

## 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

**February 14<sup>th</sup>, 2022**

**11:30 a.m. –1:00 p.m.**

**60 Geurink Blvd. Holland, MI 49423**

<https://us06web.zoom.us/j/87853981331>

#### Authority Members

##### City of Holland

Dave Hoekstra  
Scott Corbin  
Charles Murray

##### City of Zeeland

Kevin Klynstra  
Beth Blanton  
VACANT

##### Park Township

Russ Sylte  
Skip Keeter  
Jeff King

##### Ex-officio

Jim Storey  
Frank Garcia

1. Public Comment.
2. Consideration of January 10<sup>th</sup>, 2022 Meeting Minutes (Action Requested).
3. Recognition of Les Hoogland's Service to the Airport Authority Board.
4. Resolution to Establish a Progress Improvement Plan for Fixed Base Operator (Action Requested).
5. FlightLevel Maintenance & Operations: Progress Report (Action Requested).
6. Director's Evaluation: Contract Amendments:
  - A. SECTION 4: Salary (Action Requested).
  - B. SECTION 7: Vacation & Sick Leave (Action Requested).
7. Schedule Public Hearing on Fiscal Year 2023 Operating and Capital Budgets. (Action Requested).
  - A. Consideration of FY23 Operations Budget (Action Requested).
  - B. Consideration of FY23 Capital Budget (Action Requested).
  - C. Resolution: Scheduling Public Hearing for Review & Approval of FY23 Action Plan, Operations & Capital Budgets – March 14<sup>th</sup>, 2022. (Action Requested).
8. Financial Reports (Action Requested).
9. FBO Report
10. Updates from Board.

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11. Other Business
  - A. Parcel K update
  - B. Marketing Strategy Launch
  - C. Entity Partners Lease
  - D. MAAE Conference
12. Adjourn.

Next Meeting will be held March 14<sup>th</sup>, 2022

# **West Michigan Airport Authority**

## **MEETING MINUTES**

**January 10<sup>th</sup> 2022**

**\*\*\*11:30 a.m. – 1:00 p.m.\*\*\***

**60 Geurink Blvd. Holland, MI**

**PRESENT:** Hoekstra, Corbin, Murray, Klynstra, Blanton, King, Garcia

**ABSENT:** Hondland, Sylte, Keeter, Storey

**OTHERS PRESENT:** Sylte dialed in via Zoom (non-voting); Jeff Thoman (Project Engineer, Mead & Hunt); 1<sup>st</sup> Lieutenant Glenn Houting, Civil Air Patrol; Dave Lussier (FBO), Peter Eichleay (FBO)

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

**21.01.01      Public Comment:** None

**21.01.02      Election of Officers.**

Co-Chair Corbin Opened the floor for nominations of Chair, Co-Chair, Secretary, and Treasurer

- Chair: King nominated Sylte for role of Chair
- Vice Chair: Hoekstra nominated Corbin for role of Vice-Chair
- Secretary: Hoekstra nominated Blanton for role of Secretary
- Treasurer: King nominated City of Holland Finance Director McCammon for role of Treasurer.

Co-chair Corbin closed nominations.

Klynstra made a motion with support by Blanton to approve collectively the nominations presented and appoint them to their respective positions.

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

Nays: None

Motion carried.

**21.01.03      Committee Appointments.**

Project Administrator Davio opened to floor for Board Members to self-assign themselves to the

relevant Committee(s) they felt most interest in serving on (Operations, Building & Development, Marketing & Communications). Board Members could either state during the meeting their interest in serving on a specific committee or connect with Director Thelenwood after the meeting. The intent of committee appointments is to assign key interests and expertise to relevant committees while also ensuring representation of each member unit on each committee. Klynstra has been appointed to Operations, Murray, as the newest appointed Board Member, requested to connect with Director Thelenwood after the Board meeting to learn more about each committee before deciding. All other appointments were unchanged.

No Action taken

#### **21.01.04      Consideration of December 13<sup>th</sup>, 2021 Meeting Minutes**

Klynstra made a motion with support by Blanton to approve the minutes as presented.

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

Nays: None

Motion carried.

#### **21.01.05      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. This lease was entered into in November 1994 and was 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 was undergoing final revisions at the time of the Board Meeting. The recommendations were to approve the list of amendments attached to the report, if agreed upon by all parties. Any substantial changes would be brought back to the Board at the February 14<sup>th</sup> meeting. The current lease is due for renewal by February 17<sup>th</sup>, 2022.

#### **Recommendation**

It was 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.

Klynstra made a motion with support by Murray to approve the lease renewal as presented.

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

Nays: None

Motion carried.

#### **21.01.06      Runway/Lighting rehab Contract Modifications**

The Runway/Lighting Rehab Project was completed earlier in 2021. 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.

Murray questioned whether the Awarded Contractor was still the lowest qualified bidder after the overage described. Thoman confirmed that with the soil overage, they would not have been the lowest qualified bidder initially; however, there was a caveat. The overall project is comprised of multiple sub-contractors for each different component of the project (pavement, soil, electrical, etc.). The Subcontractor for the soil was the same for each set of Bids received for the runway project and, therefore, would have been higher either way.

Klynstra made a motion with support by Hoekstra to approve the contract modifications as presented.

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

Nays: None

Motion carried.

#### **21.01.07 Adoption of BPW Renewable Energy Credits**

The Board voted to table the discussion pending further review from staff.

Hoekstra made a motion with support by Blanton to table the BPW Renewable Energy Credit discussion, pending further review by staff.

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

Nays:

Motion Carried

#### **21.01.08 Partnership with Civil Air Patrol**

Director Thelenwood introduced 1<sup>st</sup> Lt. Glenn Houting of the Civil Air Patrol (CAP). Lt. Houting provided the Board with a background and history of CAP. Lt. Houting expressed interest in partnering with the Airport on various initiatives as well as in using airport facilities to host meetings and run drills. Given the Airport terminal is designed for public use, there was no issue with CAP using airport facilities. Co-Chair Corbin suggested that it may be time to establish a formal use of facilities protocol for on-going/standing facility uses. Lt. Houting also expressed interest at possible use of storage capacity at the airport for CAP gear. The Board expressed no major opposition to this, other than identifying the need for a formal MOU at such time.

#### **21.01.09 Review of 2021 Airport Strategic Plan**

Director Thelenwood walked the Board through the strategic priorities established in 2021 and offered the board an opportunity to review, and revise in lieu of a full strategic planning session. The Board recommended prioritizing emergent technologies related to EV Aircraft and Commercial Drone Technologies, especially as it relates to the Whitmer Administration's Commercial Drone Corridor project. The Board requested that establishing more efficient

communication methods be prioritized. Additionally, the Board emphasized interest in aligning with broader community wide efforts, including the Community Energy Plan. Finally, The Board wanted to continue to keep focus on the back-log of aircraft storage currently experienced on field, both GA and Jet traffic.

Hoekstra made a motion with support by King to approve the strategic plan updates, as presented.

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

Nays:

Motion Carried

#### **21.01.10 FBO Report.**

Eichleay & Lussier presented that fuel sales were rebounding well to pre COVID-19 Numbers. Eichleay expressed interest in continuing to invest at Holland, including interest in a possible new hangar construction.

#### **21.01.11 Updates**

Director Thelenwood apprised the Board on the current status of the Budget process, and that the process was on track and in-line with the current Budget Schedule.

#### **21.07.12 Financial Reports**

Treasurer McCammon walked the Board through Financial reports, stating that spending was on track with predictions.

Klynstra made a motion with support by Klynstra to approve the financial reports as presented.

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

Nays:

Motion Carried

#### **21.07.13 Updates from the Board.**

None

#### **21.07.14 Other Business**

- A. Parcel K has officially been listed, at \$799,000
- B. FlightLevel is working on bringing Charter back up to normal at BIV. Charter flights have been occurring and have been robust.
- C. Thelenwood and Davio Met with BETA, and EV aircraft company to learn more about where the aviation industry is heading as the push for electrification increases.
- D. Director Thelenwood has an upcoming meeting with a potential developer on the Airfield. Interest remains high for new opportunities, which bodes well for the industry

engagement efforts under way.

