

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



West Michigan Airport Authority

Regular Meeting Agenda

January 10, 2022

11:30am – 1:00pm

270 S. River Ave, Holland, MI

Holland City Hall

<https://us06web.zoom.us/j/88072926094>

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

1. Public Comment.
2. Election of Officers (Action Requested).
3. Committee Appointments.
4. Consideration of December 13, 2021 meeting minutes (Action Requested).
5. Approval of Entity Partners Lease Renewal (Action Requested).
6. Runway/Lighting Rehab Contract Modifications (Action Requested)
7. Adoption BPW Renewable Energy Credit (Action Requested).
8. Partnership with Civil Air Patrol (Action Requested).
9. Review of 2021 Airport Strategic Plan (Action Requested).
10. FBO Report (Accept as Information).
11. Updates:
 - A. Budget Preparation: Operations Committee Meeting (No Action)
 - i. Operations Committee meeting: TBD
 - ii. Review Year over Year Fuel Sales
 - iii. Review Selected Expenses Chart
 - iv. Review Utilities
12. Financial Reports (Action Requested).
13. Updates from the Board.
14. Other Business

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.

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- A. Parcel K Update
- B. Update Regarding Charter at WMRA
- C. Meeting with BETA
- D. Upcoming meeting with Developer

14. Adjourn

Next Meeting will be held February 14th, 2022.

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January 10th, 2022

REPORT 2

To: West Michigan Airport Authority Board.
From: Amanda Davio, Project Administrator.
Subject: **Election of Officers for 2022.**

The Airport Authority by-laws require annual election of the Board Chairperson, Vice-Chairperson, Secretary and Treasurer. The 2021 holders of these positions are:

Chairperson	Russ Sylte, Park Township
Vice-Chairperson	Scott Corbin, City of Holland
Secretary	Beth Blanton, City of Zeeland
Treasurer	Lynn McCammon, City of Holland Finance Director

The process for electing Officers is as follows:

1. The **Chairperson** opens the floor for nominations for one position at a time.
2. Individual **Board members may make a nomination** simply by saying "I nominate _____ for the position of _____. **A second is not needed for a nomination.**
3. Once all nominations are received, the **Chairperson closes** the nominations for the position.
4. Then a Board member may make a motion to elect any one of the nominees for the particular position. **This motion needs to be seconded.** If the motion is seconded and receives at least 5 votes, this nominee is elected to the position. The remaining nominees, if any, are not voted on.
5. If none of the nominees receives 5 votes, then the process starts anew.

This process is followed for each position. The Treasurer position has typically been filled by the City of Holland Finance Director since this office is responsible for overseeing the finances of the Authority.

West Michigan Airport Authority

MEETING MINUTES

December 13th, 2021

*****11:30 a.m. – 1:00 p.m.*****

60 Geurink Blvd. Holland, MI

PRESENT: Hoekstra, Corbin, Murray, Klynstra, Blanton, Hoogland, Keeter, Garcia

ABSENT: Sylte, King, Storey

OTHERS PRESENT: Airport Authority Director Thelenwood, Project Administrator Davio, Krystal Benson (Auditor), Peter Eichleay (FBO), Alan Radlo (FBO), Dave Lussier (FBO), Treasurer McCammon, Jeff Thoman (Mead & Hunt), David Madrigal (USDA), Leanne Schaefer (Boileau Communications), Paul Elzinga (Public).

Board Co-Chair Corbin called the meeting to order at 11:30 a.m.

21.12.01 Public Comments.

Peter Eichleay & Alan Radlo (President and Owner) of FlightLevel Aviation (FBO) introduced themselves to the Board and summarized the ongoing transition in Holland. Fuel sales are returning to normal and are exceeding pre pandemic numbers. Eichleay & Radlo expressed their excitement at growing in Holland and looked forward to future investment opportunities.

21.12.02 November 8th, 2021 Meeting Minutes.

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

Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Blanton, Keeter**

Nays: None

Motion carried.

21.12.03 Approval of 2022 Meeting Schedule

Davio presented the calendar year 2022 meeting schedule to the Board. Corbin recommended accepting the meeting schedule with the amendment that meetings will be held in person or virtually, as law permits.

Klynstra made a motion with support by Hoekstra to approve the meeting schedule, with the recommended amendment, as presented.

Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Blanton, Keeter**

Nays: None
Motion carried.

21.12.04 FY 21 Financial Audit Report

Krystal Benson apprised the Board of the completed annual financial audit findings. No issues were identified and the report reflected the strong financial standing and stewardship of the Airport Authority. Benson also apprised the Board of upcoming financial and auditing requirements under Law. Treasurer McCammon assured the Board that her staff had already been briefed and are well positioned to guide Airport staff through the changes.

Klynstra made a motion with support by Keeter to approve the Audit Report and findings, as presented.

Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Blanton, Keeter**

Nays:

Motion Passed

21.12.05 Airport Capital Improvement Plan

Director Thelenwood presented the Board with the five (5) year capital improvement plan required to be submitted to MDOT on an annual basis. The plan outlined upcoming capital improvement projects as well as grant funding allocations

Hoekstra made a motion with support by Keeter to approve the Airport Capital Improvement Plan, as presented.

Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Blanton, Keeter**

Nays:

Motion Carried

21.12.06 Approval of 2021 CRRSAA Grant Agreement

Davio presented the grant agreement for the 2021 CRRSAA program which provides the airport an additional \$57,000 of COVID response funds, which can be used on any standard operational expenses.

Klynstra made a motion with support by Keeter to approve the CRRSAA Grant Award Agreement, as presented.

Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Blanton, Keeter**

Nays:

Motion Passed

21.12.07 Approval of Wildlife Management Agreement with USDA

Davio presented a proposal to the Board to partner with the USDA in management of wildlife on the airfield. Davio and David Madrigal (USDA) outlined the wide array of services offered by USDA to both remove wildlife when necessary, reduce habitation, and work with local partners. USDA provided a proposal totaling \$10,000 per calendar year.

Hoekstra made a motion with support by Klynstra to approve the agreement, as presented.

Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Blanton, Keeter**

Nays:

Motion Carried

21.12.08 Approval of Ground Lease Agreement with Lake Michigan Credit Union (Fogg Hangar Project)

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

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

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

Thelenwood recommended that the Airport Authority Board approve the following:

1. The Ground Lease Agreement with Lake Michigan Credit Union, subject to final approval as to form by the Authority' attorney
2. That all attorney fees be reimbursed to the authority before signing

Once these conditions are met, the agreement will be submitted to the City of Holland for approval.

Hoekstra made a motion with support by Klynstra to approve the agreement, as presented.

Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Blanton, Keeter**

Nays:

Motion Carried

21.12.9 Authorize Airport Director to Pursue Airport Manager Certification

Davio presented a proposal to the Board for Airport Director Thelenwood to pursue an Airport Manager's certification. This certification is a formal designation from MDOT. Given the ongoing marketing efforts, as well as the expanding code enforcement requirements of the Airport Manager, it had been deemed a priority to bring this designation in house. Currently, FlightLevel Aviation (FBO) serves as the Airport Manager. FlightLevel would remain "Assistant Airport Manager" under this proposal, and continue to provide maintenance services and issue NOTAMS under the parameters of the Airport Manger Agreement. The Airport Manager agreement would be amended to reflect this change.

Klynstra made a motion with support by Keeter to authorize the proposal, as presented.

Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Blanton, Keeter**

Nays:

Motion Carried

21.12.10 Year in Review.

Director Thelenwood presented the Board with an exhaustive list of initiatives and accomplishments of the Airport Authority and the Board over the past twelve months. Substantial progress had been made on key strategic objectives of the Board along with new opportunities that had presented themselves over the year. No Action was requested.

21.12.11 FBO Report.

Lussier (FBO) walked the Board through FBO operations over the past month. Fuel sales are up, and 20% over pre-pandemic figures. Corbin requested that that the Board be presented with a chart at future meetings, showing the historic trends of fuel sales over the past three years. Eichleay (FBO) stated they will pull this together.

FBO report was accepted as information.

21.07.12 Financial Reports

Klynstra made a motion with support by Keeter to authorize the proposal, as presented.

Aye votes: **Hoekstra, Corbin, Murray, Klynstra, Blanton, Keeter**

Nays:

Motion Carried

21.07.13 Updates from the Board.

None

21.07.14 Other Business

Thelenwood Briefed the Board on the status of the Parcel K listing. The listing agreement was approved by the City of Holland, and the Parcel would be listed at an asking price of \$799,000. The agreement was awaiting final approval by the City's Attorney and signatures from the Mayor.

Thelenwood briefed the Board on conversations with Metal Flow's CEO and informed the Board that conversations with Gentex and other on field stakeholders would be underway soon.

FlightLevel would hold a public meet and greet the evening of the 13th.

Meeting Adjourned at 1:00 p.m.

Minutes Approved: (Secretary)

Date: _____

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January 10, 2022

REPORT 5

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Approval of Entity Partners Lease Renewal**

The Airport Authority entered into a thirty (30) year land lease with Entity Partners (Ron Ludema) for 51,759 square feet of property located on the West end of Geurink Blvd. (see map below). This lease was entered into in November 1994 and is coming up for renewal. The original lease allowed for one renewal, subject to approval by the Airport Authority Board and the Airport Authority received written notice from Entity Partners of their intent to renew. The lease was last amended in 2009 to reference the then updated FBO Agreement. Currently, the leased property is subleased to FlightLevel Aviation for FBO purposes.

