West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
P (616) 368-3023
Comprising City of Zeeland, Park Township and City of Holland

Authority Members

City of Holland

Dave Hoekstra
Scott Corbin
Charles Murray

City of Zeeland

Kevin Klynstra
Beth Blanton
Les Hoogland

Park Township

Russ Sylte
Skip Keeter
Jeff King

Ex-officio

Jim Storey
Frank Garcia

West Michigan Airport Authority

Regular Meeting Agenda

December 13th, 2021

11:30 a.m. –1:00 p.m.

Meeting will be hybrid, conducted through Zoom and in-person

https://us06web.zoom.us/j/84572645434

1. Public Comment.
2. Consideration of November 8th, 2021 Meeting Minutes (Action Requested).
3. Approval of 2022 Meeting Schedule (Action Requested).
4. FY23 Budget Schedule (Action requested)
5. Approval of FY21 Financial Audit Report (Action Requested).
6. Approval of Airport Capital Improvement Plan (Action Requested).
7. Approval of 2021 CRRSAA Grant Agreement (Action Requested).
8. Approval of Airfield Wildlife Management Agreement with USDA (Action Requested).
9. Approval of Ground Lease Agreement with Lake Michigan Credit Union (Fogg Hangar Project).
10. Authorize Airport Director to Obtain Airport Manager Certification (Action Requested).
11. WMRAA Year in Review & Action Plan Update.
12. FBO Report
13. Financial Reports
14. Updates from Board
15. Other Business
    A. **Last Call on Headshots**
    B. Metal Flow CEO Conversation
    C. FlightLevel Meet & Greet
16. Adjourn.

Next Meeting will be held January 10th, 2022

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

November 8th, 2021
11:30 a.m. – 1:00 p.m.
Hybrid Meeting – In Person & Using Zoom

PRESENT: Hoekstra, Corbin, Murray, Klynstra, Hoogland, Sylte, Keeter, King, Garcia

ABSENT: Blanton, Storey

OTHERS PRESENT: Airport Authority Director Thelenwood, Treasurer McCammon, Jeff Thoman (Mead & Hunt), Daniel Robertson

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

Board Members in Attendance (Roll Call):
Dave Hoekstra, In Person
Scott Corbin, In Person
Klynstra, In Person
Beth Blanton, Absent
Les Hoogland, In Person
Sylte, In Person
Skip Keeter, In Person
Jeff King, In Person

21.11.1 Public Comments.
King made a comment, as a T-hangar Tenant and Private business owner, expressing his substantial concern related to the lack of consistent communication from FligthLevel during their transition period over the last four months. He expressed that consistent, clear, and cohesive messaging will be central to their success in the future.

21.11.2 September 13th, 2021 Meeting Minutes.
Klynstra made a motion with support by Hoekstra to approve the September 13th Meeting Minutes as written.
Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Hoogland, Sylte, Keeter, King**
Nays: None
Motion carried.

21.11.3 Review Board Roster
Director Thelenwood Presented to the Board the updated Airport Authority roster, correcting

term dates for a few Board members. It was noted that there remained a correction regarding the City of Holland Alternative, as it should state Quincy Byrd.

Klynstra made a motion with support by King to approve the Roster, with the recommended amendment, as presented.
Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Hoogland, Sylte, Keeter, King**
Nays: None
Motion carried.

21.11.4.1 Communication Update

Director Thelenwood apprised the Board of the status of both the Annual Report and Property Development materials. Thelenwood requested the Board provide input regarding any items they feel should be included in the annual report. The communication update was accepted as information.

21.11.5 Introduction of Holland Board Appointee: Chuck Murray

Director Thelenwood introduced the most recent appointee to the Board, Chuck Murray. Chuck was appointed to fill the vacancy left on the Board by Megan Stumbo.

No action was required.

21.11.6 Approval of agreements for Professional Consultant Services: Preliminary Engineering & Short Form Environmental Assessment:

As part of the North Hangar Taxilane Project, the Board approved Mead & Hunt as the Consultant & Project Engineer following the consultant procurement process established by MDOT-AERO. As part of this process Mead & Hunt is required to provide their fees for the project to MDOT and the Airport is required to perform an independent fee assessment for key services. To date, Mead & Hunt has provided fee estimates for Preliminary Engineering (PE) and a Short Form Environmental Assessment (EA). As the fees for the PE were under $50,000, the airport was not required to perform an independent fee assessment. An assessment was required for the EA. To complete an assessment, the Airport is required to reach out to a contractor approved by MDOT. The Airport provides the scope of services to the contractor and the contractor provides an Independent Fee Estimate (IFE) as well as an acceptable range of fees. The Airport Authority contracted with C&S Consulting to provide the IFE. C&S determined the IFE for this project to about $156,835 though anything between $141,145 and $172,515 would be acceptable.

Mead & Hunts fees are as follows:

EA: ***$167,908.56***
PE: ***$41,760.65***

The FY 22 Budget currently contains $195,110.00 for this work. The Airport Authority would self-fund this work on the front end and would be reimbursed by the FAA/MDOT-AERO later on. The Airport Authority would need to approve a budget amendment of ***$14,559.21*** to make up the difference. The budget amendment would come out of working capital.

It was recommended that the Airport Authority Board (1) Approve the agreements with Mead & Hunt to perform the EA & PE work described in this report and authorize Board Chair Sylte to sign off on the agreements and (2) Authorize a budget amendment of $14,559.21 to come out of working capital for completion of this work.

Corbin made a motion with support by Keeter to approve the proposal as presented.
Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Hoogland, Sylte, Keeter, King**
Nays: None
Motion carried.

21.11.7 Approval of Credit card Policy

In January 2021 the Airport Authority approved procurement of an Airport Authority Credit Card. As part of this procurement policy, the Airport Authority has been utilizing the City of Holland's credit card policy, which designates how the credit card is to be used, what restrictions are on it, how use is to be tracked, and who is responsible for securing and managing use of the card. As part of the Airport's ongoing annual financial audit, the auditors have recommended that the Airport Authority adopt it's own individual credit card policy. The attached policy largely reflects the City of Holland's policy with slight edits that better align with the actual structure of the Airport Authority as an organization.

It was recommended that the Airport Authority Board Adopt the Credit Card Policy as presented.

Hoekstra made a motion with support by Keeter to approve the Credit card Policy as presented.
Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Hoogland, Sylte, Keeter, King**
Nays: None
Motion carried.

21.11.8 Proposal to Extend Project Administrator Assignment through June 30th, 2022

Project Administrator Amanda Davio has been working with the Airport Authority since May 2021. The Board initially approved the Project Administrator role to extend through November of 2021, with the intent to review any potential future extension in November.

The role of the Project Administrator was designed to provide key experiential learning opportunities and supplemental experiences for a recent graduate or similar professional. The Project Administrator was assigned specific projects but was also provided opportunities to explore interest areas at the Airport. More specifically, Amanda has been responsible for, and has successfully executed the following:

- Development of potential Airport Sustainability Project List
- Development and release of Airport User Survey
- Development of Business & Stakeholder Survey
- Identification of Potential Stakeholders/Partners in "Airport Footprint"
- Re-launch of Airport Social Media Engagement
- Establishment of Airport social media posting calendar

In addition to these projects, Amanda has also built established working relationships with, and is the point of contact for, key organizations such as STEM Flights and Flight Path, while also working to establish partnerships with I-Cademy/Innocademy, and I AM Academy. Amanda has been, and currently is serving as the primary point of contact for the majority of the Airport's community engagement work as well as for potential collaboration opportunities in the sustainability space with partners such as:

- The Outdoor Discovery Center
- The City of Holland's Sustainability Manager
- The Holland Board of Public Works
- The Macatawa Area Coordinating Council
- Hope College
- Foresight Management
- Boileau Communications
- The West Michigan Sustainable Business Forum
- And several more.

Amanda, is also the key point of contact for upcoming collaborations with organizations

like Operation Good Cheer, South Bend International Airport, Gerald R Ford International Airport, as well as the Westcoast Chamber and Lakeshore Advantage.

In addition to the project work described above, Amanda also provides key administrative support services for projects under the purview of the Authority Director. Amanda has far exceeded the expectations of her role and has provided critical support and has proven herself to be motivated, engaged, self-directed, and responsible. The airport would benefit greatly from her continuation on this role.

It would be the recommendation of the Director to extend her assignment as Project Administrator to forward the key project work she has initiated and is currently at the helm on; efforts that will further the Airport's broader goals of building engagement and cementing community support. Her work also highlights an opportunity for the Board to look at staffing, generally.

Extending her assignment through June 30th, 2022 would require a budget amendment of $7,200. Current budget could carry Amanda though early spring. It is proposed that this amendment be taken from the CRSSA funds currently set to be allocated to the Airport Authority (totaling $57,000).

It was recommended that the Airport Authority Board approve the Proposal to Extend Project Administrator Position through June 30th, 2022

King made a motion with support by Klynstra to extend the Project Administrator Assignment as presented.
Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Hoogland, Sylte, Keeter, King**
Nays: None
Motion carried.

21.11.9 Sustainability Priorities.

Director Thelenwood presented the Board with a list of potential sustainability targets and initiatives the Airport could pursue in alignment with regional, state wide, and FAA priorities. Many of these initiatives would fall under the purview of Project Administrator Davio, and in conjunction with local partners. No action was requested.

21.07.10 Committee Appointments

Director Thelenwood presented the Board with the recommendation to appoint Daniel Robertson to the Marketing & Communications Committee and Mike Mabie to the operations

Committee.

Keeter made a motion with support by Hoogland to approve the Committee Appointments as presented.
.
Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Hoogland, Sylte, Keeter, King**
Nays: None
Motion carried.

21.07.11 Financial Reports

Klynstra made a motion with support by Hoekstra to approve the Financial Reports as presented.
.
Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Hoogland, Sylte, Keeter, King**
Nays: None
Motion carried.

21.07.12 Updates from the Board.

Klynstra shared with the Board that former Chair, and current City Manager Tim Klunder was experiencing significant health issues and wished to bring this to the attention of the Board due to Mr. Klunder's long history of service to the Board.

21.07.12 Other Business

21.07.12 Updates from the Board.

Director Thelenwood provided a brief status update regarding Parcel K, and the North Hangar Park Project.

Meeting Adjourned at 1:00 p.m.

Minutes Approved: (Secretary)

Date:_____

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

December 13, 2021 **Item 3**

To: West Michigan Airport Authority Board.
From: Amanda Davio, Project Administrator.
Subject: **Airport Authority Board Meeting Schedule 2022.**

The Airport Authority meets the 2nd Monday of every month commencing at 11:30am. Below is the list of meeting Dates:

NOTE: The Airport Authority will continue to meet remotely via ZOOM as long as permitted by the Michigan Governor's executive order.

Monday, January 10th, 2022
Monday, February 14th, 2022
Monday, March 14th, 2022
Monday, April 11th, 2022
Monday, May 9th, 2022
Monday, June 13th, 2022
Monday, July 11th, 2022
Monday, August 8th, 2022
Monday, September 12th, 2022
Monday, October 10th, 2022
Monday, November 14th, 2022
Monday, December 12th, 2022

Please address any questions to Aaron Thelenwood
Phone numbers: 616.368-3023 (O), 248.410.1402 (C)
Email address: a.thelenwood@wmraa.org

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December 13, 2021 **REPORT 4**

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Authority Director
Subject: **Fiscal Year 2023 Budget Preparation.**

It is time again to begin preparation of the next fiscal year budget. Following is the proposed schedule for preparation and approval of the Fiscal Year 2023 (July 1, 2022 – June 30, 2023) budget:

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

2. **February 14th, 2021:** Board considers proposed Action Plan.

3. **February 14th, 2021:** Board considers the operating and capital budgets and sets public hearing for March 14th Board meeting.

4. **March 14th, 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 11th.

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

Recommendation

It is recommended that the Authority Board approve the Fiscal Year 2023 budget schedule as presented in this report.

West Michigan Airport Authority
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December 13th, 2021 **REPORT 5**

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Fiscal Year 2021 Audit.**

Rehmann Robson has completed the Fiscal Year (FY) 2021 financial audit of the West Michigan Airport Authority. The Authority contracts with the City of Holland for financial services and the City staff worked closely with Rehmann to provide the information necessary for this audit.

Once again, the FY2021 audit indicates the sound financial position of the Authority. The Authority strives to be an excellent steward of the finances provided by various revenue sources, including the taxpayers of Park Township and the Cities of Holland and Zeeland. The FY21 audit reflects this position.

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

The audit notes a fund balance of $1,174,469 as of June 30, 2021, an increase of $170,617 from the prior year. It is this balance that the Authority draws-down on as it funds its share of capital projects. This fund balance does not consider other capital projects planned for the next five years (North Hangar Park Taxiway, west apron rehab, etc.).

The 2021 audit also notes:

- Assets exceed liabilities by $12,396,351. This is due largely to the capital assets of the Authority.
- The Authority does not have any debt.
- The Authority invests a portion of its fund balance with the City of Holland pooled investments.

Recommendation: It is recommended that the Authority Board accept the Fiscal Year 2021 Audit as presented by Rehmann.

INDEPENDENT AUDITORS' COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

Month //, 2021

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

We have audited the financial statements of the governmental activities and the general fund of the ***West Michigan Airport Authority*** (the "Authority") as of and for the year ended June 30, 2021, and have issued our report thereon dated Month //, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated July 16, 2021, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Authority solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding internal control over financial reporting and compliance noted during our audit in a separate letter to you dated Month //, 2021.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter and in our meeting about planning matters on October 11, 2021.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Authority's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Authority is included in Note 1 to the financial statements.

There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during the year.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimate affecting the financial statements was management's estimate of the useful lives of depreciable capital assets which is based on the length of time it is believed that those assets will provide some economic benefit in the future.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Authority's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in Attachment B to this letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Authority, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Authority's auditors.

Upcoming Changes in Accounting Standards

Generally accepted accounting principles (GAAP) are continually changing in order to promote the usability and enhance the applicability of information included in external financial reporting. While it would not be practical to include an in-depth discussion of every upcoming change in professional standards, Attachment A to this letter contains a brief overview of recent pronouncements of the Governmental Accounting Standards Board (GASB) and their related effective dates. Management is responsible for reviewing these standards, determining their applicability, and implementing them in future accounting periods.

This information is intended solely for the use of the governing body and management of the West Michigan Airport Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

WEST MICHIGAN AIRPORT AUTHORITY

Attachment A – Upcoming Changes in Accounting Standards / Regulations

For the June 30, 2021 Audit

The following pronouncements of the Governmental Accounting Standards Board (GASB) have been released recently and may be applicable to the Authority in the near future. We encourage management to review the following information and determine which standard(s) may be applicable to the Authority. For the complete text of these and other GASB standards, visit www.gasb.org and click on the "Standards & Guidance" tab. If you have questions regarding the applicability, timing, or implementation approach for any of these standards, please contact your audit team.

GASB 87 ■ Leases

Effective 06/15/2022 (your FY 2022)

This standard establishes a single model for reporting all leases (including those previously classified as operating and capital). Lessees will now report offsetting intangible lease assets and lease liabilities equal to the present value of future lease payments. Lessors will report offsetting lease receivables and deferred inflows of resources.

GASB 89 ■ Accounting for Interest Cost Incurred before the End of a Construction Period

Effective 12/15/2021 (your FY 2022)

This standard eliminates the requirement for governments to capitalize interest during the construction period for business-type activities. As this simplifies the accounting for interest, early implementation is encouraged. We do not expect this standard to have any significant effect on the Authority.

GASB 91 ■ Conduit Debt Obligations

Effective 12/15/2022 (your FY 2023)

This standard defines "conduit debt obligations", where a government issues debt whose proceeds are received and repaid by a third-party obligor without the issuer being primarily liable. The standard requires issuers to disclose conduit debt obligations, but not to record a liability unless it is *more likely than not* that a commitment made by the issuer will require it to support one or more debt payments for a conduit debt obligation. We do not expect this standard to have any significant effect on the Authority.

GASB 92 ■ Omnibus 2020

Effective 06/15/2022 (your FY 2022)

This standard includes a variety of small technical revisions to previously issued GASB statements. We do not expect this standard to have any significant effect on the Authority.

GASB 93 ■ Replacement of Interbank Offered Rates

Effective 06/15/2022 (your FY 2022)

This standard provides guidance to governments with agreements with variable payments tied to LIBOR, and how to transition them to a new reference rate. We do not expect this standard to have any significant effect on the Authority.

WEST MICHIGAN AIRPORT AUTHORITY

Attachment A – Upcoming Changes in Accounting Standards / Regulations

For the June 30, 2021 Audit

GASB 94 ■ Public-Private and Public-Public Partnerships and Availability Payment Arrangements

Effective 06/15/2023 (your FY 2023)

This standard addresses accounting and financial reporting for arrangements in which a government contracts with an operator to provide public services by conveying control of the right to operate or use a capital asset for a period of time in an exchange or exchange-like transaction. We do not expect this standard to have any significant effect on the Authority.

GASB 96 ■ Subscription-Based Information Technology Arrangements

Effective 06/15/2023 (your FY 2023)

This standard expands on the new guidance for leases and applies it to computer software contracts (subscriptions) with similar characteristics. Governments that subscribe to a vendor's IT software will now report offsetting intangible subscription assets and subscription liabilities equal to the present value of future subscription payments.

GASB 97 ■ Certain Component Unit Criteria and IRC Section 457 Deferred Compensation Plans

Effective 06/15/2022 (your FY 2022)

This standard amends the requirements for when to report defined contribution pension plans (such as 401k and 403b plans) as fiduciary component units, and how to account for Section 457 deferred compensation plans.

■ ■ ■ ■ ■

WEST MICHIGAN AIRPORT AUTHORITY

Attachment B – Management Representations

For the June 30, 2021 Audit

The following pages contain the written representations that we requested from management.

[*Prepared on client's letterhead*]

[Date of Auditors' Report]

Rehmann Robson
2330 East Paris Ave
Grand Rapids, MI 49546

This representation letter is provided in connection with your audit of the financial statements of the governmental activities and the general fund of the ***West Michigan Airport Authority*** (the "Authority"), as of and for the year ended June 30, 2021, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and the budgetary comparison for the general fund of the Authority in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of [Date of Auditors' Report]:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 16, 2021, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
2. The financial statements referred to above have been fairly presented in accordance with U.S. GAAP, and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
3. We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
4. With respect to any assistance you provided in drafting the financial statements and related notes, we have performed the following:
   a. Made all management decisions and performed all management functions;
   b. Assigned a competent individual to oversee the services;
   c. Evaluated the adequacy of the services performed;
   d. Evaluated and accepted responsibility for the result of the service performed; and
   e. Established and maintained internal controls, including monitoring ongoing activities.

5. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
6. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
7. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
8. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.
9. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
10. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
11. With regard to items reported at fair value:
    a. The underlying assumptions are reasonable, and they appropriately reflect management's intent and ability to carry out its stated courses of action.
    b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
    c. The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
    d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
12. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
13. All funds and activities are properly classified.
14. All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
15. All components of net position and fund balance classifications have been properly reported.
16. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
17. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
18. All interfund and intra-entity transactions and balances have been properly classified and reported.
19. Deposit and investment risks have been properly and fully disclosed.
20. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.

21. All required supplementary information is measured and presented within the prescribed guidelines.
22. In March 2020, the World Health Organization declared the novel coronavirus outbreak (COVID-19) to be a global pandemic. The pandemic has resulted in operational challenges for the Authority as it determines the appropriate methods to provide services to its customers. The Authority directly received over $157,000 during fiscal year 2021 to be used to respond to the impacts of the COVID-19 pandemic through the CARES Act. At this time, management does not believe that any ongoing negative financial impact related to the pandemic would be material to the Authority.

Information Provided

23. We have provided you with:
    a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
    b. Additional information that you have requested from us for the purpose of the audit; and
    c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
24. All transactions have been recorded in the accounting records and are reflected in the financial statements.
25. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
26. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
    a. Management;
    b. Employees who have significant roles in internal control; or
    c. Others where the fraud could have a material effect on the financial statements.
27. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), regulators, or others.
28. We have no knowledge of any instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
29. We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
30. We have a process to track the status of audit findings and recommendations.
31. We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
32. We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

33. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.
34. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
35. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
36. The government has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
37. We have disclosed to you all guarantees, whether written or oral, under which the government is contingently liable.
38. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
39. There are no:
    a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
    b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.
    c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Statement No. 62.
40. The government has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
41. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
42. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.

Required Supplementary Information

43. With respect to the required supplementary information accompanying the financial statements:
    a. We acknowledge our responsibility for the presentation of the required supplementary information in accordance with accounting principles generally accepted in the United States of America.

b. We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with accounting principles generally accepted in the United States of America.
c. The methods of measurement or presentation have not changed from those used in the prior period.
d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

_____

Aaron Thelenwood, Airport Director

_____

Lynn McCammon, Finance Director

West Michigan Airport Authority

WEST MICHIGAN™
REGIONAL AIRPORT

Year Ended
June 30, 2021

Financial
Statements

Rehmann

WEST MICHIGAN AIRPORT AUTHORITY

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INDEPENDENT AUDITORS' REPORT

Month //, 2021

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of the ***West Michigan Airport Authority*** (the "Authority"), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Independent Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the West Michigan Airport Authority as of June 30, 2021, and the respective changes in financial position thereof and the budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards,* we have also issued our report dated Month //, 2021, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

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MANAGEMENT'S DISCUSSION AND ANALYSIS

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

As management of the West Michigan Airport Authority (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2021. We encourage readers to consider the information presented here in conjunction with additional information that is furnished the financial statements and notes to the financial statements.

Financial Highlights

The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by $12,396,351 *(net position).* Of this amount, $1,167,451 was unrestricted net position and may be used to meet the Authority's ongoing obligations to citizens and creditors. The Authority's total net position increased by $3,775,218.

As of the close of the current fiscal year, the Authority's general fund reported an ending fund balance of $1,174,469, an increase of $170,617 from the prior year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's financial statements. The Authority's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private sector business.

The *statement of net position* presents information on all of the Authority's assets and liabilities, with the difference between the two reported as *net position.* Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority's is improving or deteriorating.

The *statement of activities* presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., depreciation expense).

Both of the government-wide financial statements distinguish functions of the Authority that are principally supported by property tax and intergovernmental revenues (*governmental activities)* from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Authority are all classified as transportation. The Authority has no business-type activities.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources,* as well as on balance of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities.*

The Authority reports one governmental fund, the general fund. Information for this fund is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balance.

The Authority adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided herein to demonstrate compliance with those budgets.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by $12,396,351 at the close of the most recent fiscal year.

	Net Position	
	2021	**2020**
Assets		
Current and other assets	$ 1,235,216	$ 1,028,398
Capital assets, net	11,228,900	7,617,281
Total assets	12,464,116	8,645,679
Liabilities		
Other liabilities	67,765	24,546
Net position		
Investment in capital assets	11,228,900	7,617,281
Unrestricted	1,167,451	1,003,852
Total net position	$ 12,396,351	$ 8,621,133

A portion of the Authority's net position (90.6%) reflects its investment in capital assets (e.g., land, buildings, and equipment). The Authority uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

The remaining (9.4%) balance ($1,167,451) may be used to meet the Authority's ongoing obligations to citizens and creditors. At the end of the current fiscal year, the Authority is able to report positive balance in both categories of net position.

	Change in Net Position	
	2021	**2020**
Revenues		
Program revenues:		
Charges for services	$ 290,377	$ 297,104
Capital grants and contributions	4,120,772	270,405
General revenues:		
Property taxes	276,538	267,495
Unrestricted investment earnings	9,433	17,253
Total revenues	4,697,120	852,257
Expenses		
Transportation	921,902	873,105
Change in net position	3,775,218	(20,848)
Net position, beginning of year	8,621,133	8,641,981
Net position, end of year	$ 12,396,351	$ 8,621,133

The Authority's net position increased by $3,775,218 during the current fiscal year. Capital grants revenue increased by $3,850,367 in the current year to $4,120,772, as the Authority received additional grant funding for construction. Capital grants and contributions fluctuate on an annual basis given the nature of projects in which state and federal funding is available. Transportation expenses approximated the prior year amount, increasing by $48,797.

Financial Analysis of the Government's Funds

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the Authority's *governmental fund* is to provide information on near-term inflows, outflows, and balance of spendable resources. Such information is useful in assessing the Authority financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The overall results of general fund operations were an increase in fund balance of $170,617 from the prior year. At the end of the current fiscal year, unassigned fund balance of the general fund was $995,023. As a measure of the general fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 22.0% of general fund expenditures.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

General Fund Budgetary Highlights

The original and final revenue budget was $5,090,294 and $5,247,294, respectively. The original and final expenditure budget was $5,716,657 and $5,723,657, respectively. Adjustments from the original to the final budget, as well as final budget to actual differences, are primarily the result of changes in the timing and scope of capital projects and related funding availability.

Capital Asset and Debt Administration

Capital Assets. During the fiscal year, the Authority continued runway improvements of over $4 million. The City of Holland, Michigan retained ownership of capital assets consisting of land, land improvements, building and equipment acquired prior to formation of the Authority.

	Capital Assets (Net of Depreciation)	
	2021	**2020**
Land	$ 520,353	$ 520,353
Construction in progress	6,875	238,214
Land improvements	5,313,040	1,098,235
Buildings and improvements	5,119,960	5,457,084
Equipment	268,672	303,395
Total capital assets, net	$ 11,228,900	$ 7,617,281

Additional information on the Authority's capital assets can be found in Note 5 of this report.

Debt. The Authority had no long-term debt at June 30, 2021 and 2020.

Economic Factors and Next Year's Budget and Rates

The local economy continues to be strong with very low unemployment rates and increasing property values in all property classifications. Due to Headlee Rollback provisions, the tax millage rate decreased from .0986 mills to .0980. A millage renewal vote was approved by voters in November 2018 for a ten year period. Property tax revenues were up slightly from the prior year related to an increase in property values.

The budget for the year ended June 30, 2021 was adopted in June 2020 when there was a high degree of uncertainty related to the operations for authorities in the State of Michigan due to the novel coronavirus outbreak (COVID-19). In addition, the Authority is continuously evaluating the impacts of the pandemic as it determines the appropriate methods to deliver services in a safe environment. These factors will have a significant impact on the operational and financial performance of the Authority.

Requests for Information

This financial report is designed to provide a general overview of the Authority for all those with an interest in the Authority's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Ms. Sarah Kuiper, West Michigan Airport Authority, 270 River Ave., Holland, Michigan 49423.

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BASIC FINANCIAL STATEMENTS

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Net Position

June 30, 2021

	Governmental Activities
Assets	
Cash and pooled investments	$ 1,142,756
Receivables, net	91,614
Prepaids	846
Capital assets not being depreciated	527,228
Capital assets being depreciated, net	10,701,672
Total assets	12,464,116
Liabilities	
Payables	30,847
Compensated absences, due within one year	7,018
Unearned revenue	29,900
Total liabilities	67,765
Net position	
Investment in capital assets	11,228,900
Unrestricted	1,167,451
Total net position	$ 12,396,351

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Activities

For the Year Ended June 30, 2021

		Program Revenues		
Functions / Programs	**Expenses**	**Charges for Services**	**Capital Grants and Contributions**	**Net (Expenses) Revenues**
Governmental activities				
Transportation	$ 921,902	$ 290,377	$ 4,120,772	$ 3,489,247
General revenues				
Property taxes				276,538
Unrestricted investment earnings				9,433
Total general revenues				285,971
Change in net position				3,775,218
Net position, beginning of year				8,621,133
Net position, end of year				$ 12,396,351

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Balance Sheet

Governmental Fund
June 30, 2021

	General Fund
Assets	
Cash and pooled investments	$ 1,142,756
Receivables:	
Accounts	26,419
Taxes, net	50
Due from other governmental units	65,145
Prepaids	846
Total assets	$ 1,235,216
Liabilities	
Accounts payable	$ 29,717
Contracts payable	1,130
Unearned revenue	29,900
Total liabilities	60,747
Fund balance	
Nonspendable - prepaids	846
Committed for capital projects	178,600
Unassigned	995,023
Total fund balance	1,174,469
Total liabilities and fund balance	$ 1,235,216

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Reconciliation

Fund Balance of the Governmental Fund
to Net Position of Governmental Activities
June 30, 2021

Fund balance - governmental fund	$ 1,174,469
Amounts reported for *governmental activities* in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources, and therefore are not reported in the fund.	
Capital assets not being depreciated	527,228
Capital assets being depreciated, net	10,701,672
Certain liabilities are not due and payable in the current period, and therefore are not reported in the funds.	
Compensated absences	(7,018)
Net position of governmental activities	$ 12,396,351

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Revenues, Expenditures and Changes in Fund Balance

Governmental Fund
For the Year Ended June 30, 2021

	General Fund
Revenues	
Property taxes	$ 276,538
Intergovernmental:	
Federal	3,906,641
State	214,131
User fees and charges for services	110,256
Rentals	180,121
Interest income	9,433
Total revenues	4,697,120
Expenditures	
Current:	
Transportation	441,889
Capital outlay	4,088,339
Total expenditures	4,530,228
Revenues over expenditures	166,892
Other financing sources	
Insurance recoveries	3,725
Net changes in fund balance	170,617
Fund balance, beginning of year	1,003,852
Fund balance, end of year	$ 1,174,469

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Reconciliation

Net Changes in Fund Balance of the Governmental Fund
to Change in Net Position of Governmental Activities
For the Year Ended June 30, 2021

Net changes in fund balance - governmental fund	$	170,617
Amounts reported for *governmental activities* in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital assets purchased/constructed		4,088,339
Depreciation expense		(476,720)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
Change in accrual for compensated absences		(7,018)
Change in net position of governmental activities	$	3,775,218

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	$ 275,000	$ 275,000	$ 276,538	$ 1,538
Intergovernmental:				
Federal	4,275,131	4,432,131	3,906,641	(525,490)
State	216,363	216,363	214,131	(2,232)
User fees and charges for services	131,400	131,400	110,256	(21,144)
Rentals	177,400	177,400	180,121	2,721
Interest income	15,000	15,000	9,433	(5,567)
Total revenues	5,090,294	5,247,294	4,697,120	(550,174)
Expenditures				
Current:				
Transportation	608,800	615,800	441,889	(173,911)
Capital outlay	5,107,857	5,107,857	4,088,339	(1,019,518)
Total expenditures	5,716,657	5,723,657	4,530,228	(1,193,429)
Revenues over (under) expenditures	(626,363)	(476,363)	166,892	643,255
Other financing sources				
Insurance recoveries	-	-	3,725	3,725
Net changes in fund balance	(626,363)	(476,363)	170,617	646,980
Fund balance, beginning of year	1,003,852	1,003,852	1,003,852	-
Fund balance, end of year	$ 377,489	$ 527,489	$ 1,174,469	$ 646,980

The accompanying notes are an integral part of these financial statements.

NOTES TO FINANCIAL STATEMENTS

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the West Michigan Airport Authority (the "Authority") conform to generally accepted accounting principles ("GAAP") as applicable to governmental units. The following is a summary of the significant accounting policies:

The Reporting Entity

The Authority is a municipal corporation governed by an elected, eleven-member Authority Board. As required by generally accepted accounting principles, these financial statements present the financial position and related activity for the West Michigan Airport Authority. The Authority was formed on July 1, 2008 from the former Municipal Airport enterprise fund of the City of Holland, Michigan (the "City"). The Authority has no component units and is not reported as a component unit of any other governmental unit.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Authority. The effect of interfund activity has been removed from these statements. *Governmental activities* are supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues.*

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting.* Revenues are recorded when earned and expenses are recorded when liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. After March 1, any delinquent taxes on real property are paid by the county which is responsible for collecting any outstanding taxes on real property as of that date. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting.* Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. Intergovernmental revenue, charges for services and interest are all considered to be susceptible to accrual if collected within 180 days of fiscal year end. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Property taxes, intergovernmental revenue, charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period if received within the period of availability described above. All other revenue items are considered to be measurable and available only when cash is received by the Authority.

The Authority reports the following major governmental fund:

The *general fund* is the Authority's primary operating fund. It accounts for all financial resources of the Authority.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

Cash and Cash Equivalents

The Authority considers all assets held in the City of Holland, Michigan's pooled cash and investments to be cash equivalents because the investments in the pool are not identifiable to specific funds and the assets can be withdrawn at anytime, similar to a demand deposit account.

State statute authorizes the Authority to invest in:

- Bonds, securities, other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States.

- Certificates of deposit, savings accounts, deposit accounts or depository receipts of a qualified financial institution.

- Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

- Bankers' acceptances of United States banks.

- Obligations of the State of Michigan and its political subdivisions, that, at the time of purchase are rated as investment grade by at least one standard rating service.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

- Mutual funds registered under the Investment Company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.

- External investment pools as authorized by Public Act 20 as amended through December 31, 1997.

The Authority's investment policy allows for all of these types of investments.

Receivables

All receivables are recorded at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. Uncollectible balances at year-end are considered by management to be immaterial.

Due To/From Other Governmental Units

Amounts due to/from other governments include amounts due to/from grantors for specific programs and capital projects. Program and capital grants are recorded as receivables and revenue at the time reimbursable costs are incurred. Amounts received in advance of costs being incurred are reported as unearned revenue.

Prepaid Items

The Authority incurred costs prior to year-end for services that will be performed in the next fiscal year. In these situations, the Authority records an asset to reflect the investment in future services.

Capital Assets

Capital assets, which include construction in progress, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Authority as assets with an initial, individual cost of more than $5,000 and an estimated useful life in excess of two years. Such assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated acquisition cost on the date received. The City retained capital assets consisting of land, land improvements, building and equipment acquired prior to formation of the Authority, see lease agreement in Note 8.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Depreciation on the capital assets (including infrastructure) is computed using the straight-line method over the following estimated useful lives:

Assets	Years
Land improvements	20
Buildings and improvements	40
Equipment	3 - 5

Compensated Absences

An amount has been recognized for the vested right to receive payments for unused vacation benefits under formulas and conditions specified in the employee contract.

Unearned Revenue

The Authority reports unearned revenue for prepayments of lease rent.

Intergovernmental Revenues/Property Taxes

The Authority's primary source of funding is intergovernmental revenue. This funding includes contributions by the Cities of Holland and Zeeland and Park Township based on collection of a unified millage on property values. Additionally, the Authority benefited from state and federal grant projects administered by the Michigan Department of Transportation on its behalf.

Use of Estimates

The preparation of financial statements requires the use of estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Fund Equity

Governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws or regulations of other governments. Committed fund balance is reported for amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the Airport Authority Board. A formal resolution of the Airport Authority Board is required to establish, modify, or rescind a fund balance commitment. The Authority reports assigned fund balance for amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. The Authority currently has no assigned fund balance. Unassigned fund balance is the residual classification for the general fund. When the Authority incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Authority's policy to use restricted fund balance first, then committed fund balance, assigned fund balance, and finally unassigned fund balance.

2. BUDGETARY INFORMATION AND COMPLIANCE

The Authority follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The Airport Authority Manager oversees the Authority's operations and is responsible for submitting the proposed operating budget for the following fiscal year to the Authority Board. The Authority Board, during its review, holds a public hearing to obtain taxpayer comments. The budget is legally enacted by resolution of the Board.

2. Any revisions that alter total appropriations of any fund must be approved by the Authority Board. Budgeted appropriations lapse each year; however, appropriations for continuing projects and programs which the Authority intends to complete are included in the budget of the ensuing year.

3. Budgeted amounts are as originally adopted or as amended by the Authority Board during the year. The budgets have been prepared in accordance with generally accepted accounting principles.

4. The budget has been adopted on a department level basis; expenditures at this level in excess of amounts budgeted are a violation of Michigan law.

5. Annual budgets are legally adopted for the general fund as required by the Uniform Budgeting Act (P.A. 621 of 1978) of the State of Michigan.

3. DEPOSITS AND INVESTMENTS

The Authority reported cash and pooled investments of $1,142,756 on the statement of net position as of June 30, 2021. This amount was held by the City of Holland, Michigan's pooled cash and investments on behalf of the Authority.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

For note disclosure purposes, the above amount is considered to be cash and investments held in the City of Holland, Michigan pooled cash and investments. Investments underlying the City of Holland, Michigan pooled cash and investments consist primarily of short-term certificates of deposit, which are carried at cost plus accrued interest, and U.S. Treasury notes, which are carried at fair value. Information regarding interest rate risk and credit risk can be found in the City of Holland, Michigan's Comprehensive Annual Financial Report.