Meeting Adjourned at 1:00 p.m.

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**Minutes Approved:** (Secretary)

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

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February 14<sup>th</sup>, 2022

### REPORT # 4

To: West Michigan Airport Authority Board.  
From: Aaron Thelenwood, Airport Authority Director  
Subject: **Resolution to Establish a Progress Improvement Plan for Fixed Base Operator (Action Requested).**

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The terms of the Fixed Base Operator Agreement Between the Airport Authority and FlightLevel Aviation obligate FlightLevel to provide a host of required services deemed critical and necessary to operation of the Airport. This report addresses two areas of the agreement specifically: Paragraph 5A(3) and 5C(2).

5A(3) requires FlightLevel to provide repair and maintenance services for based and transient aircraft as well as operation of a repair station for engine, aircraft, and accessories approved by the Federal Aviation Administration (FAA). These services are to be solely offered and performed at the West Michigan Regional Airport, unless the Authority consents, in writing, to another location.

Paragraph 5C(2) requires FlightLevel to appoint a full-time resident manager of its Operations at West Michigan Regional Airport, who shall be approved by the Authority. The manager is required to be qualified and experienced and vested with full power and authority to act in the name of FlightLevel with respect to method, manner, and conduct of the operation of the fixed base services to be provided under the Agreement. The Manager is required to be available during normal business hours.

Following notice from FlightLevel on January 13<sup>th</sup>, 2022 of the resignation of its remaining maintenance staff at West Michigan Regional Airport and the separation from its most recent designated Manager, Dave Lussier, it is the determination of the Authority's Director and legal counsel that FlightLevel is currently in partial default of the terms of the Agreement pertaining to paragraphs 5A(3) and 5C(2).

In lieu of declaring a default and proceeding with remedies under the Agreement, it is being recommended to allow FlightLevel to proceed with due diligence and good faith, for such period of time deemed appropriate by the Airport Authority Board, to take whatever steps necessary to remediate the defaults spelled out above.

Attached to this report are two items for consideration of the Airport Authority Board as a means to resolve these partial defaults:

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1. A Resolution to Establish a Progress Improvement Plan for Fixed Base Operator
2. A Progress Report template to be completed by FlightLevel and submitted to the Airport Authority Director by the last day of each month for review and approval by the Airport Authority Board at the next scheduled Board Meeting.

The attached report has been completed by FlightLevel for review and consideration by the Authority. The intent of this report is to provide updates to the Board, during regularly scheduled Board Meetings, regarding FlightLevel's progress that will be entered into the public record. These reports are designed to be actionable, transparent, and to document both direct and good faith efforts of FlightLevel to get in compliance with the terms of the FBO agreement. These reports also address other key operational factors critical to ensuring needs and expectations of our tenants and users are addressed and met.

Currently, the resolution and the reporting structure is open ended, though it would be prudent for the Board to determine a timeline it would expect to see solutions in place to resolve the outstanding partial defaults.

FlightLevel aviation has so far demonstrated a clear willingness to get these partial defaults resolved and has put interim plans to ensure uninterrupted maintenance services in the short term while also providing an Interim Manager to serve in a regional capacity. FlightLevel, like many employers, faces real and substantial challenges due to key staffing shortages, but continues to put forth good faith efforts to recruit for and fill the vacant positions.

Additionally, other authorized services under the FBO Agreement, Charter and Flight School, have remained strong.

### **Recommendation**

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It is recommend that the Board approve the following:

1. Adoption of the Resolution to Establish a Progress Improvement Plan for Fixed Base Operator;
2. Approve the Monthly Progress Report Template as presented, or clearly state and adopt any proposed edits or amendments;
3. Establish an expected timeline to have permanent solutions in place by the FBO.

**RESOLUTION TO ESTABLISH A PROGRESS IMPROVEMENT PLAN  
FOR FIXED BASE OPERATOR**

**West Michigan Airport Authority / ARR Aviation BIV, LLC,  
d/b/a FlightLevel Aviation**

At a regular meeting of the Board of Directors of the West Michigan Airport Authority, a Michigan Community Airport Authority formed in accordance with Act 206 of the Public Acts of 1957, as amended, of Holland, Michigan, held at the West Michigan Regional Airport Business Center, Holland, Michigan, on this 14<sup>th</sup> day of February, 2022 at 11:30 am E.S.T.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_.

ABSENT: \_\_\_\_\_  
\_\_\_\_\_.

The following Resolution was offered by Board Member \_\_\_\_\_ and supported by Board Member \_\_\_\_\_.

**RESOLUTION**

WHEREAS, the West Michigan Airport Authority ("Authority") entered into a Fixed Base Operator Agreement effective July 1, 2009 ("FBO Agreement") with Tulip City Air Service, Inc. ("TCAS") to provide required and authorized services at the West Michigan Regional Airport ("Airport").

WHEREAS, TCAS has assigned the FBO Agreement to ARR Aviation, BIV, LLC, d/b/a FlightLevel Aviation ("FlightLevel") and the Authority consented to the assignment on July 15, 2021.

WHEREAS, pursuant to the Consent to Assignment, FlightLevel agreed to assume and perform the terms and conditions of the FBO Agreement between the Authority and TCAS.

WHEREAS, the Authority and FlightLevel agreed to amend the term of the FBO Agreement from July 15, 2021 until December 31, 2041, as part of the transfer and the assignment of the FBO Agreement from TCAS to FlightLevel.

WHEREAS, the FBO Agreement obligates FlightLevel to provide required services. Pursuant to paragraph 5A(3) of the FBO Agreement, one of the required services to be provided is the repair and maintenance of based and transient aircraft. FlightLevel was also required to maintain and operate a repair station for engine, aircraft, and accessories approved by the Federal Aviation Administration (the "FAA"). These services conducted by FlightLevel are to be solely offered and performed at the West Michigan Regional Airport, unless the Authority consents to another location.

WHEREAS, paragraph 5C(2) of the FBO Agreement requires FlightLevel to select and appoint a full-time manager of its operations at the Airport, who shall be approved by the Authority. The manager shall be qualified and experienced, and vested with full power and authority to act in the name of FlightLevel with respect to the method, manner, and conduct of the operation of the fixed base services to be provided under the FBO Agreement. The manager shall be available at the Airport during regular business hours and during the manager's absence a duly authorized subordinate shall be available and in charge at the Airport.

WHEREAS, the Authority has received notice from FlightLevel that due to employee resignation and turnover and the existing employment market that it is unable to provide aircraft maintenance and a full-time resident manager at the Airport.

WHEREAS, the failure to provide maintenance and full-time manager services at the Airport are defaults under the terms and conditions of the FBO Agreement.

WHEREAS, in lieu of declaring a default and proceeding with its remedies under the FBO Agreement, the Authority believes that it is in the best interest of the Authority and the Airport to allow FlightLevel to proceed with due diligence and good faith to hire the necessary personnel to comply with the terms and conditions of the FBO Agreement.

NOW, THEREFORE, the Authority adopts the following resolution:

1. Pursuant to paragraph 19E of the FBO Agreement, the Authority does not waive any breach, violation, or default in or with respect to the performance or observance of the covenants and conditions contained in the FBO Agreement, and this resolution shall not constitute a waiver of any subsequent breach, violation, or default in or with respect to the same of any covenant or condition of the FBO Agreement. This resolution shall not constitute an amendment or change of the terms and conditions of the FBO Agreement.
2. That FlightLevel shall proceed with due diligence and good faith to remedy the defaults set forth in this resolution, and shall submit a monthly written report to the Authority in accordance with the report format attached hereto as **Exhibit A**. This report shall be filed by FlightLevel not later than the last day of each month.