Overall, the terms of the proposed lease renewal do not differ substantially from the previous lease. There are some baseline revisions to address changes to the surrounding property and developments over the past three decades. Additionally, lease rates will be amended to be brought in-line with current market conditions. The lease agreement is undergoing final revisions at this time. The recommendations would be to approve the attached list of amendments if agreed upon. Any substantial changes would be brought back to the Board at the February 14th meeting.

The current lease is due for renewal by February 17th, 2022.

Recommendation

It is recommended that the Airport Authority Board approve the Lease Renewal with Entity Partners, including the attached updates, subject to final approval as to form by the Airport Authority's Attorney. If any substantial changes are made, the agreement will be brought back at the February 14th meeting.

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Entity Partner Lease Revisions

1. Review lease rate.
2. Paragraph 5 would be modified since access to the parcel comes from Geurink Blvd as a public road.
3. Paragraph 7 would be updated to reflect Flight Level as the FBO and any other subleases would require WMAA approval.
4. Paragraph 10. Clarify if the Ramp Area is included in the legal description of the Leased Premises for the Tenants obligation to maintain and repair.
5. Paragraph 11 would be amended to include regulations of the WMAA.
6. Paragraph 13B would be included in the new draft of the Lease even though it is self explanatory that the WMAA has control over the development of the Airport.
7. Paragraph 15 would be clarified regarding the “front yard” to indicate that it is the portion facing Geurink Blvd.
8. Paragraph 18. Update to refer to FlightLevel. Interest rate to refer to Wall Street Journal rather than FMB.
9. Paragraph 18 E. Discuss with Ron this paragraph to see if it is applicable.
10. Paragraph 28. We would propose to delete the last paragraph.
11. Exhibit A. Make sure it's still accurate, update accordingly.

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AMENDMENT TO LAND LEASE

West Michigan Airport Authority / Entity Partners, LLC

This Amendment to Lease is entered into this 18th day of Nov, 2009, by and between the **West Michigan Airport Authority**, a community airport authority formed under Act 206 of the Public Acts of 1957 ("Authority"), and **Entity Partners, L.L.C.**, a Michigan limited liability company of 1581 South Washington Avenue, Holland, Michigan 49423 ("Lessee").

Witnesseth:

On November 5, 1994, the Lessee entered into a Land Lease ("Lease") with the City of Holland relating to certain property located at Tulip City Airport in the County of Allegan, State of Michigan. The Lease was assigned by the City of Holland to the Authority upon the establishment of the Authority. The Authority has entered into a Fixed Base Operator Agreement with an effective date of July 1, 2009 ("FBO Agreement"). The Lessee and the Authority desire to amend the references to the FBO Agreement contained in the Lease.

The parties agree as follows:

1. Paragraphs 7 and 18, referencing an FBO Agreement dated October 23, 1986, are amended to reference the FBO Agreement with an effective date of July 1, 2009.
2. With the exception of the change, amendment, and modification contained herein, the remaining terms and conditions of the Lease are reaffirmed and republished.

This Amendment is executed this 18th day of Nov., 2009.

WEST MICHIGAN AIRPORT AUTHORITY

By: K.D. Dykstra

Its: Chairperson

ATTEST:

By: Amanda Price

Its: Secretary

ENTITY PARTNERS, L.L.C.

By: Ronald P. Ludema
Ronald P. Ludema

Its: Member

APPROVED AS TO FORM:

BY:

Andrew J. Mulder
Attorney

DATE:

11/4/2009

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By: K.D. Dykstra
Its: Chairperson

ATTEST:

By: Amanda Price
Its: Secretary

ENTITY PARTNERS, L.L.C.

By: Ronald P. Ludema
Ronald P. Ludema

Its: Member

APPROVED AS TO FORM

BY: Andrew J. Mulder
Andrew J. Mulder
Attorney

DATE: 11/4/2009

LAND LEASE

between

CITY OF HOLLAND

and

Ron Luberna ENTITY PARTNERS, L.L.C.

THIS LEASE is entered into this 15th day of November, 1994, by and between the CITY OF HOLLAND, a Municipal Corporation of Ottawa and Allegan Counties, Michigan (hereinafter referred to as "Lessor") and ENTITY PARTNERS, L.L.C., a Michigan Limited Liability Company of 1581 South Washington Avenue, Holland, Michigan (hereinafter referred to as "Lessee").

WITNESSETH:

For and in consideration of the mutual covenants hereinafter provided, the Lessor and the Lessee agree as follows:

1. Premises Leased. The Lessor hereby leases to the Lessee the following described premises, being a part of the Tulip City Airport ("Airport"), located in the County of Allegan, State of Michigan, which is legally described on the attached Exhibit A. Said described premises shall hereinafter be referred to as the "Premises".

The Lessor warrants that it is the owner of the Premises and that it does in fact possess the legal authority to lease the same in the manner provided herein.

2. Term. The Lessee shall have and hold the Premises beginning on the 17th day of NOVEMBER, 1994 and expiring on the 17th day of February, 2022, inclusive (unless said term shall be sooner terminated as hereinafter provided, pursuant to

Paragraph 19 and 22), upon the terms, covenants, and conditions hereinafter contained.

The Lessee shall have the privilege of using, for the term of this Lease or any extensions thereof, in common with others and the public, the public flying field known as Tulip City Airport, subject to the charges, rules, and regulations governing such field issued by the Federal and State Aeronautical Agencies and by the City of Holland. It is expressly understood that this privilege covers the entire period of the Lease and any extensions thereof as hereinafter set forth.

3. Option to Renew. The term of this Lease may be extended for an additional term of 30 years under the following terms, conditions, and agreements:

A. Notice of the exercise of this option must be given by Lessee to Lessor not less than 180 days prior to the expiration of the initial term;

B. Lessee shall not be permitted to renew this Lease if Lessee shall be in default of any term, condition, or agreement set forth in this Lease;

C. The renewal of this Lease shall be subject to negotiations between Lessor and Lessee regarding the rental to be paid by Lessee to Lessor during the renewal term (however, in no event shall the rent to be paid during the renewal term be less than the amount paid at the end of the initial term). In addition, Lessee shall be responsible for any additional terms, conditions, and agreements required by

Lessor of all Lessees for the operation of the Airport as a specific condition for renewal;

D. The removal, replacement, or restoration of the improvements, facilities, and buildings incidentally related thereto located on the Premises shall meet reasonable standards of Lessor for the operation of the Airport; and such other terms, conditions, and agreements as shall be mutually agreed by Lessor and Lessee.

4. Rental. For the term of the Lease commencing on the 17th day of NOVEMBER, 1994, and ending on the 17th day of February, 1995, Lessee shall pay to Lessor the aggregate sum of \$ 1552.77, in installments of \$ 517.59 per month, in advance, with the first installment payment commencing on the 17th day of NOVEMBER, 1994, and a like amount on the 17th day of each and every month thereafter until the 17th day of February, 1995. All rental payments shall be made by Lessee to Lessor at the City Manager's Office, City Hall, Holland, Michigan. Monthly rental payments shall be prorated, if necessary.

It is understood and agreed that the rental payment to be paid until February 17, 1995, ("initial term") is based upon a Premises of 51,759.03 square feet at a rate of \$.12 per square foot. Commencing on the 17th day of February, 1995, and on the same date of each subsequent year thereafter ("Rental Adjustment Date"), the base rental rate of \$.12 per square foot multiplied by the aggregate land area of the Premises shall be adjusted by the amount obtained by dividing the previous rental amount by the Consumer Price Index for the month of February of the preceding

year and multiplying the quotient thereof by the last Consumer Price Index figures published for the month of February of the year thereafter. After determining the rental adjustment, the annual rental rate shall be increased by the adjusted amount and the increased rental shall be paid to Lessor by Lessee in monthly installments on the same day of each month as rent was previously paid.

For the purpose of this Lease, the Consumers Price Index means the final Index for "All Items" for Urban Wage Earners and Clerical Workers Commodity Groups for the Detroit area as determined by the United States Department of Labor, Bureau of Statistics.

Should the United States Government revise its price index at any time, the parties hereto will follow such suggestions as the government may issue for making an arithmetical changeover from one index to another.

5. Airport Road. Lessee, its subtenants, customers, agents, employees, invitees, and others claiming of right under Lessee shall have the right and privilege to use the Airport service roads to the Premises for purposes of ingress and egress during the term of this Lease, in common with others.

6. Water Service/Sewer Service/Maintenance. Lessee shall pay all costs necessary to service the building to be located on the Premises with water and sewer services during the term of this Lease, and shall pay all assessments, costs, hook-up fees, or charges necessary to make utility connections to the building located on the Premises.

7. Purposes for Which Premises to be Used. The Premises are to be used by the Lessee as a site for the maintaining, servicing, and storing of aircraft in connection with the Fixed Base Operator Agreement dated October 23, 1986 ("FBO Agreement"), executed by Lessor and Tulip City Air Service, Inc., as existing or hereafter amended. Lessee shall not use the Premises for any other purpose without the express written consent of Lessor. The Lessee shall have the right to sublease any part of the building to be located on the Premises. However, the Lessee shall insure that none of its sub-tenant uses of the Premises would constitute a violation of any provision of this Lease or the FBO Agreement executed by Lessor and Tulip City Air Service, Inc.

