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

November 8th, 2021

11:30 a.m. –1:00 p.m.

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

https://us06web.zoom.us/j/82137055482

1. Public Comment.
2. Consideration of September 13th, 2021, Meeting Minutes (Action Requested).
3. Review Board Roster (Action Requested)
4. Communications Update.
5. Introduction of Holland Board Appointee: Charles Murray.
6. Approval of Agreements for Professional Consultant Services: Preliminary Engineering & Short Form Environmental Assessment (Action Requested).
7. Approval of Credit Card Policy (Action Requested).
8. Proposal to Extend Project Administrator Assignment through June 30th, 2022 (Action Requested).
9. Sustainability Initiatives (No Action).
10. Committee Appointments (Action Requested).
    A. Daniel Robertson (Marketing & Communications)
    B. Mike Mabie (Operations)
11. Financial Reports.
12. Updates from Board.
13. Other Business
    A. Parcel K Update
14. Adjourn.

Next Meeting will be held December 13th, 2021

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

September 13th, 2021
11:30 a.m. – 1:00 p.m.
Hybrid Meeting – In Person & Using Zoom

PRESENT: Hoekstra, Corbin, Klynstra, Blanton, Hoogland, Sylte, Keeter, King

ABSENT: Garcia.

OTHERS PRESENT: Airport Authority Director Thelenwood, Project Administrator Davio

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 Allegan County
Klynstra, Monona, WI
Beth Blanton, In Person
Les Hoogland, In Person
Sylte, In Person
Skip Keeter, In Person
Jeff King, Chicago, IL

21.09.1 Public Comments.
None

21.09.2 July 12th, 2021 Meeting Minutes.
Hoekstra made a motion with support by Blanton to approve the July 12th Meeting Minutes as written.
Aye votes: Hoekstra, Corbin, Klynstra, Blanton, Hoogland, Sylte, Keeter, King
Nays: None
Motion carried.

21.09.3 Communications Update
Director Thelenwood Presented to the Board the updated Airport Authority Brand Video, as well as outlined key upcoming initiatives including new marketing materials for the Airport. Thelenwood additionally reminded the Board to schedule their headshots with Boileau Communication, to be added to the airport's website. No action was requested.

21.09.4.1.1 Review & Approval of FlightLevel Proposed fee Schedule

Under the terms of the FBO Agreement between the Airport Authority and FlightLevel Aviation, the FBO is required to seek approval for any fee adjustments exceeding 10%. FlightLevel provided the board with a comprehensive list of fee adjustments. Given the extent of the adjustments, the fact that the majority of fees as well as the form of the new operator's fee schedule were substantially different from the past, it was important to review them in their entirety. Thelenwood walked the Board through key components and differences of the fee schedule presented.

King made a motion with support by Hoogland to approve the Proposed Fee Schedule as Presented.

Aye votes: Hoekstra, Corbin, Klynstra, Blanton, Hoogland, Sylte, Keeter, King
Nays: None
Motion carried.

21.09.5 Mead & Hunt Strategic Planning Support Services Contract

Director Thelenwood presented a proposal from Mead & Hunt, totaling *$50,000*, to provide key strategic support services related to goals and objectives outlined by the Board. The proposal would require a budget amendment from the board to cover the agreement costs, which would come from working capital. Any unused portions by the end of the fiscal year would either be rolled over into the next fiscal year for completion of outlined tasks or would be returned to working capital if work is completed.

Hoekstra made a motion with support by Blanton to approve the Strategic Support Services Contract as Presented.

Aye votes: Hoekstra, Corbin, Klynstra, Blanton, Hoogland, Sylte, Keeter, King
Nays: None
Motion carried.

21.09.6 Review and Approval of Airport Business Center Custodial Bids

Project Administrator Davio presented the bid results of the FY22-23 Custodial RFP. The term of the custodial services agreement was for five (5) years, with the option for renewal for three (3) years. Based on the results of the bids, and background checks for each contractor, it was determined that VHM Cleaning Services was the lowest responsible bidder.

Keeter made a motion with support by Hoekstra to approve the Airport Business Center Custodial Bids as presented and award the Custodial Agreement to VHM Cleaning services.

21.09.7 City of Holland Study Session Update: Parcel K

Director Thelenwood apprised the Board of a recent study session with Holland City Council focused on updating city officials on the land release process, the significance of the release for Parcel K to the Board, and outline the City's role and responsibilities in the process. Council will be holding a public hearing on October 20th to review the request for the City to declare the parcel as surplus, a critical next step before the FAA Land release agreement can be fully executed, and before the property can be listed as for sale.

21.09.8 North Hangar Park/Development Update

Director Thelenwood updated the Board regarding the process of the North Hangar Park and Taxilane project. Staff were in the process of completing independent fee assessments for both the Preliminary Engineering and Environmental Assessment. Once complete, the Airport's Consultant (Mead & Hunt) would provide contracts for review and execution by the Board.

21.09.9 Financial Reports.

Treasurer McCammon presented a summary of the financial statements to the Board.

Hoekstra made a motion with support by Hoogland to approve the Financial Reports as presented.

Aye votes: Hoekstra, Corbin, Klynstra, Blanton, Hoogland, Sylte, Keeter, King
Nays: None
Motion carried.

21.07.10 Updates from the Board

None presented.

21.07.11 Other Business

21.07.12 Adjourn.

Meeting Adjourned at 12:59 p.m.

Minutes Approved: (Secretary)

Date:_____

West Michigan Airport Authority
Member and Staff Roster
(Revised 10.25.2021)

City of Holland

Dave Hoekstra- 1st Term
443 Central Ave
Holland, MI
616.886-8000 (C)
d.hoekstra@cityofholland.com
Term Expiration: December 2022
OPERATIONS

Scott Corbin - 2nd Term
3270 122nd Ave.
Allegan, MI 49010
269.673.0571 (O)
scorbin@allegancounty.org
Term Expiration: December 2024
OPERATIONS

Charles Murray - 1st term
Holland, MI
TBD
TBD
TBD

Sara Byrd (Alternate)
191 W 22nd Street
Holland, MI 49423
616.499.1415 (C)
g.byrd@cityofholland.com

City of Zeeland

Kevin Klynstra - 2nd Term
21 S. Elm Street, Zeeland, MI 49464
616.772.6400 Ext. 1218 (O)/ 616.283.3407 (C)
kklynstra@ci.zeeland.mi.us;
Term Expiration: January 2024
COMMUNICATION

Beth Blanton - 2nd Term
201 W. Washington Ave. Loft 410, Zeeland, MI 49464
616.772.5226 (O)/ 616.990.8798 (C)
beth.blanton@lakeshoreadvantage.com
Term Expiration: January 2025
COMMUNICATIONS

Lester Hoogland - 2nd Term
353 N. Colonial, Zeeland, MI 49464
616.772.4156 (H)/616.218.5663 ©
clerk@ci.zeeland.mi.us
Term Expiration: December 2025
BUILDING & DEVELOPMENT

Sally Gruppen (Alternate)
516 W. Lawrence, Zeeland, MI 49464
616.772.4021 (H)
clerk@ci.zeeland.mi.us

Park Township

Russ Sylte (Chair) - 2nd Term
1835 Erin Isle Drive, Holland, MI 49424
616.886.8530 (M)
rds@metalflow.com
Term Expiration: February 2023
BUILDING & DEVELOPMENT

Skip Keeter - 2nd Term
616.283.0514
616.738.4240
ekeeter@parktownship.org
Term Expiration: November 2024
COMMUNICATIONS

Jeff King - 1st Term
1268 W Lakewood Blvd, Holland, MI 49424
517-425-2900
king.robert.j@gmail.com
Term Expiration: March 2024
OPERATIONS

To Be Appointed (Alternate)
Address, Holland, MI 49424
phone
_____@parktownship.org

West Michigan Airport Authority
Member and Staff Roster
(Revised 10.25.2021)

Ex-Officio Members

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

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

COMMUNICATIONS

Youth-On-Board

OPEN

Other/Staff

Aaron Thelenwood (Airport Authority Director)
West Michigan Regional Airport
60 Geurink Blvd., Holland, MI 49423
616.368.3021(O)/ 248.410.1402 (M)
a.thelenwood@wmairportauthority.com

TBD
FlightLevel
1581 S. Washington, Holland, MI 49423

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

November 8, 2021 **REPORT 6**

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **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 be 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.

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Recommendation

It is 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.

C&S Companies
38777 Six Mile Road
Suite 202
Livonia, MI 48152
p: (734) 953-2571
www.cscos.com

October 8, 2021

Aaron Thelenwood, Director
West Michigan Airport Authority
60 Geurink Boulevard
Holland, MI 49423

Re: Independent Fee Estimate (IFE)
West Michigan Regional Airport (BIV)
Short-form Environmental Assessment for North Hangar Park Development

File: 405.A02.245

Dear Mr. Thelenwood:

C&S Engineers, Inc. has completed the Independent Fee Estimate (IFE) for the Short-form Environmental Assessment for North Hangar Park Development project at West Michigan Regional Airport. The IFE for this project is $156,835.

The following work plan summary attachment provides a detailed breakdown of our estimate with the tasks to be performed and the man-hour estimates associated to complete each.

This IFE is based upon the scope of work and project figures attached to e-mails from your office. It is our opinion that reasonable fees for this work are between $141,145 and $172,515.

We are pleased to have this opportunity to provide this service for the West Michigan Airport Authority. If you have any questions regarding this IFE, please do not hesitate to call me at (315) 708-7356.

Sincerely,

C&S ENGINEERS, INC.

Kimberly M. Fabend, P.E., PTOE, ENV SP
Director, Aviation Planning

Attachment

Independent Fee Estimate Work Plan

SHORT FORM ENVIRONMENTAL ASSESSMENT REPORT - INDEPENDENT FEE ESTIMATE
AIRPORT: WEST MICHIGAN REGIONAL AIRPORT
PROJECT DESCRIPTION: NORTH HANGAR PARK DEVELOPMENT
MEAD & HUNT PROJECT NUMBER: 081900-211654.02

DATE: 8-Oct-21
TIME:
BY: C&S COMPANIES
FILE:

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.7000	FEE @ 0.15	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK 1.0 PROJECT MANAGEMENT	$6,808.00	$11,573.60	$2,757.24	$21,138.84	$0.00	$21,138.84
TASK 2.0 EARLY AGENCY COORDINATION	$3,432.00	$5,834.40	$1,389.96	$10,656.36	$480.00	$11,136.36
TASK 3.0 PURPOSE AND NEED	$2,594.00	$4,409.80	$1,050.57	$8,054.37	$0.00	$8,054.37
TASK 4.0 ALTERNATIVES CONSIDERED	$6,622.00	$11,257.40	$2,681.91	$20,561.31	$240.00	$20,801.31
TASK 5.0 AFFECTED ENVIRONMENT	$5,642.00	$9,591.40	$2,285.01	$17,518.41	$0.00	$17,518.41
TASK 6.0 ENVIRONMENTAL CONSEQUENCES	$13,670.00	$23,239.00	$5,536.35	$42,445.35	$11,565.00	$54,010.35
TASK 7.0 DRAFT EA	$3,984.00	$6,772.80	$1,613.52	$12,370.32	$650.00	$13,020.32
TASK 8.0 FINAL EA & FONSI	$3,298.00	$5,606.60	$1,335.69	$10,240.29	$650.00	$10,890.29
TASK 9.0 PUBLIC INVOLVEMENT	$84.00	$142.80	$34.02	$260.82	$0.00	$260.82
SUBTOTAL:	$46,134.00	$78,427.80	$18,684.27	$143,246.07	$13,585.00	$156,831.07
TOTAL COST						**$156,831.07**