3. That FlightLevel shall respond to requests for information in the format style requested by the Director of the Authority within twenty-four (24) hours for an emergency condition as determined by the Authority and in five (5) business days for other information and operational requests made by the Authority. FlightLevel shall also provide and submit such additional information deemed necessary by the Board of the Authority, including but not limited to financial statements of the BIV operations of FlightLevel. Financial information shall be submitted to legal counsel for the Authority.

4. That the Authority reserves the right to terminate and rescind this resolution upon notice to FlightLevel and proceed with its rights and remedies pursuant to the FBO Agreement or as otherwise permitted by law.

5. That any previous resolutions of the West Michigan Airport Authority which are in conflict with this resolution are hereby rescinded.

Ayes: \_\_\_\_\_  
\_\_\_\_\_.

Nays: \_\_\_\_\_  
\_\_\_\_\_.

Abstention: \_\_\_\_\_

Resolution declared approved dated this 14<sup>th</sup> day of February, 2022.

WEST MICHIGAN AIRPORT AUTHORITY

By: \_\_\_\_\_

Its: Secretary \_\_\_\_\_

**CERTIFICATE**

STATE OF MICHIGAN        )  
  )ss  
COUNTY OF \_\_\_\_\_)

I, the undersigned, the duly qualified Secretary of the Board of Directors of the West Michigan Airport Authority, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Board of Directors of the West Michigan Airport Authority held on February 14, 2022, insofar as the same relates to the Resolution of the Board of Directors to establish a Progress Improvement Plan, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed the official signature this 14<sup>th</sup> day of February, 2022.

\_\_\_\_\_  
Typed name: \_\_\_\_\_  
Its:    Secretary to the Board \_\_\_\_\_

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February 14<sup>th</sup>, 2022

### REPORT #5

To: West Michigan Airport Authority Board.  
From: Peter Eichleay, President, FlightLevel Aviation.  
Subject: **Maintenance & Operations Progress Report - PLACEHOLDER.**

Following Board action on February 14<sup>th</sup>, 2022 adopting a formal resolution to establish a Progress Improvement Plan for FlightLevel regarding its Maintenance and Operational obligations under the Airport's FBO & Management Agreements, the following report will be submitted on a monthly basis and until such time as the Board formally determines it is no longer necessary. This report will address concerns of the Board reflected in the resolution referenced above and any other subsequent information requested by the Board regarding operations at West Michigan Regional Airport. The Report will follow a format addressing the primary areas of concern established in the resolution.

#### Maintenance:

- Staffing Update: [Brief paragraph outlining all relevant information including recruiting methods, number of candidates interviewed, offers made, new staffing onboarding, contractual arrangements made to cover services, etc.]
- Vacant Positions:
  - Number Open
  - Length of Vacancy
- Aircraft service calls received
- Aircraft serviced at Holland
  - Piston
  - Jet
- Services Rendered off Site
  - Location of Service Rendered
  - Total Numbers of Calls serviced offsite
- Total # of calls either not met at Holland or sent off site
- Any changes in services that can be provided at Holland

#### Fulltime Manager Search:

- [Brief update on search for Fulltime Holland Manager outlining all relevant information including recruiting methods, number of candidates interviewed, offers made, etc.]
- Update on on-boarding of Interim (Tyler).

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- Expected timeline to have position filled

### Communications:

- [Update on Communications strategies and actions from FlightLevel regarding Communications strategies
- How is FlightLevel Proactively Publicizing key information:
  - Charter
  - Aircraft Storage
  - Fuel Pricing
  - Maintenance
  - Flight School, etc.
- Transition from Flyby Air brand
- Training of Customer Service staff regarding communications protocols:
  - Keeping Communications Holland Centric
  - Direct transfer protocols over phone tree
  - Getting customers to the right person the first time
- Proactive engagement with users regarding transition:
  - How maintenance is being handled.
  - Manager recruitment and hiring process.

### Charter:

- Links/access to information for Charter Services
- Number of Charter Flights
- Number of Charter Aircraft based in Holland
- How are Charter services being marketed

### Flight School

- Number of Current Students:
- Hours Logged:
- Other relevant updates

## Recommendation

It is recommended that the Airport Authority Board accept and approve the report above as presented or state any outstanding questions comments or concerns to be entered into the public record and addressed at the next Airport Authority Board Meeting.

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February 14<sup>th</sup>, 2022

### REPORT # 6

To: West Michigan Airport Authority Board.  
From: Russ Sylte, Airport Authority Board Chair.  
Subject: **Director's Evaluation Contract Amendments**

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In December of 2021, each member of the Airport Authority Board received and completed a performance evaluation form to assess the performance of the Airport Authority's Director, Aaron Thelenwood, over the calendar year of January 1<sup>st</sup>, 2021 through January 1<sup>st</sup> 2022. This evaluation is required to be completed by the hiring anniversary date of the Director, which is January 1<sup>st</sup>. Additionally, I've also requested a performance evaluation be submitted by the only current subordinate of the Director, Project Administrator Amanda Davio. The anonymous (names manually removed from forms) results of the evaluations were presented to Director Thelenwood on January 19<sup>th</sup>, 2022. During that meeting, I summarized the overall responses from the Board.

It was clear that the entirety of the Board approved of the Director's performance over the past year and that the Director currently enjoys the full support of the Board and staff. Areas for improvement were documented and, based on my interpretation, did not reflect any significant deficiencies in the performance of the Director. Director Thelenwood has a strong grasp of key priorities of the Board and has continued to shepherd the Authority through challenges and opportunities that have arisen over the past year.

As such, the following amendments are proposed to the Director's agreement based on his performance:

1. The Director receive the CPI cost of living increase as required under the terms of the original employment agreement;
2. Since the CPI adjustment month is not explicitly stated in the agreement, and the CPI adjustments are made on an every-other-month basis, Legal Counsel has recommended the month of December be set as the benchmark month now and into the remainder of the Director's employment agreement;
3. Under the terms of the employment agreement, the Director is allowed up to an 8% Performance Payment adjustment to his annual salary, after the CPI adjustment, subject to approval by the Authority Board. It is recommended that the Board Authorize the full 8% Performance Payment adjustment. The 8% adjustment is authorized at the Board's discretion, is not guaranteed year over year, and can be approved by the Board anywhere between 0%-8% in addition to the annual CPI adjustment.

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Additionally, the Director has requested to negotiate an amendment to the terms of the PTO accrual under the current agreement. Under the current terms, the Director is allowed to roll over a maximum of five (5) unused PTO days (40 hours) at the end of the calendar year, with any days above that being paid out to the Director. He has requested that he be allowed to roll over any and all remaining hours at the end of the year, up to 200 hours, in alignment with similar standards at the City of Holland. For reference, the City of Holland allows accrual up to 480 hours for all full-time staff. Once the 200-hour threshold is met, accrual stops.

### **Recommendation**

It is recommended that the Board approve the following, subject to final approval s to form by the Authority's Attorney:

1. The cost-of-living CPI adjustment as described under the terms of the Employment agreement;
2. The Board set the month of December as the benchmark CPI month for the remainder of the Director's employment agreement with the Airport Authority;
3. The Airport Authority Board Authorize the full 8% Performance Pay adjustment, after the CPI adjustment, as allowed under the terms of employment agreement;
4. The Board Approve the Director's request to allow for the roll-over of any remaining PTO at the end of each calendar year, up to 200 hours. Accrual stops once 200 hours is reached.