8. Conduct of Operations on Premises. In its use of the Premises, the Lessee will comply with the following requirements and regulations:

A. The Lessee shall not consent to any unlawful use of the Premises, nor permit any such unlawful use thereof.

B. The Lessee further agrees that all Federal, State, and local laws will be observed, including the rules and regulations of the Federal and State Aeronautical authorities and the local governing authority.

C. The operations of the Lessee, its employees, invitees and those doing business with it shall be conducted in an orderly and proper manner, and so as not to annoy, disturb, or be offensive to others at the Tulip City Airport. The Lessor shall have the right to complain to the Lessee as to the demeanor, conduct, and appearance of the

Lessee's employees, invitees and those doing business with it, whereupon the Lessee will take all reasonable steps necessary to remove the cause of the complaint.

D. All rules and regulations of the State Fire Marshall shall be complied with by the Lessee in the conduct of its operations of the Premises.

E. The Lessee agrees to pay all reasonable and proper taxes, assessments, license fees or other charges levied or assessed on the buildings, structures or their contents during the term of this Lease or any renewal thereof and Lessor makes no representation, covenant, or warranty regarding the tax exempt status of the building, land, or improvements.

F. The Lessee shall pay for water, gas, sewer, electric, telephone service and other utilities utilized or consumed on the Premises.

G. The Lessee agrees at all times to keep the Premises in a neat, clean, and orderly condition, free of weeds, rubbish or any unsightly accumulations of any nature whatsoever.

H. Lessee acknowledges that Lessor has entered into the FBO Agreement for the operation of the Airport. Pursuant to the terms of the FBO Agreement, the Fixed Base Operator is required to provide snowplowing and landscaping maintenance on the airport, and is authorized to charge third parties for such services pursuant to the terms of the FBO Agreement. Lessee agrees to pay all charges,

fees, and costs incurred by the Operator relating to the snowplowing and landscaping maintenance for areas leased or maintained by Lessee pursuant to this Lease.

Notwithstanding the foregoing, Lessee shall not be prohibited from performing landscaping and maintenance in addition to the services provided by the Operator pursuant to the FBO Agreement.

9. Buildings. The Lessee may, at its own expense, with the prior written consent of the Lessor, and subject to the building standards adopted by the Lessor for the Airport, make alterations, additions, and improvements to the Premises, including the construction of a separate building or buildings, hangars, and additions to presently planned buildings. All said alterations, buildings, hangars, or improvements shall be and remain the personal property of the Lessee through the term of this Lease, or any extension thereof.

Subject to the right of Lessor to purchase the building, fixtures, and improvements pursuant to Paragraph 20, the Lessee shall have the privilege of removing any or all of said buildings, alterations, additions, hangars or improvements placed on the Premises, at any time prior to the expiration of this Lease, or any extension thereof, providing that on such removal the Lessee shall restore the Premises to a graded and level condition and of neat appearance. No building, hangar, or other improvements may be removed by the Lessee until all rents due have been paid to date, and the option to purchase of Lessor pursuant to Paragraph 20 has expired. If the Lessee does not

intend to remove the aforesaid alterations, additions, hangars, buildings or improvements prior to the end of the term of this Lease, it shall give written notice of this fact to the Lessor at least 60 days prior to such termination, in which case the Lessor may at its discretion order the Lessee to remove any or all such alterations, additions, hangars, buildings or improvements. Failure on the part of the Lessee to comply with such order to remove shall entitle the Lessor to cause to have any or all said alterations, additions, hangars, buildings or improvements removed, and the cost of such removal shall become the sole obligation and responsibility of the Lessee, or at the discretion of the Lessor, the alterations, additions, hangars, buildings, or improvements may be allowed to remain in place and shall thereupon become the sole property of the Lessor without reimbursement to Lessee. Upon surrendering the Premises for any reason whatsoever, the Lessee shall surrender possession to the Lessor free and clear of any encumbrances whatsoever, excepting those placed thereon by the Lessor.

10. Access Road, Taxiways and Ramp Areas. Lessor and Lessee hereby acknowledged that a portion of the Premises will include Lessee's access road to the main service road and Lessee's taxiways and ramp areas. Lessee hereby agrees that it shall be responsible for all maintenance, upkeep, and repair of its access roads, taxiways, and ramp areas for all portions located within the Premises. All maintenance, upkeep, and repair shall be in accordance with any federal, state, or local requirements. In the event Lessee should fail to comply with the

provisions of this paragraph, Lessor may enter on the access roads, taxiways, and ramp areas to perform necessary maintenance, upkeep, and repair and assess Lessee the cost therefor.

11. Compliance with Rules and Regulations. The Lessee shall construct all buildings and all improvements thereto, in accordance with all applicable state and city ordinances, and regulations adopted for the operation of Tulip City Airport by the City of Holland, including regulations of the Michigan Fire Marshal and any other applicable state, county, and local laws, ordinances, and regulations.

It is further understood and agreed that at any time during such occupancy or the construction of said buildings or improvements thereof, and also upon their completion, said Premises, buildings, and improvements located thereon shall be subject to the inspection and approval of the Michigan State Fire Marshal and the City of Holland, and any other representatives of interested state, county, or local governments as specified above.

The Lessee agrees, during the occupancy of the Premises, to comply with all laws, local, State, and Federal, including all building codes, pertaining to sanitation, health, policy, and fire protection. In the event it is necessary for Lessee to connect to water, sewer, electrical, or gas utilities to service the improvements to be constructed on the Premises, Lessee shall pay all costs for the connections and utility installations.

12. Insurance. Insurance for loss by fire and extended coverage shall be kept and maintained on all buildings and improvements located on the Premises by the Lessee in such amounts and with such insurance company or companies as are authorized to write insurance in the State of Michigan. In the event of loss by fire, hail, or windstorm, the proceeds from such insurance shall be used by the Lessee to repair or replace such loss within 90 days, or the Lessee shall demolish the building or improvements so damaged and restore the Premises to a graded level and neat appearance. Rent shall not abate during the period the buildings or improvements are untenable.

The Lessee shall procure, keep and maintain during the term of this Lease, or any renewal thereof, insurance policies providing general liability and property damage insurance of not less than \$300,000.00 for property damage and of not less than \$500,000.00 for public liability. Such policies shall cover losses caused by the acts and omissions of the Lessee, its agents and employees, or by the operation of vehicles or other equipment owned or operated by the Lessee, its agents or employees. The Certificate of Insurance of Lessee shall name the Lessor as an additional insured for required coverage for general liability, and a Certificate of Insurance shall be filed with the Lessor upon the commencement of this Lease. The Lessee agrees to defend and hold the Lessor harmless from any claim, suit, or process of any nature, including attorney fees and costs, whatsoever arising out of this Lease or any extension thereof. This covenant of indemnification shall be subject to the limitations set forth in

Paragraph 28 hereof. Said agreement to defend and hold harmless shall be in effect even though the Lessee has obtained the various insurance policies hereinabove stated. Lessee hereby waives subrogation of any claim, action, or liability in its insurance coverage against Lessor, its agents, officers, employees, or directors.

13. Compliance with Federal Agreements. This Lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the Airport, provided, however, that any right, title, and interest of the Lessee in the Premises shall not be taken without just compensation therefor being first made. In addition, this Lease shall be subject to the following:

A. This Lease shall be non-exclusive and subordinate to the provisions of any existing or future agreement between the Lessor and the United States, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditures of Federal funds for the development of the Airport.

B. The Lessor reserves the right to further develop or improve the landing area of the Airport as it sees fit regardless of the desires or views of the Lessee, and without interference or hindrance.

C. The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstruction, together with the right to prevent the Lessee from erecting or permitting to be erected any building or other structure on the airport which, in the reasonable opinion of the Lessor, would limit the usefulness of the Airport or constitutes a hazard to aircraft.

14. Right of Way for Ingress and Egress, Parking, Fencing.

A. The Lessee, its agents, licensees, invitees, subtenants and employees to Lessee shall have the nonexclusive use of any roads or service drives on Tulip City Airport for purposes of ingress and egress to the Premises.

B. The Lessee shall provide parking facilities upon the Premises with the Lessee being responsible for all maintenance, all snow removal, and repair relating to such parking facilities which are not serviced by the Fixed Base Operator for the Airport.

C. In case it shall become necessary to construct any fences for the protection of the public using the Airport as a public facility, or said construction is deemed necessary by the Lessor to preserve substantial uniformity of appearance of all buildings at the Airport, or to provide privacy to the Lessee at the Premises, or if Federal authorities required the construction thereof, such fence shall be erected at the Lessee's expense, and only after approval and consent is had from the Lessor as to location

and type of fencing. Upon the giving of notice by the Lessor to the Lessee, in writing, requesting that fencing be erected on the Premises or surrounding any portion thereof, the Lessee shall erect such fencing as soon as possible and maintain the same in good repair and condition at all times in accordance with the request made by the Lessor. If the Lessor, pursuant to the terms of this clause, requests the Lessee to construct fencing and subsequent thereto requests the same of the tenant or lessee of land contiguous to the Premises, the Lessor agrees to order such latter tenant or lessee to reimburse the Lessee 1/2 of the cost of such portion of fencing erected by the Lessee which is utilized by such latter tenant or lessee in complying with said request of the Lessor.

15. Conditions Upon Use of the Premises. The Lessee shall have the right to erect a building and/or occupant identification sign upon the exterior of the buildings to be constructed on the Premises or in the front yard area thereof. The sign shall be approved by the Airport Building Committee. No other signs or advertising matter shall be painted, posted, or displayed upon any portion of the Premises, including upon the buildings and structures placed thereon, without the written consent of the Lessor, which consent shall not be unreasonably withheld.

