Airport Authority Constituent Communities determined by a verifiable business address (not a P.O. box) within the corporate boundaries of the Holland, Zeeland, or Park Township, and activities carried out in these Constituent Communities substantial enough to consider it a Local Business.

(c) Exceptions.

- 1) Purchases resulting from exigent emergency conditions where any delay in completion or preference would jeopardize public health, safety or welfare of the citizens in the Airport footprint, or where, in the judgment of the Manager or his designee, the operational effectiveness the Airport would be seriously threatened if a purchase was not made expeditiously.
- 2) Purchases from any sole source supplier for supplies, materials, or other equipment.
- 3) Purchases made through the state's extended purchasing program, or other cooperative purchasing contractual agreements utilized or initiated by the purchasing division or where FAA/MDOT purchasing requirements conflict with/supersede Airport purchasing requirements.
- 4) The procurement of goods and services utilizing the request for proposal (RFP) or best value quote processes where the award is based on criteria other than lowest cost, unless the original solicitation contains the criteria used to affect Locally-based preference.
- 5) Bid solicitations that utilize federal funding that prohibit awards based on local preference criteria.
- 6) Bid solicitations that utilize "life cycle cost" as the basis of award in place of submitted bid price.

(d) Preference. When sealed bids are received the following shall apply:

- 1) The person or business submitting the lowest responsive, responsible bid, according to the requirements of the bidding documents, shall be deemed the lowest bidder. If the lowest bidder is not a Local business, any Locally-based business with a bid within 2% of the lowest bid shall be deemed the lowest bidder if it agrees to reduce its bid to match the bid of the lowest bidder. A lowered bid by a Locally based business which is premised upon, in whole or in part, changes to or variances to the bid specifications, contract requirements, or scope of work shall be considered nonresponsive and will not be considered.

- 2) If such a Locally-based business refuses to reduce its bid to match the lowest bid, then the next lowest responsive and responsible Locally-based business with a bid within 2% of the lowest bid shall be deemed the lowest bidder, if it agrees to reduce its bid to match the bid of the lowest bidder.
- 3) If no responsive and responsible Locally-based business within 2% of the lowest bid agrees to reduce its bid, then the contract shall be awarded to the person or business with the lowest, most responsive and responsible bid.
- 4) No contract awarded pursuant to this section shall be sublet in any matter that permits 50% or more of the dollar value of the contract to be performed by a subcontractor or subcontractors who do not meet the definition of "Locally-based."

(e) Rights of Airport.

This section shall not waive or constrain, in any manner, the right and prerogative of the Airport to reject any and all bids or proposals, to reject a bid not accompanied by required bid security or other documentation or data required by the bidding documents, or to reject a bid which is in any way incomplete, irregular, not responsive or not a lowest responsible bidder.

- (f) Rules and regulations.** The Airport Manager, in conjunction with the Purchasing Coordinator, may prescribe rules and regulations to implement and carry out the intent and purpose of this section.

10. Involvement of the Treasurer

The WMAA Treasurer shall be notified of all contracts and purchases so that the proper accounts can be encumbered. Prior to the contract or purchase, the WMAA Manager, WMAA Board designee, or WMAA Treasurer must certify that there are sufficient funds to defray the amount of the contract or purchase.

11. Emergency Purchases

Notwithstanding any other provision of this article, the WMAA Manager or WMAA Board designee may make emergency purchases where there exists a threat to the ability to operate the airport or airport safety would be compromised without the immediate purchase. If timing will not permit, this purchase can be made without a purchase order.

Emergency purchases shall be made as competitively as is practical under the circumstances. A written determination of the basis for the emergency purchase and for the selection of the particular vendor or contractor shall be filed with the WMAA Board Chairperson and WMAA Treasurer within three (3) days after the purchase is made.

12. Petty Cash

The WMAA will maintain a nominal amount of petty cash to use for small purchases or the reimbursement of purchases under \$200. Either a Petty Cash Issuance Voucher or a Reimbursement Form must be completed and authorized by the WMAA Manager or WMAA Board designee. Receipts for petty cash purchases must be obtained and signed by the person making the purchase and submitted to the WMAA Treasurer.

13. Credit Card Use.

A credit card may be available to provide authorized staff with a convenient and expedited means for making authorized purchases on behalf of the WMAA for official business. The WMAA Manager or WMAA Board designee must approve those authorized to use a credit card. Those authorized to use a credit card must sign out the card in the established log, along with the intended use and the date of use, and sign the log upon return of the card. All credit card use will be processed as “credit” rather than “debit”. Cash advances in credit cards are prohibited. Credit card purchases must follow the purchasing procedures described in this Policy.