# CPI for Urban Wage Earners and Clerical Workers (CPI-W) Original Data Value

**Series Id:** CWURS23BSA0

**Not Seasonally Adjusted**

**Series Title:** All items in Detroit-Warren-Dearborn, MI, urban

**Area:** Detroit-Warren-Dearborn, MI

**Item:** All items

**Base Period:** 1982-84=100

**Years:** 2011 to 2021

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2011		202.849		208.217		210.354		210.377		209.427		210.199	208.239
2012		212.037		213.905		211.938		215.060		215.641		213.766	213.575
2013		215.997		216.109		219.012		217.115		216.781		215.343	216.660
2014		217.096		220.277		221.726		219.091		218.161		213.792	218.420
2015		211.529		214.002		214.721		216.237		216.220		212.649	214.109
2016		212.726		216.175		219.044		218.893		219.148		217.918	216.957
2017		219.319		221.222		221.132		221.213		223.112		223.290	221.424
2018		224.117		226.221		228.809		228.340		228.652		226.117	226.925
2019		226.675		229.133		229.989		231.707		233.721		232.439	230.182
2020		233.377		226.882		231.172		236.123		235.379		233.934	232.729
2021		236.446		240.670		245.348		247.153		250.098		252.307	244.275

WEST MICHIGAN REGIONAL AIRPORT  
CALCULATION OF AIRPORT DIRECTOR ANNUAL WAGE INCREASE  
January 1, 2022

CPI ADJUSTMENT:

CPI-W Urban Wage Earners & Clerical Workers, Detroit-Warren-Dearborn, MI  
All Items used for CPI calculation.

\$ 78,000.00	X	252.307	
(Salary 2021)		(2021 December CPI)	
<hr/>			
	233.934		= \$ 84,126.06
	(2020 December CPI)		

<b>Salary increase with CPI adjustment</b>	<b>\$ 84,126.06</b>
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PERFORMANCE PAY INCREASE:

Performance Payment 8%	<hr/>
	6,730.08

<b>Salary increase with Performance Pay</b>	<b><u><u>\$ 90,856.14</u></u></b>
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## West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423  
P (616) 510-2332

*Comprising City of Zeeland, Park Township and City of Holland*



February 14<sup>th</sup>, 2022

## REPORT 7

**To:** West Michigan Airport Authority Board.  
**From:** Amanda Davio, Project Administrator.  
**Subject:** **Schedule Public Hearing on Fiscal Year 2023 Operating and Capital Budgets.**

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Annually, the Airport Authority Director prepares and submits the proposed operating and capital budgets for the next fiscal year to the Authority Board for consideration. The Airport Board reviews the budgets and schedules a Public Hearing during either the March or April Board meetings to adopt the final budgets.

The FY22 Action Plan update is attached to this report. Much progress has been made on the FY22 Action Plan and an aggressive Action Plan is proposed for FY23.

Despite the ongoing COVID-19 pandemic, traffic at the airport has begun to rebound. Additionally, our new FBO, FlightLevel Aviation has been able to maintain key staff related to FBO and ramp side services. As a result, the estimated fuel flowage and landing fees are being budgeted conservatively at the same level as FY21, though we are optimistic they will be better. The estimated operating budget revenues for FY22 are \$646,900. Additionally, the Airport qualified for \$57,000 in CRRSAA funding, in response to the pandemic, to offset standard expenses of the Airport. These funds will be released on a reimbursement basis. Other operating revenues are anticipated to level out as compared to FY22, assuming the COVID-19 economic recovery remains steady. Property Tax revenues are expected to remain strong as real estate markets remain strong despite the pandemic. The millage rate is recommended to remain at one-tenth of a mil. We are also expecting additional funding through ARPA and under the recently approved infrastructure bill, though we are still awaiting final details. Further, Parcel K has been listed for sale at \$799,000, and it is anticipated the parcel may sell by FY23.

FY22 operating expenses are expected to increase by about \$45,000 due primarily to the proposed inclusion of a new full time staff position. Costs related to this role would be offset primarily through a reduction in reserves for future capital projects. Budgeted legal expenses are recommended to remain at \$20,000 in FY23 due to ongoing anticipated development interest and other key initiatives of the Board. This budget also reflects ongoing consulting fees with the Airport's consultant, Mead & Hunt, related to ongoing strategic support services.

*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**

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It is recommended that \$91,000 from revenues be placed in reserves to provide the local match for future Capital Projects. The Airport has been notified that it will receive over \$700,000.00 through the recent infrastructure bill for Capital Improvement Projects. There are five Capital Projects currently scheduled for FY23:

- Approach Light Gravel Path Restoration.
- Runway/Taxiway Painting (as needed).
- Design for North Hangar Park Taxilane.
- Entranceway Improvements.

Over the last four (4) years \$25,000 had been budgeted to be placed in Reserves for Future Business Center Maintenance and Repairs. In FY22 the Airport Authority reached its goal of \$100,000 in reserves, so this is not being budgeted for in FY23.

### **Recommendation**

It is recommended that the Authority Board approve the following:

1. Schedule a public hearing at the March 14<sup>th</sup> regularly scheduled Board Meeting to review and adopt the FY23 Operating & Capital budgets and Action Plan;
2. Propose any necessary changes to the budgets to be included at the March 14<sup>th</sup> meeting;
3. Approve the attached resolution scheduling a Public Hearing.

Attachment: Resolution to Set a Public Hearing  
FY22 Action Plan Status Update  
FY23 Action Plan  
FY23 Operating Budget  
FY23 Capital Budget  
FY23 Budget Schedule

West Michigan Airport Authority

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

December 13, 2021

**Mission Statement**

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

**Fiscal Year 2022 Action Plan UPDATE**

**Operations**

- **Review & revise Airport Standards:**

The Airport will review all of its existing standards related to operations, building and development and so forth to ensure these are up-to-date regarding MDOT & FAA requirements, are in alignment with the soon to be adopted Airport Zoning Code, and the strategic objectives of the Airport Authority.

Ongoing. Operations Committee has provided key input into designation of operators on the airfield, reviewing minimum ops as it relates to requirements of operator categories.

Ongoing shifting dynamics on field have also highlighted the potential to review current operating structures.

- **Review Airport Master Plan:**

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

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

- **Outline strategic goals for Airport, post COVID**

The Airport Authority board will be holding a strategic planning session likely in early March to identify key priorities for the Authority moving forward. This is a good practice on an annual basis in general; however, even more-so in the current climate. COVID-19 has been a major disruptor across all sectors and has effected operations at every level. The impacts on travel and aviation are felt very acutely at the moment and will likely echo long into the future. The Authority will work to get an understanding of what the current impacts are, what short/mid term trends will look like moving forward, and will work to identify it's role in a "post COVID" world moving forward.

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

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

- **Establish ongoing maintenance & budget schedule for airport infrastructure:**

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

Underway, key efforts related to pavement rehabs and crack sealing have been identified, but a full vetting of likely maintenance projects is still under way.

- **Update standing agriculture leases:**

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

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

Existing leases tied to high priority parcels (B, C, and K) are under review regarding renewal.

## **Communications**

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

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

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

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

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

channels for those member communities to provide insight and feedback to the Authority.

As stated above, newsletter, annual report, and social media have been expanded substantially. Additionally, the Airport has been more proactive in identifying events occurring at the airport (Dream Flights, Wings of Rescue, Operation Good Cheer) and serving to elevate their profile. We are also beginning to explore events led specifically by the Airport Authority to bring attention to this community resource, including an “Airport Education Day” and Tulip Time Fly-in.

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

Making the economic impact of the Airport a consistent and core part of our overall branding is a critical step in outreach and engagement efforts. Highlighting the return on investment of our member communities is critical to show the airport as a true public asset as well as critical piece of regional infrastructure that needs to be maintained and serves the public interest. Having this consistently reinforced as public knowledge serves the Authority in building buy-in around future millage votes or in attracting new partner communities.

Staff have met with local economic development partners to begin establishing a protocol for evaluating economic impact as it relates to improvements to the airport and businesses relocating here. Taking this work, in conjunction with the Strategic Support Services agreement with Mead & Hunt, we expect to have a draft protocol for evaluating economic impact for review by the Airport’s various committee and the Board as early as February 2022.