The Lessor hereby agrees that the Lessee may place a mortgage upon any and all buildings to be located on the Premises for the purposes of securing a loan or loans, and that the Lessee (or Mortgagor) shall notify the Lessor in writing of the name and

address of the mortgagee and the terms of the Mortgage prior to the placement thereof. Any notice of default in the terms of the Lease served upon the Lessee by the Lessor shall also be served upon the mortgagee, and said mortgagee shall have a like opportunity to cure such defect as the Lessee may have. Notwithstanding the foregoing, this Lease shall not be subordinate to the interests of any mortgagee in the Premises.

16. Late Rental Payments. If, during the term of this Agreement, the Lessee shall be late in making rental payments as provided herein, the Lessee shall pay, and the Lessor shall receive, a service charge of one and one-half percent (1.5%) per month of the late rental payment until said amount is paid. This shall be in addition to and shall in no way affect any other rights reserved to the Lessor or existing in the Lessor by virtue of the laws of the State of Michigan.

17. Termination, Cancellations, Forfeiture. The Lessor and the Lessee agree that this Lease shall terminate at the expiration of the term herein specified. Further, that upon the breach by the Lessee of any of the terms and conditions herein, the Lessor shall give written notice to the Lessee specifying the nature of the breach by Lessee, and if such breach is not cured by the Lessee within 30 days of the date such notice is mailed by the Lessor, this Lease shall be deemed forfeited by the Lessee and canceled by the Lessor. Lessee shall pay reasonable costs and attorneys fees incurred by Lessor in connection with the termination, cancellation, forfeiture, or enforcement of the Lease.

Upon cancellation of the Lease, Lessee or any guarantor of the Lease shall remain liable for any unpaid rent, expenses, or costs to be paid by Lessee to Lessor during the remaining term of this Lease.

18. Option to Purchase by Lessor. Lessor and Lessee hereby acknowledge the FBO Agreement between Lessor and Tulip City Air Service, Inc. dated October 23, 1986 for the operation and maintenance of the Airport. Lessor and Lessee further acknowledge that there is an identity of shareholders in Tulip City Air Service, Inc. and the members of Lessee. In the event the FBO Agreement between Lessor and Tulip City Air Service, Inc. is terminated, canceled, or forfeited, Lessor shall have the option to purchase the buildings, fixtures, equipment, and improvements ("Improvements") located on the Premises in accordance with the following terms, conditions, and agreements:

A. Lessor shall give 15 days written notice to Lessee (Purchase Notice) of its desire to purchase the Improvements located on the Premises.

B. For a period not to exceed 30 days from the date the Purchase Notice is sent by Lessor to Lessee, Lessor and Lessee shall attempt to agree on a mutually agreeable purchase price for the Improvements located on the Premises. In the event Lessor and Lessee agree on a mutually acceptable purchase price, the purchase and sale of the Improvements shall be closed in accordance with the terms of the Purchase Agreement between Lessor and Lessee and the installment purchase provisions of Paragraph D hereof.

C. In the event Lessor and Lessee are unable to agree on a mutually acceptable purchase price, Lessor and Lessee shall obtain written appraisals of the Improvements located on the Premises within 60 days from the date the parties have determined that a mutually acceptable purchase price cannot be reached. The appraisals by the respective parties shall be completed, in writing, by a MAI or SRP fee appraiser based upon the individual selection of the Lessor and Lessee. The average purchase price of the two appraisals of Lessor and Lessee for the Improvements shall be the "Purchase Price" to be paid by the Lessor to the Lessee. For purposes of determining the Purchase Price, the appraiser shall determine the fair market value of the Premises based upon generally accepted appraisal standards applicable to MAI and SRP designated appraisers and based upon the assumption that the Lessee would perform the remaining term of this Lease, with renewal.

D. The Purchase Price to be paid by Lessor to Lessee shall be represented by a Land Contract providing for no cash to be paid by Lessor to Lessee at closing with a monthly payment of principal and interest amortized for a term of 25 years (but in no event shall this principal and interest payment be less than Lessee's existing payment of principal, interest, taxes, and insurance for financing of the Premises. Interest on the principal balance of the Land Contract shall accrue at the mortgage rate for the financing of Lessee or if no financing exists, at one percent (1%)

over FMB-First Michigan Bank's prime rate. The Land Contract shall provide for full payment of principal and accrued interest within 60 months of the date of the Land Contract.

E. Lessor shall not be obligated to purchase the Improvements located on the Premises as long as Tulip City Air Service, Inc. shall be the designated Fixed Base Operator for Tulip City Airport by the Lessor.

F. Lessor shall not be obligated to purchase the Improvements located on the Premises if Lessee shall have defaulted pursuant to the terms, conditions, and agreements set forth in this Lease. In the event Lessor shall fail to purchase the Improvements on the Premises as a result of a prior default by Lessee, Lessor shall notify Lessee pursuant to Paragraph 19 of the defaults pursuant to the Lease and if Lessee fails to cure such defaults in accordance with Paragraph 19, Lessor shall not be obligated to purchase the Improvements on the Premises. Upon termination of the Lease pursuant to Paragraph 19 or Paragraph 22 hereof, all buildings, fixtures, improvements, or appurtenances thereto located on the Premises shall revert to the Lessor without any payment or reimbursement by Lessor.

19. Rental Adjustment. Lessor and Lessee hereby acknowledge that the gross area of the Premises (51,759.03 square feet) anticipates possible future development. In the event a building is constructed resulting in a reduction in dimension of the Premises, the Premises shall be reduced, upon mutual

agreement of Lessor and Lessee, and the rent shall be prorated and adjusted in accordance with the aggregate square footage of the Premises.

20. Notice of Termination - Lessor. In addition to the provisions of this Agreement relating to termination as are set forth in Paragraph 19 hereof, the Lessor may terminate and cancel this Lease if it is unable to operate the Airport and is required to reimburse the United States of America, the State of Michigan, or such other federal or state entities or agencies for monies received or accepted for the acquisition of the Airport. Notice of termination shall be sent at least 180 days prior to the effective lease of the cancellation to Lessee. Upon expiration of the notification, the rental amount paid during the final year of the Lease shall be prorated and the balance reimbursed to the Lessee. Lessor shall incur no further liability to Lessee, and this Agreement shall be null and void.

21. Time of the Essence. It is further understood and agreed that time is of the essence for the performance of this Lease.

22. Eminent Domain. If all or any portion of the Premises shall be taken by any governmental authority under power of eminent domain:

A. All damages awarded as compensation for the taking or diminution in value to the buildings or improvements on the Premises constructed by the Lessee shall belong to and be the property of the Lessee and any mortgagee thereof. The Lessee assumes full responsibility for taking whatever

action it deems necessary to protect its interests in any proceeding for the condemnation of any part of the leasehold estate herein.

B. If only a part of the Premises shall be so taken or condemned, the Lessee shall, at its expense, proceed to make a complete architectural unit of the remainder of the buildings on the Premises; and, there shall be an abatement of the rental thereafter to be paid hereunder, corresponding with the proportion which the value of the portion of the Premises so taken may bear to the value of the entire Premises at the time of such taking.

C. If more than fifty percent (50%) of the Premises shall be so taken, the Lessee may at its option terminate this Lease and all obligations hereunder.

23. Quiet Enjoyment. The Lessor covenants that the Lessee, upon paying the aforementioned rentals and performing all the covenants on its part to be performed hereunder, shall and may peacefully and quietly have, hold, and enjoy the Premises for the term hereof.

24. Assignment of Lessee Interest. It is agreed that the Lessee shall not assign or transfer this Lease, including the buildings or improvements thereof without the written consent and approval of the Lessor, which shall not be unreasonably withheld. This paragraph shall not apply to a pledge of this Lease to create a security interest for the construction of the Improvements on the Premises.

25. Memorandum of Lease. The Lessor and the Lessee shall execute a memorandum of this Lease for purposes of public record. The Lessee shall bear all costs with respect to preparing and recording said memorandum.

26. Successors and Assigns. The covenants, conditions, and agreements made and entered into by the parties hereto, are hereby declared binding upon the successors and assigns of the Lessor and upon the successors and/or assigns of the Lessee.

27. Arbitration. All claims or disputes arising out of or relating to the Lease shall be settled by arbitration in accordance with the commercial arbitration rules of the American Arbitration Society when applying. Venue for such arbitration shall be Grand Rapids, Michigan or Holland, Michigan. Notice of demand for arbitration shall be filed in writing with the other party to the Lease and with the American Arbitration Association, and shall be made within a reasonable time after the claim or dispute has arisen. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereon.

Except as written by consent of the person or entity sought to be joined, no arbitration arising out of or relating to the Lease shall include, by consolidation, joinder, or in any other manner, any person or entity not a party to the Lease, unless it is shown at the time the demand for arbitration is filed that:

A. Such person or entity is substantially involved in a common question of fact or law;

B. The presence of such person or entity is required if complete relief is to be accorded in the arbitration; and

C. The interest or responsibility of such person or entity in the matter is not insubstantial.

The agreement of the parties to arbitrate claims and disputes shall be specifically enforceable under the prevailing arbitration law.

Pending final decision of the arbitrator or arbitrators, the parties shall continue diligently with the performance of their obligations under this Lease.