Those authorized to use a credit card are responsible for the protection of the card while in their possession, and shall immediately notify the WMAA Manager or WMAA Board designee if the card is lost or stolen. Receipts for all credit card purchases must be submitted to verify the vendor, item purchased, quantity, and date of purchase.

Credit card purchases are limited to items/services that cost less than \$500, unless approved for higher amounts by the WMAA Manager or WMAA Board designee.

WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report March 20201

Total Fuel Gallons Delivered

	Current Month Mar 2021	One Year Ago Mar 2020	Fiscal Year To Date 01/01/21-03/31/21	F/Y to Date Compared 01/01/20-03/31/20
Avgas Sales	3,388			
Jet Fuel Sales	41,946			
Total Gallons Delivered	45,334	19,747	102,191	(15087) (-13%)

Transplant Flights

0

Wings Of Mercy Flights

1

Freight Flights From/To Holland

7

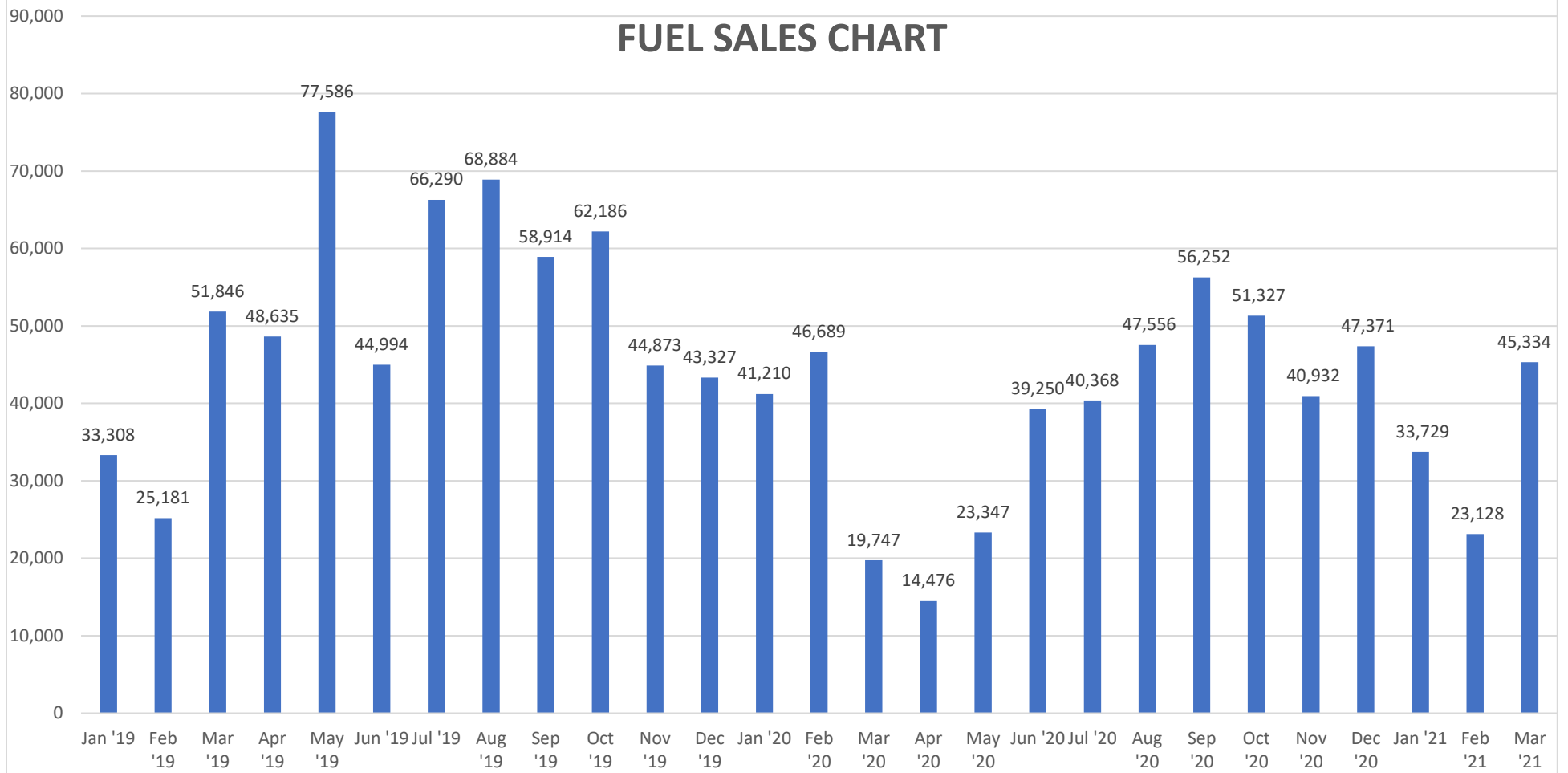
Freight Weight

7,650

Number of Parts if Known

32 skids + 10 boxes

FUEL SALES CHART



WMAA Fund Balance as of 6/30/2020					\$ 1,003,851.26
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	Operating	Capital (999)	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	564,954.39	-	-	-	\$ 564,954.39
Year to date Expenses	316,263.93	182,593.00	-	-	\$ 498,856.93

Estimated Fund Balance as of 04/08/2021					<u>\$ 1,069,948.72</u>
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	Budget	YTD		
Remaining Operating Revenues	608,800.00	564,954.39		\$ 43,845.61

	Budget	YTD	Encumbrances	
Remaining Operating Expenses (excluding contingences)	437,200.00	316,263.93	16,766.25	\$ 104,169.82

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		138,600.00		\$ 178,600.00

Ending Fund Balance as of 04/08/2021					<u>\$ 831,024.51</u>
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Other Expected Expenses:	Estimated amount	Spent	
FY21 Runway Rehabilitation Contruction and Lighting	206,363.00	(182,593.00)	
FY21 N. Hangar Park Taxiway Design/Construction	400,000.00		
FY21 Taxiway Crack Sealing	20,000.00		\$ 443,770.00

Ending Fund balance after expected capital expenses				<u>\$ 387,254.51</u>