TOTAL COST	**$156,831.07**

	CLASSIFICATION:	PROJECT MGR / PRINCIPLE CONS 2	SR. PROJ PLNR / SENIOR CONS 2	PROJECT ENGINEER	SR PROJECT ENV SCIENTIST	PROJ PLNR III/IV / CONS 1 / 2	PROJECT ENV SCIENTIST	CLERICAL
	RATE:	$50.00	$42.00	$47.00	$35.00	$36.00	$31.00	$35.00
TASK 1.0 PROJECT MANAGEMENT		88	44	0	12	0	0	4
TASK 2.0 EARLY AGENCY COORDINATION		12	20	0	24	32	0	0
TASK 3.0 PURPOSE AND NEED		7	38	0	0	18	0	0
TASK 4.0 ALTERNATIVES CONSIDERED		30	34	2	0	100	0	0
TASK 5.0 AFFECTED ENVIRONMENT		12	12	14	8	100	0	0
TASK 6.0 ENVIRONMENTAL CONSEQUENCES		16	9	1	95	88	192	0
TASK 7.0 DRAFT EA		10	26	0	56	12	0	0
TASK 8.0 FINAL EA & FONSI		7	37	0	36	2	2	0
TASK 9.0 PUBLIC INVOLVEMENT		0	2	0	0	0	0	0
SUBTOTAL:		182	222	17	231	352	194	4

Independent Fee Estimate Work Plan

LABOR	CLASSIFICATION:	PROJECT MGR / PRINCIPLE CONS 2	SR. PROJ PLNR / SENIOR CONS 2	PROJECT ENGINEER	SR PROJECT ENV SCIENTIST	PROJECT PLANNER III/IV	PROJECT ENV SCIENTIST	CLERICAL
TASK 1.0 PROJECT MANAGEMENT	**RATE:**	**$50.00**	**$42.00**	**$47.00**	**$35.00**	**$36.00**	**$31.00**	**$35.00**
SCOPING WORK		16	8	0	0	0		0
PROJECT ADMINISTRATION		60	0					4
SPONSOR / AERO COORDINATION		12	36		12			
		88	44	0	12	0	0	4
DIRECT LABOR COST:	**$6,808.00**	$4,400.00	$1,848.00	$0.00	$420.00	$0.00	$0.00	$140.00

EXPENSES			
-	0	$0.00	$0.00
TOTAL EXPENSES:			**$0.00**

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.7000	FEE @ 0.15	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$6,808.00**	**$11,573.60**	**$2,757.24**	**$21,138.84**	**$0.00**	**$21,138.84**

LABOR	CLASSIFICATION:	PROJECT MGR / PRINCIPLE CONS 2	SR. PROJ PLNR / SENIOR CONS 2	PROJECT ENGINEER	SR PROJECT ENV SCIENTIST	PROJECT PLANNER III/IV	PROJECT ENV SCIENTIST	CLERICAL
TASK 2.0 EARLY AGENCY COORDINATION	**RATE:**	**$50.00**	**$42.00**	**$47.00**	**$35.00**	**$36.00**	**$31.00**	**$35.00**
AGENCY & TRIBAL COORDINATION		0	0		4	16	0	0
DISTRIBUTION LETTERS AND MAPS					16	8	0	0
ON-SITE MEETING PREPARATION			8	0	4	8		0
ON-SITE AGENCY MEETING & TRAVEL (1 DAY ON-SITE & IN-STATE TRAVEL FOR 2 TEAM ME		12	12	0				
		12	20	0	24	32	0	0
DIRECT LABOR COST:	**$3,432.00**	$600.00	$840.00	$0.00	$840.00	$1,152.00	$0.00	$0.00

EXPENSES			
RENTAL CAR	1	$75.00	$75.00
MEALS (EACH/PERSON)	2	$15.00	$30.00
EXHIBITS & MAPS	5	$50.00	$250.00
DISTRIBUTION & MAILINGS	25	$5.00	$125.00
TOTAL EXPENSES:			**$480.00**

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.7000	FEE @ 0.15	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$3,432.00**	**$5,834.40**	**$1,389.96**	**$10,656.36**	**$480.00**	**$11,136.36**

Independent Fee Estimate Work Plan

LABOR	CLASSIFICATION:	PROJECT MGR / PRINCIPLE CONS 2	SR. PROJ PLNR / SENIOR CONS 2	PROJECT ENGINEER	SR PROJECT ENV SCIENTIST	PROJECT PLANNER III/IV	PROJECT ENV SCIENTIST	CLERICAL
TASK 3.0 PURPOSE AND NEED	**RATE:**	**$50.00**	**$42.00**	**$47.00**	**$35.00**	**$36.00**	**$31.00**	**$35.00**
PROJECT PURPOSE & NEED		1	24			16		
REQUESTED FEDERAL ACTION			4			2		
PROJECT SCHEDULE			8					
SPONSOR / AERO COORDINATION & MEETINGS		2	2					
QAQC		4	0					0
		7	38	0	0	18	0	0
DIRECT LABOR COST:	**$2,594.00**	$350.00	$1,596.00	$0.00	$0.00	$648.00	$0.00	$0.00

EXPENSES			
-	0	$0.00	$0.00
TOTAL EXPENSES:			**$0.00**

This task also includes up to two meetings held via teleconference each anticipated to be approx. one hour in length with two CONSULTANT Team members attending.

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.7000	FEE @ 0.15	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$2,594.00**	**$4,409.80**	**$1,050.57**	**$8,054.37**	**$0.00**	**$8,054.37**

LABOR	CLASSIFICATION:	PROJECT MGR / PRINCIPLE CONS 2	SR. PROJ PLNR / SENIOR CONS 2	PROJECT ENGINEER	SR PROJECT ENV SCIENTIST	PROJECT PLANNER III/IV	PROJECT ENV SCIENTIST	CLERICAL
TASK 4.0 ALTERNATIVES CONSIDERED	**RATE:**	**$50.00**	**$42.00**	**$47.00**	**$35.00**	**$36.00**	**$31.00**	**$35.00**
ALTERNATIVES DEVELOPMENT		2	12	2		32		
SELECTION OF THE PREFERRED ALTERNATIVE						4		
PRELIMINARY IMPACTS EVALUATION			2			32		
EXHIBITS & GRAPHICS						32		
SPONSOR / AERO COORDINATION & MEETINGS		20	20					
QAQC		8						0
		30	34	2	0	100	0	0
DIRECT LABOR COST:	**$6,622.00**	$1,500.00	$1,428.00	$94.00	$0.00	$3,600.00	$0.00	$0.00

EXPENSES			
RENTAL CAR	2	$75.00	$150.00
MEALS (EACH/PERSON)	6	$15.00	$90.00
TOTAL EXPENSES:			**$240.00**

This task also includes up to two meetings held at BIV to review the Alternatives Considered chapter and select the Preferred Alternative for two CONSULTANT Team members. Assumes 4.0 hrs. in-state travel time per mtg

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.7000	FEE @ 0.15	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$6,622.00**	**$11,257.40**	**$2,681.91**	**$20,561.31**	**$240.00**	**$20,801.31**

Independent Fee Estimate Work Plan

LABOR	CLASSIFICATION:	PROJECT MGR / PRINCIPLE CONS 2	SR. PROJ PLNR / SENIOR CONS 2	PROJECT ENGINEER	SR PROJECT ENV SCIENTIST	PROJECT PLANNER III/IV	PROJECT ENV SCIENTIST	CLERICAL
TASK 5.0 AFFECTED ENVIRONMENT	**RATE:**	**$50.00**	**$42.00**	**$47.00**	**$35.00**	**$36.00**	**$31.00**	**$35.00**
AIRPORT LOCATION, HISTORY, & MAPS						32		
EXISTING AIRPORT FACILITIES			8	12		24		
LAND USE & ZONING						12		
POPULATION / GROWTH CHARACTERISTIC					8	24		
CONTEMPLATED FUTURE ACTIONS		2	2	2		0		
OTHER FEDERAL OR FEDERALLY-ASSISTED ACTIVITIES		2				8		
SPONSOR / AERO COORDINATION & MEETINGS		2	2					
QAQC		6						
		12	12	14	8	100	0	0
DIRECT LABOR COST:	**$5,642.00**	$600.00	$504.00	$658.00	$280.00	$3,600.00	$0.00	$0.00

EXPENSES				
	-	0	$0.00	$0.00
TOTAL EXPENSES:				**$0.00**

This task also includes up to two meetings held via teleconference each anticipated to be approx. one hour in length with two CONSULTANT Team members attending.

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.7000	FEE @ 0.15	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$5,642.00**	**$9,591.40**	**$2,285.01**	**$17,518.41**	**$0.00**	**$17,518.41**

Independent Fee Estimate Work Plan

LABOR	CLASSIFICATION:	PROJECT MGR / PRINCIPLE CONS 2	SR. PROJ PLNR / SENIOR CONS 2	PROJECT ENGINEER	SR PROJECT ENV SCIENTIST	PROJECT PLANNER III/IV	PROJECT ENV SCIENTIST	CLERICAL
TASK 6.0 ENVIRONMENTAL CONSEQUENCES	**RATE:**	**$50.00**	**$42.00**	**$47.00**	**$35.00**	**$36.00**	**$31.00**	**$35.00**
AIR QUALITY		1	4					
BIOTIC COMMUNITIES / ENDANGERED/THREATENED SPECIES								
FIELD SURVEY & TRAVEL (1 DAY ONSITE & 2 DAYS OUT-OF-STATE TRAVEL)							24	
BIOLOGICAL REPORT							40	
AGENCY COORDINATION		3					4	
EA SECTION DEVELOPMENT					16			
CLIMATE			1					
COASTAL RESOURCES						1		
DEPARTMENT OF TRANSPORTATION SECTION 4(f) / 6(f)						1		
NOISE & NOISE COMPATIBLE LAND USE			1					
LAND USE			1			8		
SOCIOECONOMIC IMPACTS, ENVIRONMENTAL JUSTICE, CHILDREN'S HEALTH					1	8		
SURFACE WATER & GROUND WATER					4		8	
HISTORIC, ARCHITECTURAL, ARCHAEOLOGICAL, CULTURAL RESOURCES								
SHPO COORDINATION						8		
SECTION 106 REPORT & SUBMITTAL TO SHPO						4		
FIELD SURVEY & BIV MTG (1 DAY ON-SITE, IN-STATE TRAVEL)						12		
EA SECTION DEVELOPMENT					4	8		
WETLANDS								
WETLAND DELINEATION & TRAVEL (2 DAYS ON-SITE - TRAVEL AS PART OF BIOTIC TASK)							16	
WETLAND DELINEATION REPORT							40	
GPS FIELD SURVEY (2 DAYS ON-SITE, IN-STATE TRAVEL)							24	
GPS DATA PROCESSING							4	
ONSITE MTG W/ EGLE TO VERIFY WETLAND BOUNDARIES								
EGLE MEETING PREP						4	8	
ONSITE EGLE MEETING (1 DAY ONSITE & 2 DAYS OUT-OF-STATE TRAVEL)							24	
EA SECTION DEVELOPMENT					24			
FLOODPLAINS				1	8	4		
WILD/SCENIC RIVERS						2		
FARMLANDS								
USDA COORDINATION					2			
DEVELOP NRCS FORM AD-1006					8			
NATURAL RESOURCES & ENERGY SUPPLY			2					
VISUAL EFFECTS						4		
SOLID WASTE & POLLUTION PREVENTION					4			
CONSTRUCTION IMPACTS					4			
HAZARDOUS MATERIALS								
REVIEW 2013 PHASE I ESA					4			
EA SECTION DEVELOPMENT					16			
CUMULATIVE IMPACTS						24		
QAQC		12						
		16	9	1	95	88	192	0
DIRECT LABOR COST:	**$13,670.00**	$800.00	$378.00	$47.00	$3,325.00	$3,168.00	$5,952.00	$0.00

EXPENSES			
RENTAL CAR (DAY)	10	$75.00	$750.00
MEALS (EACH/PERSON)	21	$15.00	$315.00
AIRFARE	2	$800.00	$1,600.00
SURVEY VEHICLE (DAYS)	2	$150.00	$300.00
HOTEL	5	$150.00	$750.00
ARCHAEOLOGICAL SUB (LAWHON)	1	$6,850.00	$6,850.00
HAZARDOUS MATERIALS DATA SEARCH	1	$1,000.00	$1,000.00
TOTAL EXPENSES:			**$11,565.00**

Archaeological investigations by Lawhon & Associates (subconsultant).