28. Environmental Covenants. During the term of this Lease, Lessee represents and warrants to Lessor that:

A. Lessee shall keep or cause the Premises to be kept free of hazardous materials, except to the extent that such hazardous materials are stored and/or used in compliance with all applicable federal, state, and local laws and regulations; and without limiting the foregoing, Lessee shall not cause or permit the Premises to be used to generate, manufacture, refine, transport, treat, store, handle, dispose of, transfer, produce, or process hazardous materials except in compliance with all applicable federal, state, and local laws and regulations, nor shall Lessee cause or permit, as a result of any intentional or unintentional act or omission on the part of Lessee or any tenant, subtenant or occupant, a release, spill, or omission of hazardous materials onto the Premises or onto any other contiguous property; and

B. Upon demand by Lessor, Lessee shall conduct and complete all investigations, including a comprehensive environmental audit, studies, sampling and testing, and all remedial, removal, and any other actions necessary to clean up and remove all hazardous materials on, under, from, or effecting the Premises as required by all applicable federal, state, and local laws, ordinances, rules, regulations, and policies to the satisfaction of Lessor, and in accordance with the orders and directors of all federal, state, and local governmental authorities. If Lessee fails to conduct an environmental audit required by Lessor, then Lessor may, at its option and at the expense of Lessee, conduct such audit.

Subject to the limitations set forth below, Lessee shall defend, indemnify, and hold harmless Lessor, its employees, agents, officers, directors, successors and assigns from and against any claims, demands, penalties, fines, liabilities, settlements, damages, costs, or expenses, including without limitation, attorneys and consultants fees, investigation and laboratory fees, court costs and litigation expenses (attorneys fees, court costs, and expert witness expenses shall be through all appellate, enforcement, or collection proceedings) known or unknown, contingent or otherwise, arising out of or in any way related to:

- (1) the presence, disposal, release or threatened release of any hazardous materials on, over, under,

from or effecting the Premises or the soil, water, vegetation, buildings, personal property, persons or animals;

(2) any personal injury (including wrongful death) or property damage (real or personal) arising out of or related to such hazardous materials on the real estate;

(3) any litigation commenced or threatened, settlement reached or government order relating to such hazardous materials with respect to the Premises; and

(4) any violation of laws, orders, regulations, requirements or demands of governmental authorities or any policies or requirements or demands of governmental authorities or any policies or requirements of Lessor, which are based upon or are in any way related to such hazardous to such hazardous material used on the real estate.

For purposes of this paragraph, "hazardous material" includes, without limitation, any flammable explosives, radioactive materials, hazardous materials, hazardous waste, hazardous or toxic substances or related materials defined in the Comprehensive Environmental Response, Confiscation and Liability Act of 1980, as amended (42 USC Section 96091, et seq.), the Resource Conservation and Recovery Act, as amended (42 USC Section 69091, et seq.) and any regulations adopted and publications promulgated thereto, or any other federal, state, or local governmental law, ordinance, rule, or regulation.

The provisions of this paragraph shall be in addition to any and all obligations and liabilities of Lessee pursuant to this Lease and shall be in addition to such rights of Lessor under common law and shall survive the termination of this Lease.

Notwithstanding the terms, conditions, and agreements of Paragraph 30 hereof, Lessee shall not be responsible for any environmental condition existing on the Premises prior to the execution of this Agreement except as such environmental condition may be caused, in whole or in part, by Lessee's or Tulip City Air Service, Inc.'s operations or activities on adjacent or adjoining property.

29. Entire Agreement. This Lease constitutes the entire understanding between the parties, and as of its effective date supersedes all prior independent agreements between the parties covering the subject matter thereof. Any change or modification hereof must be in writing, signed by both parties.

30. Severability. If a provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Lease shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.

31. Notice. Any notice given by one party to the other in connection with this Lease shall be in writing and shall be sent by registered mail, return receipt requested, with postage prepaid to:

City of Holland
ATTN: City Manager's Office
City Hall
Holland, MI 49423

Entity Partners, L.L.C.
1581 South Washington Avenue
Holland, MI 49423

Notices shall be deemed to have been received on the date of the receipt as shown on the return receipt.

32. Headings. The headings used on this Lease are intended for convenience of reference only, and do not define or limit the scope or meaning of any provision of this Lease.

33. Governing Law. This Lease is to be construed and governed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the Lessor and Lessee have signed and sealed this Lease the day and year first above written.

LESSOR:

In the Presence of:

CITY OF HOLLAND

By: Albert H. McGeehan

Albert H. McGeehan
Its: Mayor

By: Jodi S. Syens

Jodi S. Syens
Its: City Clerk

LESSEE:

ENTITY PARTNERS, L.L.C.

By: Ronald P. Ludema

Ronald P. Ludema
Its: Member

By: Frank Schaefer


Frank Schaefer
Its: Member

EXHIBIT A

Part of the Southwest 1/4 of Section 8, Town 4 North Range 15 West, City of Holland, Ottawa County, Michigan described as beginning at a point distant from the West 1/4 corner of Section 8, South 01 degree 52 minutes East 711.97 feet along the West line of Section 8; thence North 88 degrees 08 minutes 00 seconds East 697.33 feet; thence North 78 degrees 59 minutes 03 seconds East 23.91 feet; thence South 11 degrees 00 minutes 57 seconds East 349.34 feet; thence South 78 degrees 59 minutes 03 seconds West 245.28 feet to the point of beginning of this description and proceeding thence South 78 degrees 59 minutes 03 seconds West 187.14 feet; thence North 02 degrees 42 minutes 28 seconds West 329.89 feet; thence North 88 degrees 08 minutes 00 seconds East 141.38 feet; thence South 10 degrees 59 minutes 39 seconds East 303.95 feet to the point of beginning, containing 51,759.03 square feet.

Guarantee of Lease

Ronald P. Ludema and Frank Schaefer, constituting the only members of Entity Partners, L.L.C. hereby guarantee jointly and severally the payment and performance of the duties and obligations of Entity Partners, L.L.C., pursuant to the terms of the Land Lease with the City of Holland dated the 15th day of November, 1994.



Ronald P. Ludema



Frank Schaefer

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



January 10, 2022

REPORT #6

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director
Subject: **Runway & Lighting Rehab Project Contract Modifications**

The Runway/Lighting Rehab Project was completed earlier this year. As projects close out, often there will be contract modifications to the original grant documents due to overages or savings associated with the projects. These modifications need to be approved by the Board.

The Runway/Lighting rehab project has two such modifications as each component (runway vs lighting) are technically two different projects under FAA/MDOT funding. These contract modifications represent a savings of \$22,524.25 for the runway lighting portion of the project and an overage of \$20,122.72 of the runway rehab portion of the project. The overage is primarily the result of two items: removal of unanticipated joint sealant and overage in the amount soil needed for the project. Ultimately, the savings in lighting project will be used to offset these overages due primarily to soil that was used to backfill lighting foundations and similar work.

The true cost of the soil overage was closer to \$40,000, so, in addition to the contract modifications here, there is an additional overage of \$20,000 that still needs to be paid. The recommendation is for this to come out of 2022 entitlement dollars. The airport Authority will need to front the \$20,000 and be reimbursed from through entitlements later this year.

Recommendation:

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

1. Both Contract Modification #1 & #2 as presented.
2. Approve a budget amendment of \$20,000 to cover the remaining overage associated with the additional soil needed for the project, to be reimbursed with 2022 entitlements.
3. Authorize Co-Chair to sign off on the agreements on behalf of the Airport Authority.



CONTRACT MODIFICATION

SPONSOR- West Michigan Airport Authority
60 Geurink Blvd
Holland, MI 49423

ARCHITECT/ENGINEER-

Mead & Hunt Inc.
2605 Port Lansing Rd.
Lansing, MI 48906

PROJECT: Runway 8-26 Rehabilitation & Install Edge Lighting
AIP NO: B-26-0045-4120

PROJECT CATEGORY: 1
CONTRACT MOD. NO: 1
DATE: 7/13/2021

PRIME CONTRACTOR: Rieth-Riley Construction Co., Inc.
2100 Chicago Dr.
Wyoming, MI 49519

ATTACHMENTS (AS INDICATED)

Cost Analysis & Statement of Reasonableness: ☒
Independent Cost Estimate: ☒
Consequences of Change Order: ☐
Conformance to AIP Stds and Regs: ☐
Other: ☐

SHORT DESCRIPTION: Contract Modification #1 - Category 1 (Runway Pavement)

DESCRIPTION OF CHANGES: This Contract Modification includes general quantity balancing, as well as a new joint sealant removal item that was an unforeseen condition.