4. RECEIVABLES

Receivables, net for the year ended June 30, 2021 were as follows:

Accounts	$	26,419
Taxes		166
Allowance for uncollectible taxes		(116)
Due from other governments		65,145
	$	91,614

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

5. CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2021 was as follows:

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
Governmental Activities					
Capital assets, not being depreciated:					
Land	$ 520,353	$ -	$ -	$ -	$ 520,353
Construction in progress	238,214	6,875	-	(238,214)	6,875
	758,567	6,875	-	(238,214)	527,228
Capital assets, being depreciated:					
Land improvements	1,566,686	4,081,464	-	238,214	5,886,364
Buildings & improvements	6,673,402	-	-	-	6,673,402
Equipment	575,392	-	-	-	575,392
	8,815,480	4,081,464	-	238,214	13,135,158
Less accumulated depreciation for:					
Land improvements	(468,451)	(104,873)	-	-	(573,324)
Buildings & improvements	(1,216,318)	(337,124)	-	-	(1,553,442)
Equipment	(271,997)	(34,723)	-	-	(306,720)
	(1,956,766)	(476,720)	-	-	(2,433,486)
Total capital assets being depreciated, net	6,858,714	3,604,744	-	238,214	10,701,672
Governmental activities capital assets, net	$ 7,617,281	$ 3,611,619	$ -	$ -	$ 11,228,900

Depreciation expense of $476,720 has been charged to the transportation function.

6. LITIGATION/CONTINGENT LIABILITY

In the normal course of its activities, the Authority has become a party in various legal actions, including property tax assessment appeals. Management of the Authority is of the opinion that the outcome of such actions will not have a material effect on the financial position of the Authority and, therefore, has not reflected loss reserves in the financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

7. RISK MANAGEMENT

The Authority is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries (workers' compensation), as well as medical benefits provided to employees. The Authority has purchased commercial insurance for all claims related to the previously stated risks. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

8. LEASE COMMITMENT

The Authority leases West Michigan Regional Airport from the City of Holland for $1,000 per year for a period of 50 continuous years after the commencement of the lease, to expire in 2058. The City has title to the premises and upon termination of the lease, will obtain title to all improvements, fixtures or other types of fixed property appurtenant to the buildings and property located thereon. The Authority is responsible for insurance on premises, liability coverage and all other insurance policies.

9. FEDERAL REVENUE

The Authority receives grant awards from various sources to administer programs and fund capital improvements. When an award is directly administered by the Authority, the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) are applicable. The Authority received $157,000 in federal funds in this manner for the year ended June 30, 2021. In certain instances, the Authority is an indirect beneficiary of the federal funds that are expended directly by the Michigan Department of Transportation. These expenditures are included in the single audit for the State of Michigan. Federal revenue received as an indirect beneficiary for the year equaled $3,749,641.

10. CORONAVIRUS (COVID-19)

In March 2020, the World Health Organization declared the novel coronavirus outbreak (COVID-19) to be a global pandemic. The pandemic has resulted in operational challenges for the Authority as it determines the appropriate methods to provide services to its customers. The Authority directly received over $157,000 during fiscal year 2021 to be used to respond to the impacts of the COVID-19 pandemic through the CARES Act. At this time, management does not believe that any ongoing negative financial impact related to the pandemic would be material to the Authority.

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INTERNAL CONTROL AND COMPLIANCE

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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Month //, 2021

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of the ***West Michigan Airport Authority*** (the "Authority"), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated Month //, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

December 13, 2021 **REPORT 6**

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Approval of Airport Capital Improvement Plan**

Annually, as part of the MDOT/FAA grant funding process, the Airport Authority is required to submit a five (5) year Airport Capital Improvement Plan (ACIP) for anticipated capital improvements. Attached to this report is the ACIP to be submitted to MDOT. Currently the projects outlined in the ACIP are:

1. Reimbursement for the Preliminary Engineering and Environmental Assessment for north taxilane project
2. Design of the north taxilane
3. Wetland mitigation for the north taxilane
4. Construction of the north taxilane
5. Design of West overflow apron rehab
6. Construction of West overflow apron

By approving the ACIP, this allows MDOT to begin planning for allocation of federal grant dollars to support these projects. Acceptance of the Airport's ACIP by MDOT does not necessarily guarantee future funding.

Recommendation

It is recommended that the Airport Authority Board approve the Airport Capital Improvement Plan as presented.

MICHIGAN STATE BLOCK GRANT PROGRAM

AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2022 to FY-2028

*ACIP includes current development year (2022 already programmed - minor changes acceptable)

Airport Name:	West Michigan Regional Airport	Date prepared: 11/15/2021	
Associated City:	Holland, MI	Prepared By: JET	
Sponsor:	West Michigan Airport Authority	Sponsor email address & phone:	a.thlenwood@wmairportauthority.com 616-510-2332
Airport Identifier:	BIV		

Development Year	Year Priority	Project Description	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible.
2022		*Carry forward 2019-21 NPE = $183,188*							
Concept #: 209431	1	Reimbursement for Hangar Park Taxilane Environemental	$166,195			$902	$903	$168,000	Reimbursement to Airport once Environmental is complete. $16,521 @ 90/5/5 and $149,683 @ 100% Fed.
Concept #: 212021	2	Reimbursement for Hanagr Park Taxilane Planning (PE)	$39,282			$1,239	$1,239	$41,760	Reimbursement to Airport once Planning and Preliminary Engineering is complete. $16,984 @ 100% Fed. and $22,298 @90/5/5
Concept #: 209432	3	Design for Hangar Park Taxilane	$45,000			$2,500	$2,500	$50,000	The airport has mutliple corporate entities that have inquired about building hangars north the othe terminal building. The airport has agreed to construct the public taxilane portion of the project
Concept #: 209433	4	Wetland Mitigation for Hangar Park Taxilane	$82,711	$10,439		$5,175	$5,175	$103,500	The airport has mutliple corporate entities that have inquired about building hangars north the othe terminal building. The airport has agreed to construct the public taxilane portion of the project
2023		*Carry forward NPE = $0*							
Concept #: 209435	1	Construction for Hangar Park Taxilane	$150,000	$1,153,551		$72,420	$72,420	$1,448,390	The airport has mutliple corporate entities that have inquired about building hangars north the othe terminal building. The airport has agreed to construct the public taxilane portion of the project
2024		*Carry forward NPE = $0*							
		Carry Forward NPE							
2025		*Carry forward 2024 NPE = $150,000*							
		Carry Forward NPE							The airport has mutliple corporate entities that have inquired about building hangars north the othe terminal building. The airport has agreed to construct the public taxilane portion of the project
2026		*Carry forward 2024 & 2025 NPE = $300,000*							
Concept #: 128819	1	Design for West Overflow Apron Rehabilitation	$73,350	$0	$0	$4,075	$24,575	$102,000	The last pavement condition index (PCI) review indicated the pavement in this area has a score of 38. Due to the relocation of the airport terminal, this project was postponed. However this area still requires attention. These pavements will still provide access to multiple hangars and overflow parking for the new terminal apron, so they need to be addressed.
2027		*Carry forward 2024 - 2026 NPE = $376,650*							
Concept #: 128821	1	Construction for West Overflow Apron Rehabilitation	$526,650	$919,409	$0	$71,992	$431,950	$1,950,000	The last pavement condition index (PCI) review indicated the pavement in this area has a score of 38. Due to the relocation of the airport terminal, this project was postponed. However this area still requires attention. These pavements will still provide access to multiple hangars and overflow parking for the new terminal apron, so they need to be addressed.

West Michigan Airport Authority
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Comprising City of Zeeland, Park Township and City of Holland

December 13, 2021 **REPORT 7**

To: West Michigan Airport Authority Board.
From: Amanda Davio, Project Administrator.
Subject: **Approval of CRRSAA Grant Agreement**

Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) is designed to provide key supplemental revenues to offset negative impacts of the ongoing Corona Virus Pandemic. Under this program, the West Michigan Regional Airport Authority has been allocated *$57,000*. Similar to the CARES Act funding previously received by the airport (*$157,000)*, these funds can be used to pay for any standard airport operating expenses, including: utilities, payroll, maintenance related expenses, and "for any purpose for which airport revenues may be lawfully used."

As with CARES Act funds, the Authority will be responsible for maintaining detailed records outlining how the funds were utilized. Funds will be distributed on a reimbursement basis. Airport Authority staff will work closely with the City of Holland's Treasurer and her staff to ensure accurate records are maintained and reports are submitted in a timely manner to MDOT.

Recommendation

It is recommended that the Airport Authority Board approve the CRRSAA Grant Agreement, as presented.

2021 CRRSAA Agreement

Subgrant # BIV-13021

The Michigan Department of Transportation, acting as a Federal Aviation Administration (FAA) Block Grant Program Participant, has executed FAA CRRSAA Grant Number 3-26-SBGP-130-2021. This Block Grant outlines specific requirements, terms, conditions, and assurances required of the Michigan Department of Transportation and any subordinate grant recipients.

This CRRSAA Agreement shall convey the specific requirements, terms, conditions, and assurances contained in FAA CRRSAA Grant Number 3-26-SBGP-130-2021 to The West Michigan Regional Airport (BIV) hereafter referred to as "the SPONSOR" as a subgrant recipient of funds. FAA CRRSAA Grant Number 3-26-SBGP-130-2021 is attached to this CRRSAA Agreement.

The maximum obligation payable to the SPONSOR is $57,000.00. The SPONSOR shall use these funds for any purpose for which airport revenues may be lawfully used. CRRSAA Grant subgrant recipients shall follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330). The Revenue Use Policy defines permitted uses of airport revenue. In addition to the detailed guidance in the Revenue Use Policy, the funds received under 3-26-SBGP-130-2021 or any associated subgrants may not be used for any purpose not related to the airport.

MDOT Michigan Department of Transportation

The SPONSOR shall upload each payment request to MDOT's ProjectWise software. Each request shall include the following information:

a) CRRSAA Reimbursement Request Form
b) Summary Sheet

Once completed payment requests are received, MDOT will review, process, and submit the request to FAA via the Delphi Invoicing System.

In addition to all specific requirements, terms, conditions, and assurances contained in FAA CRRSAA Grant Number 3-26-SBGP-130-2021, the Sponsor shall ensure strict adherence to the following audit requirements:

1. The SPONSOR will establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this Agreement (RECORDS). Separate accounts will be established and maintained for all costs incurred under this Agreement.

2. The SPONSOR will maintain the RECORDS for at least six (6) years from the date of final payment made by MDOT under this Agreement. In the event of a dispute with regard to allowable expenses or any other issue under this Agreement, the SPONSOR will thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

3. MDOT or its representative may inspect, copy, scan, or audit the RECORDS at any reasonable time after giving reasonable notice.

4. If any part of the work is subcontracted, the SPONSOR will assure compliance with sections (1), (2), and (3) above for all subcontracted work.

5. The SPONSOR agrees that the costs reported to MDOT for this Agreement will represent only those items that are properly chargeable in accordance with this Agreement. The SPONSOR also certifies that it has read the Agreement terms and has made itself aware of the applicable laws, regulations, and terms of this Agreement that apply to the reporting of costs incurred under the terms of this Agreement.

6. In the event that an audit performed by or on behalf of MDOT indicates an adjustment to the costs reported under this Agreement or questions the allowability of an item of expense, MDOT will promptly submit to the SPONSOR a Notice of Audit Results and a copy of the audit report, which may supplement or modify any tentative findings verbally communicated to the SPONSOR at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the SPONSOR will (a) respond in writing to the responsible Bureau of MDOT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to MDOT a written explanation as to any questioned or no opinion expressed item of expense (RESPONSE). The RESPONSE will be clearly stated and will provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the SPONSOR may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by MDOT. The RESPONSE will refer to and apply the language of the Agreement. The SPONSOR agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes MDOT to finally disallow any items of questioned or no opinion expressed cost.

MDOT will make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If MDOT determines that an overpayment has been made to the SPONSOR, the SPONSOR will repay that amount to MDOT or reach agreement with MDOT on a repayment schedule within thirty (30) days after the date of an invoice from MDOT. If the SPONSOR fails to repay the overpayment or reach agreement with MDOT on a repayment schedule within the thirty (30) day period, the

SPONSOR agrees that MDOT will deduct all or a portion of the overpayment from any funds then or thereafter payable by MDOT to the SPONSOR under this Agreement or any other agreement or payable to the SPONSOR under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by MDOT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The SPONSOR expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest MDOT's decision only as to any item of expense the disallowance of which was disputed by the SPONSOR in a timely filed RESPONSE.

The Sponsor agrees to comply with all portions of this Agreement.

Sponsor: _____

Authorized Sponsor Signatory: _____

Authorized Sponsor Signatory (Printed): _____

Date:_____

MDOT
Michigan Department of Transportation

MDOT Signatory: _____

MDOT Signatory Printed: _____

Date: _____

Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA)
Airport Coronavirus Response Grant Program (ACRGP)

LocID	Airport Name	City	Type of Grant	Original Grant	Amendment	Grant with Amendment	Grant No	SubGrant No
4D0	Abrams Municipal	Grand Ledge	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	4D0-13021
APN	Alpena County Regional	Alpena						
ARB	Ann Arbor Municipal	Ann Arbor	SBGP	$ 23,000		$ 23,000	MIB-GLG-3-26-SBGP-130-2021	ARB-13021
ACB	Antrim County	Bellaire	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	ACB-13021
Y93	Atlanta Municipal	Atlanta	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	Y93-13021
SJX	Beaver Island	Beaver Island	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	SJX-13021
FNT	Bishop international	Flint	Direct	$ 2,456,351	$ 437	$ 2,456,788	FNT-GLG-3-26-0032-064-2021	
FNT	Bishop international	Flint	Concessions	$ 64,810		$ 64,810	FNT-GLG-3-26-0032-065-2021	
6Y1	Bois Blanc island	Bois Blanc island	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	6Y1-13021
OEB	Branch County Memorial	Coldwater	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	OEB-13021
RMY	Brooks Field	Marshall	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	RMY-13021
1D2	Canton-Plymouth-Mettetal	Plymouth	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	1D2-13021
LAN	Capital Region international	Lansing	Direct	$ 1,782,970	$ 241	$ 1,783,211	LAN-GLG-3-26-0055-060-2021	
LAN	Capital Region international	Lansing	Concessions	$ 35,762		$ 35,762	LAN-GLG-3-26-0055-061-2021	
CVX	Charlevoix Municipal	Charlevoix	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	CVX-13021
SLH	Cheboygan County	Cheboygan	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	SLH-13021
TVC	Cherry Capital	Traverse City	Direct	$ 2,369,965	$ 414	$ 2,370,379	TVC-GLG-3-26-0094-048-2021	
TVC	Cherry Capital	Traverse City	Concessions	$ 61,470		$ 61,470	TVC-GLG-3-26-0094-050-2021	
CIU	Chippewa County International	Sault Ste. Marie	Direct	$ 1,008,286	$ 35	$ 1,008,321	CIU-GLG-3-26-0139-044-2021	
CIU	Chippewa County International	Sault Ste. Marie	Concessions	$ 5,224		$ 5,224	CIU-GLG-3-26-0139-045-2021	
48D	Clare Municipal	Clare	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	48D-13021
DET	Coleman A Young Municipal	Detroit	SBGP	$ 57,162		$ 57,162	MIB-GLG-3-26-SBGP-130-2021	DET-13021
TTF	Custer	Monroe	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	TTF-13021
ESC	Delta County	Escanaba	Direct	$ 1,006,476	$ 28	$ 1,006,504	ESC-GLG-3-26-0031-046-2021	
ESC	Delta County	Escanaba	Concessions	$ 4,083		$ 4,083	ESC-GLG-3-26-0031-047-2021	
DTW	Detroit Metropolitan Wayne County	Detroit	Direct	$ 27,639,316	$ 26,183	$ 27,665,499	DTW-GLG-3-26-0026-119-2021	
DTW	Detroit Metropolitan Wayne County	Detroit	Concessions	$ 3,885,767		$ 3,885,767	DTW-GLG-3-26-0026-120-2021	
C91	Dowagiac Municipal	Dowagiac	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	C91-13021
DRM	Drummond Island	Drummond Island	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	DRM-13021
D95	Dupont-Lapeer	Lapeer	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	D95-13021
9C8	Evart Municipal	Evart	SBGP	$ -		$ -	MIB-GLG-3-26-SBGP-130-2021	9C8-13021
FPK	Fitch H Beach	Charlotte	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	FPK-13021
IMT	Ford	Iron Mountain	Direct	$ 1,007,549	$ 32	$ 1,007,581	IMT-GLG-3-26-0049-025-2021	
IMT	Ford	Iron Mountain	Concessions	$ 4,759		$ 4,759	IMT-GLG-3-26-0049-026-2021	
FKS	Frankfort Dow Memorial Field	Frankfort	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	FKS-13021
FFX	Fremont Municipal	Fremont	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	FFX-13021
GLR	Gaylord Regional	Gaylord	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	GLR-13021
GRR	Gerald R Ford international	Grand Rapids	Direct	$ 5,506,539	$ 2,579	$ 5,509,118	GRR-GLG-3-26-0039-062-2021	
GRR	Gerald R Ford international	Grand Rapids	Concessions	$ 382,687		$ 382,687	GRR-GLG-3-26-0039-064-2021	
GDW	Gladwin Zettel Memorial	Gladwin	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	GDW-13021
IWD	Gogebic-Iron County	Ironwood	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	IWD-13021
3GM	Grand Haven Memorial Airpark	Grand Haven	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	3GM-13021
AMN	Gratiot Community	Alma	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	AMN-13021
GOV	Grayling AAF	Grayling	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	GOV-13021
6D6	Greenville Municipal	Greenville	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	6D6-13021
ONZ	Grosse Ile Municipal	Detroit/Grosse Ile	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	ONZ-13021
MGN	Harbor Springs	Harbor Springs		$ 13,000		$ 13,000		
9D9	Hastings	Hastings	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	9D9-13021
JYM	Hillsdale Municipal	Hillsdale	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	JYM-13021
CMX	Houghton County Memorial	Hancock	Direct	$ 1,008,477	$ 36	$ 1,008,513	CMX-GLG-3-26-0041-047-2021	
CMX	Houghton County Memorial	Hancock	Concessions	$ 5,344		$ 5,344	CMX-GLG-3-26-0041-048-2021	
BAX	Huron County Memorial	Bad Axe	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	BAX-13021
Y70	Ionia County	Ionia	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	Y70-13021
IKW	Jack Barstow	Midland	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	IKW-13021
JXN	Jackson County-Reynolds Field	Jackson	SBGP	$ 57,162		$ 57,162	MIB-GLG-3-26-SBGP-130-2021	JXN-13021
3CM	James Clements Municipal	Bay City	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	3CM-13021
3TR	Jerry Tyler Memorial	Niles	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	3TR-13021

Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA)
Airport Coronavirus Response Grant Program (ACRGP)

LocID	Airport Name	City	Type of Grant	Original Grant	Amendment	Grant with Amendment	Grant No	SubGrant No
AZO	Kalamazoo/Battle Creek International	Kalamazoo	Direct	$ 1,617,904	$ 218	$ 1,618,122	AZO-GLG-3-26-0052-048-2021	
AZO	Kalamazoo/Battle Creek International	Kalamazoo	Concessions	$ 32,395		$ 32,395	AZO-GLG-3-26-0052-049-2021	
IRS	Kirsch Municipal	Sturgis	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	IRS-13021
13C	Lakeview-Griffith Field	Lakeview	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	13C-13021
ADG	Lenawee County	Adrian	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	ADG-13021
OZW	Livingston County Spencer J Hardy	Howell	SBGP	$ 23,000		$ 23,000	MIB-GLG-3-26-SBGP-130-2021	OZW-13021
ERY	Luce County	Newberry	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	ERY-13021
83D	Mackinac County	St. Ignace	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	83D-13021
MCD	Mackinac Island	Mackinac Island	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	MCD-13021
MBL	Manistee County - Blacker	Manistee	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	MBL-13021
77G	Marlette Township	Marlette	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	77G-13021
LDM	Mason County	Ludington	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	LDM-13021
TEW	Mason Jewett Field	Mason	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	TEW-13021
MBS	MBS International	Saginaw	Direct	$ 1,524,588	$ 194	$ 1,524,782	MBS-GLG-3-26-0083-058-2021	
MBS	MBS International	Saginaw	Concessions	$ 28,787		$ 28,787	MBS-GLG-3-26-0083-059-2021	
MNM	Menominee Regional	Menominee	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	MNM-13021
MOP	Mount Pleasant Municipal	Mount Pleasant	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	MOP-13021
MKG	Muskegon County	Muskegon	Direct	$ 1,006,702	$ 28	$ 1,006,730	MKG-GLG-3-26-0071-046-2021	
MKG	Muskegon County	Muskegon	Concessions	$ 4,225		$ 4,225	MKG-GLG-3-26-0071-048-2021	
PTK	Oakland County International	Pontiac	SBGP	$ 57,000		$ 57,000	MIB-GLG-3-26-SBGP-130-2021	PTK-13021
Y47	Oakland Southwest	New Hudson	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	Y47-13021
VLL	Oakland/Troy	Troy	SBGP	$ 23,000		$ 23,000	MIB-GLG-3-26-SBGP-130-2021	VLL-13021
CO4	Oceana County	Hart/Shelby	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	CO4-13021
OGM	Ontonagon County Schuster Field	Ontonagon	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	OGM-13021
51M	Oscoda County Dennis Kauffman Memorial	Mio	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	51M-13021
0SC	Oscoda-Wurtsmith	Oscoda	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	0SC-13021
RNP	Owosso Community	Owosso	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	RNP-13021
35D	Padgham Field	Allegan	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	35D-13021
8D4	Paul C Miller	Sparta	SBGP	$ 23,000		$ 23,000	MIB-GLG-3-26-SBGP-130-2021	8D4-13021
PLN	Pellston Regional Airport of Emmet County	Pellston	Direct	$ 1,009,869	$ 42	$ 1,009,911	PLN-GLG-3-26-0076-040-2021	
PLN	Pellston Regional Airport of Emmet County	Pellston	Concessions	$ 6,222		$ 6,222	PLN-GLG-3-26-0076-042-2021	
PZQ	Presque Isle County	Rogers City	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	PZQ-13021
RQB	Roben-Hood	Big Rapids	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	RQB-13021
D98	Romeo State	Ray	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	D98-13021
HTL	Roscommon County-Blodgett Memorial	Houghton Lake	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	HTL-13021
HYX	Saginaw County H W Browne	Saginaw	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	HYX-13021
Y83	Sandusky City	Sandusky	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	Y83-13021
SAW	Sawyer International	Marquette	Direct	$ 1,020,062	$ 85	$ 1,020,147	SAW-GLG-3-26-0153-050-2021	
SAW	Sawyer International	Marquette	Concessions	$ 12,648		$ 12,648	SAW-GLG-3-26-0153-051-2021	
ISQ	Schoolcraft County	Manistique	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	ISQ-13021
LWA	South Haven Area Regional	South Haven	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	LWA-13021
BEH	Southwest Michigan Regional	Benton Harbor	SBGP	$ 23,000		$ 23,000	MIB-GLG-3-26-SBGP-130-2021	BEH-13021
PHN	St Clair County International	Port Huron	SBGP	$ 23,000		$ 23,000	MIB-GLG-3-26-SBGP-130-2021	PHN-13021
HAI	Three Rivers Municipal Dr Haines	Three Rivers	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	HAI-13021
CFS	Tuscola Area	Caro	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	CFS-13021
BTL	W K Kellogg	Battle Creek	SBGP	$ 57,162		$ 57,162	MIB-GLG-3-26-SBGP-130-2021	BTL-13021
Y31	West Branch Community	West Branch	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	Y31-13021
BIV	West Michigan Regional	Holland	SBGP	$ 57,000		$ 57,000	MIB-GLG-3-26-SBGP-130-2021	BIV-13021
CAD	Wexford County	Cadillac	SBGP	$ 13,000		$ 13,000	MIB-GLG-3-26-SBGP-130-2021	CAD-13021
42C	White Cloud	White Cloud	SBGP	$ 9,000		$ 9,000	MIB-GLG-3-26-SBGP-130-2021	42C-13021
YIP	Willow Run	Detroit	Direct	$ 116,859		$ 116,859	YIP-GLG-3-26-0024-047-2021	

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

December 13, 2021 **REPORT 8**

To: West Michigan Airport Authority Board.
From: Amanda Davio, Airport Authority Project Administrator.
Subject: **Approval of Wildlife Management Agreement with USDA**

Wildlife on the Airfield remains one of the greatest concerns regarding health, safety, and wellbeing at the Airport. In years past, the Airport Authority has worked with the FBO and City of Holland staff to manage wildlife inside and outside of the airfield fence, respectively. However, given the significant increase in numbers of active wildlife encountered on the airfield this year, staff have determined additional measures are needed to mitigate, to the greatest extent possible, the potential of a wildlife strike.

The Airport's consultant, Mead & Hunt, has recommended connecting with the USDA as the organization has an arm that provides wildlife management services. USDA currently works with a number of airports in Michigan (including Grand Rapids, Jackson, and Detroit) as well as universities, like MSU. USDA is able to provide highly trained staff to remove wildlife when necessary (using both humane and lethal methods as the situation requires) as well as perform an assessment of conditions on the airfield and surrounding areas (up to a five-mile radius) to determine where wildlife are migrating in from, and how to implement measures to discourage habitation.

Removal is stop gap measure. Though often necessary, it is not the end goal. USDA's team provides more holistic approaches to minimize on field wildlife to the greatest possibility. Though no approach is foolproof, and we can never fully prevent the threat of a strike, by partnering with an organization like USDA, we put the Airport Authority in a position of being as proactive as possible.

The proposal being recommended is for an annual contract with USDA, not to exceed *$10,000.00* and includes the following services:

1. Every other week visits from a USDA Technician or Biologist
2. Active efforts to remove wildlife, when found
3. Active engagement between USDA staff and on-field stakeholders
4. Coordination with community partners (Outdoor Discovery Center for example)
5. Cooperation with FBO staff
6. Review of on-field conditions and identification of wildlife attractants

7. Proposed systemic approaches to deter habitation on field, and around the airport
8. Preparation of annual reports related to wildlife services provided, including proposed recommendations to minimize wildlife habitation on-field.
9. Management of all wildlife depredation permits on behalf of the Authority

Additionally, USDA has strict standards regarding disposal of wild game taken from the field, with meat being donated to local foodbanks and any "trophy items" (antlers for example) being disposed of. Sensitive species (snowy owls, red tailed hawks, etc.) are live trapped, banded for future identification, and relocated offsite. Animals of primary concern, that are of highest threat to safety include:

1. Deer
2. Coyotes
3. Canadian geese
4. Gulls & sea birds

It is the opinion of the Director that, for the services provided, the proposed figure seems more than reasonable. It's difficult imagining that the Authority could find a more competitive option through a private entity. Additionally, given the extreme sensitivities involved in operating on an airfield, the Authority should seek the most professional and experienced service providers as possible for this work; which the USDA team seems to be. It would be proposed that this agreement be approved under the Professional Services provision of the Airport's purchasing policy, which covers services provided by those with very specific expertise; this provision is used for similar items like legal expertise, consulting, and so on.

Recommendation

It is recommended that the Airport Authority Board approve the following:

1. The Wildlife Services agreement as presented, subject to final approval as to form by the Airport's Attorney;
2. A budget amendment of $10,000 for these services, to be carried over from FY22, to FY23 as needed.
3. Authorize this work to be completed on a fee for service basis, to be billed accordingly to the Authority
4. Authorize and Amendment to the current wildlife management policy, granting permission for the USDA to perform wildlife removal within the airfield.

(7/2019 version)

WS Agreement Number: _____-RA
WBS:_____

[optional] Cooperator PO: _____

COOPERATIVE SERVICE AGREEMENT
between
<WEST MICHIGAN REGIONAL AIRPORT>
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
WILDLIFE SERVICES (WS)

ARTICLE 1 – PURPOSE

The purpose of this Cooperative Service Agreement is to enhance aeronautical safety at the West Michigan Regional Airport (BIV) by providing expert wildlife management advice and/or services to the Authority.

ARTICLE 2 – AUTHORITY

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3 - MUTUAL RESPONSIBILITIES

The cooperating parties mutually understand and agree to/that:

1. APHIS-WS shall perform services set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this agreement, to amend, modify, add or delete services from the Work Plan.

2. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management (WDM) services that the Cooperator is seeking from APHIS-WS.

3. There will be no equipment with a procurement price of $5,000 or more per unit purchased directly with funds from the cooperator for use on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.

4. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

ARTICLE 4 - COOPERATOR RESPONSIBILITIES

Cooperator agrees:

1. To designate the following as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement;

   WEST MICHIGAN REGIONAL AIRPORT
   Aaron Thelenwood

   60 Geurink Boulevard

   Holland, MI 49423

   (616) 368-3023

   a.thelenwood@wmraa.org

2. To authorize APHIS-WS to conduct direct control activities as defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the Cooperator. Cooperator will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.

3. To reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the agreement with amended Work Plan and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of services submitted via an invoice from APHIS-WS within 30 days of the date of the submitted invoice(s). Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996.

4. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.

5. As a condition of this agreement, the Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.

6. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.

7. The Cooperator acknowledges that APHIS-WS shall be responsible for administration of APHIS-WS activities and supervision of APHIS-WS personnel.

8. To obtain the appropriate permits for removal activities for species listed in the Work Plan and list USDA, APHIS, Wildlife Services as subpermitees.

9. To provide an indoor working space to complete necessary paperwork.

ARTICLE 5 – APHIS-WS RESPONSIBILITIES

APHIS-WS Agrees:

1. To designate the following as the APHIS-WS authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.

   APHIS-WS State Director:
   Anthony G. Duffiney

   2803 Jolly Rd, Suite 100

   Okemos, MI 48864

   (517) 336-1928

   anthony.g.duffiney@usda.gov

2. To conduct activities at sites designated by Cooperator as described in the Work and Financial Plans. APHIS-WS will provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work Plan and Financial Plan of this agreement.

3. That the performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.

4. To invoice Cooperator for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of APHIS-WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

Select billing frequency: Monthly or Quarterly

(Quarterly billing will be default)

ARTICLE 6 – CONTINGENCY STATEMENT

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE

Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

ARTICLE 8 – CONGRESSIONAL RESTRICTIONS

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

ARTICLE 9 – LAWS AND REGULATIONS

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

ARTICLE 10 – LIABILITY

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 11 – NON-DISCRIMINATION CLAUSE

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

ARTICLE 12 - DURATION, REVISIONS, EXTENSIONS, AND TERMINATIONS

This agreement shall become effective on December 2, 2021 and shall continue through December 31, 2022 not to exceed five years. This Cooperative Service Agreement may be amended by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend the end date at least 10 days prior to expiration of the agreement. Also, this agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 60 days prior to effecting such action. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a Taxpayer Identification Number for individuals or businesses conducting business with the agency.

Cooperator's Tax ID No.: _ _ _ _ _ _ _ _ _

APHIS-WS's Tax ID: 41-0696271

WEST MICHIGAN REGIONAL AIRPORT

_____ _____

Aaron Thelenwood Date
60 Geurink Boulevard
Holland, MI 49423

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES

_____ _____

Anthony G. Duffiney, State Director Date
USDA, APHIS, WS
2803 Jolly Rd, Suite 100
Okemos, MI 48864

Prepared by (APHIS-WS employee): David Madrigal

WORK PLAN

In accordance with the Cooperative Service Agreement between West Michigan Regional Airport and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS), this Work Plan sets forth the objectives, activities and budget of this project during the period of this agreement.

Program Objective

APHIS WS will assist BIV in the implementation of a wildlife damage management program to reduce wildlife hazards to aviation at West Michigan Regional Airport. BIV has requested APHIS WS to provide one wildlife technician and one wildlife biologist to implement the aforementioned wildlife damage management program. Control activities will include, but not be limited to harassment, trapping and relocation, trapping and euthanizing, and shooting. All activities will be coordinated with the designated Airport personnel and conducted on a regular, mutually agreed-upon basis.

APHIS WS will interact with the appropriate state and federal agencies regarding evaluation and renewal of wildlife depredation permits and with the Federal Aviation Administration to discuss wildlife control efforts and results.

APHIS WS will provide written recommendations as necessary for reducing hazards to aviation at BIV including guidance on proper methods for handling threatened and endangered species that are occasionally encountered on the airfield.

APHIS WS will attend Airport Wildlife Management Tennant Meetings and other meetings as requested, as schedule allows.

APHIS WS agrees to discuss any “special projects” that may be conducted outside of this Work Plan with the Airport Authority Environmental Administrator

FINANCIAL PLAN

Cost Element		Full Cost
Personnel Compensation		$5,800
Travel		
Vehicles		$1,750
Other Services		
Supplies and Materials		$315
Equipment		
Subtotal (Direct Charges)		$7,865
Pooled Job Costs	11.00%	$865
Indirect Costs	16.15%	$1,270
Aviation Flat Rate Collection		
Agreement Total		$10,000
The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: $10,000		

Cooperator Financial Point of Contact:	APHIS-WS State Financial Point of Contact:
Name, Title	**Mandy Hight, Budget Analyst**
Bill to address	2803 Jolly Rd, Suite 100
City, ST Zip	Okemos, MI 48864
(area code) phone number	(517) 318-3462
email	mandy.hight@usda.gov

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0335. The time required to complete this information collection is estimated to average 1 minute per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved
0579-0335
EXP: 09/2022

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES

ADDENDUM TO A WORK INITIATION DOCUMENT

INSTRUCTIONS

1. In Items 1-3, enter the number of the Work Initiation Document for which this addendum is completed, as well as the agreement name and county located.
2. In Items 4-6, enter the Cooperator's name and telephone number, and the date the addendum is prepared.
3. In Items 7 and 8, enter the additional species that will be addressed and additional components to be used.
4. In Items 9 and 10, enter the Cooperator's and WS Employee's signatures and dates signed.
5. Attach to and distribute with the WS Form 12A or 12B work initiation document.

1. WORK INITIATION DOCUMENT NO.	2. AGREEMENT NAME	3. COUNTY
	West Michigan Regional Airport	Allegan
4. COOPERATOR NAME	**5. TELEPHONE NUMBER**	**6. DATE** *(MM DD YYYY)*
West Michigan Regional Airport	(616) 368-3023	12/8/2021

7. ADDITIONAL TARGETED SPECIES

K. beaver	S. chipmunks, eastern	AA. dogs, feral, free-ranging
L. blackbirds, red-winged	T. coots, American	BB. doves, mourning
M. bluebirds, eastern	U. cormorants, double-crested	CC. ducks, American black
N. bobolinks	V. cowbirds, brown-headed	DD. ducks, bufflehead
O. buntings, snow	W. cranes, sandhill	EE. ducks, canvasback
P. cardinals, northern	X. coyotes	FF. ducks, gadwall
Q. cats, feral/free ranging	Y. crows, American	GG. ducks, goldeneye, common
R. chickadee, black-capped	Z. deer, white-tailed	HH. ducks, mallards

8. ADDITIONAL COMPONENTS TO BE USED

G. barriers, exclusion (other)	O. exploders, gas (all)	W. nets, bow
H. barriers, netting	P. firearms	X. nets, cannon/rocket
I. barriers, overhead wires	Q. flags, mylar	Y. nets, gun CODA launcher
J. calling device, electronic	R. gas cartridge (rodent) APHIS only	Z. nets, mist
K. catch pole	S. handcaught/gathered	AA. nets, other
L. drc-1339 conc, (bird control)	T. harness, pigeon	BB. night vision/infrared equipment
M. effigy, vulture	U. lasers (all)	CC. physical actions (hand/voice)
N. electronic harassment device	V. monitoring camera	DD. pneumatics

9A. LANDOWNER, LESSEE, OR ADMINISTRATOR SIGNATURE	9B. DATE
10A. APHIS WS REPRESENTATIVE SIGNATURE	10B. DATE

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0335. The time required to complete this information collection is estimated to average 1 minute per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved
0579-0335
EXP: 09/2022

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES

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4. In Items 9 and 10, enter the Cooperator's and WS Employee's signatures and dates signed.
5. Attach to and distribute with the WS Form 12A or 12B work initiation document.