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.7000	FEE @ 0.15	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$13,670.00**	**$23,239.00**	**$5,536.35**	**$42,445.35**	**$11,565.00**	**$54,010.35**

Independent Fee Estimate Work Plan

LABOR	CLASSIFICATION:	PROJECT MGR / PRINCIPLE CONS 2	SR. PROJ PLNR / SENIOR CONS 2	PROJECT ENGINEER	SR PROJECT ENV SCIENTIST	PROJECT PLANNER III/IV	PROJECT ENV SCIENTIST	CLERICAL
TASK 7.0 DRAFT EA	**RATE:**	**$50.00**	**$42.00**	**$47.00**	**$35.00**	**$36.00**	**$31.00**	**$35.00**
PREPARE DRAFT EA DOCUMENT		0	8		40	8		0
REVISE DRAFT EA DOCUMENT		0	0		16	4		0
PUBLISH AND DISTRIBUTE DRAFT EA DOCUMENT			16			0		0
SPONSOR & AERO COORDINATION AND MEETINGS		2	2					
QAQC		8	0					
		10	26	0	56	12	0	0
DIRECT LABOR COST:	**$3,984.00**	$500.00	$1,092.00	$0.00	$1,960.00	$432.00	$0.00	$0.00

EXPENSES			
DOCUMENT PRINTING	10	$50.00	$500.00
MAILINGS AND DISTRIBUTION	10	$15.00	$150.00
TOTAL EXPENSES:			**$650.00**

This task also includes up to three meetings held via teleconference each anticipated to be approx. one hour in length with two CONSULTANT Team members attending.

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.7000	FEE @ 0.15	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$3,984.00**	**$6,772.80**	**$1,613.52**	**$12,370.32**	**$650.00**	**$13,020.32**

LABOR	CLASSIFICATION:	PROJECT MGR / PRINCIPLE CONS 2	SR. PROJ PLNR / SENIOR CONS 2	PROJECT ENGINEER	SR PROJECT ENV SCIENTIST	PROJECT PLANNER III/IV	PROJECT ENV SCIENTIST	CLERICAL
TASK 8.0 FINAL EA & FONSI	**RATE:**	**$50.00**	**$42.00**	**$47.00**	**$35.00**	**$36.00**	**$31.00**	**$35.00**
PREPARE DOCUMENT, REVISIONS, & DISTRIBUTION		0	8		24	0		0
RESPOND TO PUBLIC & AGENCY COMMENTS			2		12	2	2	0
WRITE FONSI & DISTRIBUTION		0	24			0		0
SPONSOR & AERO COORDINATION AND MEETINGS		3	3					
QAQC		4	0					
		7	37	0	36	2	2	0
DIRECT LABOR COST:	**$3,298.00**	$350.00	$1,554.00	$0.00	$1,260.00	$72.00	$62.00	$0.00

EXPENSES			
DOCUMENT PRINTING	10	$50.00	$500.00
MAILINGS AND DISTRIBUTION	10	$15.00	$150.00
TOTAL EXPENSES:			**$650.00**

This task also includes up to three meetings held via teleconference each anticipated to be approx. one hour in length with two CONSULTANT Team members attending.

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.7000	FEE @ 0.15	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$3,298.00**	**$5,606.60**	**$1,335.69**	**$10,240.29**	**$650.00**	**$10,890.29**

Independent Fee Estimate Work Plan

LABOR	CLASSIFICATION:	PROJECT MGR / PRINCIPLE CONS 2	SR. PROJ PLNR / SENIOR CONS 2	PROJECT ENGINEER	SR PROJECT ENV SCIENTIST	PROJECT PLANNER III/IV	PROJECT ENV SCIENTIST	CLERICAL
TASK 9.0 PUBLIC INVOLVEMENT	RATE:	$50.00	$42.00	$47.00	$35.00	$36.00	$31.00	$35.00
PREPARE PUBLIC NOTICE			2			0		
		0	2	0	0	0	0	0
DIRECT LABOR COST:	$84.00	$0.00	$84.00	$0.00	$0.00	$0.00	$0.00	$0.00

EXPENSES				
	$0.00	0	$0.00	$0.00
TOTAL EXPENSES:				$0.00

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.7000	FEE @ 0.15	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	$84.00	$142.80	$34.02	$260.82	$0.00	$260.82

Attachment C - Cost Summary: Short Form EA

SHORT FORM ENVIRONMENTAL ASSESSMENT REPORT
AIRPORT: WEST MICHIGAN REGIONAL AIRPORT
PROJECT DESCRIPTION: NORTH HANGAR PARK DEVELOPMENT
MEAD & HUNT PROJECT NUMBER: 081900-211654.02
Date Last Revised: August 11, 2021

DATE: 11-Aug-21
TIME: 13:45
BY: WDB
FILE: WEST MICHIGAN REGIONAL AIRPORT FEE EST

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.6816	FEE @ 0.11	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK 1.0 PROJECT MANAGEMENT	$7,488.00	$12,591.82	$2,208.78	$22,288.60	$0.00	$22,288.60
TASK 2.0 EARLY AGENCY COORDINATION	$3,364.00	$5,656.90	$992.30	$10,013.20	$480.00	$10,493.20
TASK 3.0 PURPOSE AND NEED	$2,998.00	$5,041.44	$884.34	$8,923.77	$0.00	$8,923.77
TASK 4.0 ALTERNATIVES CONSIDERED	$5,404.00	$9,087.37	$1,594.05	$16,085.42	$240.00	$16,325.42
TASK 5.0 AFFECTED ENVIRONMENT	$2,570.00	$4,321.71	$758.09	$7,649.80	$0.00	$7,649.80
TASK 6.0 ENVIRONMENTAL CONSEQUENCES	$18,772.00	$31,567.00	$5,537.29	$55,876.28	$11,565.00	$67,441.28
TASK 7.0 DRAFT EA	$4,348.00	$7,311.60	$1,282.56	$12,942.15	$650.00	$13,592.15
TASK 8.0 FINAL EA & FONSI	$6,748.00	$11,347.44	$1,990.50	$20,085.93	$650.00	$20,735.93
TASK 9.0 PUBLIC INVOLVEMENT	$154.00	$258.97	$45.43	$458.39	$0.00	$458.39
SUBTOTAL:	$51,846.00	$87,184.23	$15,293.33	$154,323.56	$13,585.00	$167,908.56
TOTAL COST						**$167,908.56**

TOTAL COST	**$167,908.56**

CLASSIFICATION:	PROJECT MANAGER	SR. PROJECT PLANNER	PROJECT ENGINEER	PROJECT SCIENTIST	PROJECT PLANNER III/IV	SR. TECH / SURVEYOR	CLERICAL
RATE:	$68.00	$68.00	$54.00	$54.00	$43.00	$40.00	$24.00
TASK 1.0 PROJECT MANAGEMENT	28	60	18	4	4	0	6
TASK 2.0 EARLY AGENCY COORDINATION	2	24	12	0	12	6	8
TASK 3.0 PURPOSE AND NEED	12	20	0	0	18	0	2
TASK 4.0 ALTERNATIVES CONSIDERED	14	28	22	2	12	16	4
TASK 5.0 AFFECTED ENVIRONMENT	6	13	0	0	26	4	0
TASK 6.0 ENVIRONMENTAL CONSEQUENCES	30	68	4	120	60	54	28
TASK 7.0 DRAFT EA	17	25	0	0	28	0	12
TASK 8.0 FINAL EA & FONSI	29	39	0	0	36	0	24
TASK 9.0 PUBLIC INVOLVEMENT	0	1	0	0	2	0	0
SUBTOTAL:	138	278	56	126	198	80	84

Attachment C - Cost Summary: Short Form EA

LABOR	CLASSIFICATION:	PROJECT MANAGER	SR. PROJECT PLANNER	PROJECT ENGINEER	PROJECT SCIENTIST	PROJECT PLANNER III/IV	SR. TECH / SURVEYOR	CLERICAL
TASK 1.0 PROJECT MANAGEMENT	**RATE:**	**$68.00**	**$68.00**	**$54.00**	**$54.00**	**$43.00**	**$40.00**	**$24.00**
SCOPING WORK		8	20	6	4	4		2
PROJECT ADMINISTRATION		8	16					4
SPONSOR / AERO COORDINATION		12	24	12				
		28	60	18	4	4	0	6
DIRECT LABOR COST:	**$7,488.00**	$1,904.00	$4,080.00	$972.00	$216.00	$172.00	$0.00	$144.00

EXPENSES			
-	0	$0.00	$0.00
TOTAL EXPENSES:			**$0.00**

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.6816	FEE @ 0.11	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$7,488.00**	**$12,591.82**	**$2,208.78**	**$22,288.60**	**$0.00**	**$22,288.60**

LABOR	CLASSIFICATION:	PROJECT MANAGER	SR. PROJECT PLANNER	PROJECT ENGINEER	PROJECT SCIENTIST	PROJECT PLANNER III/IV	SR. TECH / SURVEYOR	CLERICAL
TASK 2.0 EARLY AGENCY COORDINATION	**RATE:**	**$68.00**	**$68.00**	**$54.00**	**$54.00**	**$43.00**	**$40.00**	**$24.00**
AGENCY & TRIBAL COORDINATION		2	8			8	2	2
DISTRIBUTION LETTERS AND MAPS						4	4	4
ON-SITE MEETING PREPARATION			8	4				2
ON-SITE AGENCY MEETING & TRAVEL (1 DAY ON-SITE & IN-STATE TRAVEL FOR 2 TEAM MEMBERS)			8	8				
		2	24	12	0	12	6	8
DIRECT LABOR COST:	**$3,364.00**	$136.00	$1,632.00	$648.00	$0.00	$516.00	$240.00	$192.00

EXPENSES			
RENTAL CAR	1	$75.00	$75.00
MEALS (EACH/PERSON)	2	$15.00	$30.00
EXHIBITS & MAPS	5	$50.00	$250.00
DISTRIBUTION & MAILINGS	25	$5.00	$125.00
TOTAL EXPENSES:			**$480.00**

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.6816	FEE @ 0.11	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$3,364.00**	**$5,656.90**	**$992.30**	**$10,013.20**	**$480.00**	**$10,493.20**

Attachment C - Cost Summary: Short Form EA

LABOR	CLASSIFICATION:	PROJECT MANAGER	SR. PROJECT PLANNER	PROJECT ENGINEER	PROJECT SCIENTIST	PROJECT PLANNER III/IV	SR. TECH / SURVEYOR	CLERICAL
TASK 3.0 PURPOSE AND NEED	**RATE:**	**$68.00**	**$68.00**	**$54.00**	**$54.00**	**$43.00**	**$40.00**	**$24.00**
PROJECT PURPOSE & NEED		4	8			16		
REQUESTED FEDERAL ACTION						2		
PROJECT SCHEDULE			2					
SPONSOR / AERO COORDINATION & MEETINGS		4	6					
QAQC		4	4					2
		12	20	0	0	18	0	2
DIRECT LABOR COST:	**$2,998.00**	$816.00	$1,360.00	$0.00	$0.00	$774.00	$0.00	$48.00

EXPENSES				
	-	0	$0.00	$0.00
TOTAL EXPENSES:				**$0.00**

This task also includes up to two meetings held via teleconference each anticipated to be approx. one hour in length with two CONSULTANT Team members attending.

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.6816	FEE @ 0.11	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$2,998.00**	**$5,041.44**	**$884.34**	**$8,923.77**	**$0.00**	**$8,923.77**

LABOR	CLASSIFICATION:	PROJECT MANAGER	SR. PROJECT PLANNER	PROJECT ENGINEER	PROJECT SCIENTIST	PROJECT PLANNER III/IV	SR. TECH / SURVEYOR	CLERICAL
TASK 4.0 ALTERNATIVES CONSIDERED	**RATE:**	**$68.00**	**$68.00**	**$54.00**	**$54.00**	**$43.00**	**$40.00**	**$24.00**
ALTERNATIVES DEVELOPMENT		8	8	8		8	8	
SELECTION OF THE PREFERRED ALTERNATIVE		2	2					
PRELIMINARY IMPACTS EVALUATION			2	2	2	4		
EXHIBITS & GRAPHICS							8	
SPONSOR / AERO COORDINATION & MEETINGS			12	12				
QAQC		4	4					4
		14	28	22	2	12	16	4
DIRECT LABOR COST:	**$5,404.00**	$952.00	$1,904.00	$1,188.00	$108.00	$516.00	$640.00	$96.00

EXPENSES			
RENTAL CAR	2	$75.00	$150.00
MEALS (EACH/PERSON)	6	$15.00	$90.00
TOTAL EXPENSES:			**$240.00**

This task also includes up to two meetings held at BIV to review the Alternatives Considered chapter and select the Preferred Alternative for two CONSULTANT Team members. Assumes 4.0 hrs. in-state travel time per mtg.