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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	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
REVENUE 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
EXPENSE										
Department 999 - Airport Capital Projects										
Division 045 - Runway										
730974.0	Land Improvements General	5,107,857.00	.00	5,107,857.00	.00	.00	182,593.00	4,925,264.00	4	12,050.00
Division 045 - Runway Totals		\$5,107,857.00	\$0.00	\$5,107,857.00	\$0.00	\$0.00	\$182,593.00	\$4,925,264.00	4%	\$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	\$182,593.00	\$4,925,264.00	4%	\$54,565.00
EXPENSE TOTALS		\$5,107,857.00	\$0.00	\$5,107,857.00	\$0.00	\$0.00	\$182,593.00	\$4,925,264.00	4%	\$54,565.00
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		4,481,494.00	.00	4,481,494.00	.00	.00	.00	4,481,494.00	0%	226,302.98
EXPENSE TOTALS		5,107,857.00	.00	5,107,857.00	.00	.00	182,593.00	4,925,264.00	4%	54,565.00
Fund Z01 - WMAA (Airport) General Fund Totals		(\$626,363.00)	\$0.00	(\$626,363.00)	\$0.00	\$0.00	(\$182,593.00)	(\$443,770.00)		\$171,737.98
Grand Totals										
REVENUE TOTALS		4,481,494.00	.00	4,481,494.00	.00	.00	.00	4,481,494.00	0%	226,302.98
EXPENSE TOTALS		5,107,857.00	.00	5,107,857.00	.00	.00	182,593.00	4,925,264.00	4%	54,565.00
Grand Totals		(\$626,363.00)	\$0.00	(\$626,363.00)	\$0.00	\$0.00	(\$182,593.00)	(\$443,770.00)		\$171,737.98



Fund Equity Changes Report

Through 04/08/21

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	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	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	953,851.26	.00	25,000.00	928,851.26				
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	\$1,003,851.26	\$25,000.00	\$25,000.00	\$1,003,851.26	\$0.00	\$564,954.39	\$498,856.93	\$1,069,948.72
Fund Type	GENERAL FUND Totals	\$1,003,851.26	\$25,000.00	\$25,000.00	\$1,003,851.26	\$0.00	\$564,954.39	\$498,856.93	\$1,069,948.72
Fund Category	GOVERNMENTAL Totals	\$1,003,851.26	\$25,000.00	\$25,000.00	\$1,003,851.26	\$0.00	\$564,954.39	\$498,856.93	\$1,069,948.72
	Grand Totals	\$1,003,851.26	\$25,000.00	\$25,000.00	\$1,003,851.26	\$0.00	\$564,954.39	\$498,856.93	\$1,069,948.72