1. WORK INITIATION DOCUMENT NO.	2. AGREEMENT NAME	3. COUNTY
	West Michigan Regional Airport	Allegan
4. COOPERATOR NAME	**5. TELEPHONE NUMBER**	**6. DATE** *(MM DD YYYY)*
West Michigan Regional Airport	(616) 368-3023	12/8/2021

7. ADDITIONAL TARGETED SPECIES

K. ducks, merganser common	S. ducks, scaup, lesser	AA. falcons, merlin
L. ducks, merganser, hooded	T. ducks, teal, blue-winged	BB. falcons, peregrine
M. ducks, northern pintail	U. ducks, teal, green-winged	CC. flickers, northern
N. ducks, northen shoveler	V. ducks, wigeon, American	DD. foxes, gray
O. ducks, redhead	W. ducks, wood	EE. foxes, red
P. ducks, ring-necked	X. eagles, bald	FF. geese, Canada
Q. ducks, ruddy	Y. egrets, great	GG. goldfinches, American
R. ducks, scaup, greater	Z. falcons, American kestrel	HH. goshawk, northern

8. ADDITIONAL COMPONENTS TO BE USED

G. prebait	O. traps, decoy	W. zinc phosphide wheat (56228-3
H. pyrotechnics (all)	P. traps, drive	X.
I. snares, neck	Q. traps, foothold	Y.
J. spotlight	R. traps, foothold (padded)	Z.
K. tape, mylar	S. traps, pole	AA.
L. traps, bal-chatri	T. traps, raptor (other)	BB.
M. traps, body grip	U. traps, raptor (Swedish goshawk)	CC.)
N. traps, cage	V. traps, snap (rat, mouse, etc)	DD.

9A. LANDOWNER, LESSEE, OR ADMINISTRATOR SIGNATURE	9B. DATE
10A. APHIS WS REPRESENTATIVE SIGNATURE	10B. DATE

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0335. The time required to complete this information collection is estimated to average 1 minute per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

OMB Approved
0579-0335
EXP: 09/2022

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES

ADDENDUM TO A WORK INITIATION DOCUMENT

INSTRUCTIONS

1. In Items 1-3, enter the number of the Work Initiation Document for which this addendum is completed, as well as the agreement name and county located.
2. In Items 4-6, enter the Cooperator's name and telephone number, and the date the addendum is prepared.
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4. In Items 9 and 10, enter the Cooperator's and WS Employee's signatures and dates signed.
5. Attach to and distribute with the WS Form 12A or 12B work initiation document.

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	West Michigan Regional Airport	Allegan
4. COOPERATOR NAME	**5. TELEPHONE NUMBER**	**6. DATE** *(MM DD YYYY)*
West Michigan Regional Airport	(616) 368-3023	12/8/2021

7. ADDITIONAL TARGETED SPECIES

K. grackles, common	S. hawks, red-tailed	AA. kingfishers, belted
L. grebes, pied-billed	T. hawks, rough-legged	BB. kingbirds, eastern
M. gulls, Bonaparte's	U. hawks, sharp-shinned	CC. larks, horned
N. gulls, herring	V. herons, great blue	DD. loons, common
O. gulls, ring-billed	W. herons, green	EE. meadowlarks, eastern
P. hawks, cooper's	X. herons, night, black-crowned	FF. mice, deer, North American
Q. hawks, harrier, northern	Y. juncos, dark-eyed	GG. mice, house
R. hawks, red-shouldered	Z. killdeer	HH. mice, white-footed, deer

8. ADDITIONAL COMPONENTS TO BE USED

G.	O.	W.
H.	P.	X.
I.	Q.	Y.
J.	R.	Z.
K.	S.	AA.
L.	T.	BB.
M.	U.	CC.
N.	V.	DD.

9A. LANDOWNER, LESSEE, OR ADMINISTRATOR SIGNATURE	9B. DATE
10A. APHIS WS REPRESENTATIVE SIGNATURE	10B. DATE

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	West Michigan Regional Airport	Allegan
4. COOPERATOR NAME	**5. TELEPHONE NUMBER**	**6. DATE** *(MM DD YYYY)*
West Michigan Regional Airport	(616) 368-3023	12/8/2021

7. ADDITIONAL TARGETED SPECIES

K. mink	S. squirrels, thirteen lined ground	AA. swans, mute
L. snipe, Wilson's	T. squirrels, red	BB. swans, trumpeter
M. sparrows, house	U. starlings, european	CC. swans, tundra
N. sparrows, savannah	V. swallows, bank	DD. swifts, chimney
O. sparrows, song	W. swallows, barn	EE. terns, black
P. sparrows, white-crowned	X. swallows, cliff	FF. terns, caspian
Q. squirrels, eastern gray	Y. swallows, northern rough-winged	GG. terns, common
R. squirrels, fox	Z. swallows, tree	HH. thrush, hermit

8. ADDITIONAL COMPONENTS TO BE USED

G.	O.	W.
H.	P.	X.
I.	Q.	Y.
J.	R.	Z.
K.	S.	AA.
L.	T.	BB.
M.	U.	CC.
N.	V.	DD.

9A. LANDOWNER, LESSEE, OR ADMINISTRATOR SIGNATURE	9B. DATE
10A. APHIS WS REPRESENTATIVE SIGNATURE	10B. DATE

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4. COOPERATOR NAME	**5. TELEPHONE NUMBER**	**6. DATE *(MM DD YYYY)***
West Michigan Regional Airport	(616) 368-3023	12/8/2021

7. ADDITIONAL TARGETED SPECIES

K. thrush, swainson's	S. woodpeckers, red-bellied	AA. owl, barred
L. turkeys, wild	T. sapsucker, yellow-bellied	BB. owl, great horned
M. vultures, turkey	U. yellowlegs, greater	CC. owls, short-eared
N. waxwings, cedar	V. yellowlegs, lesser	DD. owls, snowy
O. woodcock, American	W. muskrats	EE. pheasants, ring-necked
P. woodpeckers, downy	X. nighthawks, common	FF. pigeons, feral (rock)
Q. woodpeckers, hairy	Y. opossums, virginia	GG. plovers, black-bellied
R. woodpeckers, pileated	Z. osprey	HH. plovers, golden, American

8. ADDITIONAL COMPONENTS TO BE USED

G.	O.	W.
H.	P.	X.
I.	Q.	Y.
J.	R.	Z.
K.	S.	AA.
L.	T.	BB.
M.	U.	CC.
N.	V.	DD.

9A. LANDOWNER, LESSEE, OR ADMINISTRATOR SIGNATURE	9B. DATE
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4. COOPERATOR NAME	**5. TELEPHONE NUMBER**	**6. DATE** *(MM DD YYYY)*
West Michigan Regional Airport	(616) 368-3023	12/8/2021

7. ADDITIONAL TARGETED SPECIES

K. plovers, semipalmated	S. shrews, Northern shorttailed	AA.
L. rabbits, Eastern cottontail	T. shrews, least	BB.
M. raccoons	U. woodchucks	CC.
N. rats, norway (brown)	V. owls, common barn	DD.
O. robins, American	W. owls, eastern screech	EE.
P. sandpipers, upland	X. hawks, broad-winged	FF.
Q. skunks, striped	Y. jays, blue	GG.
R. voles, meadow	Z.	HH.

8. ADDITIONAL COMPONENTS TO BE USED

G.	O.	W.
H.	P.	X.
I.	Q.	Y.
J.	R.	Z.
K.	S.	AA.
L.	T.	BB.
M.	U.	CC.
N.	V.	DD.

9A. LANDOWNER, LESSEE, OR ADMINISTRATOR SIGNATURE	9B. DATE
10A. APHIS WS REPRESENTATIVE SIGNATURE	10B. DATE

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

December 13, 2021 **REPORT 9**

To: West Michigan Airport Authority Board.
From: Amanda Davio, Airport Authority Project Administrator.
Subject: **Approval of Ground Lease Agreement with Lake Michigan Credit Union (Fogg Hangar Project)**

The Airport Authority has been made aware of the interest of the primary lease holder for the 3303 John F Donnelly Drive Ground Lease (Ben Fogg), to secure a mortgage through Lake Michigan Credit Union (LMCU) for the new hangar development at the end of Geurink Blvd. LMCU requires the authorization of the Airport Authority as the property owner on the mortgage agreement. Likewise, the existing lease agreement also requires approval of the Board. Additionally, as the ground is owned by the City of Holland and leased to the Airport Authority (under the terms of the Master Lease), The City of Holland will also need to approve this agreement.

This agreement is subordinate to all existing parameters of both the ground lease the Airport Authority holds for the hangar development, and the City of Holland's Master lease, held with the Airport Authority. This is important to note, as it ensures protection of the Authority's interests in the unlikely event of a foreclosure, and that the terms of the lease are upheld, and lease payments to the Authority are continued. The agreement also ensures that, again in the unlikely event of a foreclosure, that the Authority retains control over how the hangar building can be used, and that any new owners or tenants are obligated to meet the aviation use requirements of the facility. **The only obligation of the Authority is to notify LMCU in the event of a default by the Tenant. The interest of the Authority is enhanced by the existence of this Agreement in the unlikely event of a default.**

Approval of this agreement is also predicated on reimbursement to the Airport Authority of all relevant attorney fees.

Recommendation

It is recommended that the Airport Authority Board approve the following:

1. The Ground Lease Agreement with Lake Michigan Credit Union, subject to final approval as to form by the Authority' attorney;
2. That all attorney fees be reimbursed to the authority before signing;
3. Forwarding agreement to Holland City Council for review, and approval.

AGREEMENT REGARDING GROUND LEASE

THIS AGREEMENT REGARDING GROUND LEASE ("Agreement") is made as of the _____ day of _____, 2021 by and between 3303 JOHN F. DONNELLY DRIVE, LLC, a Michigan limited liability company ("Tenant"), whose address is 3455 John F. Donnelly Drive, Holland, Michigan 49424, LAKE MICHIGAN CREDIT UNION, a Michigan state-chartered credit union ("Lender"), whose address is 4050 Lake Drive, Grand Rapids, Michigan 49546, and CITY OF HOLLAND, a Michigan municipal corporation of 270 S. River Avenue Holland, MI 49423 (the "City") and WEST MICHIGAN AIRPORT AUTHORITY, a Michigan community airport authority, of 60 Geurink Boulevard, Holland, MI 49423 (the "Airport Authority"). The City and the Airport Authority may be referred to, jointly and severally, as the "Lessor Parties".

RECITALS

A. The City owns the fee estate in and to certain real property more particularly described in Schedule A attached hereto and incorporated herein by reference (the "Land"), subject to rights granted to the Airport Authority under the Master Lease dated March 26, 2012 ("Master Lease"), being more commonly known as the West Michigan Regional Airport (the Land may also be referred to as the "Property");

B. The Airport Authority and Tenant entered into a Ground Lease dated on or about December 18, 2020 (the "Lease") whereby Airport Authority, as lessor, leased to Tenant, as lessee, certain premises more particularly described in the Lease, upon which Tenant intends to construct various improvements, including, without limitation, an airplane hangar (the "Improvements") (collectively, the portion of the Property being leased to Tenant, together with the Improvements thereon, may be referred to as the "Premises"), constituting a portion of the Property;

C. Tenant is constructing a hangar building on the Premises and financing that construction project with Lender, pursuant to which Tenant executed a mortgage (the "Mortgage") dated _____, 2021, and recorded on _____, 2021, in Liber _____, Page _____, of the _____ County Records, in

favor of Lender, constituting a first priority lien upon the Tenant's estate in and to the Premises, which is subordinate to the Master Lease and the Lease, and payable upon the terms and conditions described therein; and

D. Lender has requested, and each of the Lessor Parties has agreed to recognize, the status of Tenant and Lender or a Purchaser, in Tenant's stead, in the event Lender shall acquire the Tenant's interest in the Premises, which shall be subordinate to the Master Lease and the Lease by a power of sale, by a foreclosure, by the acceptance of a deed in lieu thereof, by receivership, or otherwise and Lender has agreed to attorn to Lessor Parties in any such event.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor Parties, Tenant and Lender hereby covenant and agree as follows:

1. **Subordination.** Subject to the terms and conditions of this Agreement, each of the Parties agrees that the Lease and all rights of Tenant under theLease and all rights of the lien of Lender created by the Mortgage and all increases, renewals, modifications, amendments, consolidations, and extensions thereof, and any further mortgages held by Lender or any Purchaser (as hereinafter defined) which encumber the Premises are subordinate and subject to the interests of the Lessor Parties in the Property, including the Premises. The Lessor Parties consent to Tenant executing and delivering the Mortgage to Lender and recording of the Mortgage with the county Register of Deeds, all of which will be subordinate and subject to the interests of the Lessor Parties in the Property, including the Premises.

2. **Non-Disturbance.** Notwithstanding the subordination contained in Section 1 herein, Lessor Parties agree with Lender that, so long as Tenant, Lender, or a Purchaser (as defined below), is not in default beyond any applicable notice or cure period in the payment of rent or other sums, or in the performance of any of the terms of the Lease:

(a) The use, possession, occupancy or enjoyment of the Premises pursuant to rights, remedies and privileges under the Lease shall not be disturbed, diminished or interfered with by Lessor Parties, whether rights to the Lease are enjoyed by Tenant or any person or entity succeeding to Tenant's right, title, and interest to the Premises or Lease rights in connection with any enforcement of the Mortgage (a "Purchaser"), whether it be Lender or any other person or entity, and whether rights to the Lease be obtained by Lender or a Purchaser at a foreclosure sale, by deed given in lieu of foreclosure or otherwise, nor shall the leasehold estate granted by the Lease be affected in any manner in any foreclosure or any action or proceeding instituted under or in connection with the Mortgage, during the term of the Lease or any extension or renewals which Lessor Parties or Tenant may exercise under the terms and provisions of the Lease, and

(b) To the extent possible without interfering with Lender's rights under the Mortgage, Lessor Parties shall not be named in any foreclosure action nor will Lender join

Lessor Parties as a party defendant in any action or proceeding to terminate Tenant's interest, estate, or rights under the Lease because of any default under the Mortgage.

Lender's or Purchaser's right to use, operate, or occupy the Premises are conditioned upon meeting the then-existing qualifications of the City and the Airport Authority with respect to use and occupancy of the Premises as a portion of the Property ("Operator Requirements"). Upon written request, the City and the Airport Authority will provide Lender or any Purchaser a copy of the then-current Operator Requirements.

3. **Attornment.**

(a) If the interests of Tenant in all or any part of the Premises or Lease shall be transferred to Lender or any Purchaser by reason of foreclosure or other proceedings brought by Lender, or by any other manner, and Lender or any Purchaser succeeds to the interest of Tenant under the Lease, Lender or Purchaser shall be bound to Lessor Parties under all of the terms, covenants, and conditions of the Lease for the balance of the Lease term (including any extension or renewals which Tenant may exercise under the terms and provisions of the Lease) with the same force and effect as if Lender or Purchaser were the lessee under the Lease; and each of the Lessor Parties shall recognize and accept the rights of Lender or Purchaser and shall thereafter continue to perform their respective obligations relating to the Lease, Property, and Premises thereafter becoming due. Lender and any Purchaser hereby attorn to Lessor Parties, this attornment to be effective and self-operating without the execution of any further instruments.

(b) Tenant agrees that Lessor Parties shall have the right to rely on any notice from Lender or a Purchaser of there being a default and, thereafter, treat Lender or Purchaser as the sole party entitled to lessee's rights under the Lease, without incurring any obligation or liability to Tenant, and Lessor Parties are hereby instructed to disregard any notice to the contrary received from Tenant or any third party. Tenant hereby releases Lessor Parties from all claims, losses, and liabilities arising from Lessor Parties' performance of Lease obligations to Lender or Purchaser, instead of Tenant, following Lessor Parties' receipt of written notice directing Lessor Parties to direct all such performance to Lender or Purchaser. All such performance made by Lessor Parties to Lender or Purchaser shall be credited as performance of Lessor Parties' obligations under the Lease. The respective rights and obligations of Lessor Parties, as lessor, and Lender or Purchaser, as lessee, under this attornment shall be the same as now set forth in the Lease, it being the intention of the Lessor Parties and Lender to incorporate the Lease by reference in this Agreement with the same force and effect as if the Lease were set forth at length in this Agreement.

(c) Lender hereby agrees to notify Lessor Parties in writing of any default by Tenant under the Mortgage, regardless of whether Lender will require Lessor Parties to direct performance of the lessor Lease obligations to Lender or a Purchaser pursuant to Section 3(b) above.

4. **Lender's Notice and Cure Rights.** In the event Tenant receives from Lessor Parties a written notice that Tenant is in default of Tenant's obligations under the Lease ("Lessor Parties Default Notice"), Tenant shall give a copy of the Lessor Parties Default Notice to Lender no later than three (3) days after receipt thereof ("Notice Date"). Lessor Parties shall also

give Lender notice and a copy of the Lessor Parties Default Notice concurrently with delivery of the Lessor Parties Default Notice to Tenant; provided however, that, Lessor Parties' failure to deliver a copy of the Lessor Parties Default Notice to Lender shall not be a Lessor Parties default hereunder and shall not affect the terms of this Agreement. Notwithstanding anything in the Lease or this Agreement to the contrary, no exercise by Lessor Parties of any right to terminate the Lease, modify the rent, or to defer any amounts owed to add to future rents, pursuant to a default by Tenant under the Lease shall be effective unless and until the expiration of the Lender Cure Period (as hereinafter defined). Lender, having no obligation to do so, shall have the right to cure any Tenant default within the same cure periods available to Tenant under the Lease; provided, however, the applicable cure period ("Lender Cure Period") shall not commence until the later of the Notice Date and the date Lender receives a copy of the Lessor Parties Default Notice.

5. **Acquisition of the Premises**. In the event that Lender or Purchaser succeeds to Tenant's right, title, or interest to the Premises or Lease, Lessor Parties shall have the same remedies against Lender or Purchaser for the breach of a provision of the Lease that Lessor Parties would have had against Tenant, and Lender or Purchaser shall be bound under the terms of the Lease.