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.6816	FEE @ 0.11	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$5,404.00**	**$9,087.37**	**$1,594.05**	**$16,085.42**	**$240.00**	**$16,325.42**

Attachment C - Cost Summary: Short Form EA

LABOR	CLASSIFICATION:	PROJECT MANAGER	SR. PROJECT PLANNER	PROJECT ENGINEER	PROJECT SCIENTIST	PROJECT PLANNER III/IV	SR. TECH / SURVEYOR	CLERICAL
TASK 5.0 AFFECTED ENVIRONMENT	**RATE:**	**$68.00**	**$68.00**	**$54.00**	**$54.00**	**$43.00**	**$40.00**	**$24.00**
AIRPORT LOCATION, HISTORY, & MAPS			2			8	4	
EXISTING AIRPORT FACILITIES			1			4		
LAND USE & ZONING			1			4		
POPULATION / GROWTH CHARACTERISTIC			1			4		
CONTEMPLATED FUTURE ACTIONS			1			4		
OTHER FEDERAL OR FEDERALLY-ASSISTED ACTIVITIES			1			2		
SPONSOR / AERO COORDINATION & MEETINGS		2	2					
QAQC		4	4					
		6	13	0	0	26	4	0
DIRECT LABOR COST:	**$2,570.00**	$408.00	$884.00	$0.00	$0.00	$1,118.00	$160.00	$0.00

EXPENSES				
	-	0	$0.00	$0.00
TOTAL EXPENSES:				**$0.00**

This task also includes up to two meetings held via teleconference each anticipated to be approx. one hour in length with two CONSULTANT Team members attending.

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.6816	FEE @ 0.11	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$2,570.00**	**$4,321.71**	**$758.09**	**$7,649.80**	**$0.00**	**$7,649.80**

Attachment C - Cost Summary: Short Form EA

LABOR	CLASSIFICATION:	PROJECT MANAGER	SR. PROJECT PLANNER	PROJECT ENGINEER	PROJECT SCIENTIST	PROJECT PLANNER III/IV	SR. TECH / SURVEYOR	CLERICAL
TASK 6.0 ENVIRONMENTAL CONSEQUENCES	**RATE:**	**$68.00**	**$68.00**	**$54.00**	**$54.00**	**$43.00**	**$40.00**	**$24.00**
AIR QUALITY		2	8			4		
BIOTIC COMMUNITIES / ENDANGERED/THREATENED SPECIES								
FIELD SURVEY & TRAVEL (1 DAY ONSITE & 2 DAYS OUT-OF-STATE TRAVEL)					24			
BIOLOGICAL REPORT			4		16		8	2
AGENCY COORDINATION			2		4			
EA SECTION DEVELOPMENT		2	4					2
CLIMATE						1		
COASTAL RESOURCES						1		
DEPARTMENT OF TRANSPORTATION SECTION 4(f) / 6(f)						1		
NOISE & NOISE COMPATIBLE LAND USE						1		
LAND USE						4	2	
SOCIOECONOMIC IMPACTS, ENVIRONMENTAL JUSTICE, CHILDREN'S HEALTH			2			4		
SURFACE WATER & GROUND WATER					4	2		
HISTORIC, ARCHITECTURAL, ARCHAEOLOGICAL, CULTURAL RESOURCES								
SHPO COORDINATION		4	4					
SECTION 106 REPORT & SUBMITTAL TO SHPO		2				24	8	2
FIELD SURVEY & BIV MTG (1 DAY ON-SITE, IN-STATE TRAVEL)			8					
EA SECTION DEVELOPMENT		2	4					2
WETLANDS								
WETLAND DELINEATION & TRAVEL (2 DAYS ON-SITE - TRAVEL AS PART OF BIOTIC TASK)					16			
WETLAND DELINEATION REPORT			4		24		8	2
GPS FIELD SURVEY (2 DAYS ON-SITE, IN-STATE TRAVEL)							16	
GPS DATA PROCESSING							8	
ONSITE MTG W/ EGLE TO VERIFY WETLAND BOUNDARIES								
EGLE MEETING PREP					4			
ONSITE EGLE MEETING (1 DAY ONSITE & 2 DAYS OUT-OF-STATE TRAVEL)					24			
EA SECTION DEVELOPMENT		2	4			4		2
FLOODPLAINS					4		4	
WILD/SCENIC RIVERS						1		
FARMLANDS								
USDA COORDINATION			2			2		
DEVELOP NRCS FORM AD-1006			2			4		
NATURAL RESOURCES & ENERGY SUPPLY						1		
VISUAL EFFECTS						1		
SOLID WASTE & POLLUTION PREVENTION						1		
CONSTRUCTION IMPACTS				4				
HAZARDOUS MATERIALS								
REVIEW 2013 PHASE I ESA						2		
EA SECTION DEVELOPMENT			2					
CUMULATIVE IMPACTS			2			2		
QAQC		16	16					16
		30	68	4	120	60	54	28
DIRECT LABOR COST:	**$18,772.00**	$2,040.00	$4,624.00	$216.00	$6,480.00	$2,580.00	$2,160.00	$672.00

EXPENSES			
RENTAL CAR (DAY)	10	$75.00	$750.00
MEALS (EACH/PERSON)	21	$15.00	$315.00
AIRFARE	2	$800.00	$1,600.00
SURVEY VEHICLE (DAYS)	2	$150.00	$300.00
HOTEL	5	$150.00	$750.00
ARCHAEOLOGICAL SUB (LAWHON)	1	$6,850.00	$6,850.00
HAZARDOUS MATERIALS DATA SEARCH	1	$1,000.00	$1,000.00
TOTAL EXPENSES:			**$11,565.00**

Archaeological investigations by Lawhon & Associates (subconsultant).

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.6816	FEE @ 0.11	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$18,772.00**	**$31,567.00**	**$5,537.29**	**$55,876.29**	**$11,565.00**	**$67,441.29**

Attachment C - Cost Summary: Short Form EA

LABOR	CLASSIFICATION:	PROJECT MANAGER	SR. PROJECT PLANNER	PROJECT ENGINEER	PROJECT SCIENTIST	PROJECT PLANNER III/IV	SR. TECH / SURVEYOR	CLERICAL
TASK 7.0 DRAFT EA	**RATE:**	**$68.00**	**$68.00**	**$54.00**	**$54.00**	**$43.00**	**$40.00**	**$24.00**
PREPARE DRAFT EA DOCUMENT		2	4			8		4
REVISE DRAFT EA DOCUMENT		4	8			16		4
PUBLISH AND DISTRIBUTE DRAFT EA DOCUMENT			2			4		4
SPONSOR & AERO COORDINATION AND MEETINGS		3	3					
QAQC		8	8					
		17	25	0	0	28	0	12
DIRECT LABOR COST:	**$4,348.00**	$1,156.00	$1,700.00	$0.00	$0.00	$1,204.00	$0.00	$288.00

EXPENSES			
DOCUMENT PRINTING	10	$50.00	$500.00
MAILINGS AND DISTRIBUTION	10	$15.00	$150.00
TOTAL EXPENSES:			**$650.00**

This task also includes up to three meetings held via teleconference each anticipated to be approx. one hour in length with two CONSULTANT Team members attending.

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.6816	FEE @ 0.11	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$4,348.00**	**$7,311.60**	**$1,282.56**	**$12,942.16**	**$650.00**	**$13,592.16**

LABOR	CLASSIFICATION:	PROJECT MANAGER	SR. PROJECT PLANNER	PROJECT ENGINEER	PROJECT SCIENTIST	PROJECT PLANNER III/IV	SR. TECH / SURVEYOR	CLERICAL
TASK 8.0 FINAL EA & FONSI	**RATE:**	**$68.00**	**$68.00**	**$54.00**	**$54.00**	**$43.00**	**$40.00**	**$24.00**
PREPARE DOCUMENT, REVISIONS, & DISTRIBUTION		2	4			12		8
RESPOND TO PUBLIC & AGENCY COMMENTS		8	8			8		8
WRITE FONSI & DISTRIBUTION		8	16			16		8
SPONSOR & AERO COORDINATION AND MEETINGS		3	3					
QAQC		8	8					
		29	39	0	0	36	0	24
DIRECT LABOR COST:	**$6,748.00**	$1,972.00	$2,652.00	$0.00	$0.00	$1,548.00	$0.00	$576.00

EXPENSES			
DOCUMENT PRINTING	10	$50.00	$500.00
MAILINGS AND DISTRIBUTION	10	$15.00	$150.00
TOTAL EXPENSES:			**$650.00**

This task also includes up to three meetings held via teleconference each anticipated to be approx. one hour in length with two CONSULTANT Team members attending.

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.6816	FEE @ 0.11	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$6,748.00**	**$11,347.44**	**$1,990.50**	**$20,085.94**	**$650.00**	**$20,735.94**

Attachment C - Cost Summary: Short Form EA

LABOR	CLASSIFICATION:	PROJECT MANAGER	SR. PROJECT PLANNER	PROJECT ENGINEER	PROJECT SCIENTIST	PROJECT PLANNER III/IV	SR. TECH / SURVEYOR	CLERICAL
TASK 9.0 PUBLIC INVOLVEMENT	**RATE:**	**$68.00**	**$68.00**	**$54.00**	**$54.00**	**$43.00**	**$40.00**	**$24.00**
PREPARE PUBLIC NOTICE			1			2		
		0	1	0	0	2	0	0
DIRECT LABOR COST:	**$154.00**	$0.00	$68.00	$0.00	$0.00	$86.00	$0.00	$0.00

EXPENSES				
	$0.00	0	$0.00	$0.00
TOTAL EXPENSES:				**$0.00**

	DIRECT LABOR COSTS	OVERHEAD ON LABOR @ 1.6816	FEE @ 0.11	TOTAL LABOR COSTS	EXPENSES	TOTAL
TASK TOTAL:	**$154.00**	**$258.97**	**$45.43**	**$458.40**	**$0.00**	**$458.40**

DESIGN SERVICES FEE ESTIMATE - ATTACHMENT C

SUMMARY SHEET

Airport: West Michigan Regional Airport
Project Description: Preliminary Engineering to Support EA for North Hangar Area Taxilane Development
M & H Project No.: 0819900-211654.01
180 Calendar days in contract

MEAD & HUNT PROJECT COST BY ELEMENT						
	Direct Labor	Overhead 1.6803	Fixed Fee 11.0%	Total Labor Fee	Direct Costs	Total*
ELEMENT 1.11 - PRE DESIGN CONFERENCE	$432.00	$725.89	$127.37	$1,285.26	$115.20	$1,400.46
ELEMENT 1.12 - ENGINEERING SURVEY	$1,272.00	$2,137.34	$375.03	$3,784.37	$260.60	$4,044.97
ELEMENT 1.13 - DETAILED CONSTRUCTION PLANS AND SPECIFICATIONS	$2,808.00	$4,718.28	$827.89	$8,354.17	$0.00	$8,354.17
ELEMENT 1.14 - ESTIMATE OF PROBABLE CONSTRUCTION COST	$528.00	$887.20	$155.67	$1,570.87	$0.00	$1,570.87
ELEMENT 1.15 - ENGINEERING REPORT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
ELEMENT 1.16 - USERS CONFERENCE	$752.00	$1,263.59	$221.71	$2,237.30	$0.00	$2,237.30
ELEMENT 1.18 - CONFERENCES AND MEETINGS	$648.00	$1,088.83	$191.05	$1,927.88	$0.00	$1,927.88
M&H PROJECT COSTS*	$6,440.00	$10,821.13	$1,898.72	$19,159.85	$375.80	$19,535.65

*excludes sub consultants

SUBCONSULTANTS	
Geotechnical (SOMAT)	$22,225.00
	$0.00
TOTAL SUBCONSULTANTS	$22,225.00