Budget Performance Report

Fiscal Year to Date 04/08/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 000 - General Revenues										
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	109,730.49	(2,730.49)	103	107,136.71
450582.P	Contributions from Other Govts From Park Township	108,000.00	.00	108,000.00	.00	.00	113,982.06	(5,982.06)	106	110,057.44
450582.Z	Contributions from Other Govts From City of Zeeland	60,000.00	.00	60,000.00	.00	.00	60,600.81	(600.81)	101	72,955.31
460654.1	Franchise Fees FBO Franchise Fees	23,400.00	.00	23,400.00	1,955.86	.00	17,602.74	5,797.26	75	23,350.20
460654.5	Franchise Fees Fuel Flowage Fee	80,000.00	.00	80,000.00	4,986.74	.00	47,514.28	32,485.72	59	72,666.17
460654.7	Franchise Fees Landing Fees	28,000.00	.00	28,000.00	1,574.31	.00	17,848.97	10,151.03	64	21,552.43
480665.0	Investment Income General	15,000.00	.00	15,000.00	.00	.00	5,955.07	9,044.93	40	17,252.53
480669.A	Rental Airport Business Center	8,300.00	.00	8,300.00	687.04	.00	6,183.36	2,116.64	74	8,202.36
480669.24	Rental Hangar Land Lease	98,600.00	.00	98,600.00	1,217.36	.00	97,898.43	701.57	99	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	.00	.00	57,837.41	162.59	100	58,280.00
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	3,725.00	(3,725.00)	+++	.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	.00	.00	+++	1,999.33
Department 000 - General Revenues Totals		\$608,800.00	\$0.00	\$608,800.00	\$10,421.31	\$0.00	\$564,954.39	\$43,845.61	93%	\$625,954.57
REVENUE TOTALS		\$608,800.00	\$0.00	\$608,800.00	\$10,421.31	\$0.00	\$564,954.39	\$43,845.61	93%	\$625,954.57
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	23,000.00	.00	23,000.00	3,000.00	.00	25,377.54	(2,377.54)	110	19,086.82
710707.0	Payroll-Temporary Help General	33,800.00	.00	33,800.00	.00	.00	19,376.92	14,423.08	57	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	1,589.50	1,210.50	57	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	4,571.63	3,228.37	59	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	240.00	.00	1,938.53	(438.53)	129	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	229.49	.00	3,436.17	763.83	82	3,799.86
712723	Unemployment Comp Insurance	20.00	.00	20.00	10.20	.00	19.29	.71	96	14.35
712724	Workers Comp Insurance	30.00	.00	30.00	.00	.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	1,355.35	144.65	90	4,679.98
721740.CAP	Operating Supplies Controlled Items-Capital Type	2,500.00	.00	2,500.00	.00	.00	1,678.34	821.66	67	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	1,531.00	11,469.00	12	8,461.20
721933.0	Equipment Maintenance General	20,000.00	.00	20,000.00	.00	.00	9,504.75	10,495.25	48	19,312.56