- **Develop Marketing Materials targeted at Aviation related businesses and operations**

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

Underway and ready to launch. Staff, in conjunction with Boileau Communications, have pulled together comprehensive marketing materials related to developable parcels around the airfield. As we put the final touches on an industry engagement letter, we are nearly ready to kick off one of the broadest engagement efforts in recent airport history. We’ll be strategically targeting key aviation industry groups and organizations to

highlight the potentials of both WMRA as well as the surrounding region. In conjunction with the ROI/Economic Impact discussions above, we should be in a very strong position to market for growth here at the airport.

We are currently holding back on these items until we have a clear path forward regarding maintenance, charter, and other related items tied to airport operations.

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

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

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

Partnership with Civil Airport and other related organizations will help to reinforce these initiatives.

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

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

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

The Omicron variant presents a real and pending threat to both on field operations and to stability across the state and US. Until the pandemic is under control, uncertainty, in general, will remain high.

### **Capital Projects**

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

### **Economic Structuring**

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

The Authority will rely on the support of key advocates to make these initial engagements with community partners identified as strong candidates for potential Authority membership. These efforts will be rooted in ongoing education around the economic impact of the Authority as well as around the Authorities strategic priorities.

We plan to begin laying the groundwork for these efforts early 2022, especially following engagement/interviews with key stakeholders throughout the community. Communications and outreach initiatives will be focused on treating every year as a ballot year, and we will adjust our marketing accordingly.

- **Draft Business Development Plan for the Airport Authority**

As part of the airport's priority in attracting new business and development on airport property, staff will work closely with regional economic development partners to produce a Business Development Plan for the Airport Authority. This plan would focus on the following key areas:

- Attract new aviation businesses
- Attract new developers on Airport property
- Establish a process for getting Airport property development ready
- Identify opportunities in new tech at the Airport
- Identify mid and long term land use opportunities for vacant airport property

Well underway, see engagement materials above as well as economic impact/ROI assessments. Staff have also begun engaging with partners in new aviation industries (EV, UAV, vertical takeoff, etc.) at a very preliminary level. The airport is situated in such a way as to be surrounded businesses and organizations that, preliminarily at least, would seem to



be very attractive to companies in this space. We are also engaging with content experts from Mead & Hunt and FAA regarding these emergent technologies.

- **Coordinate with Economic Development Partners in the region:**

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

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

We are also building relationships with the Emergent technologies departments of both the MEDC & MDOT-Aeronautics.

- **Continue to pursue land release with FAA for Parcel K:**

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

Complete.

- **Review impact of “drone” services on future airport operations**

Advancement in drone technology charges forward and we are effectively on the cusp of largescale adoption of drone delivery services, as well as other uses that are not far behind. It is in the best interest of the Airport Authority to get up-to speed on current the trends and get in front of new applications of this growing technology. Whether or not drones have a place at the airport is not necessarily the focus, but, rather,

understanding how the airport will operate, and what opportunities might present themselves as drones become more present in day-to-day life.

Some preliminary work has begun in this space, but we expect this to really get rolling in late FY22, especially following the Governor's drone corridor initiative.

West Michigan Airport Authority

Fiscal Year 2023 (July 1, 2022 – June 30, 2023) Action Plan

**DRAFT**

February 14<sup>th</sup>, 2022

**Mission Statement**

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

**Fiscal Year 2023 Action Plan DRAFT**

**OPERATIONS**

- **Review & Revise Airport Standards:**

Review Airport minimum operating standards to ensure they are not only in alignment with the Airport's development goals and obligations under federal, state and local laws but also adaptable to changing climates in the aerospace industry and wider economic environment overall.

- **Review Existing Operational Agreements:**

As the aerospace industry changes it's important to ensure our operational agreements also keep pace. In the past, the Airport Authority has relied on expansive "umbrella agreements" designed to encompass a wide array of strategically valuable services to the airport. Though there are substantial benefits to this approach, there are also opportunities for friction as well. The goal is to ensure that the Authorities standing agreements provide the necessary services and experiences users expect while also remaining adaptable enough, and provide the Authority flexibility, to ensure challenges are met and services are delivered without interruption. Staff will explore where it makes sense to contract with partners on agreements which cover a wide array of on field services and where it makes sense to contract with service providers for limited services.

- **Review Staffing Structure:**

Given the expanding role of the Director and responsibilities associated with the Airport Manager duties now under their purview, and the increase of demands from tenants, users, and changing economic environment overall, staffing needs to evolve to respond to challenges and opportunities - both existing and on the horizon. Expanding staff of the Airport Authority will be critical in both meeting the day-to-day administrative duties and responsibilities of the airport and in responding to shifting dynamics. Additional staff will

also provide strategic redundancy of expertise to meet the needs of customers, tenants, and users.

- **Outline strategic goals for Airport reflecting in the COVID Era:**

The Airport has been proactive in identifying key strategic priorities both in responding to the emergence of COVID threat and beyond. Given that COVID variants continue to define operations across sectors, it's important that the airport continues to both remain engaged and responsive to the challenges presented. The Authority has been quick to learn lessons from the early stages of the pandemic and continues to respond to as new issues arise. It's important for the Authority to remain tied into conversations, partnerships, and collaborations related to COVID response in our industry as well as remain mindful of and responsive to opportunities driven by the ongoing pandemic.

- **Review Standing Maintenance and Service Agreements and Plan for Ongoing Challenges Related to Staffing:**

The Airport has not been immune to the ongoing staffing shortages across the country and has felt impacts in various areas of operations. Most notably, service agreement RFP responses have been more tepid than we would have initially anticipated. Of note, Landscaping Services has proven difficult to secure competitive bids, as most companies are at or above their current capacity. The Authority will work to establish partnerships with local government departments and other similar organizations where applicable to offset these challenges. Staff will continue to review RFPs to ensure they are written competitively, are attractive, and address the baseline needs of the Authority. Staff will also look for creative solutions in both our bidding process as well as possible collaborations with local partners to raise the competitive appeal of our RFPs.

- **Rollout Gallagher Verify System**

The City of Holland's Finance Department, which manages the airport's finances and accounting, is partnering with AJ Gallagher (the Airport's insurance broker) to roll out their Verify System. Verify tracks contracts & leases, expiration & renewal dates, as well as required documentation (licenses and insurance certifications) and will follow-up to ensure documents are up-to-date. This is a subscription service the City has already adopted, and the airport automatically be involved in. Staff will work with the City's finance department to collect and upload all standing leases & support documents. Once complete, Gallagher will take over tracking and following up on these items, providing significant process efficiencies to the Authority.

- **Updated Auditing practices and requirements:**

As part of the Annual Audit report, Treasurer McCammon briefed the Board on upcoming changes to public auditing requirements. These changes will be substantial and will require additional involvement and attention from Airport Authority Staff. Staff will work closely with City Finance to get up to speed on these changes and implement the new practices accordingly.

- **Update Land Management Practices:**

With the USDA wildlife Management Agreement signed, part of their role and responsibility will be to provide the airport with recommendations on how to address on field conditions to minimize wildlife habitation and, ultimately, the threat of a wildlife strike. As part of this, they will likely have key insights into how we manage our ag leases and other similar land management practices. Their recommendations could feasibly include everything from planting, harvesting, and tilling operations to recommendations regarding plantings. In addition, we'll also have the support of the Outdoor Discovery Center who has a long-established working relationship with our local farmers.

## **COMMUNICATIONS**

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

We will continue to prioritize communications to users while also building engagement. Our users are one of our biggest potential advocacy groups on behalf of the Airport. Our users are well connected across all levels of the aerospace and aviation community. Building their engagement with airport operations as well as keeping them informed on strategies and priorities is invaluable. As potential infrastructure spending begins to be more defined, it will be important to establish clear channels of engagement for our users across the board regarding their perspectives on needs.