TOTAL PROJECT COSTS	
TOTAL MEAD & HUNT PROJECT COSTS	$19,535.65
TOTAL SUBCONSULTANTS	$22,225.00
TOTAL PROJECT COSTS	**$41,760.65**

Project Description: Preliminary Engineering to Support EA for North Hangar Area Taxilane Development
M & H Project No.: 0819900-211654.01

Employee Classification	SR PROJECT ENGINEER	PROJECT ENGINEER	SENIOR ENGINEER	ENGINEER 2	ENGINEER TECH 4	ENGINEER TECH 2	CLERICAL -	PROJECT PLANNER
Hourly Rate	$68.00	$54.00	$47.00	$39.00	$40.00	$31.00	$24.00	$54.00
ELEMENT 1.11 - PRE DESIGN CONFERENCE								
Pre design meeting		4						4
TOTAL HOURS	0	4	0	0	0	0	0	4
No. of trips at 145 miles/trip		1						
Meals (days)		1						1
Nights Lodging								

Direct Costs		**Labor Costs**	
Mileage this element ($0.560 /mile)	$81.20	Total Direct Labor this element	$432.00
Meals this element ($45/Trip)	$0.00	Overhead this element	$725.89
Meals this element ($17/trip)	$34.00	Fixed Fee this element	$127.37
Lodging ($110/night)	$0.00	**TOTAL LABOR FEE THIS ELEMENT**	**$1,285.26**
Phone			
Materials			
TOTAL DIRECT COSTS THIS ELEMENT	**$115.20**	**TOTAL COSTS THIS ELEMENT**	**$1,400.46**

ELEMENT 1.12 - ENGINEERING SURVEY								
Topographical survey				8	16			
Survey for soil borings					8			
TOTAL HOURS	0	0	0	8	24	0	0	0
No. of trips at 145 miles/trip					3			
Meals (days)					1			
Nights Lodging								

Direct Costs		**Labor Costs**	
Mileage this element ($0.560 /mile)	$243.60	Total Direct Labor this element	$1,272.00
Meals this element ($45/Trip)	$0.00	Overhead this element	$2,137.34
Meals this element ($17/trip)	$17.00	Fixed Fee this element	$375.03
Lodging ($110/night)	$0.00	**TOTAL LABOR FEE THIS ELEMENT**	**$3,784.37**
Phone			
Materials			
TOTAL DIRECT COSTS THIS ELEMENT	**$260.60**	**TOTAL COSTS THIS ELEMENT**	**$4,044.97**

Airport: West Michigan Regional Airport
Project Description: Preliminary Engineering to Support EA for North Hangar Area Taxilane Development
M & H Project No.: 0819900-211654.01

Employee Classification	SR PROJECT ENGINEER	PROJECT ENGINEER	SENIOR ENGINEER	ENGINEER 2	ENGINEER TECH 4	ENGINEER TECH 2	CLERICAL -	PROJECT PLANNER
ELEMENT 1.13 - DETAILED CONSTRUCTION PLANS AND SPECIFICATIONS								
Title sheet and Std Plans								
Quantity takeoff and sheets				16				
Safety/Phasing plan and submittals								
Demolition sheets								
Typical section sheets								
Specifications								
Grading Design & Sheets				40				
Profile sheets				16				
Drainage sheets								
Electrical sheets								
Nav Aid sheets								
Restoration sheets								
Clearing sheets								
Cross sections and earthwork summary								
Local letting proposal/bid letting/recc to award								
TOTAL HOURS	0	0	0	72	0	0	0	0

Direct Costs		**Labor Costs**	
Phone		Total Direct Labor this element	$2,808.00
Materials		Overhead this element	$4,718.28
		Fixed Fee this element	$827.89
		TOTAL LABOR FEE THIS ELEMENT	**$8,354.17**
TOTAL DIRECT COSTS THIS ELEMENT	**$0.00**	**TOTAL COSTS THIS ELEMENT**	**$8,354.17**

ELEMENT 1.14 - ESTIMATE OF PROBABLE CONSTRUCTION COST								
Cost estimate Civil		2		4				
Cost estimate Electrical		2		4				
TOTAL HOURS	0	4	0	8	0	0	0	0

Direct Costs		**Labor Costs**	
Phone		Total Direct Labor this element	$528.00
Materials		Overhead this element	$887.20
		Fixed Fee this element	$155.67
		TOTAL LABOR FEE THIS ELEMENT	**$1,570.87**
TOTAL DIRECT COSTS THIS ELEMENT	**$0.00**	**TOTAL COSTS THIS ELEMENT**	**$1,570.87**

Airport: West Michigan Regional Airport
Project Description: Preliminary Engineering to Support EA for North Hangar Area Taxilane Development
M & H Project No.: 0819900-211654.01

Employee Classification	SR PROJECT ENGINEER	PROJECT ENGINEER	SENIOR ENGINEER	ENGINEER 2	ENGINEER TECH 4	ENGINEER TECH 2	CLERICAL -	PROJECT PLANNER
ELEMENT 1.15 - ENGINEERING REPORT								
Civil report								
Electrical report								
TOTAL HOURS	0	0	0	0	0	0	0	0

Direct Costs		Labor Costs	
Phone		Total Direct Labor this element	$0.00
Materials		Overhead this element	$0.00
		Fixed Fee this element	$0.00
		TOTAL LABOR FEE THIS ELEMENT	**$0.00**
TOTAL DIRECT COSTS THIS ELEMENT	**$0.00**	**TOTAL COSTS THIS ELEMENT**	**$0.00**

ELEMENT 1.16 - USERS CONFERENCE								
Design review		8			8			
TOTAL HOURS	0	8	0	0	8	0	0	0
No. of trips at 145 miles/trip								
Meals (days)								
Lodging ($110/night)								

Direct Costs		Labor Costs	
Mileage this element ($0.560 /mile)	$0.00	Total Direct Labor this element	$752.00
Meals this element ($45/Trip)	$0.00	Overhead this element	$1,263.59
Meals this element ($17/trip)	$0.00	Fixed Fee this element	$221.71
Lodging ($110/night)	$0.00	**TOTAL LABOR FEE THIS ELEMENT**	**$2,237.30**
Phone			
Materials			
TOTAL DIRECT COSTS THIS ELEMENT	**$0.00**	**TOTAL COSTS THIS ELEMENT**	**$2,237.30**

Airport: West Michigan Regional Airport
Project Description: Preliminary Engineering to Support EA for North Hangar Area Taxilane Development
M & H Project No.: 0819900-211654.01

Employee Classification	SR PROJECT ENGINEER	PROJECT ENGINEER	SENIOR ENGINEER	ENGINEER 2	ENGINEER TECH 4	ENGINEER TECH 2	CLERICAL -	PROJECT PLANNER
ELEMENT 1.18 - CONFERENCES AND MEETINGS								
Pre-bid meeting/Contractor Coordination								
Coordination with Sponsor		8						
Coordination with AERO		4						
Coordination with FAA								
Coordinaton with local agencys								
Local Letting bid review/recc to award								
TOTAL HOURS	0	12	0	0	0	0	0	0
No. of trips at 145 miles/trip								
Meals (days)								
Lodging ($110/night)								

Direct Costs	
Mileage this element ($0.560 /mile)	$0.00
Meals this element ($45/Trip)	$0.00
Meals this element ($17/trip)	$0.00
Lodging ($110/night)	$0.00
Phone	
Materials	
TOTAL DIRECT COSTS THIS ELEMENT	**$0.00**

Labor Costs	
Total Direct Labor this element	$648.00
Overhead this element	$1,088.83
Fixed Fee this element	$191.05
TOTAL LABOR FEE THIS ELEMENT	**$1,927.88**
TOTAL COSTS THIS ELEMENT	**$1,927.88**

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

November 8, 2021 **REPORT 7**

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **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.

Recommendation

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

West Michigan Regional Airport
CREDIT CARD POLICY
In Accordance with P.A. 266 of 1995

1. **PURPOSE**: The purpose of this policy is:

1.1 To govern the issuance and use of a Credit Card by the West Michigan Regional Airport (WMRA) through the City of Holland Finance Office.

1.2 To provide a convenient means for authorized WMRA employees to make purchases, while reducing costs associated with processing and paying for those purchases.

2. **AUTHORITY**: The WMRA Board approved the procurement of an Airport credit card at the January 11th, 2021 meeting.

3. **APPLICATION**: This policy applies to all WMRA staff.

4. **RESPONSIBILITY**: The City of Holland Finance Director/Treasurer or their designee shall be responsible for the City of Holland's issuance of the credit card, accounting, monitoring and retrieving and developing and issuing procedures to ensure compliance with the WMRA's Credit Card Policy. The City of Holland Finance Director/Treasurer or their designee shall maintain a list of all employees that hold the Credit card for use, along with the name of the employee who has been issued use of the credit card, the limit(s) established, the date issued, and the date returned.

5. **DEFINITIONS**: Credit Card: A credit card issued to WMRA to acquire goods and services for Airport related business.

6. **POLICY**:

6.1 WMRA credit card may be used only by an authorized employee of the Airport for the purchase of goods or services for the official business of the WMRA, and in accordance with procedures issued by the City of Holland Finance Officer/Treasurer.

6.2 The City of Holland Finance Officer/Treasurer shall determine the types or categories of goods or services for which the Credit Cards may be used to purchase, establish dollar and transaction limitations as necessary, and make any needed revisions.

6.3 Lost of Stolen Cards: An employee who has possession of the Credit Card is responsible for its protection and custody and shall immediately notify the issuing bank/company and the City of Holland Finance Officer/Treasurer or designee if the Credit Card is lost or stolen.

6.4 Internal Accounting Controls to Monitor the use of WMRA Credit Card: City of Holland Finance Office shall receive from the employee that uses the credit card, within the timeframe specified in adopted procedures, the original of the vendor's itemized receipt detailing the goods or services purchased, cost, and date of the purchase. These receipts must be submitted with approval of the purchases made.

6.4.1 Monthly Statement Review. The Finance Office shall review each Credit Card monthly statement as soon as possible to ensure that the transactions comply with this policy. Any transactions that appear on statements that are not documented with a vendor's itemized receipt shall immediately be investigated by the Finance Office, along with transactions that do not appear to comply with this policy. The Finance Director will sign the credit card statement before forwarding to Account's Payable for payment.

6.4.2 Payment of Credit Card Billings. The City of Holland Finance Officer/Treasurer shall be authorized to approve of Credit Card bill in order to avoid incurring finance or late charges and not more than thirty days after the initial statement ending date. The total authorized credit limit of the credit card issued is $5,000.

6.5 Unlawful Use of Credit Card: Any unauthorized use of the Credit Card, noncompliance with the City of Holland's policy and procedures or the State of Michigan's law, Public Act 266 of 1995, will be reported immediately to the Finance Officer/Treasurer and the Airport Board Chair, and could result in the following actions affecting the Cardholder:

- Immediate cancellation of Credit Card privileges;
- Reimbursement (by direct payroll deduction if necessary) to the Airport for all unauthorized charges, plus interest and penalty, and;
- Possible disciplinary and/or legal action, up to and including termination of employment.

7. **ADMINISTRATIVE PROCEDURES:** Any changes and/or adjustments to the Credit Card Policy will be sent to the Airport Board for approval.

8. **ADMINISTRATOR/LEGAL COUNSEL REVIEW:** The Airport Director has determined that this policy as authorized by the WMRA Board meets the goals and objectives of the Airport in order to carry out the purposes of the policy. The City Attorney has determined that this policy as submitted meets the requirements of Public Act 266 of 1995.

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November 8, 2021 **REPORT 8**

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Proposal to Extend Project Administrator Position 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 in 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).