Budget Performance Report

Fiscal Year to Date 04/08/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 540 - Airport Operations										
722801.9010	Contr-Printing/Promo Advertising/Promotional	40,000.00	7,000.00	47,000.00	.00	16,766.25	19,006.82	11,226.93	76	19,204.99
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	23,476.08	(13,476.08)	235	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
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	833.35	(833.35)	+++	.00
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	4,498.50	10,501.50	30	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	36,486.20	(6,486.20)	122	26,926.89
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,000.00	.00	25,000.00	.00	.00	12,036.01	12,963.99	48	19,682.71
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	60,000.00	.00	60,000.00	.00	.00	40,457.20	19,542.80	67	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	20,791.69	7,208.31	74	25,922.75
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	1,695.75	304.25	85	1,490.25
723850.0	Communications Telephone	.00	.00	.00	.00	.00	331.48	(331.48)	+++	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	431.37	268.63	62	571.84
723920.LAND	Public Utilities Landing Lights & System	4,600.00	.00	4,600.00	.00	.00	3,212.33	1,387.67	70	4,036.83
723920.PLOT	Public Utilities Parking Lot Lights	1,800.00	.00	1,800.00	.00	.00	699.34	1,100.66	39	1,670.47
723920.RUNW	Public Utilities Runway Lights	6,700.00	.00	6,700.00	.00	.00	5,252.61	1,447.39	78	6,336.55
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	3,920.60	1,079.40	78	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	1,704.94	295.06	85	2,756.18
723961.0	Dues & Subscriptions General	600.00	.00	600.00	.00	.00	1,401.98	(801.98)	234	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 540 - Airport Operations Totals		\$534,600.00	\$7,000.00	\$541,600.00	\$5,558.86	\$16,766.25	\$277,615.21	\$247,218.54	54%	\$571,158.86
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	5,958.82	(958.82)	119	1,941.48
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	.00	.00	3,481.28	1,518.72	70	3,716.69
722808.1	Contr-Bldgs&Grnds Janitorial	7,500.00	.00	7,500.00	.00	.00	7,410.60	89.40	99	7,917.13
723850.0	Communications Telephone	2,600.00	.00	2,600.00	.00	.00	1,920.00	680.00	74	2,672.00
723850.WIFI	Communications WIFI Internet Connection	4,100.00	.00	4,100.00	.00	.00	2,500.00	1,600.00	61	3,437.50



Budget Performance Report

Fiscal Year to Date 04/08/21

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 541 - Business Center										
723920.BPW	Public Utilities BPW	20,000.00	.00	20,000.00	.00	.00	13,870.60	6,129.40	69	16,661.19
723920.GAS	Public Utilities Natural Gas	5,000.00	.00	5,000.00	.00	.00	3,507.42	1,492.58	70	4,033.67
770956.0	Contingency General	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
Department 541 - Business Center Totals		\$74,200.00	\$0.00	\$74,200.00	\$0.00	\$0.00	\$38,648.72	\$35,551.28	52%	\$40,379.66
EXPENSE TOTALS		\$608,800.00	\$7,000.00	\$615,800.00	\$5,558.86	\$16,766.25	\$316,263.93	\$282,769.82	54%	\$611,538.52
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		608,800.00	.00	608,800.00	10,421.31	.00	564,954.39	43,845.61	93%	625,954.57
EXPENSE TOTALS		608,800.00	7,000.00	615,800.00	5,558.86	16,766.25	316,263.93	282,769.82	54%	611,538.52
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	(\$7,000.00)	(\$7,000.00)	\$4,862.45	(\$16,766.25)	\$248,690.46	(\$238,924.21)		\$14,416.05
Grand Totals										
REVENUE TOTALS		608,800.00	.00	608,800.00	10,421.31	.00	564,954.39	43,845.61	93%	625,954.57
EXPENSE TOTALS		608,800.00	7,000.00	615,800.00	5,558.86	16,766.25	316,263.93	282,769.82	54%	611,538.52
Grand Totals		\$0.00	(\$7,000.00)	(\$7,000.00)	\$4,862.45	(\$16,766.25)	\$248,690.46	(\$238,924.21)		\$14,416.05



Trial Balance Listing

Through 04/08/21
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund Z01 - WMAA (Airport) General Fund						
ASSETS						
<i>CURRENT ASSETS</i>						
110001.675	Cash Due from Cash/Inv Pool	989,347.15	566,679.90	530,729.49	1,025,297.56	958,919.35
113040.0	Accounts Receivable General	37,418.03	260,881.41	266,293.74	32,005.70	65,330.59
114026.2014	Taxes Receivable 2014	.89	.00	.69	.20	25.89
114026.2015	Taxes Receivable 2015	16.77	.00	.55	16.22	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	40.16
114026.2018	Taxes Receivable 2018	34.29	.00	8.16	26.13	53.82
114026.2019	Taxes Receivable 2019	73.50	.00	22.61	50.89	.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	113,982.06	102,352.89	11,634.29	.00
119073.3	Due from Local Govt Units Due from Zeeland City	1.38	64,843.66	64,845.04	.00	5.79
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	\$1,006,387.03	\$964,635.20	\$1,070,148.72	\$1,025,273.86
ASSETS TOTALS		\$1,028,396.89	\$1,006,387.03	\$964,635.20	\$1,070,148.72	\$1,025,273.86
LIABILITIES AND FUND EQUITY						
LIABILITIES						
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(12,940.95)	451,798.45	438,857.50	.00	.00
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)	\$463,203.13	\$438,857.50	(\$200.00)	\$0.00
LIABILITIES TOTALS		(\$24,545.63)	\$463,203.13	\$438,857.50	(\$200.00)	\$0.00
FUND EQUITY						
<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	(953,851.26)	25,000.00	.00	(928,851.26)	(767,697.23)
<i>FUND BALANCE Totals</i>		(\$1,003,851.26)	\$25,000.00	\$25,000.00	(\$1,003,851.26)	(\$817,697.23)
	Fund Revenues	.00	4,479.57	569,433.96	(564,954.39)	(581,002.56)
	Fund Expenses	.00	503,185.19	4,328.26	498,856.93	373,425.93
FUND EQUITY TOTALS		(\$1,003,851.26)	\$532,664.76	\$598,762.22	(\$1,069,948.72)	(\$1,025,273.86)
LIABILITIES AND FUND EQUITY TOTALS		(\$1,028,396.89)	\$995,867.89	\$1,037,619.72	(\$1,070,148.72)	(\$1,025,273.86)