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

Build on the engagement strategies and momentum of FY21 & FY22 as well as the strategic partnerships established along the way. Partnerships with groups like FlightPath, STEM Flights, Civil Air Patrol, Dream Flights, and Wings of Mercy all likely have still untapped potential to elevate the profile of West Michigan Regional. In FY23 it will remain more important than ever to grow the community engagement piece of operations here at the airport. Likewise, these partnerships have potential to lead to and attract new partnerships and establish a sense of belonging/community here.

Similarly, on the economic development end, continuing to highlight growth opportunities, both underway and planned, is critical in building interest from new developers, companies, etc. that may be interested in locating to the Airport.

- **Incorporate economic impact and development opportunities as part of Airport Branding**  
With a protocol established, it will be important for the Authority to couch key development efforts and opportunities in the terms of direct economic impact, when applicable. This information will be valuable for the Authority Board in their decision-making capacity and will more directly highlight responsible stewardship of valuable community resources. While the intent is not to use this tool as a sole indicator in approving new opportunities, it will nonetheless serve as a valuable datapoint in directing growth.
- **Develop Marketing Materials targeted at Aviation related businesses and operations**  
Continue to ensure marketing materials (physical & digital) are targeted to high value/high priority aerospace operations. By balancing direct mailers, person-to-person connections, and targeted ads in the digital space, we intend to have a robust business development and engagement strategy for driving sustainable growth at the airport.
- **Review youth/student engagement opportunities**  
*Carried forward from FY22.* Youth/student engagement is critical as these young minds will eventually be the voters, policy makers, and businesses which engage with and support the airport. These are also the innovators and visionaries who can help guide the authority into the future. COVID has disrupted “traditional” outreach efforts through schools, youth organizations, etc. The Authority will work with Boileau as well as establish partnerships with other youth focused organizations to identify new outreach strategies in a post COVID landscape. As schools return to in-person attendance, due to the availability of PPE and vaccines, we are optimistic that the potential for on field engagement will expand.
- **Maintain up-to-date information on COVID impacts of Airport Operations**  
As COVID fluctuates, we will update operational policies accordingly. We have begun enacting stricter mask enforcement in public spaces for staff operating at the Airport. Enforcement with transient traffic remains difficult without consistent policies across regions.

The Omicron variant, and future variants, will continue to present real and pending threats to both on field operations, to stability across the state and US, and to health and safety generally. Until the pandemic is under control, uncertainty will remain high.

## **Capital Projects**

- **Complete design for North Hangar Park Taxilane**
- **Wetland Mitigation for North Hangar Park Taxilane**
- **Leverage Infrastructure Spending to Move up North Taxilane Construction Schedule**
- **Identify list of deferred maintenance projects**
- **Identify potential opportunities for future airport expansion**

## **ECONOMIC STRUCTURING**

- **Federal Infrastructure Spending Bill:**

In late CY 2021/early 2022 the US government authorized an expansive infrastructure spending bill which, in CY 2022 may allocate substantial funding for capital investment to the airport. It is also anticipated that this increased funding will continue for the following four years. Details remain sparse at the moment, but as FAA & MDOT-AERO work through how these funds can be allocated, it will become increasingly more important for the airport to both identify deferred maintenance projects as well as new strategic infrastructure, where applicable.

- **Emergent Technologies:**

Both MDOT-Aeronautics and the Michigan Economic Development Corporation have established new offices focused on emergent technologies. Likewise, Michigan's Governor has prioritized establishing a commercial drone corridor across the state and certification of the first all-electric aircraft is on the near-term horizon (1-3 years). The Airport Authority will need to remain proactively engaged in planning for these new emergent technology systems and identifying both potential opportunities and impacts on the airport while also working to establish key strategic partnerships.

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

Beginning in early 2022, following engagement & interviews with key stakeholders throughout the community, communications and outreach initiatives will be focused on treating every year as a ballot year, and marketing and messaging will reflect this.

The Authority will need to benchmark the viability of ballot initiatives in any potential target community and will also need to build engagement with relevant community leaders and stakeholders.

- **Draft Business Development Plan for the Airport Authority**

As part of the airport's priority in attracting new business and development on airport property, the authority will continue to build upon efforts established in FY21 & 22 as well as coordinate with established community partners. Growth will be focused on establishing a sustainable mix of services and resources on the field to both meet existing needs and support for future operations. Goals should be reviewed on a regular basis, but continue to be summarized as follows:

- Attract new aviation businesses
- Attract new developers on Airport property
- Establish a process for getting Airport property development ready
- Identify opportunities in new tech at the Airport
- Identify mid- and long-term land use opportunities for vacant airport property

- **Coordinate with Economic Development Partners in the region:**

Beyond development at the airport staff will work closely with Economic Development Partners in the region to identify opportunities for the airport to support local and regional businesses. In tandem, staff will work closely with the emergent technology organizations outlined above. The focus would be for the airport to expand its role in serving the economic interests of its member communities and establish its voice in key policy decisions moving forward. Part of this effort will also include engagement with other similar travel focused entities in the region.

Michigan maintains one of the most robust and well-integrated aviation networks in the United States, and West Michigan Regional is centrally located between major hubs (Detroit, Chicago, and Grand Rapids). These factors lend to the marketability of WMRA for new development opportunities.

- **Continue to pursue land sale of Parcel K**

Following the release of Parcel K, a listing agreement for the parcel was fully executed in January 2022. The property will be listed at \$799,000. It is the intent to leave the parcel listed until competitive offers are received. The Airport Building & Development committee will review offers received and will provide final recommendation regarding acceptance of a final offer.



**West Michigan Airport Authority**  
**Proposed Fiscal Year 2023 Budget**  
**ADOPTED: March TBD, 2022**

	<b>Approved Budget <u>FY 2022</u></b>	<b>Estimated Year End <u>FY 2022</u></b>	<b>Proposed <u>FY 2023</u></b>
<b>REVENUES</b>			
FBO Franchise Fee	\$ 23,500	\$ 25,000	\$ 25,500
Fuel Flowage Fee	\$ 70,000	\$ 70,000	\$ 70,000
Property Tax - Holland City	\$ 110,000	\$ 121,000	\$ 125,000
Property Tax - Park Township	\$ 109,000	\$ 115,000	\$ 120,000
Property Tax - Zeeland City	\$ 60,000	\$ 60,830	\$ 63,000
Investment Income	\$ 12,000	\$ 6,000	\$ 8,000
State reimbursement - personal property tax loss	\$ 10,000	\$ 15,000	\$ 10,000
Rental - Hangar Land Lease	\$ 107,357	\$ 115,357	\$ 116,000
Rental - Agricultural Land Lease	\$ 12,500	\$ 12,608	\$ 12,600
Rental - T Hangars	\$ 58,000	\$ 58,000	\$ 58,000
Landing Fees	\$ 24,000	\$ 28,000	\$ 30,000
Business Center Rental fee	\$ 8,400	\$ 8,750	\$ 8,800
<b>Subtotal Revenues</b>	<b>\$ 604,757</b>	<b>\$ 635,545</b>	<b>\$ 646,900</b>
<b>EXPENSES</b>			
Payroll - Director (includes benefits)	\$ 96,100	\$ 105,000	\$ 117,000
<b>Payroll - Sustainability &amp; Operations Manager (includes benefits)</b>			<b>\$ 86,600</b>
Payroll - Temporary Help	\$ 12,300	\$ 25,300	
Temp. Help Insurance & Employee costs	\$ 1,000	\$ 2,200	
Postage	\$ -	\$ 100	\$ -
Operating supplies	\$ 1,500	\$ 1,500	\$ 1,000
Operating supplies - controlled capital	\$ 1,600	\$ 2,500	\$ 1,600
Photocopies	\$ 100	\$ 100	\$ -
Maintenance - Buildings & Grounds Maintenance	\$ 9,000	\$ 9,000	\$ 5,000
Maintenance - Equipment Maintenance - ILS	\$ 20,000	\$ 20,000	\$ 16,000
<b>Maintenance-Tree Clearing</b>	<b>\$ 40,300</b>	<b>\$ 40,300</b>	
Maintenance - Contract - Snowplowing	\$ 50,000	\$ 40,000	\$ 50,000
Maintenance - Contract - Mowing	\$ 30,000	\$ 30,000	\$ 30,000
Maintenance - Contract - General Repairs/ Maintenance	\$ 23,000	\$ 23,000	\$ 23,000
Advertising/Promotional	\$ 35,000	\$ 40,000	\$ 40,000
Contract - Legal	\$ 20,000	\$ 10,000	\$ 20,000
Contract - Engineering	\$ 15,000	\$ 15,000	\$ 15,000
Contract - Management Services	\$ 28,000	\$ 28,000	\$ 28,000
Contract - Airport Manager	\$ 2,000	\$ 2,000	\$ 2,000
Contract-Financial Services Fees	\$ -	\$ 2,000	\$ 2,000
Contract - Audit	\$ 7,900	\$ 7,800	\$ 7,900
Travel, Conferences, Seminars	\$ 1,000	\$ 1,300	\$ 3,000
Commercial Insurance Premium	\$ 27,000	\$ 27,400	\$ 27,500
Utilities - T Hangars	\$ 5,000	\$ 5,000	\$ 5,000
Utilities - Runway Lights	\$ 6,700	\$ 6,700	\$ 5,000
Utilities - Landing Lights & Systems	\$ 4,500	\$ 4,500	\$ 3,500
Utilities - Fence Gates	\$ 700	\$ 500	\$ 500
Utilities - Parking Lot Lighting	\$ 1,700	\$ 1,000	\$ 1,000
ABC-Building & Grounds	\$ 5,000	\$ 5,000	\$ 5,000
ABC-Communications/Telephone/internet	\$ 6,700	\$ 6,700	\$ 5,300
ABC-BPW utilities	\$ 20,000	\$ 20,000	\$ 18,000
ABC-Natural Gas	\$ 5,000	\$ 5,000	\$ 4,500
ABC-equipment maintenance	\$ 5,000	\$ 5,000	\$ 5,000