Recommendation

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

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
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November 8, 2021 **REPORT 9**

To: West Michigan Airport Authority Board.
From: Amanda Davio, Project Administrator.
Subject: **Review of Airport Sustainability Initiatives**

In response to ongoing efforts from the City of Holland related to the Community Energy Plan, the Strategic Development Team, as well as sustainability priorities being put forth by the FAA, I have been tasked with assembling a punch list of potential priorities and projects the airport could pursue in alignment with these efforts. This preliminary list is designed to provide the Airport Authority and its respective committees with an operational framework and is not intended to be comprehensive or complete; however it was designed with feasibility in mind. The items identified here have been established through communication with key regional partners and were designed to be in alignment with common approaches in our region. Partners engaged in identifying these priorities so far have been:

- The Holland Board of Public Works
- The City of Holland Sustainability Manager
- The Outdoor Discovery Center
- The West Michigan Sustainable Business Forum
- The Hope College Sustainability Coordinator
- The Macatawa Area Coordinating Council

Though the initiatives in the attached list were intentionally identified to be feasible for the Authority, this report and the attached list are designed primarily to serve as a jumping off point. Given the ongoing push for more organizations to begin reviewing their operations through a sustainability lens, the rollout of key priorities at the Federal, State, and Local Levels, and the abundance of local support and expertise in our area, it will become more and more important for the airport to define "sustainability" within the context of its operations. This list is intended to help begin this process.

Recommendation

It is recommended that the Airport Authority Board accept this report and the attached list of priorities as information.

WMRAA Sustainability Initiatives

Intro

As a significant community asset, the West Michigan Regional Airport has a responsibility to serve the public good as well as meet the needs and expectations of its users (pilots, passengers, businesses) and local communities. The airport's proximity to the lakeshore provides it with the unique opportunity to connect its users with some of Michigan's finest natural areas. Over the last several years, Holland and its surrounding communities have increasingly felt the stress of inland flooding, erosion at the shoreline, rising water levels, and significant impacts on regional infrastructure. In accordance with the city of Holland's 2021-2025 Community Energy Plan Strategic Development Team goals and FAA recommendations, this paper outlines key initiatives to continue to explore in the effort of promoting a healthy and sustainable future for the airport and its surrounding communities.

Background

The FAA aims to institutionalize sustainability through long range airport planning and sustainable actions which:

- Reduce environmental impacts.
- Help maintain high, stable levels of economic growth.
- Help achieve "social progress", a broad set of actions that ensure organizational goals are achieved in a way that's consistent with the needs and values of the local community.

The City of Holland's SDT Community Energy Plan goals:

- Electric Portfolio: Continue to shift Holland electric portfolio with emission levels that align with current climate science and regulatory guidelines, while maintaining excellence in reliability and affordability.
- Energy: Reduce Carbon Emissions in the built environment.
- Transportation: Reduce carbon emissions in the transportation sector.
- Carbon Offsets: Take a leadership role in the creation of a community-based system to provide businesses and residents access to carbon offsets to meet their individual goals and commitments, including the option of local carbon offset projects.

West Michigan Regional Airport Authority Focus Areas

I. Purchasing policy (Operations)

   A. The Airport Authority could implement a purchasing policy that recognizes the products and services it purchases have inherent social, human, environmental, and local economic health impacts, and as a result, should encourage the purchase of products that embody commitment to sustainability.

      Impacts/Outcomes:

      - Improve the environment and quality of life of local citizens

- Reduce the environmental impacts of its operations to promote fiscal responsibility, social equity, and community and environmental stewardship
- Promote use of low impact products and services through local vendors

Possible Action Steps:

- Benchmark current purchasing policy against other airports and governmental organizations who have implemented sustainability focused parameters
- Amend the Airport Authority purchasing policy to emphasize the use of post-consumer recycled materials and responsibly produced products
- Implement the use of goods and services which promote efficient use of energy, water, and materials with minimal impacts on the environment post use
- Review policy with local knowledge partners (Holland Sustainability Manager, ODC) to identify reasonable expectations and feasibility of implementation

II. Waste Diversion (Operations)

A. The Airport Authority could adopt waste diversion solutions in alignment with the goals of the City of Holland and other regional partners that maximize landfill diversion rates, support broader regional economic activity through recycling and repurposing of materials, and maintain efficient and cost-effective waste management practices. The Airport Authority can accomplish these goals by partnering with the City of Holland through their commercial waste contract while also providing convenient solutions for on field tenants.

Impacts/Outcomes:

- Maximize diversion of landfilled waste and increase rates of material recapture through increased recycling and composting where possible
- Provide waste services to our on-field tenants at a competitive rate
- Support circular economy and the city of Holland's material's management goals in waste reduction and promotion of stable recycling infrastructure
- Support local economy by diverting materials to local recycling and materials management partners like Padnos and smaller operators like 8th Day Farms

Possible Action Steps:

- Complete Waste Characterization Audit for Airport Authority facilities (Airport Business Center)
- Provide partnership opportunities to on-field operators to participate in a waste characterization audit for their facilities
- Explore signing onto the City's commercial contract for waste, recycling, and compost services
- Determine possible economic benefit of providing waste management solutions for tenants on the airfield
- Engage Mead & Hunt staff who are currently well established in this space

III. Land Use

A. Agricultural land leases: The Airport Authority owns multiple parcels of farmland all of which are situated within the Macatawa watershed. In alignment with the goals of the Macatawa Area Coordinating Council, the Macatawa Watershed Project, and Project Clarity, the Airport Authority could promote best practices in agreements with existing farmers and community partners in managing use of this land

Impacts/Outcomes:

- Reduce the environmental impacts of Airport land used for agriculture via minimized runoff, improved planting practices, and low impact fertilizer solutions
- Promote social and environmental health for communities within the Macatawa watershed and beyond
- Build on existing partnerships with Outdoor Discovery Center, Macatawa Area Coordinating Council, and the City of Holland
- Establish WMRA as a regional leader in this space

Possible Action Steps:

- Review and revise land leases to reflect best land management practices and make efficient use of land and water while reducing social and environmental impacts
- Identify potential new farmers/partners who have experience in this space
- Work with partners at the ODC who have established working relationships with current farmers to identify feasible solutions and next steps

B. Landscaping Management: -The Airport Authority maintains a substantial amount of lawn area surrounding the Business Center, on the airfield, and around tenant hangars. In accordance with the City of Holland's goal to reduce carbon emissions and prioritize efficient use of energy while still balancing airport aesthetics and FAA regulations, the Airport Authority could explore opportunities for natural landscaping, native plantings, and other "smart" landscaping alternatives. Sustainable practices could include increased use of compost, replacement of certain plantings with drought tolerant variations, in addition to exchanging some manicured lawn for low maintenance, native grasses.

Impacts/Outcomes:

- Potential savings on mowing and maintenance costs
- Reduction in irrigation costs through more efficient use of water
- Minimize stormwater runoff to improve watershed quality and align with City of Holland and MACC green stormwater priorities
- Build on existing partnerships with the Outdoor Discovery Center and other local organizations emphasizing efficiency and environmental health in land use
- Capitalize on potential projects as engagement/education opportunities at the airport

Possible Action Steps:

- Review and revise the current RFP process and goals for landscaping
- Benchmark other airports and alternative landscaping options
- Identify priority areas, feasibility, and economic benefit of alternative landscaping options
- Potential Memorandum of Understanding with ODC for mutual support and promotion of City of Holland SDT goals

IV. Energy – (Operations)

A. Generation, transmission, and distribution of electricity made up 25% of Greenhouse Gas Emissions divided by Economic Sector in 2019. The Airport Authority could act in accordance with the City of Holland's energy goals by implementing renewable forms of energy in daily operations

Overall Impacts/Outcomes:

- Alignment with the City of Holland's energy efficiency goals to reduce carbon emissions via overall reductions in electricity consumption and natural gas consumption
- Promote cleaner air and a healthier environment for the communities which WMRA serves
- Support local economic development and renewable infrastructure
- Opt into alternative energy solution programs that currently exist with the Holland BPW

Possible Action Steps:

- Feasibility study to determine best steps for renewable energy investment
- Invest in Renewable Energy Credits (RECs) offered by Holland BPW (or alternative source)
- Develop Renewable Energy Infrastructure--Investigate options for implementing solar power infrastructure or other similar solutions

V. Transportation - (TBD)

A. Electric Vehicle Chargers: As a gateway to the lakeshore and a major transportation hub, the West Michigan Regional Airport should capitalize on transportation opportunities which could offer increased activity to the Airport as well as its surrounding communities. In accordance with the City of Holland's SDT transportation goals and, with access to electric alternatives for gas-powered transport expanding, prioritized efforts should emphasize efficiency where possible and where economic rationale exists

Impacts/Outcomes:

- Contribute to improvements in EV infrastructure for lakeshore communities

- Provide additional amenity for airport users, members of the community, and transient traffic
- Build on existing partnerships with the Outdoor Discovery Center, Holland BPW, the City of Holland, and other local organizations initiating transition into the broader electric transport space

Possible Action Steps:

- Explore BPW and city of Holland incentives for contributions to EV infrastructure
- Determine eligibility for grant opportunities through EGLE/FAA and explore opportunities to build on existing partnerships with local organizations to collaborate on grant opportunities
- Establish Fee for service EV charger available for airport users and transient traffic

~~B.~~ Multimodal Transportation:

~~C.~~B. The Airport Authority could work toward establishing connections with the broader transit infrastructure of West Michigan by providing its users with access to reliable transit to and from the airport and around neighboring communities (with preference for electric or alternative fuel vehicles)

Impact/Outcomes

- Support WMRA's role as a leader in the community by promoting local and regional connectivity and engagement
- Establish partnerships with local transportation-oriented organizations and continue to establish impact in the transportation sector
- Respond to need for access to community by airport users
- Encourage developmental growth in the region by promoting accessibility to/from the airport

Possible Action Steps:

- Develop RFI to assess transportation related organizations interested in collaborating
- Determine feasibility of establishing WMRA on public transit route
- Connect with local transportation providers to identify collaboration opportunities and solutions
- Benchmark other airports and their solutions for providing transportation options to and from their facilities

VI. Long Term Items/On the Horizon

A. Green Hangar development
B. Carbon Calculation
C. EV/hydrogen powered Aircraft
D. Alternative AV Fuels

WMAA Fund Balance as of 6/30/2021 - unaudited					$ 1,174,468.80
	Operating	Capital (999)	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	291,709.85	-	-	-	$ 291,709.85
Year to date Expenses	161,654.86	-	-	-	$ 161,654.86
Estimated Fund Balance as of 11/04/2021					$ 1,304,523.79
	Budget	YTD			
Remaining Operating Revenues	604,757.00	291,709.85			$ 313,047.15
	Budget	YTD	Encumbrances		
Remaining Operating Expenses (excluding contingences)	546,275.00	161,654.86	21,891.25		$ 362,728.89
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 11/04/2021					$ 1,102,485.05
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					$ 1,092,785.05

Budget Performance Report

Fiscal Year to Date 11/04/21
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 11/04/21
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	$291,709.85	$161,654.86	$1,304,523.79
	Fund Type **GENERAL FUND** Totals	$1,003,851.26	$25,000.00	$25,000.00	$1,003,851.26	$170,617.54	$291,709.85	$161,654.86	$1,304,523.79
	Fund Category **GOVERNMENTAL** Totals	$1,003,851.26	$25,000.00	$25,000.00	$1,003,851.26	$170,617.54	$291,709.85	$161,654.86	$1,304,523.79
	Grand Totals	$1,003,851.26	$25,000.00	$25,000.00	$1,003,851.26	$170,617.54	$291,709.85	$161,654.86	$1,304,523.79