6. **Notices**. All notices, requests, demands or other communications which may be or are required or permitted to be served or given under this Agreement (referred to collectively in this Agreement as "notices") shall be in writing and shall be sent by personal delivery, or by a nationally recognized overnight mail delivery service, or by registered or certified mail, return receipt requested, first-class postage prepaid,

(a) if to Tenant, at

3303 John F. Donnelly Drive, LLC
3455 John F. Donnelly Drive
Holland, MI 49424

(b) if to Lender, at

Lake Michigan Credit Union
4050 Lake Drive
Grand Rapids, MI 49546

(c) if to Lessor Parties, at

Attn: Authority Manager
60 Geurink Boulevard
Holland, MI 49423

or at any other address that may be given by one party to the others by notice pursuant to this Section. Such notices (i) if sent by overnight delivery, shall be deemed to have been given when

delivered to the respective party's address pursuant to this Section, or (ii) if sent by registered or certified mail, shall be deemed to have been given on the date received.

7. **Savings Clause.** If any provision of this Agreement, or the application thereof to any person or circumstances, shall for any reason or to any extent be invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected, but, rather, shall be enforced to the fullest extent permitted by law.

8. **Further Assurances.** The parties hereto hereby agree to execute, acknowledge, deliver, file, record and publish such further certificates, amendments or certificates, instruments or documents, and to do all such further acts and things, as may be required by law or as may be necessary or advisable to carry out the intent and purposes of this Agreement.

9. **Interpretation.** Words of any gender used in this Agreement shall be held to include any other gender, and words in the singular number shall be held to include the plural and words in the plural shall be held to include the singular, when the context so requires.

10. **Governing Law.** This Agreement is made pursuant to, and shall be construed and enforced in accordance with, the laws of the State of in which the Property is located, without giving effect to principles of conflicts of law.

11. **Additional Definitions.**

(a) The word "Lease" as used herein shall be deemed to be the Lease as originally executed by one or more of the Lessor Parties and Tenant, as amended or modified by written agreements hereafter made, from time to time.

(b) The words "foreclosure" and "foreclosure sale" as used herein shall be deemed to include, but not be limited to, the acquisition of Tenant's right, title, or interest in the Lease or Premises by voluntary deed (or assignment) in lieu of foreclosure.

(c) word "Lender" as used herein shall be deemed to include Lender herein specifically named and any of its successors and assigns, including anyone who shall have succeeded to Landlord's interest in the Property by, through or under foreclosure of the Mortgage.

(d) The word "successor" as used herein shall be deemed to include, but shall not be limited to, the heirs, personal representatives, successors or assigns of the parties hereto and of any other party hereafter acquiring the estate in the Property of any party hereto or any interest therein.

12. **Miscellaneous Provisions.**

(a) All of the terms, conditions, covenants, agreements, rights, privileges, obligations, duties, and recitals contained in this Agreement shall be construed as covenants running with the land and as extending to, inuring to the benefit of, and being binding upon, Lessor Parties, Tenant and Lender and their respective successors and assigns, all to the end

that this Agreement shall always bind the owner and holder of any fee or leasehold interest in or to the Property or the Premises.

(b) This Agreement contains the entire agreement between the parties and is intended by the parties to set forth their entire agreement in respect of the subject matter hereof, and any agreement hereafter made shall be ineffective to change, modify, release or discharge this Agreement, in whole or in part, unless such agreement is in writing and signed by the party against whom enforcement of the change, modification or discharge is sought.

(c) This Agreement may be executed in one or more counterparts, and all such counterparts taken together shall for all purposes constitute one and the same Agreement binding on the parties hereto. This Agreement, if executed by Lessor Parties but not by all parties necessary to fully execute the same, is valid for only thirty (30) days from the date Lessor Parties executed this Agreement. This Agreement is contingent upon Lessor Parties receiving a fully executed copy of the Agreement within such 30-day period, the failure of which shall automatically cause this Agreement to become null and void.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, intending to be legally bound, the undersigned have executed this Agreement as of the date and year first hereinabove written.

TENANT
3303 JOHN F. DONNELLY DRIVE, LLC,
a Michigan limited liability company

By: _____

Its:_____

TENANT ACKNOWLEDGEMENT

STATE OF _____)
)SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021, by Benjamin J. Fogg, the Manager of 3303 John F. Donnelly Drive, LLC, a Michigan limited liability company, on behalf of the company.

_____
Notary Public,
County of _____, State of Michigan
My Commission Expires: _____
Acting in _____

[signatures continue on following page]

LENDER
LAKE MICHIGAN CREDIT UNION,
a Michigan state-chartered credit union

By:_____
Name:_____
Its:_____

STATE OF MICHIGAN)
)SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021, by _____, the _____ of Lake Michigan Credit Union, a Michigan state-chartered credit union, on behalf of the credit union.

_____
Notary Public,
County of _____, State of Michigan
My Commission Expires: _____
Acting in _____

[signatures continue on following page]

CITY OF HOLLAND
a Michigan municipal corporation

By: _____
Name: _____
Title: Mayor_____

CITY OF HOLLAND
a Michigan municipal corporation

By: _____
Name: _____
Title: Clerk_____

STATE OF MICHIGAN)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021, by _____ and ,____the Mayor and Clerk of CITY OF HOLLAND, a Michigan municipal corporation, on behalf of the City.

_____
Notary Public

WEST MICHIGAN AIRPORT AUTHORITY
a Michigan community airport authority

By: _____
Name: _____
Title: _____

STATE OF MICHIGAN)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021, by _____, _____ of WEST MICHIGAN AIRPORT AUTHORITY, a Michigan community airport authority, on behalf of the authority.

_____
Notary Public

THIS INSTRUMENT WAS PREPARED BY
AND AFTER RECORDING RETURN TO:
Anthony A. Pearson
RHOADES McKEE PC
55 Campau Avenue NW, Suite 300
Grand Rapids, Michigan 49503
(616) 235-3500

SCHEDULE A

LEGAL DESCRIPTION OF PROPERTY

The land situated in the City of Holland, County of Allegan, State of Michigan, more specifically described as follows:

Part of the Southwest 1/4 of Section 8, Town 4 North, Range 15 West, City of Holland, Allegan County, Michigan described as: Commencing at the Southwest corner of said Section; thence North 01 degrees 13 minutes 09 seconds West 1597.88 feet along the West line of said Section; thence North 88 degrees 46 minutes 51 seconds East 170.50 feet to the Point of Beginning; thence continuing North 88 degrees 46 minutes 51 seconds East 82.78 feet; thence South 01 degrees 13 minutes 09 seconds East 138.14 feet; thence South 88 degrees 46 minutes 51 seconds West 176.00 feet; thence North 01 degrees 13 minutes 09 seconds West 185.95 feet; thence North 88 degrees 46 minutes 51 seconds East 69.22 feet; thence South 01 degrees 13 minutes 09 seconds East 34.31 feet; thence North 88 degrees 46 minutes 51 seconds East 24.00, thence South 01 degrees 13 minutes 09 seconds East 13.50 feet to the Point of Beginning.

Parcel No.: 03-02-08-300-028 (part of)

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
P (616) 510-2332
Comprising City of Zeeland, Park Township and City of Holland

December 13, 2021 **REPORT 10**

To: West Michigan Airport Authority Board.
From: Amanda Davio, Airport Authority Project Administrator.
Subject: **Authorize Airport Director to Obtain Airport Manager Certification**

The Role of Airport manager is currently assigned to Flight Level Aviation, under the terms of the Airport manager Agreement. In the past, and up until recently, the Airport Authority has relied on the FBO to serve in this capacity. The Airport Manager's role is, generally, to complete the following:

1. Ensure operations are in compliance with FAA/MDOT standards & regulations;
2. Execute critical services and maintenance operations to ensure the uninterrupted operation of the airport;
3. Ensure key support services are provided to aircraft, tenants, and airport users;
4. Enforce all relevant FAA, MDOT, and Airport Authority Policies related to established operators on the field;
5. Review/investigate any reported or likely violations of Airport policies and assess judgment and corrective actions accordingly.

As the Operations Committee continues to review and revise the airport's minimum operating standards, they are working to establish new classifications for the diverse ranges of operators that are currently on field, and those the airport may attract in the future. Given that these operator classifications will be tied to very specific services provided, and that operator fees will vary depending on the scope of services offered by each, execution of items 4 & 5 outlined above will become more important/frequent. The Operations Committee has expressed concern that code enforcement becomes problematic if being executed by a private entity.

As such, it is the recommendation of the Operations Committee that the title of Airport Manager fall under the duties and responsibilities of the Airport Authority Director and that the code enforcement obligations of the Airport Manager fall under their purview. The maintenance and support services functions will remain under the responsibility of FlightLevel Aviation, and they will take on the classification of Assistant Airport Manager; the title, which is currently held by, and will remain with, Mike Krcziok. This change will also be reflected in all relevant MDOT & FAA Circulars, where the Airport Authority will be listed as Airport Manager, rather than FlightLevel.

The Manager certification process is pretty straightforward requiring completion of an online exam and a fee of $50.00.

The Airport Management agreement will need to be slightly amended, to reflect these changes and to outline which duties will specifically fall under the Purview of the Director/Manager and those that will be the responsibility of FlightLevel as Assistant Manager. These amendments are not anticipated to have any material impact on the Manager agreement overall, as the core duties and Obligations of FlightLevel will remain relatively unchanged.

Recommendation

It is recommended that the Airport Authority Board approve the following:

1. Authorization of the Director to pursue and complete their Airport Manager Certification;
2. Authorize the Airport Director and Attorney to renegotiate the existing terms of the Manager agreement, to reflect these proposed changes;
3. To bring back any final amendments of the Manager Agreement to the Board for Approval;
4. Immediately inform the Board of any significant Amendments proposed to the manager Agreement outside of the scope described in this report;
5. Inform the Board Immediately of the Director's completion of the certification.

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
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December 13, 2021 **REPORT 11**

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **2021 Airport Calendar Year in Review**

As we approach the end of the calendar year, it's important for us to take the time to reflect on all our hard work over the past twelve months, and fully appreciate the challenges and opportunities the year has presented. Below is a significantly truncated summary of key initiatives and events that transpired over the last year. The accomplishment listed here reflect the success of an effective, well governed Authority You as Board Members should be proud of your continued stewardship of the critical community asset that is the West Michigan Regional Airport.

The successes here indicate the strong position of the Authority, the Airport overall, and outline an organization that is well positioned to meet the challenges the future may offer.

OPERATIONS

- COVID
    - FAA Mask Mandate went into place.
    - Updated airport operating policies & procedures to respond to the pandemic.
    - Implementation of remote operating protocols and meeting management.
    - Airport successfully responded to the impacts of the pandemic.

- Completion of Airport Authority Strategic Planning Session.
    - Interviews were completed with each Board member
    - Board members completed an anonymous survey to provide direct input.
    - Board set an aggressive strategic plan in place for growth at the Airport.
- Creation and implementation of comprehensive FBO Performance Evaluation.
- Began review & update of operating standards, in alignment with strategic goals of the Authority.
- Project Administrator (Amanda Davio) hired.
- New Board Members:
    - Chuck Murray
- New committee members:

- Daniel Robertson
- Jodi Owczarski
- Alison El-Cassabgui
- Lori Varner
- Mike Mabie

- New MDOT Airport Report Card program – High Marks for WMRA
- FY21 Insurance Annual insurance Renewals
- Established Committee Meetings Schedule
- Successful negotiation of Asset Transfer from Flyby Air to FlightLevel
- Dave Lussier on board as FlightLevel Regional Manager
- Titan brought on as new fuel provider for Airport
- Annual ACIP Update Submitted
- Attendance of MAAE 2021 Annual Conference
- Brush clearing project complete (8 miles of fence line)
- Negotiation of USDA on-filed wildlife management services
- Award of new Custodial RFP

MARKETING & COMMUNICATIONS

- Flight Path/STEM Flights Partnership
- Marketing & Communications Strategy launched
- Airport Development Strategy launched
- Annual Report launched
- One-on-one interviews with key airfield partners
- CEO/CFO Engagement:
  - Kelly Springer (CEO), Metal Flow (December 2nd)
  - Gentex (CFO) Early January
- Meeting with STEPS Camp
- Presentation to the Rotary
- Relaunch of quarterly newsletter
- Launch of New Website
- Launch of Development Page
- Launch of "spotlight videos"
- Completion of Property Development Videos
- Creation of Business Development Marketing Materials
- Creation of industry engagement letter for development opportunities at the airport
- Launch of new Brand Video
- Launch of K-12 Video

- Established ROI Assessment for Airport Projects (ongoing)
- Airport hosts Brad Slagh
- Wings of Rescue – Pet Rescue Flight
- Launch of pilot/user/stakeholder satisfaction surveys
- Dream Flights Event
- FBO transfer press release
- FlightLevel Open House
- Airport hosts Westcoast Leadership 2021

ECONOMIC STRUCTURING

- Fogg Hangar Lease & Project
- Hangar 3 Partners Addendum
- Established working relationship with Lakeshore Advantage and West Coast Chamber
- Submitted (not awarded) MEDC "Project Icarus" proposal.
- Meeting with Todd Whiteman (Bill Huizenga's office) – Parcel K & Development at the Airport
- Receipt of CARES Act funding ($157k)
- BPW Rebate for LED runway lights ($1,000)
- Inventory of Businesses located in Airport footprint
- Parcel K:
    - Secured Parcel K Land Release
    - Public Hearing to declare Parcel K Surplus
    - City of Holland declares Parcel K Surplus
    - Listing agreement for parcel approved
    - Parcel K listed for sale: $799K (approximately early December)

- CRRSSA Funding secured ($57K)
- Approval of Mead & Hunt strategic support services agreement
- Established relationships with local K-12's
    - I-cademy/Innocademy
    - Holland Public
    - West Ottawa
- 2021 Financial Audit Complete
- Engagement with Mead & Hunt on future of EV aircraft, commercial & passenger drone systems
- Connection with NUAIR, commercial drone company

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CAPITAL IMPROVEMENT

- Completion of Runway & Lighting Rehab
- Development & Parcel K release meeting with FAA-Detroit ADO (March, 2021)
- Meeting with MEDC Regarding Site Readiness Grants
- Development ready efforts:
    - Pursuing site readiness grants
    - Pursuing Community Foundation Grants
    - Building engagement with the Office of Future Mobility and Electrification (MEDC)
- Consultant search and procurement for North Hangar Taxilane Project
- Airport Hangar Project Review
- Meeting with Community Foundation regarding Grant Opportunities
- Runway 8/26 awarded "The Asphalt Paving Association of Michigan Award of Excellence."
- Airport MAP Meeting 2021

MISC./INTERESTING

- Airforce 737 Landing (April 2021)
- Established ongoing communications/collaborations with OKV (Virginia).
- Building connections with Coleman Young Airport (Detroit)
- Building Connections with (Indiana?) Airport
- Roundabout Traffic Incident
- Michigan Launch Initiative

CHALLENGES & OPPORTUNITIES IN 2022

- Increase business traffic at airport
- Ongoing aircraft storage capacity needs
- Position airport to be build ready
- Ensure Authority is structured to meet demands and opportunities related to development and industry changes.
- Identify role EV, Autonomous, Passenger & Commercial drones, and other emergent technologies play at WMRA
- Support continuous, sustainable growth with limited space
- Build regional partnerships across Michigan and beyond

West Michigan Airport Authority

Fiscal Year 2021 (July 1, 2021 – June 30, 2022) Action Plan

December 13, 2021

Mission Statement

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

Fiscal Year 2022 Action Plan UPDATE

Operations

- **Review & revise Airport Standards:**
  The Airport will review all of it's existing standards related to operations, building and development and so forth to ensure these are up-to-date regarding MDOT & FAA requirements, are in alignment with the soon to be adopted Airport Zoning Code, and the strategic objectives of the Airport Authority.
  Ongoing. Operations Committee has provided key input into designation of operators on the airfield, reviewing minimum ops as it relates to requirements of operator categories.

- **Review Airport Master Plan:**
  FAA recommends reviewing and updating Airport Master Plans every five years or so; however, this is not a requirement. The current Airport Master Plan was last revised in 2013. The Authority will review the existing Master plan to identify which initial goals are currently still in alignment with operations and what other goals could be incorporated. Additionally, the plan will be reviewed within the current climate reflecting impacts of COVID-19 operations and other major impacts. Staff will work closely with the Airport's Consultant (M&H) on how best to approach this work (based on priorities identified by the Board). A full re-write is likely not necessary at this time.

  Ongoing. With the Strategic Support Services Contract in place with Mead & Hunt, staff will begin coordinating with the consultant to identify priority areas of the Master Plan to address.

- **Outline strategic goals for Airport, post COVID**
  The Airport Authority board will be holding a strategic planning session likely in early March to identify key priorities for the Authority moving forward. This is a good practice on an annual basis in general; however, even more-so in the current climate. COVID-19 has been a

major disruptor across all sectors and has effected operations at every level. The impacts on travel and aviation are felt very acutely at the moment and will likely echo long into the future. The Authority will work to get an understanding of what the current impacts are, what short/mid term trends will look like moving forward, and will work to identify it's role in a "post COVID" world moving forward.

Complete and ongoing. This is an item that will likely never be formally completed, as there is no definitive end in sight for the pandemic, and even when it's over, COVID variants will be with us for the long term. We have identified impacts on the aviation industry related to COVID as well as opportunities the airport can better position itself to take advantage of; specifically the explosion of interest in private charter operations in lieu of traditional business travel. The Airport has developed key marketing materials designed to build awareness of the Airport in general as well as the resources available here. Staff have also expressed to the current FBO that it is the Authority's expectation that they will be positioning themselves in such a way as to increase business charter activity at the airport.

The Airport has also implemented key strategies to mitigate the spread of COVID-19, including comprehensive outreach and in-house signage. Compliance remains a substantial hurdle however as consistency of policies and enforcement from region to region or airport to airport remains spotty. Officially, under FAA guidelines, all airports and flights are to require masking, in actuality though, it appears this is not consistently enforced. Barring an enforcement mechanism with real consequences, we have difficulty in ensuring mask compliance.