INCREASE/DECREASE TO EXISTING ITEMS:

ITEM NO.	DESCRIPTION	QUANTITY +/-	UNIT	UNIT PRICE	TOTAL
101001	Profile Cold Milling Reason: As Built Quantity	2238	SYD	\$1.27	\$2,842.26
102002	Inlet Protection Reason: As Built Quantity	-4	EA	\$100.00	-\$400.00
105003	Permits Reason: As Built Quantity	-1169.5	DLR	\$1.00	-\$1,169.50
401001	Asphalt Surface Course Reason: As Built Quantity	106	TON	\$122.30	\$12,963.80
603001	Emulsified Asphalt Tack Coat Reason: As Built Quantity	-4890	GAL	\$3.15	-\$15,403.50
605001	Bituminous Pavement Joints Reason: As Built Quantity	-2153	LFT	\$1.89	-\$4,069.17
620003	Temporary Runway & Taxiway Marking, Yellow or White, Solid Reason: As Built Quantity	-35,904	SFT	\$0.45	-\$16,156.80
800010	Remove Underdrain Reason: As Built Quantity	-25	LFT	\$4.00	-\$100.00
905001	Topsoiling from Offsite Reason: As Built Quantity	875	CYD	\$20.00	\$17,500.00

Total Increase/Decrease to Existing Items: **-\$3,892.91**

NEW ITEMS:

ITEM NO.	DESCRIPTION	QUANTITY +/-	UNIT	UNIT PRICE	TOTAL
800011	Remove Joint Sealant Reason: After profile milling, it appeared that the previous overlay had paved over the previous joint sealant. The sealant and backrod had to be removed and the joints were filled with HMA.	1	LS	\$24,015.63	\$24,015.63

Total New Items: **\$24,015.63**

AUTHORIZED NET CHANGED: **\$20,122.72**

PROJECT CONTRACT MODIFICATION SUMMARY

Original Contract Sum: \$3,393,028.40
Contract by Contract Modification:
(current) Contract Mod 1: \$20,122.72

Authorized Category 1 Contract Sum: \$3,413,151.12

TIME EXTENSIONS:

PHASE	ORIGINAL CALENDAR DAYS*	ADDITIONAL CALENDAR DAYS REVISED	TOTAL CALENDAR DAYS
1	28	10	38
Reason: The contractor experienced delays due to inclement weather and the discovery of old joint sealant that was required to be removed.			
1A	14	4	18
Reason: The contractor experienced delays due to inclement weather and the discovery of old joint sealant that was required			
2	10	0	10
3	1	0	1

APPROVAL SIGNATURES:

Prime Contractor - Rieth-Riley	Date
Project Engineer - Jeff Thoman, PE #11300141	Date
West Michigan Airport Authority - Russ Sylte, Board Chair	Date
MDOT Office of Aeronautics - Amanda Hopper	Date



CONTRACT MODIFICATION

SPONSOR- West Michigan Airport Authority
60 Geurink Blvd
Holland, MI 49423

ARCHITECT/ENGINEER-

Mead & Hunt Inc.
2605 Port Lansing Rd.
Lansing, MI 48906

PROJECT: Runway 8-26 Rehabilitation & Install Edge Lighting
AIP NO: B-26-0045-4120

PROJECT CATEGORY: 2
CONTRACT MOD. NO: 1
DATE: 7/13/2021

PRIME CONTRACTOR: Rieth-Riley Construction Co., Inc.
2100 Chicago Dr.
Wyoming, MI 49519

ATTACHMENTS (AS INDICATED)

Cost Analysis & Statement of Reasonableness:

Independent Cost Estimate:

Consequences of Change Order:

Conformance to AIP Stds and Regs:

Other:

☐☐☐☐☐

SHORT DESCRIPTION: Contract Modification #1 - Category 2 (Runway Lighting)

DESCRIPTION OF CHANGES: This Contract Modification includes general quantity balancing. It is expected to be the Final Contract Modification.

INCREASE/DECREASE TO EXISTING ITEMS:

ITEM NO.	DESCRIPTION	QUANTITY +/-	UNIT	UNIT PRICE	TOTAL
105003	Permits Reason: As Built Quantity	-2500	DLR	\$1.00	-\$2,500.00
108001	No. 8 AWG, 5KV, L-824, Type C, Cable, Installed in Trench, Duct Bank or Conduit Reason: As Built Quantity	-392	LFT	\$2.50	-\$980.00
108003	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed, Including Connections/Terminations Reason: As Built Quantity	-1431	LFT	\$1.75	-\$2,504.25
110004	Concrete-Encased Electrical Duct, 1 BK 2", PVC Reason: As Built Quantity	-72	LFT	\$20.00	-\$1,440.00
115002	Electrical Junction Structure, L-868, Size C, 24" Depth Reason: As Built Quantity	-1	EA	\$100.00	-\$100.00
800008	Remove Electrical Manhole Reason: As Built Quantity	-10	EA	\$1,500.00	-\$15,000.00

Total Increase/Decrease to Existing Items: **-\$22,524.25**

NEW ITEMS:

ITEM NO.	DESCRIPTION	QUANTITY +/-	UNIT	UNIT PRICE	TOTAL
905001	Topsoiling from Offsite Reason: Additional topsoil was needed to raise the ground level around the lights to meet FAA RSA grading criteria.	1125	CYD	\$20.00	\$22,500.00

Total New Items: **\$22,500.00**

AUTHORIZED NET CHANGED:

-\$24.25

PROJECT CONTRACT MODIFICATION SUMMARY

Original Contract Sum: \$811,358.75

Contract by Contract Modification:

(current) Contract Mod 1: **-\$24.25**

Authorized Category 2 Contract Sum: **\$811,334.50**

TIME EXTENSIONS:

PHASE	ORIGINAL CALENDAR DAYS*	ADDITIONAL CALENDAR DAYS REVISED	TOTAL CALENDAR DAYS
1	28	10	38
Reason: The contractor experienced delays due to inclement weather and the discovery of old joint sealant that was required to be removed.			
1A	14	4	18
Reason: The contractor experienced delays due to inclement weather and the discovery of old joint sealant that was required			
2	10	0	10
3	1	0	1

APPROVAL SIGNATURES:

Prime Contractor - Rieth-Riley	Date
Project Engineer - Jeff Thoman, PE #11300141	Date
West Michigan Airport Authority - Russ Sylte, Board Chair	Date
MDOT Office of Aeronautics - Amanda Hopper	Date

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



January 10, 2022

REPORT #7

To: West Michigan Airport Authority Board.
From: Amanda Davio, Project Administrator
Subject: **Adoption of BPW Renewable Energy Credits**

The West Michigan Regional Airport's energy provider, Holland Board of Public Works, offers an elective renewable energy rate for its customers. The Airport's current energy mix has 15% of the electricity utilized by the Airport Business center and airport operations coming from renewable sources. Holland BPW offers the option to adjust the airport's energy sourcing to 100% renewable energy through the purchase of Renewable Energy Credits (RECs). Effective July, 2021, Holland BPW issued a rate reduction of 9%. As a result, the Airport Authority could implement 100% renewable energy through RECs without an increase in cost compared to the previous 12 months. Doing so continues to align the Airport with the City of Holland's energy efficiency goals and supports local economic development as well as renewable infrastructure at no increased cost to the Airport.

West Michigan Regional Airport 77527804-1					50% Renewables		100% Renewables	
Date	kWh	2020 Rate @ 15% RE	2021 Rate @15% RE	% Reduction from 2020 to 2021 for kWh	Incremental Increase	Total	Incremental Increase	Total
Jul-21	12080	\$ 1,111.13	\$ 1,007.24		\$ 42.28	\$ 1,049.52	\$ 102.68	\$ 1,109.92
Jun-21	11000	\$ 1,005.44	\$ 910.84		\$ 38.50	\$ 949.34	\$ 93.50	\$ 1,004.34
May-21	10600	\$ 989.10	\$ 897.94		\$ 37.10	\$ 935.04	\$ 90.10	\$ 988.04
Apr-21	12440	\$ 1,088.96	\$ 981.98		\$ 43.54	\$ 1,025.52	\$ 105.74	\$ 1,087.72
Mar-21	14760	\$ 1,245.10	\$ 1,118.16		\$ 51.66	\$ 1,169.82	\$ 125.46	\$ 1,243.62
Feb-21	16800	\$ 1,406.52	\$ 1,262.04		\$ 58.80	\$ 1,320.84	\$ 142.80	\$ 1,404.84
Jan-21	16160	\$ 1,371.92	\$ 1,232.94		\$ 56.56	\$ 1,289.50	\$ 137.36	\$ 1,370.30
Dec-20	13800	\$ 1,233.84	\$ 1,115.16		\$ 48.30	\$ 1,163.46	\$ 117.30	\$ 1,232.46
Nov-20	12280	\$ 1,104.07	\$ 998.46		\$ 42.98	\$ 1,041.44	\$ 104.38	\$ 1,102.84
Oct-20	11080	\$ 1,018.93	\$ 923.64		\$ 38.78	\$ 962.42	\$ 94.18	\$ 1,017.82
Sep-20	13760	\$ 1,259.56	\$ 1,141.22		\$ 48.16	\$ 1,189.38	\$ 116.96	\$ 1,258.18
Aug-20	14040	\$ 1,286.20	\$ 1,165.46		\$ 49.14	\$ 1,214.60	\$ 119.34	\$ 1,284.80
Total		\$ 14,120.77	\$ 12,755.09	9%		\$ 13,310.89		\$ 14,104.89

Recommendation: It is recommended that the Authority Board accept the option to purchase renewable energy credits through Holland BPW.

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

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



January 10, 2022

REPORT 8

To: West Michigan Airport Authority Board.
From: Amanda Davio, Airport Authority Project Administrator.
Subject: **Partnership with the Civil Air Patrol**

The West Michigan Regional Airport has been approached by 1st Lt. (and Unit Commander) Glen Houting of the Civil Air Patrol (CAP), who has expressed interest in a partnership between the Board and CAP. The local chapter of CAP operates out of Park Township's former airport and will continue to do so for certain activities; however, given CAP's focus on active aviation and community engagement, the value of their services and programs are improved with access to an active airfield.