Budget Performance Report

Fiscal Year to Date 11/04/21
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	113,235.30	(3,235.30)	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	9,861.57	.00	60,331.11	(331.11)	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	.00	.00	6,227.40	17,272.60	26	23,470.32
460654.5	Franchise Fees Fuel Flowage Fee	70,000.00	.00	70,000.00	.00	.00	26,535.96	43,464.04	38	62,505.63
460654.7	Franchise Fees Landing Fees	24,000.00	.00	24,000.00	.00	.00	9,610.76	14,389.24	40	24,280.07
480665.0	Investment Income General	12,000.00	.00	12,000.00	.00	.00	1,542.63	10,457.37	13	9,433.30
480669.A	Rental Airport Business Center	8,400.00	.00	8,400.00	.00	.00	2,187.54	6,212.46	26	8,244.48
480669.24	Rental Hangar Land Lease	107,357.00	.00	107,357.00	.00	.00	28,415.68	78,941.32	26	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	28,600.00	29,400.00	49	57,717.41
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	.00	.00	+++	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	$9,861.57	$0.00	$291,709.85	$313,047.15	48%	$786,966.96
	REVENUE TOTALS	$604,757.00	$0.00	$604,757.00	$9,861.57	$0.00	$291,709.85	$313,047.15	48%	$786,966.96
EXPENSE										
Department	**540 - Airport Operations**									
710701.0	Payroll-Regular General	71,780.00	.00	71,780.00	.00	.00	20,700.00	51,080.00	29	48,477.54
710707.0	Payroll-Temporary Help General	12,300.00	.00	12,300.00	.00	.00	6,052.50	6,247.50	49	26,381.97
711702.0	Payroll-Vacation/PTO General	6,400.00	.00	6,400.00	.00	.00	3,300.00	3,100.00	52	1,759.01
711703	Payroll-Holidays	2,400.00	.00	2,400.00	.00	.00	600.00	1,800.00	25	1,175.21
711716.1	Insurance Health	3,000.00	.00	3,000.00	.00	.00	1,000.00	2,000.00	33	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	.00	.00	1,728.00	4,572.00	27	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	.00	7,200.00	.00	.00	2,421.43	4,778.57	34	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	320.16	1,179.84	21	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 11/04/21
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	228.50	19,771.50	1	9,504.75
722801.9010	Contr-Printing/Promo Advertising/Promotional	35,000.00	794.00	35,794.00	.00	21,891.25	16,358.74	(2,455.99)	107	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	.00	50,000.00	0	.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	.00	40,300.00	0	.00
722808.MOW	Contr-Bldgs&Grnds Mowing	30,000.00	.00	30,000.00	.00	.00	21,674.75	8,325.25	72	49,001.33
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	23,000.00	.00	23,000.00	.00	.00	10,033.09	12,966.91	44	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	11,333.35	16,666.65	40	26,476.35
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	456.00	1,544.00	23	2,266.75
723850.0	Communications Telephone	.00	.00	.00	.00	.00	147.49	(147.49)	+++	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	129.07	570.93	18	571.81
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	717.28	3,782.72	16	4,079.64
723920.PLOT	Public Utilities Parking Lot Lights	1,700.00	.00	1,700.00	.00	.00	237.66	1,462.34	14	923.51
723920.RUNW	Public Utilities Runway Lights	6,700.00	.00	6,700.00	.00	.00	2,032.75	4,667.25	30	6,989.02
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	964.86	4,035.14	19	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	44.46	(44.46)	+++	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	$91,094.00	$621,151.00	$2,266.67	$21,891.25	$149,724.24	$449,535.51	28%	$390,518.78
Department	**541 - Business Center**									
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	1,210.37	3,789.63	24	8,373.74
721933.0	Equipment Maintenance General	5,000.00	2,781.00	7,781.00	.00	.00	1,754.70	6,026.30	23	4,707.28
722808.1	Contr-Bldgs&Grnds Janitorial	8,000.00	.00	8,000.00	.00	.00	3,636.45	4,363.55	45	10,739.10
723850.0	Communications Telephone	2,600.00	.00	2,600.00	.00	.00	240.00	2,360.00	9	2,160.00
723850.WIFI	Communications WIFI Internet Connection	4,100.00	.00	4,100.00	.00	.00	312.50	3,787.50	8	3,125.00

Budget Performance Report

Fiscal Year to Date 11/04/21
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund	**Z01 - WMAA (Airport) General Fund**									
EXPENSE										
Department	**541 - Business Center**									
723920.BPW	Public Utilities BPW	20,000.00	.00	20,000.00	.00	.00	4,624.42	15,375.58	23	17,871.51
723920.GAS	Public Utilities Natural Gas	5,000.00	.00	5,000.00	.00	.00	152.18	4,847.82	3	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	$11,930.62	$65,550.38	15%	$51,369.96
	EXPENSE TOTALS	$604,757.00	$93,875.00	$698,632.00	$2,266.67	$21,891.25	$161,654.86	$515,085.89	26%	$441,888.74
Fund	**Z01 - WMAA (Airport) General Fund** Totals									
	REVENUE TOTALS	604,757.00	.00	604,757.00	9,861.57	.00	291,709.85	313,047.15	48%	786,966.96
	EXPENSE TOTALS	604,757.00	93,875.00	698,632.00	2,266.67	21,891.25	161,654.86	515,085.89	26%	441,888.74
Fund	**Z01 - WMAA (Airport) General Fund** Totals	$0.00	($93,875.00)	($93,875.00)	$7,594.90	($21,891.25)	$130,054.99	($202,038.74)		$345,078.22
	Grand Totals									
	REVENUE TOTALS	604,757.00	.00	604,757.00	9,861.57	.00	291,709.85	313,047.15	48%	786,966.96
	EXPENSE TOTALS	604,757.00	93,875.00	698,632.00	2,266.67	21,891.25	161,654.86	515,085.89	26%	441,888.74
	Grand Totals	$0.00	($93,875.00)	($93,875.00)	$7,594.90	($21,891.25)	$130,054.99	($202,038.74)		$345,078.22

Trial Balance Listing

Through 11/04/21
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	335,772.15	191,447.57	1,287,080.16	1,112,635.95
113040.0	Accounts Receivable General	26,419.01	90,207.44	98,104.03	18,522.42	5,743.95
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	28.67
114026.2019	Taxes Receivable 2019	36.95	.00	.04	36.91	53.72
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	8.21
119073.3	Due from Local Govt Units Due from Zeeland City	.00	60,331.11	60,331.11	.00	78.30
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	$486,689.69	$400,051.38	$1,321,853.79	$1,119,683.54
CURRENT LIABILITIES						
210202.0	Accounts Payable General	(26,941.18)	138,407.18	111,466.00	.00	(11,816.44)
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)	$154,882.68	$111,466.00	($17,330.00)	($12,016.44)
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	1,200.00	292,909.85	(291,709.85)	(221,489.32)
	Fund Expenses	.00	163,479.36	1,824.50	161,654.86	117,673.48
	Fund **Z01 - WMAA (Airport) General Fund** Totals	$0.00	$831,251.73	$831,251.73	$0.00	$0.00
	Grand Totals	$0.00	$831,251.73	$831,251.73	$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	09/16/2021	65958

Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	2023 - MICHELLE PRICE	2022-00000663	AIRPORT - REIMBURSEMENT PETTY CASH	09/16/2021	09/16/2021	50.00
	Total Selected Invoices: 1					$50.00

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 09/16/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	09/16/2021	65958 Accounts Payable	MICHELLE PRICE		50.00

Invoice	Date	Description	Amount
2022-00000663	09/16/2021	AIRPORT - REIMBURSEMENT PETTY CASH	50.00

CITY AP PAYABLES ACCOUNT Totals: Transactions: 1 $50.00

Checks: 1 $50.00

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	09/23/2021	66068

Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24812	AIRPORT - COMMUNICATIONS SUPPORT	09/07/2021	09/23/2021	8,108.75
	4679 - BRV VENTURES LLC	2022-00000735	AIRPORT - PEST CONTROL	08/31/2021	09/23/2021	96.00
	101 - CUNNINGHAM DALMAN P.C.	2022-00000731	AIRPORT - BALANCE DUE	09/23/2021	09/23/2021	297.00
	234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2022-00000732	AIRPORT - 8/31/21 CC	08/31/2021	09/23/2021	240.65
	146 - HOLLAND BOARD OF PUBLIC WORKS	2022-00000737	AIRPORT - UTILITIES	09/23/2021	09/23/2021	2,310.23
	459 - LANDSCAPE DESIGN SERVICES INC	11681	AIRPORT LANDSCAPE MTCE	08/31/2021	09/23/2021	316.00
	316 - MEAD & HUNT INC - ACH	320899	AIRPORT- PROFESSIONAL SERVICES AUGUST	09/09/2021	09/23/2021	2,721.50
	130 - SEMCO ENERGY GAS COMPANY - ACH	2022-00000733	AIRPORT - SEPTEMBER READ DATE	09/23/2021	09/23/2021	41.99
	4680 - SMALL BUSINESS ASSOCIATION OF MICHIGAN	2022-00000734	AIRPORT - SBAM ID 234212 CID 234212 OCTOBER SERVICES	09/23/2021	09/23/2021	94.75
	322 - TULIP CITY AIR SERVICE INC.	2022-00000736	AIRPOR T- AUGUST SERVICES	08/31/2021	09/23/2021	9,288.70
	Total Selected Invoices: 10					$23,515.57

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 09/23/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	09/23/2021	66068 Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		8,108.75
	Invoice	Date	Description		Amount
	24812	09/07/2021	AIRPORT - COMMUNICATIONS SUPPORT		8,108.75
Check	09/23/2021	66069 Accounts Payable	BRV VENTURES LLC		96.00
	Invoice	Date	Description		Amount
	2022-00000735	08/31/2021	AIRPORT - PEST CONTROL		96.00
Check	09/23/2021	66070 Accounts Payable	CUNNINGHAM DALMAN P.C.		297.00
	Invoice	Date	Description		Amount
	2022-00000731	09/23/2021	AIRPORT - BALANCE DUE		297.00
Check	09/23/2021	66071 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,310.23
	Invoice	Date	Description		Amount
	2022-00000737	09/23/2021	AIRPORT - UTILITIES		2,310.23
Check	09/23/2021	66072 Accounts Payable	LANDSCAPE DESIGN SERVICES INC		316.00
	Invoice	Date	Description		Amount
	11681	08/31/2021	AIRPORT LANDSCAPE MTCE		316.00
Check	09/23/2021	66073 Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		94.75
	Invoice	Date	Description		Amount
	2022-00000734	09/23/2021	AIRPORT - SBAM ID 234212 CID 234212 OCTOBER SERVICES		94.75
Check	09/23/2021	66074 Accounts Payable	TULIP CITY AIR SERVICE INC.		9,288.70
	Invoice	Date	Description		Amount
	2022-00000736	08/31/2021	AIRPOR T- AUGUST SERVICES		9,288.70
EFT	09/23/2021	7588 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	240.65
	Invoice	Date	Description		Amount
	2022-00000732	08/31/2021	AIRPORT - 8/31/21 CC		240.65
EFT	09/23/2021	7589 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	2,721.50

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 09/23/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice	Date	Description		Amount
	320899	09/09/2021	AIRPORT- PROFESSIONAL SERVICES AUGUST		2,721.50
EFT	09/23/2021	7590 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	41.99
	Invoice	Date	Description		Amount
	2022-00000733	09/23/2021	AIRPORT - SEPTEMBER READ DATE		41.99
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 10		$23,515.57

Checks:	7	$20,511.43
EFTs:	3	$3,004.14

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	09/30/2021	66196

Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	DAVIO, AMANDA	2022-00000824	AIRPORT MILEAGE REIMBURSEMENT MAAE ANNUAL CONF	09/30/2021	09/30/2021	168.00
	304 - FENCE CONSULTANTS OF WEST MICHIGAN INC	52224	AIRPORT - WEST GATE REPAIR	09/23/2021	09/30/2021	250.00
	292 - HARRIS AIRPORT SYSTEMS	460	AIRPORT - 3RD QUARTER MTCE FEE	08/26/2021	09/30/2021	4,000.00
	3558 - THELENWOOD AARON	2022-00000825	AIRPORT - MILEAGE REIMBURSEMENT MAAE ANNUAL CONF	09/30/2021	09/30/2021	168.00
	322 - TULIP CITY AIR SERVICE INC.	2022-00000853	AIRPORT - JULY SERVICES	07/31/2021	09/30/2021	10,257.72
	Total Selected Invoices: 5					$14,843.72

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 09/30/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	09/30/2021	66196 Accounts Payable	FENCE CONSULTANTS OF WEST MICHIGAN INC		250.00
	Invoice	Date	Description		Amount
	52224	09/23/2021	AIRPORT - WEST GATE REPAIR		250.00
Check	09/30/2021	66197 Accounts Payable	HARRIS AIRPORT SYSTEMS		4,000.00
	Invoice	Date	Description		Amount
	460	08/26/2021	AIRPORT - 3RD QUARTER MTCE FEE		4,000.00
Check	09/30/2021	66198 Accounts Payable	THELENWOOD , AARON		168.00
	Invoice	Date	Description		Amount
	2022-00000825	09/30/2021	AIRPORT - MILEAGE REIMBURSEMENT MAAE ANNUAL CONF		168.00
Check	09/30/2021	66199 Accounts Payable	TULIP CITY AIR SERVICE INC.		10,257.72
	Invoice	Date	Description		Amount
	2022-00000853	07/31/2021	AIRPORT - JULY SERVICES		10,257.72
Check	09/30/2021	66200 Accounts Payable	DAVIO , AMANDA		168.00
	Invoice	Date	Description		Amount
	2022-00000824	09/30/2021	AIRPORT MILEAGE REIMBURSEMENT MAAE ANNUAL CONF		168.00
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 5		$14,843.72