Trial Balance Listing

Through 04/08/21
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	\$2,002,254.92	\$2,002,254.92	\$0.00	\$0.00
	Grand Totals	\$0.00	\$2,002,254.92	\$2,002,254.92	\$0.00	\$0.00

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		03/11/2021		63229	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		756 - CITY OF ZEELAND	2021-00002134	REFUND OF OVERPAYMENT	02/28/2021	02/28/2021	4,242.85
Total Selected Invoices: 1							<u>\$4,242.85</u>

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 03/11/2021

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	03/11/2021	63229	Accounts Payable	CITY OF ZEELAND		4,242.85
	Invoice		Date	Description		Amount
	2021-00002134		02/28/2021	REFUND OF OVERPAYMENT		4,242.85
CITY AP PAYABLES ACCOUNT Totals:						\$4,242.85
Checks:		1				\$4,242.85
				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		03/18/2021		63253
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date
AIR Airport		3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24583	Communications Partnership Plan	03/09/2021	03/18/2021
		304 - FENCE CONSULTANTS OF WEST MICHIGAN INC	50641	AIRPORT - SERVICES	01/31/2021	03/18/2021
		316 - MEAD & HUNT INC - ACH	313792	AIRPORT - FEBRUARY SERVICES	03/09/2021	03/18/2021
		3992 - PROFESSIONAL BUILDING SERVICES LLC	2049	AIRPORT - FEBRUARY SERVICES	03/04/2021	03/18/2021
		190 - QUALITY AIR HEATING & COOLING INC	91023735	AIRPORT - SERVICES	03/09/2021	03/18/2021
		4623 - THE HOLLAND SENTINEL - ADS	2021-00002214	AIRPORT - ACCT 00054672	02/28/2021	03/18/2021
		322 - TULIP CITY AIR SERVICE INC.	2021-00002215	AIRPORT - FEBRUARY SERVICES	02/28/2021	03/18/2021
Total Selected Invoices: 7						\$33,540.84

City of Holland
Payment Batch Register
Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 03/18/2021

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	03/18/2021	63253	Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		4,626.25
	Invoice		Date	Description		Amount
	24583		03/09/2021	Communications Partnership Plan		4,626.25
Check	03/18/2021	63254	Accounts Payable	FENCE CONSULTANTS OF WEST MICHIGAN INC		898.00
	Invoice		Date	Description		Amount
	50641		01/31/2021	AIRPORT - SERVICES		898.00
Check	03/18/2021	63255	Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice		Date	Description		Amount
	2049		03/04/2021	AIRPORT - FEBRUARY SERVICES		598.00
Check	03/18/2021	63256	Accounts Payable	QUALITY AIR HEATING & COOLING INC		704.75
	Invoice		Date	Description		Amount
	91023735		03/09/2021	AIRPORT - SERVICES		704.75
Check	03/18/2021	63257	Accounts Payable	THE HOLLAND SENTINEL - ADS		180.30
	Invoice		Date	Description		Amount
	2021-00002214		02/28/2021	AIRPORT - ACCT 00054672		180.30
Check	03/18/2021	63258	Accounts Payable	TULIP CITY AIR SERVICE INC.		25,624.04
	Invoice		Date	Description		Amount
	2021-00002215		02/28/2021	AIRPORT - FEBRUARY SERVICES		25,624.04
EFT	03/18/2021	6893	Accounts Payable	MEAD & HUNT INC - ACH	0750000019 / 547284589	909.50
	Invoice		Date	Description		Amount
	313792		03/09/2021	AIRPORT - FEBRUARY SERVICES		909.50
CITY AP PAYABLES ACCOUNT Totals:						\$33,540.84
Transactions: 7						