Lt. Houting is looking for meeting space, some storage space, and space to perform drills. Given that the airport is a public facility, the first and third items are relatively easy to accommodate. Regarding storage, the Airport Authority has a storage unit on site for it's own needs. The recommendation would be to allow CAP access to this unit as needed. Given that the needed space will be relatively small, it is not being proposed at this time that CAP pay a lease or fee for use of these facilities. In lieu of payment, CAP will also provide support for airport activities and events, in addition to the wide range of public services they already provide.

About the Civil Air Patrol:

Founded on Dec. 1, 1941, to mobilize the nation's civilian aviation resources for national defense service, CAP has evolved into a premier public service organization that still carries out emergency service missions when needed — in the air and on the ground.

As a Total Force partner and auxiliary of the U.S. Air Force, Civil Air Patrol is there to search for and find the lost, provide comfort in times of disaster and work to keep the homeland safe. Its 56,000 members selflessly devote their time, energy, and expertise toward the well-being of their communities, while also promoting aviation and related fields through aerospace/STEM education and helping shape future leaders through CAP's cadet program.

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

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

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Comprising City of Zeeland, Park Township and City of Holland



Civil Air Patrol's missions for America are many, and today's adults and cadets perform their duties with the same vigilance as its founding members — preserving CAP's 80-year legacy of service while maintaining its commitment to nearly 1,500 communities nationwide.

Given CAP's focus on community service and emergency response, as well as their track record at Park Township and other airports, we feel CAP could bring significant value to the Airport. Though we are not looking for approval of a formal partnership agreement, we do want the Board's input as to the value of this partnership.

Recommendation

It is recommended that the Airport Authority Board approve the Partnership with the local chapter of the Civil Air Patrol as presented.

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

West Michigan Regional Airport, Board of Directors,
West Michigan's local Civil Air Patrol Squadron is interested in using the West Michigan Regional Airport as our base of operations and the location for our weekly Unit meetings, promotion ceremonies and misc. events.

Currently we have app 20 cadets, and six senior members, and expect to expand our membership. We meet once a week between 6:00-9:00 PM. and could use the conference room in the terminal for our classes, and use empty areas of the North parking lot for marching and drilling etc.
(or are open to other possibilities)

At this time, we plan to also maintain our current presence at the former Park Township Airpark, where we would do things that are not appropriate for the WMR Airfield (flying drones, rockets etc)

Our Squadrons basic needs are:

- *Airfield for Cadet Orientation Flights

- *Meeting room for 20-30 members.

- *High Speed Internet

- *Ready access for a storage container app 3'X4' for our Laptops. (Cyber Patriot Program)

We also have 4 lockers 3'X6' for flags, Ornamental Rifles, Radios and misc. equipment, that could be stored anywhere that we have ready access to.

The Civil Air Patrol is an Auxiliary of the U.S. Airforce, and has one of the largest fleets of single-engine piston aircraft in the world, with **560 planes** currently available. We flew a record 35,664 orientation flights for CAP cadets, as well as Air Force ROTC and Junior ROTC cadets.

Our three primary missions are:

Aerospace Education, Cadet Programs, and Emergency Services.

Like the WMRA we are proud of the valuable services we provide to the community.

And we look forward to working together with WMRA to promote Aerospace Education in the West Michigan Area, and expanding the benefits that the WMRA provides.

If you have any questions about this request, please feel free to call or email me.

I appreciate your consideration, and look forward to your response.

You can learn more about Civil Air Patrol:

Our Units Website:

[Home | GLR-MI-135 \(cap.gov\)](http://www.cap.gov)

And our Facebook Page:

https://www.facebook.com/AlJohnsonLegacyCadetsQdr/?ref=pages_you_manage

Respectfully yours,



1st Lt. Glen Houting, CAP

Unit Commander GLR-MI-135

U.S. Air Force Auxiliary

(616) 355-0540 ghouting@mi135.cap.gov

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

STRENGTHS

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

OPPORTUNITIES

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

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



WEAKNESSES

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

THREATS

2021



WEST MICHIGAN AIRPORT AUTHORITY BOARD
Strategic Planning Session
2021

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

Session Conducted by Holland City Manager Keith Van Beek

WMAA Fund Balance as of 6/30/2021 - unaudited					\$ 1,174,468.80
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	Operating	Capital (999)	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	426,441.57	-	-	-	\$ 426,441.57
Year to date Expenses	285,349.78	-	-	-	\$ 285,349.78

Estimated Fund Balance as of 01/06/2022					<u>\$ 1,315,560.59</u>
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	Budget	YTD	
Remaining Operating Revenues	604,757.00	426,441.57	\$ 178,315.43

	Budget	YTD	Encumbrances	
Remaining Operating Expenses (excluding contingences)	553,475.00	285,349.78	18,891.25	<u>\$ 249,233.97</u>

Contingency Account (Reserves for Capital Projects):

Contingency - General	10,000.00	
T Hangar Repairs	5,000.00	
Reserves for ABC Mnct/Repairs	25,000.00	
Reserves for Capital Projects	<u>112,357.00</u>	\$ 152,357.00

Ending Fund Balance as of 01/06/2022		<u>\$ 1,092,285.05</u>
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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		<u>\$ 1,082,585.05</u>
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Budget Performance Report

Fiscal Year to Date 01/06/22

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	113,931.99	(3,931.99)	104	111,559.60
450582.P	Contributions from Other Govts From Park Township	109,000.00	.00	109,000.00	.00	.00	2.99	108,997.01	0	115,640.92
450582.Z	Contributions from Other Govts From City of Zeeland	60,000.00	.00	60,000.00	.00	.00	77,601.66	(17,601.66)	129	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	10,379.00	13,121.00	44	23,470.32
460654.5	Franchise Fees Fuel Flowage Fee	70,000.00	.00	70,000.00	.00	.00	41,591.77	28,408.23	59	62,505.63
460654.7	Franchise Fees Landing Fees	24,000.00	.00	24,000.00	.00	.00	14,863.31	9,136.69	62	24,280.07
480665.0	Investment Income General	12,000.00	.00	12,000.00	.00	.00	2,651.81	9,348.19	22	9,433.30
480669.A	Rental Airport Business Center	8,400.00	.00	8,400.00	.00	.00	3,645.90	4,754.10	43	8,244.48
480669.24	Rental Hangar Land Lease	107,357.00	.00	107,357.00	.00	.00	87,364.31	19,992.69	81	101,550.51
480669.25	Rental Agricultural Land Lease	12,500.00	.00	12,500.00	.00	.00	12,838.74	(338.74)	103	12,608.52
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	.00	.00	43,760.00	14,240.00	75	57,717.41
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	2,789.61	(2,789.61)	+++	3,725.00
490685.2	Recoveries Other Parties	.00	.00	.00	.00	.00	1,656.74	(1,656.74)	+++	.00
Department 000 - General Revenues Totals		\$604,757.00	\$0.00	\$604,757.00	\$0.00	\$0.00	\$426,441.57	\$178,315.43	71%	\$786,966.96
REVENUE TOTALS		\$604,757.00	\$0.00	\$604,757.00	\$0.00	\$0.00	\$426,441.57	\$178,315.43	71%	\$786,966.96
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	71,780.00	.00	71,780.00	150.00	.00	31,950.00	39,830.00	45	48,477.54
710707.0	Payroll-Temporary Help General	12,300.00	6,650.00	18,950.00	555.00	.00	9,412.50	9,537.50	50	26,381.97
711702.0	Payroll-Vacation/PTO General	6,400.00	.00	6,400.00	2,250.00	.00	5,850.00	550.00	91	1,759.01
711703	Payroll-Holidays	2,400.00	.00	2,400.00	600.00	.00	1,800.00	600.00	75	1,175.21
711716.1	Insurance Health	3,000.00	.00	3,000.00	.00	.00	1,500.00	1,500.00	50	5,321.63
711716.2	Insurance Dental	.00	.00	.00	.00	.00	.00	.00	+++	38.02
711716.4	Insurance Health Care Savings Plan	.00	.00	.00	.00	.00	.00	.00	+++	210.43
711717	Insurance-Life & AD&D	.00	.00	.00	.00	.00	.00	.00	+++	18.92
711718.1	Retirement Contribution MERS	6,300.00	.00	6,300.00	240.00	.00	2,928.00	3,372.00	46	3,718.22
711720	Insurance-Income Protection	.00	.00	.00	.00	.00	573.74	(573.74)	+++	458.58
712715	Employer FICA/Medicare Contribution	7,200.00	550.00	7,750.00	271.96	.00	3,864.21	3,885.79	50	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	587.24	912.76	39	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 01/06/22