ABC-Cleaning	\$	8,000	\$	7,500	\$	7,500
Land lease rent	\$	1,000	\$	1,000	\$	1,000
Miscellaneous	\$	2,000	\$	2,000	\$	2,000
Dues & Subscriptions	\$	600	\$	1,000	\$	2,000
Contingency - General	\$	10,000	\$	10,000	\$	10,000
T hangar repairs	\$	5,000			\$	5,000
Reserves for ABC maintenance/repairs	\$	25,000	\$	25,000	\$	-
Reserves for Capital Projects	\$	72,057	\$	97,145	\$	91,000
<b>Subtotal Expenses</b>	<b>\$</b>	<b>604,757</b>	<b>\$</b>	<b>635,545</b>	<b>\$</b>	<b>646,900</b>
<b>Balance</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

**West Michigan Airport Authority**  
**Proposed Capital Projects for FY2023**  
**ADOPTED: TBD 2022**

<u>Fiscal Year 2022 Actual</u>	<u>Total Cost</u>	<u>FAA</u>	<u>State</u>	<u>WMAA</u>	<u>Other Local</u>
Runway 8/26 Lighting & Runway Rehabilitation Construction	\$ 4,472,914	\$ 4,107,728	\$ 182,593	\$ 182,593	
Preliminary Engineering	\$ 41,760			\$ 41,760	
Environmental Assessment	\$ 167,908			\$ 167,908	
<b>Total Fiscal Year 2022</b>	<b>\$ 4,682,582</b>	<b>\$ 4,107,728</b>	<b>\$ 182,593</b>	<b>\$ 392,261</b>	<b>\$ -</b>
<u>Fiscal Year 2023 Proposed</u>	<u>Total Cost</u>	<u>FAA</u>	<u>State</u>	<u>WMAA</u>	<u>Other Local</u>
Approach Light - Gravel Path	\$ 40,000			\$ 40,000	
Runway/Taxiway Painting	\$ 15,000			\$ 15,000	
Entranceway Improvements	\$ 5,000			\$ 5,000	
<b>Total Fiscal Year 2023</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 4,742,582</b>	<b>\$ 4,107,728</b>	<b>\$ 182,593</b>	<b>\$ 452,261</b>	<b>\$ -</b>

## West Michigan Airport Authority

60 Geurink Blvd, Holland, MI 49423  
P (616) 368-3021 F (616) 546-7056

*Comprising City of Zeeland, Park Township and City of Holland*



### RESOLUTION TO PRESENT THE PROPOSED ANNUAL BUDGET FOR FISCAL YEAR 2023

**Whereas**, the West Michigan Airport Authority annual budget for the fiscal year July 1<sup>st</sup>, 2022 through June 30<sup>th</sup>, 2023 as proposed by the Airport Authority Director, was presented to the Authority on February 14<sup>th</sup>, 2022; and

**Whereas**, the Authority has reviewed, considered and revised the proposed budget;

**Now, Therefore Be It Resolved**, that the West Michigan Airport Authority presents this proposed budget to the public; and

**Be It Further Resolved**, that the proposed budget be placed on file for public inspection in the Offices of the Airport Director, Park Township Clerk, City of Holland Clerk, and City of Zeeland Clerk; and

**Be It Further Resolved**, that the Airport Authority will hold a public hearing concerning the proposed budget at 11:30 am on Monday March 14<sup>th</sup>, 2022 at the Airport Business Center; 60 Geurink Blvd. Holland, MI 49423; and

**Be It Further Resolved**, that a property tax millage rate recommendation to support the proposed budget will be part of this hearing; and

**Be It Further Resolved**, that the Airport Authority Director is instructed to publish a notice of public hearing on the proposed budget in a local newspaper, no later than Monday, March 7<sup>th</sup>, 2022.

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Russ Sylte  
Chairperson

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Beth Blanon  
Secretary

WMAA Fund Balance as of 6/30/2021					\$ 1,174,468.80
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	<u>Operating</u>	<u>Capital (999)</u>	<u>EEC Project (546)</u>	<u>Capital Funds (999)</u>	
Year to date Revenues	485,257.94	-	-	-	\$ 485,257.94
Year to date Expenses	322,383.21	-	-	-	<u>\$ 322,383.21</u>

Estimated Fund Balance as of 02/10/2022					<u>\$ 1,337,343.53</u>
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	<u>Budget</u>	<u>YTD</u>		
Remaining Operating Revenues	604,757.00	485,257.94		\$ 119,499.06

	<u>Budget</u>	<u>YTD</u>	<u>Encumbrances</u>	
Remaining Operating Expenses (excluding contingences)	553,475.00	322,383.21	15,891.25	<u>\$ 215,200.54</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>	<u>\$ 152,357.00</u>

Ending Fund Balance as of 02/10/2022					<u>\$ 1,089,285.05</u>
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Other Expected Expenses:		<u>Estimated amount</u>	<u>Spent</u>	
FY22 Construction of Hangar Project (Fogg)				\$ 6,874.75
FY22 North Taxilane				<u>\$ 9,700.00</u>

Ending Fund balance after expected capital expenses					<u>\$ 1,079,585.05</u>
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# Budget Performance Report