Checks: 5 $14,843.72

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	10/07/2021	66278

Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	146 - HOLLAND BOARD OF PUBLIC WORKS	2022-00000898	AIRPORT UTILITIES DUE 10/8/21	09/30/2021	09/30/2021	2,592.40
	Total Selected Invoices: 1					$2,592.40

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 10/07/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	10/07/2021	66278 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,592.40

Invoice	Date	Description	Amount
2022-00000898	09/30/2021	AIRPORT UTILITIES DUE 10/8/21	2,592.40

CITY AP PAYABLES ACCOUNT Totals: Transactions: 1 $2,592.40

Checks: 1 $2,592.40

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	10/14/2021	66387

Selected Invoices

Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport					
3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24853	AIRPORT - COMMUNICATIONS SUPPORT	10/08/2021	10/14/2021	3,000.00
4812 - C&S ENGINEERS INC.	0197344	AIRPORT - PROFESSIONAL SERVICES	10/11/2021	10/14/2021	4,500.00
316 - MEAD & HUNT INC - ACH	322116	AIRPORT - PROFESSIONAL SERVICES	10/11/2021	10/14/2021	374.00
2060 - MICHIGAN WEST COAST CHAMBER OF COMMERCE	2822	AIRPORT - MEMBERSHIP DUES	10/01/2021	10/14/2021	340.00
3992 - PROFESSIONAL BUILDING SERVICES LLC	2936	AIRPORT - SEPTEMBER CLEANING	09/30/2021	09/30/2021	598.00
190 - QUALITY AIR HEATING & COOLING INC	91030691	AIRPORT - SERVICES	10/05/2021	10/14/2021	169.00
206 - WEST MICHIGAN UNIFORM	332306	AIRPORT RUGS	09/30/2021	09/30/2021	281.25
Total Selected Invoices: 7					$9,262.25

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 10/14/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	10/14/2021	66387 Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		3,000.00
	Invoice	Date	Description		Amount
	24853	10/08/2021	AIRPORT - COMMUNICATIONS SUPPORT		3,000.00
Check	10/14/2021	66388 Accounts Payable	C&S ENGINEERS INC.		4,500.00
	Invoice	Date	Description		Amount
	0197344	10/11/2021	AIRPORT - PROFESSIONAL SERVICES		4,500.00
Check	10/14/2021	66389 Accounts Payable	MICHIGAN WEST COAST CHAMBER OF COMMERCE		340.00
	Invoice	Date	Description		Amount
	2822	10/01/2021	AIRPORT - MEMBERSHIP DUES		340.00
Check	10/14/2021	66390 Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		598.00
	Invoice	Date	Description		Amount
	2936	09/30/2021	AIRPORT - SEPTEMBER CLEANING		598.00
Check	10/14/2021	66391 Accounts Payable	QUALITY AIR HEATING & COOLING INC		169.00
	Invoice	Date	Description		Amount
	91030691	10/05/2021	AIRPORT - SERVICES		169.00
Check	10/14/2021	66392 Accounts Payable	WEST MICHIGAN UNIFORM		281.25
	Invoice	Date	Description		Amount
	332306	09/30/2021	AIRPORT RUGS		281.25
EFT	10/14/2021	7688 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	374.00
	Invoice	Date	Description		Amount
	322116	10/11/2021	AIRPORT - PROFESSIONAL SERVICES		374.00
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 7		$9,262.25

Checks:	6	$8,888.25
EFTs:	1	$374.00

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	10/21/2021	66531

Selected Invoices

AIR Airport

Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
1295 - COUNTY OF OTTAWA TREASURER	109786 AIRPORT	AIRPORT - DUE FROM CITY 4TH QTR 2021	10/12/2021	10/21/2021	44.46
101 - CUNNINGHAM DALMAN P.C.	296189	AIRPORT LEGAL	10/21/2021	10/21/2021	247.50
4323 - FERGUSON MICHELLE	2022-00001083	AIRPORT PETTY CASH REIMBURSEMENT	10/21/2021	10/21/2021	78.90
307 - HOLLAND CITY TREASURER	2022-4	AIRPORT - 7/1/21-6/30/22 ANNUAL IT FEE	07/09/2021	10/21/2021	2,000.00
120 - HOLLAND LITHO SERVICE INC	144938	AIRPORT - FEEDBACK CARDS	08/13/2021	10/21/2021	133.31
459 - LANDSCAPE DESIGN SERVICES INC	13852	AIRPORT - HAND WEEDING	09/30/2021	10/21/2021	226.00
4693 - PROMO AGENCY COMPANY	BS97003063A	AIRPORT - COFFEE MUGS	10/18/2021	10/21/2021	591.68
4680 - SMALL BUSINESS ASSOCIATION OF MICHIGAN	2022-00001082	AIRPORT - NOVEMBER SERVICES	10/21/2021	10/21/2021	94.75
Total Selected Invoices: 8					$3,416.60

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 10/21/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	10/21/2021	66531 Accounts Payable	COUNTY OF OTTAWA TREASURER		44.46
	Invoice	Date	Description		Amount
	109786 AIRPORT	10/12/2021	AIRPORT - DUE FROM CITY 4TH QTR 2021		44.46
Check	10/21/2021	66532 Accounts Payable	CUNNINGHAM DALMAN P.C.		247.50
	Invoice	Date	Description		Amount
	296189	10/21/2021	AIRPORT LEGAL		247.50
Check	10/21/2021	66533 Accounts Payable	FERGUSON , MICHELLE		78.90
	Invoice	Date	Description		Amount
	2022-00001083	10/21/2021	AIRPORT PETTY CASH REIMBURSEMENT		78.90
Check	10/21/2021	66534 Accounts Payable	HOLLAND CITY TREASURER		2,000.00
	Invoice	Date	Description		Amount
	2022-4	07/09/2021	AIRPORT - 7/1/21-6/30/22 ANNUAL IT FEE		2,000.00
Check	10/21/2021	66535 Accounts Payable	HOLLAND LITHO SERVICE INC		133.31
	Invoice	Date	Description		Amount
	144938	08/13/2021	AIRPORT - FEEDBACK CARDS		133.31
Check	10/21/2021	66536 Accounts Payable	LANDSCAPE DESIGN SERVICES INC		226.00
	Invoice	Date	Description		Amount
	13852	09/30/2021	AIRPORT - HAND WEEDING		226.00
Check	10/21/2021	66537 Accounts Payable	PROMO AGENCY COMPANY		591.68
	Invoice	Date	Description		Amount
	BS97003063A	10/18/2021	AIRPORT - COFFEE MUGS		591.68
Check	10/21/2021	66538 Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		94.75
	Invoice	Date	Description		Amount
	2022-00001082	10/21/2021	AIRPORT - NOVEMBER SERVICES		94.75
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 8		$3,416.60

Checks: 8 $3,416.60

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	10/28/2021	66644

Selected Invoices

Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport					
211 - BOBELDYK & ASSOCIATES INC	6112044	AIRPORT - SMALL CLAIMS SERVING FEE SCHLOFF	10/07/2021	10/28/2021	34.40
234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2022-00001167	AIRPORT - CC STMT	09/30/2021	10/28/2021	1,744.44
190 - QUALITY AIR HEATING & COOLING INC	91029808	AIRPORT - 9/1/21-11/30/21 SERVICES	09/10/2021	10/28/2021	725.75
320 - REHMANN ROBSON PC - ACH	RR680582	AIRPORT - 6/30/21 AUDIT PAYMENT#1	10/28/2021	10/28/2021	7,110.00
130 - SEMCO ENERGY GAS COMPANY - ACH	2022-00001168	AIRPORT - SEMCO PMT	10/28/2021	10/28/2021	68.05
800 - STATE OF MICHIGAN	591-10657834	AIRPORT - 7/21-9/21 WEATHER OBSERVATION	09/30/2021	10/28/2021	103.50
Total Selected Invoices: 6					$9,786.14

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 10/28/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	10/28/2021	66644 Accounts Payable	BOBELDYK & ASSOCIATES INC		34.40
	Invoice	Date	Description		Amount
	6112044	10/07/2021	AIRPORT - SMALL CLAIMS SERVING FEE SCHLOFF		34.40
Check	10/28/2021	66645 Accounts Payable	QUALITY AIR HEATING & COOLING INC		725.75
	Invoice	Date	Description		Amount
	91029808	09/10/2021	AIRPORT - 9/1/21-11/30/21 SERVICES		725.75
Check	10/28/2021	66646 Accounts Payable	STATE OF MICHIGAN		103.50
	Invoice	Date	Description		Amount
	591-10657834	09/30/2021	AIRPORT - 7/21-9/21 WEATHER OBSERVATION		103.50
EFT	10/28/2021	7752 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	1,744.44
	Invoice	Date	Description		Amount
	2022-00001167	09/30/2021	AIRPORT - CC STMT		1,744.44
EFT	10/28/2021	7753 Accounts Payable	REHMANN ROBSON PC - ACH	072000326 / 651933178	7,110.00
	Invoice	Date	Description		Amount
	RR680582	10/28/2021	AIRPORT - 6/30/21 AUDIT PAYMENT#1		7,110.00
EFT	10/28/2021	7754 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	68.05
	Invoice	Date	Description		Amount
	2022-00001168	10/28/2021	AIRPORT - SEMCO PMT		68.05
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 6		$9,786.14

Checks:	3	$863.65
EFTs:	3	$8,922.49

City of Holland

Accounts Payable Payment Post Listing

Batch Department / Invoice Department	Bank Account	Check Date	Starting Check Number
AIR Airport	PAYABLES ACCOUNT	11/04/2021	66714

Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	4804 - ARR AVIATION BIV	2022-00001205	AIRPORT - SEPTEMBER SERVICES	09/30/2021	10/31/2021	5,240.23
	4541 - AUTOMATIC DOOR SERVICE	21778	AIRPORT - SERVICE LABOR AND PARTS	10/26/2021	10/31/2021	1,028.95
	3992 - PROFESSIONAL BUILDING SERVICES LLC	2533	AIRPORT - JUNE 2021 SERVICES	07/01/2021	10/31/2021	598.00
	3992 - PROFESSIONAL BUILDING SERVICES LLC	2788	AIRPORT - AUGUST SERVICES	08/31/2021	10/31/2021	598.00
	206 - WEST MICHIGAN UNIFORM	334105	AIRPORT - RUGS	10/31/2021	10/31/2021	305.35
	Total Selected Invoices: 5					$7,770.53

City of Holland

Payment Batch Register

Bank Account: CITY AP - PAYABLES ACCOUNT

Batch Date: 11/04/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	11/04/2021	66714 Accounts Payable	ARR AVIATION BIV		5,240.23
	Invoice	Date	Description		Amount
	2022-00001205	09/30/2021	AIRPORT - SEPTEMBER SERVICES		5,240.23
Check	11/04/2021	66715 Accounts Payable	AUTOMATIC DOOR SERVICE		1,028.95
	Invoice	Date	Description		Amount
	21778	10/26/2021	AIRPORT - SERVICE LABOR AND PARTS		1,028.95
Check	11/04/2021	66716 Accounts Payable	PROFESSIONAL BUILDING SERVICES LLC		1,196.00
	Invoice	Date	Description		Amount
	2533	07/01/2021	AIRPORT - JUNE 2021 SERVICES		598.00
	2788	08/31/2021	AIRPORT - AUGUST SERVICES		598.00
Check	11/04/2021	66717 Accounts Payable	WEST MICHIGAN UNIFORM		305.35
	Invoice	Date	Description		Amount
	334105	10/31/2021	AIRPORT - RUGS		305.35
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 4		$7,770.53

Checks: 4 $7,770.53