- **Establish ongoing maintenance & budget schedule for airport infrastructure:**
  Over the past four years, the Authority has become more focused on heading off significant maintenance expenses by establishing robust reserves for such projects. Staff have been working to approximate when key repairs may come due; however, for budgetary reasons, it would benefit the airport to plot out these expenses as best and consistently as possible; and have a standing schedule for when these repairs are likely to occur. The airport has done this already with Airport Business Center reserve fund, pavement Crack Sealing, and Paint markings, but there are other items as well it may benefit the authority to schedule out. Repairs will still only occur on a needs basis. Staff will work to identify other common repair items (such as fence repair, brush clearing etc.) and review similar best practices from other Airports.
  Underway, key efforts related to pavement rehabs and crack sealing have been identified, but a full vetting of likely maintenance projects is still under way.

- **Update standing agriculture leases:**

  The Airport Authority holds multiple leases with local farmers to farm and maintain several fields around the Airport. These leases are all handled (administratively) slightly different with each farmer. Staff will develop a consistent lease, with consistent language for each lessee which will in turn reduce administrative oversight associated with managing these leases. Lease rates have been determined based on a number of factors associated with each parcel; current lease rates will remain in place.

  Draft leases have been developed, establishing consistent language across leases. As part of the sustainability initiatives identified by the Board, and in conjunction with the potential partnership with USDA, leases will be reviewed to ensure best farming practices are occurring on airport owned leases.

Communications

- **Expand direct outreach engagement efforts with Airport Users:**

  Staff will work with Airport Communications Consultant (Boileau Communications) to establish channels to directly engage with current airport users (T-hangar tenants, private hangar lease holders, other users). The goal is to provide an avenue for their engagement in overall operations and to be provide insight and feedback.

  Quarterly newsletters have been launched, as well as the Annual report, the user experience survey, and staff have been working to expand Social Media activity. Airport Director has also begun direct engagement with tenants and users. Director is also exploring interest from tenants and based aircraft around a regularly scheduled "stakeholder meeting." We have also launched the updated airport brand video.

- **Expand outward facing engagement on happenings at the Airport**

  One primary goal of the Airport is to broaden outward communications with the surrounding communities as to the goings on of the airport as well as the economic impact of this community resource. By expanding on the current priorities of the communications strategy, staff will continue to work with Boileau communication to provide meaningful content to Airport member communities as well as establish channels for those member communities to provide insight and feedback to the Authority.

  As stated above, newsletter, annual report, and social media have been expanded substantially. Additionally, the Airport has been more proactive in identifying events occurring at the airport (Dream Flights, Wings of Rescue, Operation Good Cheer) and

serving to elevate their profile. We are also beginning to explore events led specifically by the Airport Authority to bring attention to this community resource, including an "Airport Education Day" and Tulip Time Fly-in.

- **Incorporate economic impact and development opportunities as part of Airport Branding**

  Making the economic impact of the Airport a consistent and core part of our overall branding is a critical step in outreach and engagement efforts. Highlighting the return on investment of our member communities is critical to show the airport as a true public asset as well as critical piece of regional infrastructure that needs to be maintained and serves the public interest. Having this consistently reinforced as public knowledge serves the Authority in building buy-in around future millage votes or in attracting new partner communities.
  Staff have met with local economic development partners to begin establishing a protocol for evaluating economic impact as it relates to improvements to the airport and businesses relocating here. Taking this work, in conjunction with the Strategic Support Services agreement with Mead & Hunt, we expect to have a draft protocol for evaluating economic impact for review by the Airport's various committee and the Board as early as February 2022.

- **Develop Marketing Materials targeted at Aviation related businesses and operations**
  As the Airport Authority wants to continue to target current users and constituents, it is also important to target messaging at would be developers looking to relocate to a strong economic hub like west Michigan. By working with Boileau, and other Economic Development groups in the region, the authority can align it's messaging to better engage and attract new businesses to the airport.

  Underway and nearly complete. Staff, in conjunction with Boileau Communications, have pulled together comprehensive marketing materials related to developable parcels around the airfield. As we put the final touches on an industry engagement letter, we are nearly ready to kick off one of the broadest engagement efforts in recent airport history. We'll be strategically targeting key aviation industry groups and organizations to highlight the potentials of both WMRA as well as the surrounding region. In conjunction with the ROI/Economic Impact discussions above, we should be in a very strong position to market for growth here a the airport.

- **Review youth/student engagement opportunities post COVID-19**

Youth/student engagement is critical as these young minds will eventually be the voters, policy makers, and businesses which engage with and support the airport. These are also the innovators and visionaries who can help guide the authority into the future. COVID has disrupted "traditional" outreach efforts through schools, youth organizations, etc. The Authority will work with Boileau as well as establish partnerships with other youth focused organizations to identify new outreach strategies in a post COVID landscape.

Well underway. We have established a working partnership with Flight Path and STEM Flights, and we have begun engagement with local k-12 representatives to better engage students around aviation, and the airport more generally. Additionally, we have launched the k-12 video and are using this as a tool to share with schools to learn more about the airport. Further, we are in preliminary conversations with the Civil Air patrol to explore what potential partnership opportunities might exist and we hope to have a proposal ready for the Board in January to explore.

- **Maintain up-to-date information on COVID impacts of Airport operations**

  This will remain an ongoing effort as providing updated information on COVID and maintaining bets practices assures our users that we are taking responsibility to ensure that their travels are as safe as possible.

  Underway and ongoing. As COVID fluctuates, we will update operational policies accordingly. We have begun enacting stricter mask enforcement in public spaces for staff operating at the Airport. Enforcement with transient traffic remains difficult without consistent policies across regions.

Capital Projects

- **Complete design for North Hangar Park Taxilane**
  - Moved to fall 2023
- **Wetland Mitigation for North Hangar Park Taxilane**
  - Moved to spring 2022. Preliminary engineering and Environment Assessment will be completed first.

Economic Structuring

- **Build engagement & partnership with potential new Airport Authority member communities:**

  The Authority will rely on the support of key advocates to make these initial engagements with community partners identified as strong candidates for potential

Authority membership. These efforts will be rooted in ongoing education around the economic impact of the Authority as well as around the Authorities strategic priorities.

We plan to begin laying the groundwork for these efforts early 2022, especially following engagement/interviews with key stakeholders throughout the community.

- **Draft Business Development Plan for the Airport Authority**
  As part of the airport's priority in attracting new business and development on airport property, staff will work closely with regional economic development partners to produce a Business Development Plan for the Airport Authority. This plan would focus on the following key areas:
  - Attract new aviation businesses
  - Attract new developers on Airport property
  - Establish a process for getting Airport property development ready
  - Identify opportunities in new tech at the Airport
  - Identify mid and long term land use opportunities for vacant airport property

Well underway, see engagement materials above as well as economic impact/ROI assessments. Staff have also begun engaging with partners in new aviation industries (EV, UAV, vertical takeoff, etc.) at a very preliminary level. The airport is situated in such a way as to be surrounded businesses and organizations that, preliminarily at least, would seem to be very attractive to companies in this space. We are also engaging with content experts from Mead & Hunt and FAA regarding these emergent technologies.

- **Coordinate with Economic Development Partners in the region:**
  Beyond development at the airport staff will work closely with Economic Development Partners in the region to identify opportunities for the airport to support local and regional businesses. The focus would be for the airport to expand it's role in serving the economic interests of its member communities and establish it's voice key policy decisions moving forward. Part of this effort will also include engagement with other similar travel focused entities in the region.

Well underway. We are extremely fortunate to have established working relationships with the West Coast Chamber and Lakeshore Advantage. For the airport, they have surpassed the "community asset" level and have truly been working with us shoulder to shoulder in identifying economic development opportunities at the airport. We have begun additional engagement with the Community Foundation of Holland and Zeeland, and continue to build bridges with the Michigan Economic Development Corporation.

- **Continue to pursue land release with FAA for Parcel K:**
  Staff will remain focused and engaged with partners at Mead & Hunt and MDOT to secure a land release of Parcel K from the FAA. Due to it's location, there likely won't be an aviation use for Parcel K, and given the ongoing commercial development in the surrounding area, there is likely significant untapped revenue generating opportunity in this parcel. By releasing the parcel, FAA would provide a key tool to the Airport in generating additional revenues to support ongoing operations and new opportunities.

  Complete.

- **Review impact of "drone" services on future airport operations**
  Advancement in drone technology charges forward and we are effectively on the cusp of largescale adoption of drone delivery services, as well as other uses that are not far behind. It is in the best interest of the Airport Authority to get up-to speed on current the trends and get in front of new applications of this growing technology. Whether or not drones have a place at the airport is not necessarily the focus, but, rather, understanding how the airport will operate, and what opportunities might present themselves as drones become more present in day-to-day life.
  Some preliminary work has begun in this space, but we expect this to really get rolling in late FY22.

WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report
FlightLevel BIV
November 2021

Total Fuel Gallons Delivered

	Current Month Nov 2021	One Year Ago Nov 2020	Fiscal Year To Date 01/01/21-11/30/21	F/Y to Date Compared 01/01/20-11/30/20
Avgas Sales	2,628			
Jet Fuel Sales	50,772			
Total Gallons Delivered	53,400	40,932	566,680	+135894

Transplant Flights	**0**
Wings Of Mercy Flights	**1**
Freight Flights From/To Holland	**8**
Freight Weight	**19,520**
Number of Parts if Known	**26 skids**

WMAA Fund Balance as of 6/30/2021					$ 1,174,468.80
	Operating	Capital (999)	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	329,409.21	-	-	-	$ 329,409.21
Year to date Expenses	248,672.39	-	-	-	$ 248,672.39
Estimated Fund Balance as of 12/09/2021					$ 1,255,205.62
	Budget	YTD			
Remaining Operating Revenues	604,757.00	329,409.21			$ 275,347.79
	Budget	YTD	Encumbrances		
Remaining Operating Expenses (excluding contingences)	553,475.00	248,672.39	18,891.25		$ 285,911.36
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			112,357.00		$ 152,357.00
Ending Fund Balance as of 12/09/2021					$ 1,092,285.05
Other Expected Expenses:			Estimated amount	Spent	
FY22 Construction of Hangar Project (Fogg)					$ 6,874.75
FY22 North Taxilane					$ 9,700.00
Ending Fund balance after expected capital expenses					$ 1,082,585.05

Budget Performance Report

Fiscal Year to Date 12/09/21
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**									
420528	Federal Grant - Other	.00	.00	.00	.00	.00	.00	.00	+++	157,000.00
440573	State-Reim Local PPT Tax Loss	10,000.00	.00	10,000.00	.00	.00	13,268.74	(3,268.74)	133	21,516.15
450582.C	Contributions from Other Govts From City of Holland	110,000.00	.00	110,000.00	.00	.00	113,629.96	(3,629.96)	103	111,559.60
450582.P	Contributions from Other Govts From Park Township	109,000.00	.00	109,000.00	.00	.00	2.99	108,997.01	0	115,640.92
450582.Z	Contributions from Other Govts From City of Zeeland	60,000.00	.00	60,000.00	.00	.00	60,830.80	(830.80)	101	77,715.05
460626.Y	Fees-Finance/Mgmt Treas Fee-Recovery Court Costs	.00	.00	.00	.00	.00	84.40	(84.40)	+++	.00
460647.7	Sales Sale of Merchandise-Taxable	.00	.00	.00	.00	.00	10.60	(10.60)	+++	.00
460654.1	Franchise Fees FBO Franchise Fees	23,500.00	.00	23,500.00	2,075.80	.00	10,379.00	13,121.00	44	23,470.32
460654.5	Franchise Fees Fuel Flowage Fee	70,000.00	.00	70,000.00	5,874.00	.00	41,591.77	28,408.23	59	62,505.63
460654.7	Franchise Fees Landing Fees	24,000.00	.00	24,000.00	2,598.63	.00	14,863.31	9,136.69	62	24,280.07
480665.0	Investment Income General	12,000.00	.00	12,000.00	.00	.00	2,096.80	9,903.20	17	9,433.30
480669.A	Rental Airport Business Center	8,400.00	.00	8,400.00	729.18	.00	3,645.90	4,754.10	43	8,244.48
480669.24	Rental Hangar Land Lease	107,357.00	.00	107,357.00	1,217.36	.00	35,878.59	71,478.41	33	101,550.51
480669.25	Rental Agricultural Land Lease	12,500.00	.00	12,500.00	.00	.00	.00	12,500.00	0	12,608.52
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	.00	.00	28,680.00	29,320.00	49	57,717.41
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	2,789.61	(2,789.61)	+++	3,725.00
490685.2	Recoveries Other Parties	.00	.00	.00	.00	.00	1,656.74	(1,656.74)	+++	.00
	Department **000 - General Revenues** Totals	$604,757.00	$0.00	$604,757.00	$12,494.97	$0.00	$329,409.21	$275,347.79	54%	$786,966.96
	REVENUE TOTALS	$604,757.00	$0.00	$604,757.00	$12,494.97	$0.00	$329,409.21	$275,347.79	54%	$786,966.96
EXPENSE										
Department	**540 - Airport Operations**									
710701.0	Payroll-Regular General	71,780.00	.00	71,780.00	2,400.00	.00	28,800.00	42,980.00	40	48,477.54
710707.0	Payroll-Temporary Help General	12,300.00	6,650.00	18,950.00	585.00	.00	8,137.50	10,812.50	43	26,381.97
711702.0	Payroll-Vacation/PTO General	6,400.00	.00	6,400.00	.00	.00	3,600.00	2,800.00	56	1,759.01
711703	Payroll-Holidays	2,400.00	.00	2,400.00	600.00	.00	1,200.00	1,200.00	50	1,175.21
711716.1	Insurance Health	3,000.00	.00	3,000.00	.00	.00	1,250.00	1,750.00	42	5,321.63
711716.2	Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	38.02
711716.4	Insurance Health Care Savings Plan	.00	.00	.00	.00	.00	.00	.00	+++	210.43
711717	Insurance-Life & AD&D	.00	.00	.00	.00	.00	.00	.00	+++	18.92
711718.1	Retirement Contribution MERS	6,300.00	.00	6,300.00	240.00	.00	2,448.00	3,852.00	39	3,718.22
711720	Insurance-Income Protection	.00	.00	.00	.00	.00	379.00	(379.00)	+++	458.58
712715	Employer FICA/Medicare Contribution	7,200.00	550.00	7,750.00	274.23	.00	3,288.54	4,461.46	42	5,890.46
712723	Unemployment Comp Insurance	20.00	.00	20.00	.00	.00	1.90	18.10	10	38.81
712724	Workers Comp Insurance	.00	.00	.00	.00	.00	.10	(.10)	+++	11.18
721730.0	Postage General	.00	.00	.00	.00	.00	16.48	(16.48)	+++	.00
721740.0	Operating Supplies General	1,500.00	.00	1,500.00	.00	.00	447.25	1,052.75	30	2,326.36
721740.CAP	Operating Supplies Controlled Items-Capital Type	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	2,473.34
721905.0	Photocopies/In-House Printing General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00

Budget Performance Report

Fiscal Year to Date 12/09/21
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**									
721931.0	Bldg & Grnds Maint General	9,000.00	.00	9,000.00	.00	.00	103.50	8,896.50	1	1,738.00
721933.0	Equipment Maintenance General	20,000.00	.00	20,000.00	.00	.00	6,068.50	13,931.50	30	9,504.75
721933.INS	Equipment Maintenance Repairs-Insurance Claims	.00	.00	.00	.00	.00	2,789.61	(2,789.61)	+++	.00
722801.9010	Contr-Printing/Promo Advertising/Promotional	35,000.00	794.00	35,794.00	.00	18,891.25	20,006.24	(3,103.49)	109	40,527.50
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	.00	.00	688.50	19,311.50	3	27,274.12
722805.1	Contractual-Finance Independent Audit	7,900.00	.00	7,900.00	.00	.00	7,110.00	790.00	90	7,700.00
722805.4	Contractual-Finance Financial Service Fees	.00	.00	.00	.00	.00	2,000.00	(2,000.00)	+++	833.35
722807.2	Contractual-Architect/Engineer Plan Development	.00	50,000.00	50,000.00	.00	.00	3,502.75	46,497.25	7	.00
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	7,595.50	7,404.50	51	5,604.50
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	.00	.00	.00	.00	+++	598.00
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	40,300.00	40,300.00	.00	.00	40,300.00	.00	100	.00
722808.MOW	Contr-Bldgs&Grnds Mowing	30,000.00	.00	30,000.00	.00	.00	26,247.38	3,752.62	87	49,001.33
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	23,000.00	.00	23,000.00	.00	.00	10,919.46	12,080.54	47	32,170.86
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	40,457.20
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	2,266.67	.00	13,600.02	14,399.98	49	26,476.35
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	589.49	1,410.51	29	2,266.75
723850.0	Communications Telephone	.00	.00	.00	.00	.00	184.34	(184.34)	+++	442.20
723850.CELL	Communications Cellular	.00	.00	.00	.00	.00	.00	.00	+++	900.00
723860.0	Travel, Conf, Seminars General	1,000.00	.00	1,000.00	.00	.00	1,289.56	(289.56)	129	3,200.00
723910.0	Commercial Insurance Premiums General	27,000.00	.00	27,000.00	.00	.00	27,308.00	(308.00)	101	18,966.00
723920.GATE	Public Utilities Fence Gates	700.00	.00	700.00	.00	.00	217.59	482.41	31	571.81
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	1,156.73	3,343.27	26	4,079.64
723920.PLOT	Public Utilities Parking Lot Lights	1,700.00	.00	1,700.00	.00	.00	342.70	1,357.30	20	923.51
723920.RUNW	Public Utilities Runway Lights	6,700.00	.00	6,700.00	.00	.00	2,093.54	4,606.46	31	6,989.02
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	1,735.33	3,264.67	35	5,243.44
723942.0	Building Rental/Lease General	1,000.00	.00	1,000.00	.00	.00	1,000.00	.00	100	2,500.00
723955.0	Misc. General	2,000.00	.00	2,000.00	.00	.00	827.21	1,172.79	41	2,276.75
723961.0	Dues & Subscriptions General	600.00	.00	600.00	.00	.00	840.00	(240.00)	140	1,936.78
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	15.84
723963.3	Write-Offs Court Fees A/R or PP Pursuit	.00	.00	.00	.00	.00	84.40	(84.40)	+++	.00
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	58.46	(58.46)	+++	21.40
770956.0	Contingency General	127,357.00	.00	127,357.00	.00	.00	.00	127,357.00	0	.00
	Department **540 - Airport Operations** Totals	$530,057.00	$98,294.00	$628,351.00	$6,365.90	$18,891.25	$228,227.58	$381,232.17	39%	$390,518.78
Department	**541 - Business Center**									
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	1,695.37	3,304.63	34	8,373.74
721933.0	Equipment Maintenance General	5,000.00	2,781.00	7,781.00	.00	.00	2,342.70	5,438.30	30	4,707.28
722808.1	Contr-Bldgs&Grnds Janitorial	8,000.00	.00	8,000.00	.00	.00	5,606.58	2,393.42	70	10,739.10
723850.0	Communications Telephone	2,600.00	.00	2,600.00	.00	.00	1,440.00	1,160.00	55	2,160.00