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	12,528.50	7,471.50	63	9,504.75
721933.INS	Equipment Maintenance Repairs-Insurance Claims	.00	.00	.00	.00	.00	2,789.61	(2,789.61)	+++	.00
722801.9010	Contr-Printing/Promo Advertising/Promotional	35,000.00	794.00	35,794.00	.00	18,891.25	23,188.11	(6,285.36)	118	40,527.50
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	.00	.00	1,216.50	18,783.50	6	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	9,855.81	40,144.19	20	.00
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	7,595.50	7,404.50	51	5,604.50
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	.00	.00	.00	.00	+++	598.00
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	40,300.00	40,300.00	.00	.00	40,300.00	.00	100	.00
722808.MOW	Contr-Bldgs&Grnds Mowing	30,000.00	.00	30,000.00	.00	.00	26,676.38	3,323.62	89	49,001.33
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	23,000.00	.00	23,000.00	.00	.00	13,058.96	9,941.04	57	32,170.86
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	50,000.00	.00	50,000.00	.00	.00	723.94	49,276.06	1	40,457.20
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	2,266.67	.00	15,866.69	12,133.31	57	26,476.35
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	722.99	1,277.01	36	2,266.75
723850.0	Communications Telephone	.00	.00	.00	.00	.00	221.18	(221.18)	+++	442.20
723850.CELL	Communications Cellular	.00	.00	.00	600.00	.00	600.00	(600.00)	+++	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	262.31	437.69	37	571.81
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	1,445.34	3,054.66	32	4,079.64
723920.PLOT	Public Utilities Parking Lot Lights	1,700.00	.00	1,700.00	.00	.00	541.66	1,158.34	32	923.51
723920.RUNW	Public Utilities Runway Lights	6,700.00	.00	6,700.00	.00	.00	2,403.30	4,296.70	36	6,989.02
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	2,515.02	2,484.98	50	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	1,099.82	900.18	55	2,276.75
723961.0	Dues & Subscriptions General	600.00	.00	600.00	.00	.00	969.00	(369.00)	162	1,936.78
723963.2	Write-Offs Uncoll Property Taxes	.00	.00	.00	.00	.00	.00	.00	+++	15.84
723963.3	Write-Offs Court Fees A/R or PP Pursuit	.00	.00	.00	.00	.00	84.40	(84.40)	+++	.00
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	58.46	(58.46)	+++	21.40
770956.0	Contingency General	127,357.00	.00	127,357.00	.00	.00	.00	127,357.00	0	.00
Department 540 - Airport Operations Totals		\$530,057.00	\$98,294.00	\$628,351.00	\$6,933.63	\$18,891.25	\$262,018.71	\$347,441.04	45%	\$390,518.78
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	2,421.12	2,578.88	48	8,373.74
721933.0	Equipment Maintenance General	5,000.00	2,781.00	7,781.00	.00	.00	2,342.70	5,438.30	30	4,707.28
722808.1	Contr-Bldgs&Grnds Janitorial	8,000.00	.00	8,000.00	.00	.00	5,798.08	2,201.92	72	10,739.10
723850.0	Communications Telephone	2,600.00	.00	2,600.00	.00	.00	1,440.00	1,160.00	55	2,160.00

Budget Performance Report

Fiscal Year to Date 01/06/22

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 541 - Business Center										
723850.WIFI	Communications WIFI Internet Connection	4,100.00	.00	4,100.00	.00	.00	1,875.00	2,225.00	46	3,125.00
723920.BPW	Public Utilities BPW	20,000.00	.00	20,000.00	.00	.00	8,378.98	11,621.02	42	17,871.51
723920.GAS	Public Utilities Natural Gas	5,000.00	.00	5,000.00	.00	.00	1,075.19	3,924.81	22	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	\$23,331.07	\$54,149.93	30%	\$51,369.96
EXPENSE TOTALS		\$604,757.00	\$101,075.00	\$705,832.00	\$6,933.63	\$18,891.25	\$285,349.78	\$401,590.97	43%	\$441,888.74
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		604,757.00	.00	604,757.00	.00	.00	426,441.57	178,315.43	71%	786,966.96
EXPENSE TOTALS		604,757.00	101,075.00	705,832.00	6,933.63	18,891.25	285,349.78	401,590.97	43%	441,888.74
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	(\$101,075.00)	(\$101,075.00)	(\$6,933.63)	(\$18,891.25)	\$141,091.79	(\$223,275.54)		\$345,078.22
Grand Totals										
REVENUE TOTALS		604,757.00	.00	604,757.00	.00	.00	426,441.57	178,315.43	71%	786,966.96
EXPENSE TOTALS		604,757.00	101,075.00	705,832.00	6,933.63	18,891.25	285,349.78	401,590.97	43%	441,888.74
Grand Totals		\$0.00	(\$101,075.00)	(\$101,075.00)	(\$6,933.63)	(\$18,891.25)	\$141,091.79	(\$223,275.54)		\$345,078.22



Fund Equity Changes Report

Through 01/06/22

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	\$426,441.57	\$285,349.78	\$1,315,560.59
Fund Type	GENERAL FUND Totals	\$1,003,851.26	\$25,000.00	\$25,000.00	\$1,003,851.26	\$170,617.54	\$426,441.57	\$285,349.78	\$1,315,560.59
Fund Category	GOVERNMENTAL Totals	\$1,003,851.26	\$25,000.00	\$25,000.00	\$1,003,851.26	\$170,617.54	\$426,441.57	\$285,349.78	\$1,315,560.59
	Grand Totals	\$1,003,851.26	\$25,000.00	\$25,000.00	\$1,003,851.26	\$170,617.54	\$426,441.57	\$285,349.78	\$1,315,560.59



Trial Balance Listing

Through 01/06/22
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	Z01 - WMAA (Airport) General Fund					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	1,142,755.58	396,894.09	315,194.92	1,224,454.75	1,126,735.57
113040.0	Accounts Receivable General	26,419.01	209,927.20	144,161.58	92,184.63	107,727.81
114026.2014	Taxes Receivable 2014	.00	.00	.00	.00	.24
114026.2015	Taxes Receivable 2015	.37	.00	.00	.37	16.77
114026.2016	Taxes Receivable 2016	15.49	.00	.47	15.02	17.87
114026.2017	Taxes Receivable 2017	30.41	.00	.16	30.25	32.45
114026.2018	Taxes Receivable 2018	21.95	.00	.66	21.29	27.80
114026.2019	Taxes Receivable 2019	36.95	.00	.04	36.91	52.45
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	37,478.75
119073.3	Due from Local Govt Units Due from Zeeland City	.00	77,601.66	77,601.66	.00	34.95
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
	<i>CURRENT ASSETS Totals</i>	\$1,235,215.48	\$684,801.94	\$587,126.83	\$1,332,890.59	\$1,273,192.07
	<i>CURRENT LIABILITIES</i>					
210202.0	Accounts Payable General	(26,941.18)	235,392.29	208,451.11	.00	(219,440.22)
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
	<i>CURRENT LIABILITIES Totals</i>	(\$60,746.68)	\$251,867.79	\$208,451.11	(\$17,330.00)	(\$219,640.22)
	<i>FUND BALANCE</i>					
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)
	<i>FUND BALANCE Totals</i>	(\$1,003,851.26)	\$25,000.00	\$25,000.00	(\$1,003,851.26)	(\$1,003,851.26)
	P/Y Fund Equity Adjustment	(170,617.54)	.00	.00	(170,617.54)	.00
	Fund Revenues	.00	5,265.20	431,706.77	(426,441.57)	(430,366.09)
	Fund Expenses	.00	287,225.97	1,876.19	285,349.78	380,665.50
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	\$1,254,160.90	\$1,254,160.90	\$0.00	\$0.00
	Grand Totals	\$0.00	\$1,254,160.90	\$1,254,160.90	\$0.00	\$0.00



Trial Balance Listing

Through 01/06/22
Detail Balance Sheet Listing
Exclude Rollup Account

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		12/23/2021		67442
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2022-00001701	AIRPORT - NOVEMBER CC STMT	11/30/2021	12/23/2021	412.60
	130 - SEMCO ENERGY GAS COMPANY - ACH	2022-00001732	AIRPORT - DECEMBER READ DATE	12/23/2021	12/23/2021	686.65
Total Selected Invoices: 2						\$1,099.25

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 12/23/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
EFT	12/23/2021	7990 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	412.60
	Invoice	Date	Description		Amount
	2022-00001701	11/30/2021	AIRPORT - NOVEMBER CC STMT		412.60
EFT	12/23/2021	7991 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	686.65
	Invoice	Date	Description		Amount
	2022-00001732	12/23/2021	AIRPORT - DECEMBER READ DATE		686.65
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 2		<u>\$1,099.25</u>
EFTs:	2		\$1,099.25		

City of Holland
Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		01/06/2022		67584
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	292 - HARRIS AIRPORT SYSTEMS	496	AIRPORT - CABLE FAULT CCA REPAIR	12/28/2021	12/31/2021	6,460.00
	146 - HOLLAND BOARD OF PUBLIC WORKS	2022-00001794	AIRPORT UTILITIES	12/31/2021	12/31/2021	2,904.10
	206 - WEST MICHIGAN UNIFORM	338039	AIRPORT - RUGS	12/31/2021	12/31/2021	191.50
Total Selected Invoices: 3						\$9,555.60

City of Holland
Payment Batch Register
 Bank Account: CITY AP - PAYABLES ACCOUNT
 Batch Date: 01/06/2022

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - PAYABLES ACCOUNT					
Check	01/06/2022	67584 Accounts Payable	HARRIS AIRPORT SYSTEMS		6,460.00
	Invoice	Date	Description		Amount
	496	12/28/2021	AIRPORT - CABLE FAULT CCA REPAIR		6,460.00
Check	01/06/2022	67585 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,904.10
	Invoice	Date	Description		Amount
	2022-00001794	12/31/2021	AIRPORT UTILITIES		2,904.10
Check	01/06/2022	67586 Accounts Payable	WEST MICHIGAN UNIFORM		191.50
	Invoice	Date	Description		Amount
	338039	12/31/2021	AIRPORT - RUGS		191.50
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 3		\$9,555.60
Checks:		3	\$9,555.60		