Checks: 6 \$32,631.34
EFTs: 1 \$909.50

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date	Starting Check Number		
AIR Airport		PAYABLES ACCOUNT		03/25/2021	63389		
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2021-00002230	AIRPORT FEB CC PMT	02/28/2021	03/25/2021	830.52
		234 - FIFTH THIRD BANK - CREDIT CARD - ACH	5100915	AIRPORT - AD	02/24/2021	03/25/2021	1,190.00
		130 - SEMCO ENERGY GAS COMPANY - ACH	2021-00002231	AIRPORT 3/3/2021 READ DATE	03/25/2021	03/25/2021	903.28
Total Selected Invoices: 3							\$2,923.80

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 03/25/2021

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
EFT	03/25/2021	6921	Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	2,020.52
Invoice						
	5100915		02/24/2021	AIRPORT - AD		Amount
	2021-00002230		02/28/2021	AIRPORT FEB CC PMT		1,190.00
						830.52
EFT	03/25/2021	6922	Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	903.28
Invoice						
	2021-00002231		03/25/2021	AIRPORT 3/3/2021 READ DATE		Amount
						903.28
CITY AP PAYABLES ACCOUNT Totals:						\$2,923.80
Transactions: 2						
EFTs: 2 \$2,923.80						

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number	
AIR Airport		PAYABLES ACCOUNT		04/01/2021		63455	
Selected Invoices		Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport		101 - CUNNINGHAM DALMAN P.C.	282295	AIRPORT - LEGAL SERVICES	03/18/2021	03/31/2021	3,941.10
		146 - HOLLAND BOARD OF PUBLIC WORKS	2021-00002268	AIRPORT - UTILITIES	03/31/2021	03/31/2021	3,252.99
		190 - QUALITY AIR HEATING & COOLING INC	91024302	IARPORT - SERVICES	03/19/2021	03/31/2021	169.00
Total Selected Invoices: 3							\$7,363.09

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 04/01/2021

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	04/01/2021	63455	Accounts Payable	CUNNINGHAM DALMAN P.C.		3,941.10
	Invoice		Date	Description		Amount
	282295		03/18/2021	AIRPORT - LEGAL SERVICES		3,941.10
Check	04/01/2021	63456	Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		3,252.99
	Invoice		Date	Description		Amount
	2021-00002288		03/31/2021	AIRPORT - UTILITIES		3,252.99
Check	04/01/2021	63457	Accounts Payable	QUALITY AIR HEATING & COOLING INC		169.00
	Invoice		Date	Description		Amount
	91024302		03/19/2021	IARPORT - SERVICES		169.00
CITY AP PAYABLES ACCOUNT Totals:						\$7,363.09
Transactions: 3						

Checks: 3 \$7,363.09

City of Holland Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number			
AIR Airport	PAYABLES ACCOUNT	04/08/2021	63534			
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	3992 - PROFESSIONAL BUILDING SERVICES LLC	2163	AIRPORT - MARCH CLEANING SERVICES	03/31/2021	03/31/2021	598.00
	322 - TULIP CITY AIR SERVICE INC.	2021-00002371	AIRPORT - MARCH SERVICES	03/31/2021	03/31/2021	1,018.55
	206 - WEST MICHIGAN UNIFORM	320957	AIRPORT - RUGS	03/31/2021	03/31/2021	261.40
Total Selected Invoices: 3						\$1,877.95

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT
Batch Date: 04/08/2021

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT						
Check	04/08/2021	63534	Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice		Date	Description		Amount
	2163		03/31/2021	AIRPORT - MARCH CLEANING SERVICES		598.00
Check	04/08/2021	63535	Accounts Payable	TULIP CITY AIR SERVICE INC.		1,018.55
	Invoice		Date	Description		Amount
	2021-00002371		03/31/2021	AIRPORT - MARCH SERVICES		1,018.55
Check	04/08/2021	63536	Accounts Payable	WEST MICHIGAN UNIFORM		261.40
	Invoice		Date	Description		Amount
	320957		03/31/2021	AIRPORT - RUGS		261.40
CITY AP PAYABLES ACCOUNT Totals:						\$1,877.95
Checks:						3
Transactions:						3
						\$1,877.95