Budget Performance Report

Fiscal Year to Date 12/09/21
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**									
723850.WIFI	Communications WIFI Internet Connection	4,100.00	.00	4,100.00	.00	.00	1,875.00	2,225.00	46	3,125.00
723920.BPW	Public Utilities BPW	20,000.00	.00	20,000.00	.00	.00	7,096.62	12,903.38	35	17,871.51
723920.GAS	Public Utilities Natural Gas	5,000.00	.00	5,000.00	.00	.00	388.54	4,611.46	8	4,393.33
770956.0	Contingency General	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
	Department **541 - Business Center** Totals	$74,700.00	$2,781.00	$77,481.00	$0.00	$0.00	$20,444.81	$57,036.19	26%	$51,369.96
	EXPENSE TOTALS	$604,757.00	$101,075.00	$705,832.00	$6,365.90	$18,891.25	$248,672.39	$438,268.36	38%	$441,888.74
	Fund **Z01 - WMAA (Airport) General Fund** Totals									
	REVENUE TOTALS	604,757.00	.00	604,757.00	12,494.97	.00	329,409.21	275,347.79	54%	786,966.96
	EXPENSE TOTALS	604,757.00	101,075.00	705,832.00	6,365.90	18,891.25	248,672.39	438,268.36	38%	441,888.74
	Fund **Z01 - WMAA (Airport) General Fund** Totals	$0.00	($101,075.00)	($101,075.00)	$6,129.07	($18,891.25)	$80,736.82	($162,920.57)		$345,078.22
	Grand Totals									
	REVENUE TOTALS	604,757.00	.00	604,757.00	12,494.97	.00	329,409.21	275,347.79	54%	786,966.96
	EXPENSE TOTALS	604,757.00	101,075.00	705,832.00	6,365.90	18,891.25	248,672.39	438,268.36	38%	441,888.74
	Grand Totals	$0.00	($101,075.00)	($101,075.00)	$6,129.07	($18,891.25)	$80,736.82	($162,920.57)		$345,078.22

Budget Performance Report

Fiscal Year to Date 12/09/21
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	**999 - Airport Capital Projects**									
420502.24	Federal Grant FAA Capital	175,599.00	.00	175,599.00	.00	.00	.00	175,599.00	0	3,749,641.11
430502.24	State Grant MDOT State Capital	9,756.00	.00	9,756.00	.00	.00	.00	9,756.00	0	164,237.11
	Department **999 - Airport Capital Projects** Totals	$185,355.00	$0.00	$185,355.00	$0.00	$0.00	$0.00	$185,355.00	0%	$3,913,878.22
	REVENUE TOTALS	$185,355.00	$0.00	$185,355.00	$0.00	$0.00	$0.00	$185,355.00	0%	$3,913,878.22
EXPENSE										
Department	**999 - Airport Capital Projects**									
Division	**045 - Runway**									
730974.0	Land Improvements General	255,110.00	.00	255,110.00	.00	.00	.00	255,110.00	0	4,088,338.90
	Division **045 - Runway** Totals	$255,110.00	$0.00	$255,110.00	$0.00	$0.00	$0.00	$255,110.00	0%	$4,088,338.90
	Department **999 - Airport Capital Projects** Totals	$255,110.00	$0.00	$255,110.00	$0.00	$0.00	$0.00	$255,110.00	0%	$4,088,338.90
	EXPENSE TOTALS	$255,110.00	$0.00	$255,110.00	$0.00	$0.00	$0.00	$255,110.00	0%	$4,088,338.90
	Fund **Z01 - WMAA (Airport) General Fund** Totals									
	REVENUE TOTALS	185,355.00	.00	185,355.00	.00	.00	.00	185,355.00	0%	3,913,878.22
	EXPENSE TOTALS	255,110.00	.00	255,110.00	.00	.00	.00	255,110.00	0%	4,088,338.90
	Fund **Z01 - WMAA (Airport) General Fund** Totals	($69,755.00)	$0.00	($69,755.00)	$0.00	$0.00	$0.00	($69,755.00)		($174,460.68)
	Grand Totals									
	REVENUE TOTALS	185,355.00	.00	185,355.00	.00	.00	.00	185,355.00	0%	3,913,878.22
	EXPENSE TOTALS	255,110.00	.00	255,110.00	.00	.00	.00	255,110.00	0%	4,088,338.90
	Grand Totals	($69,755.00)	$0.00	($69,755.00)	$0.00	$0.00	$0.00	($69,755.00)		($174,460.68)

Fund Equity Changes Report

Through 12/09/21
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	75,000.00	25,000.00	.00	100,000.00				
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	928,851.26	.00	25,000.00	903,851.26				
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	$170,617.54	$329,409.21	$248,672.39	$1,255,205.62
	Fund Type **GENERAL FUND** Totals	$1,003,851.26	$25,000.00	$25,000.00	$1,003,851.26	$170,617.54	$329,409.21	$248,672.39	$1,255,205.62
	Fund Category **GOVERNMENTAL** Totals	$1,003,851.26	$25,000.00	$25,000.00	$1,003,851.26	$170,617.54	$329,409.21	$248,672.39	$1,255,205.62
	Grand Totals	$1,003,851.26	$25,000.00	$25,000.00	$1,003,851.26	$170,617.54	$329,409.21	$248,672.39	$1,255,205.62

Trial Balance Listing

Through 12/09/21
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**					
CURRENT ASSETS						
110001.675	Cash Due from Cash/Inv Pool	1,142,755.58	355,110.04	278,465.10	1,219,400.52	1,111,317.57
113040.0	Accounts Receivable General	26,419.01	130,380.16	119,915.28	36,883.89	35,780.39
114026.2014	Taxes Receivable 2014	.00	.00	.00	.00	.24
114026.2015	Taxes Receivable 2015	.37	.00	.00	.37	16.77
114026.2016	Taxes Receivable 2016	15.49	.00	.47	15.02	17.87
114026.2017	Taxes Receivable 2017	30.41	.00	.16	30.25	32.45
114026.2018	Taxes Receivable 2018	21.95	.00	.66	21.29	27.91
114026.2019	Taxes Receivable 2019	36.95	.00	.04	36.91	53.00
114026.2020	Taxes Receivable 2020	61.96	.00	6.77	55.19	.00
114031	Allowance for Uncollectible Taxes	(116.40)	.00	.00	(116.40)	(134.10)
118123	Prepaid Items	469.83	.00	469.83	.00	.00
118123.I	Prepaid Items Insurance	376.00	376.00	752.00	.00	.00
119073.2	Due from Local Govt Units Due from Park Township	17.74	2.99	20.73	.00	.00
119073.3	Due from Local Govt Units Due from Zeeland City	.00	60,830.80	60,830.80	.00	.00
119078.1	Due from State of Michigan Due from State-Aeronautics	16,208.58	.00	.00	16,208.58	1,201.51
119079.0	Due from Federal Govt General	48,918.01	.00	48,918.01	.00	.00
	CURRENT ASSETS Totals	$1,235,215.48	$546,699.99	$509,379.85	$1,272,535.62	$1,148,313.61
CURRENT LIABILITIES						
210202.0	Accounts Payable General	(26,941.18)	210,199.08	183,257.90	.00	(2,078.74)
211202	Contracts Payable	(1,130.00)	1,130.00	.00	.00	.00
212257.0	Accrued Wages Payable General	(2,400.00)	2,400.00	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(183.60)	183.60	.00	.00	.00
212262.4	Accrued Fringes Payable Pension	(192.00)	192.00	.00	.00	.00
216278.L	Deposits Lease	.00	.00	.00	.00	(200.00)
21B339.0	Unearned Revenue General	(29,899.90)	12,569.90	.00	(17,330.00)	.00
	CURRENT LIABILITIES Totals	($60,746.68)	$226,674.58	$183,257.90	($17,330.00)	($2,278.74)
FUND BALANCE						
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	(75,000.00)	.00	25,000.00	(100,000.00)	(75,000.00)
342390	Fund Balance-Unassigned	(928,851.26)	25,000.00	.00	(903,851.26)	(928,851.26)
	FUND BALANCE Totals	($1,003,851.26)	$25,000.00	$25,000.00	($1,003,851.26)	($1,003,851.26)
	P/Y Fund Equity Adjustment	(170,617.54)	.00	.00	(170,617.54)	.00
	Fund Revenues	.00	5,121.88	334,531.09	(329,409.21)	(282,525.15)
	Fund Expenses	.00	250,496.89	1,824.50	248,672.39	140,341.54
	Fund **Z01 - WMAA (Airport) General Fund** Totals	$0.00	$1,053,993.34	$1,053,993.34	$0.00	$0.00
	Grand Totals	$0.00	$1,053,993.34	$1,053,993.34	$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	11/11/2021	66834

Selected Invoices

AIR Airport

Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24887	AIRPORT - COMMUNICATIONS SUPPORT	11/04/2021	11/11/2021	3,000.00
3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24887 BUS DEV	AIRPORT - BUSINESS DEVELOPMENT CAMPAIGN	11/04/2021	11/11/2021	597.50
304 - FENCE CONSULTANTS OF WEST MICHIGAN INC	52571	AIRPORT - REPAIR FENCE DUE TO ACCIDENT DAMAGES	10/31/2021	10/31/2021	2,789.61
146 - HOLLAND BOARD OF PUBLIC WORKS	2022-00001301	AIRPORT - UTILITIES	10/31/2021	10/31/2021	2,008.69
3992 - PROFESSIONAL BUILDING SERVICES LLC	3082	AIRPORT - OCTOBER CLEANING	10/31/2021	10/31/2021	345.00
190 - QUALITY AIR HEATING & COOLING INC	91031743	AIRPORT - SERVICES	11/02/2021	11/11/2021	169.00
800 - STATE OF MICHIGAN	591-10630815	AIRPORT - AIRPORT DIRECTORY	09/22/2021	10/31/2021	50.00
Total Selected Invoices: 7					$8,959.80

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 11/11/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	11/11/2021	66834 Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		3,597.50
	Invoice	Date	Description		Amount
	24887	11/04/2021	AIRPORT - COMMUNICATIONS SUPPORT		3,000.00
	24887 BUS DEV	11/04/2021	AIRPORT - BUSINESS DEVELOPMENT CAMPAIGN		597.50
Check	11/11/2021	66835 Accounts Payable	FENCE CONSULTANTS OF WEST MICHIGAN INC		2,789.61
	Invoice	Date	Description		Amount
	52571	10/31/2021	AIRPORT - REPAIR FENCE DUE TO ACCIDENT DAMAGES		2,789.61
Check	11/11/2021	66836 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,008.69
	Invoice	Date	Description		Amount
	2022-00001301	10/31/2021	AIRPORT - UTILITIES		2,008.69
Check	11/11/2021	66837 Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		345.00
	Invoice	Date	Description		Amount
	3082	10/31/2021	AIRPORT - OCTOBER CLEANING		345.00
Check	11/11/2021	66838 Accounts Payable	QUALITY AIR HEATING & COOLING INC		169.00
	Invoice	Date	Description		Amount
	91031743	11/02/2021	AIRPORT - SERVICES		169.00
Check	11/11/2021	66839 Accounts Payable	STATE OF MICHIGAN		50.00
	Invoice	Date	Description		Amount
	591-10630815	09/22/2021	AIRPORT - AIRPORT DIRECTORY		50.00
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 6		$8,959.80

Checks: 6 $8,959.80

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	11/18/2021	66955

Selected Invoices

Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport					
105 - ALLEGAN COUNTY TREASURER	2022-00001366	AIRPORT - CHARGEBACKS NOVEMBER 2021	11/18/2021	11/18/2021	14.00
4804 - ARR AVIATION BIV	2022-00001367	AIRPORT - PHONE AND WIFI 7/2021-10/2021	11/18/2021	11/18/2021	2,210.00
234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2022-00001368	AIRPORT - OCTOBER CC STMT	10/31/2021	11/18/2021	317.09
459 - LANDSCAPE DESIGN SERVICES INC	15597	AIRPORT LANDSCAPING	10/31/2021	11/18/2021	316.00
316 - MEAD & HUNT INC - ACH	323750	AIRPORT - SERVICES FOR OCTOBER	11/10/2021	11/18/2021	3,502.75
Total Selected Invoices: 5					$6,359.84

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 11/18/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	11/18/2021	66955 Accounts Payable	ALLEGAN COUNTY TREASURER		14.00
	Invoice	Date	Description		Amount
	2022-00001366	11/18/2021	AIRPORT - CHARGEBACKS NOVEMBER 2021		14.00
Check	11/18/2021	66956 Accounts Payable	ARR AVIATION BIV		2,210.00
	Invoice	Date	Description		Amount
	2022-00001367	11/18/2021	AIRPORT - PHONE AND WIFI 7/2021-10/2021		2,210.00
Check	11/18/2021	66957 Accounts Payable	LANDSCAPE DESIGN SERVICES INC		316.00
	Invoice	Date	Description		Amount
	15597	10/31/2021	AIRPORT LANDSCAPING		316.00
EFT	11/18/2021	7871 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	317.09
	Invoice	Date	Description		Amount
	2022-00001368	10/31/2021	AIRPORT - OCTOBER CC STMT		317.09
EFT	11/18/2021	7872 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	3,502.75
	Invoice	Date	Description		Amount
	323750	11/10/2021	AIRPORT - SERVICES FOR OCTOBER		3,502.75
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 5		$6,359.84

Checks:	3	$2,540.00
EFTs:	2	$3,819.84

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	11/24/2021	67038

Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	130 - SEMCO ENERGY GAS COMPANY - ACH	2022-00001437	AIRPORT - NOVEMBER READ DATE	11/24/2021	11/24/2021	236.36
	Total Selected Invoices: 1					$236.36

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 11/24/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
EFT	11/24/2021	7896 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	236.36

Invoice	Date	Description	Amount
2022-00001437	11/24/2021	AIRPORT - NOVEMBER READ DATE	236.36

CITY AP PAYABLES ACCOUNT Totals: Transactions: 1 $236.36

EFTs: 1 $236.36

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	12/02/2021	67140

Selected Invoices

Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport					
4804 - ARR AVIATION BIV	2022-00001504	AIRPORT - OCTOBER SERVICES	10/31/2021	11/30/2021	5,592.49
4804 - ARR AVIATION BIV	21-003031	AIRPORT - NOVEMBER PHONE AND INTERNET	11/30/2021	11/30/2021	552.50
118 - HAVEMAN ELECTRICAL SERVICES	22208	AIRPORT - RELOCATE ANTENNA	11/17/2021	11/30/2021	5,650.00
146 - HOLLAND BOARD OF PUBLIC WORKS	2022-00001505	AIRPORT UTILITIES	11/30/2021	11/30/2021	1,927.78
4831 - JOHNSON COREY L	2022-00001506	AIRPORT - CUT AND REMOVE BRUSH	11/30/2021	11/30/2021	40,300.00
629 - MACATAWA PLUMBING INC	38862	AIRPORT - INSTALLED URINAL	11/16/2021	11/30/2021	588.00
Total Selected Invoices: 6					$54,610.77

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 12/02/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	12/02/2021	67140 Accounts Payable	ARR AVIATION BIV		6,144.99
	Invoice	Date	Description		Amount
	2022-00001504	10/31/2021	AIRPORT - OCTOBER SERVICES		5,592.49
	21-003031	11/30/2021	AIRPORT - NOVEMBER PHONE AND INTERNET		552.50
Check	12/02/2021	67141 Accounts Payable	HAVEMAN ELECTRICAL SERVICES		5,650.00
	Invoice	Date	Description		Amount
	22208	11/17/2021	AIRPORT - RELOCATE ANTENNA		5,650.00
Check	12/02/2021	67142 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		1,927.78
	Invoice	Date	Description		Amount
	2022-00001505	11/30/2021	AIRPORT UTILITIES		1,927.78
Check	12/02/2021	67143 Accounts Payable	JOHNSON , COREY L		40,300.00
	Invoice	Date	Description		Amount
	2022-00001506	11/30/2021	AIRPORT - CUT AND REMOVE BRUSH		40,300.00
Check	12/02/2021	67144 Accounts Payable	MACATAWA PLUMBING INC		588.00
	Invoice	Date	Description		Amount
	38862	11/16/2021	AIRPORT - INSTALLED URINAL		588.00
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 5		$54,610.77

Checks: 5 $54,610.77

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	12/09/2021	67220

Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	4679 - BRV VENTURES LLC	2022-00001567	AIRPORT PEST CONTROL SERVICES	10/25/2021	11/30/2021	96.00
	4837 - VHM ENTERPRISES INC.	17314	AIRPORT - OCTOBER PRORATED, NOVEMBER AND DECEMBER	11/29/2021	11/30/2021	1,337.63
	206 - WEST MICHIGAN UNIFORM	336117	AIRPORT - RUGS	11/30/2021	11/30/2021	191.50
	Total Selected Invoices: 3					$1,625.13

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 12/09/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	12/09/2021	67220 Accounts Payable	BRV VENTURES LLC		96.00
	Invoice	Date	Description		Amount
	2022-00001567	10/25/2021	AIRPORT PEST CONTROL SERVICES		96.00
Check	12/09/2021	67221 Accounts Payable	VHM ENTERPRISES INC.		1,337.63
	Invoice	Date	Description		Amount
	17314	11/29/2021	AIRPORT - OCTOBER PRORATED, NOVEMBER AND DECEMBER		1,337.63
Check	12/09/2021	67222 Accounts Payable	WEST MICHIGAN UNIFORM		191.50
	Invoice	Date	Description		Amount
	336117	11/30/2021	AIRPORT - RUGS		191.50
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 3		$1,625.13

Checks: 3 $1,625.13