Fiscal Year to Date 02/10/22

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 <b>Z01 - WMAA (Airport) General Fund</b>										
REVENUE										
Department <b>000 - General Revenues</b>										
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	114,082.00	(4,082.00)	104	111,559.60
450582.P	Contributions from Other Govts From Park Township	109,000.00	.00	109,000.00	.00	.00	46,590.65	62,409.35	43	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	12,454.80	11,045.20	53	23,470.32
460654.5	Franchise Fees Fuel Flowage Fee	70,000.00	.00	70,000.00	.00	.00	46,342.23	23,657.77	66	62,505.63
460654.7	Franchise Fees Landing Fees	24,000.00	.00	24,000.00	.00	.00	16,419.19	7,580.81	68	24,280.07
480665.0	Investment Income General	12,000.00	.00	12,000.00	.00	.00	3,253.03	8,746.97	27	9,433.30
480669.A	Rental Airport Business Center	8,400.00	.00	8,400.00	.00	.00	4,375.08	4,024.92	52	8,244.48
480669.24	Rental Hangar Land Lease	107,357.00	.00	107,357.00	.00	.00	88,605.47	18,751.53	83	101,550.51
480669.25	Rental Agricultural Land Lease	12,500.00	.00	12,500.00	.00	.00	13,363.74	(863.74)	107	12,608.52
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	.00	.00	44,360.00	13,640.00	76	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 <b>000 - General Revenues Totals</b>		\$604,757.00	\$0.00	\$604,757.00	\$0.00	\$0.00	\$485,257.94	\$119,499.06	80%	\$786,966.96
REVENUE TOTALS		\$604,757.00	\$0.00	\$604,757.00	\$0.00	\$0.00	\$485,257.94	\$119,499.06	80%	\$786,966.96
EXPENSE										
Department <b>540 - Airport Operations</b>										
710701.0	Payroll-Regular General	71,780.00	.00	71,780.00	3,000.00	.00	37,950.00	33,830.00	53	48,477.54
710707.0	Payroll-Temporary Help General	12,300.00	6,650.00	18,950.00	750.00	.00	10,912.50	8,037.50	58	26,381.97
711702.0	Payroll-Vacation/PTO General	6,400.00	.00	6,400.00	.00	.00	5,850.00	550.00	91	1,759.01
711703	Payroll-Holidays	2,400.00	.00	2,400.00	.00	.00	1,800.00	600.00	75	1,175.21
711716.1	Insurance Health	3,000.00	.00	3,000.00	.00	.00	1,750.00	1,250.00	58	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	3,408.00	2,892.00	54	3,718.22
711720	Insurance-Income Protection	.00	.00	.00	70.98	.00	644.72	(644.72)	+++	458.58
712715	Employer FICA/Medicare Contribution	7,200.00	550.00	7,750.00	286.87	.00	4,457.09	3,292.91	58	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	1,643.12	(143.12)	110	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 02/10/22

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 <b>Z01 - WMAA (Airport) General Fund</b>										
EXPENSE										
Department <b>540 - Airport Operations</b>										
721931.0	Bldg & Grnds Maint General	9,000.00	.00	9,000.00	.00	.00	207.00	8,793.00	2	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	15,891.25	28,951.51	(9,048.76)	125	40,527.50
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	.00	.00	1,418.00	18,582.00	7	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	10,082.31	39,917.69	20	.00
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	14,594.12	405.88	97	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	14,061.34	8,938.66	61	32,170.86
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	50,000.00	.00	50,000.00	.00	.00	6,444.19	43,555.81	13	40,457.20
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	.00	.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	856.49	1,143.51	43	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	.00	.00	600.00	(600.00)	+++	900.00
723860.0	Travel, Conf, Seminars General	1,000.00	.00	1,000.00	.00	.00	1,439.56	(439.56)	144	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	307.55	392.45	44	571.81
723920.LAND	Public Utilities Landing Lights & System	4,500.00	.00	4,500.00	.00	.00	1,756.23	2,743.77	39	4,079.64
723920.PLOT	Public Utilities Parking Lot Lights	1,700.00	.00	1,700.00	.00	.00	739.89	960.11	44	923.51
723920.RUNW	Public Utilities Runway Lights	6,700.00	.00	6,700.00	.00	.00	2,905.08	3,794.92	43	6,989.02
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	3,420.86	1,579.14	68	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	1,398.35	601.65	70	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 <b>540 - Airport Operations Totals</b>		\$530,057.00	\$98,294.00	\$628,351.00	\$4,347.85	\$15,891.25	\$294,528.61	\$317,931.14	49%	\$390,518.78
Department <b>541 - Business Center</b>										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	2,517.12	2,482.88	50	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	594.50	.00	7,218.53	781.47	90	10,739.10
723850.0	Communications Telephone	2,600.00	.00	2,600.00	240.00	.00	1,680.00	920.00	65	2,160.00

# Budget Performance Report

Fiscal Year to Date 02/10/22

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 <b>Z01 - WMAA (Airport) General Fund</b>										
EXPENSE										
Department <b>541 - Business Center</b>										
723850.WIFI	Communications WIFI Internet Connection	4,100.00	.00	4,100.00	312.50	.00	2,187.50	1,912.50	53	3,125.00
723920.BPW	Public Utilities BPW	20,000.00	.00	20,000.00	.00	.00	9,812.46	10,187.54	49	17,871.51
723920.GAS	Public Utilities Natural Gas	5,000.00	.00	5,000.00	.00	.00	2,096.29	2,903.71	42	4,393.33
770956.0	Contingency General	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
Department <b>541 - Business Center Totals</b>		\$74,700.00	\$2,781.00	\$77,481.00	\$1,147.00	\$0.00	\$27,854.60	\$49,626.40	36%	\$51,369.96
EXPENSE TOTALS		\$604,757.00	\$101,075.00	\$705,832.00	\$5,494.85	\$15,891.25	\$322,383.21	\$367,557.54	48%	\$441,888.74
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>										
REVENUE TOTALS		604,757.00	.00	604,757.00	.00	.00	485,257.94	119,499.06	80%	786,966.96
EXPENSE TOTALS		604,757.00	101,075.00	705,832.00	5,494.85	15,891.25	322,383.21	367,557.54	48%	441,888.74
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>		\$0.00	(\$101,075.00)	(\$101,075.00)	(\$5,494.85)	(\$15,891.25)	\$162,874.73	(\$248,058.48)		\$345,078.22
Grand Totals										
REVENUE TOTALS		604,757.00	.00	604,757.00	.00	.00	485,257.94	119,499.06	80%	786,966.96
EXPENSE TOTALS		604,757.00	101,075.00	705,832.00	5,494.85	15,891.25	322,383.21	367,557.54	48%	441,888.74
Grand Totals		\$0.00	(\$101,075.00)	(\$101,075.00)	(\$5,494.85)	(\$15,891.25)	\$162,874.73	(\$248,058.48)		\$345,078.22





# Budget Performance Report

Fiscal Year to Date 02/10/22

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

# Fund Equity Changes Report

Through 02/10/22  
 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	<b>GOVERNMENTAL</b>								
Fund Type	<b>GENERAL FUND</b>								
Fund	<b>Z01 - WMAA (Airport) General Fund</b>								
341390.A	Fund Balance - Assigned (By Action) Apron, Building & Sitework	.00	.00	.00	.00				
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	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	1,099,468.80	.00	25,000.00	1,074,468.80				
345390.C	Fund Balance Committed (By Resolution) For Capital Projects	.00	.00	.00	.00				
345390.E	Fund Balance Committed (By Resolution) For Emergencies	.00	.00	.00	.00				
Fund	<b>Z01 - WMAA (Airport) General Fund Totals</b>	<b>\$1,174,468.80</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$1,174,468.80</b>	<b>\$0.00</b>	<b>\$485,257.94</b>	<b>\$322,383.21</b>	<b>\$1,337,343.53</b>
Fund Type	<b>GENERAL FUND Totals</b>	<b>\$1,174,468.80</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$1,174,468.80</b>	<b>\$0.00</b>	<b>\$485,257.94</b>	<b>\$322,383.21</b>	<b>\$1,337,343.53</b>
Fund Category	<b>GOVERNMENTAL Totals</b>	<b>\$1,174,468.80</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$1,174,468.80</b>	<b>\$0.00</b>	<b>\$485,257.94</b>	<b>\$322,383.21</b>	<b>\$1,337,343.53</b>
	<b>Grand Totals</b>	<b>\$1,174,468.80</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$1,174,468.80</b>	<b>\$0.00</b>	<b>\$485,257.94</b>	<b>\$322,383.21</b>	<b>\$1,337,343.53</b>



# Trial Balance Listing

Through 02/10/22

Detail Balance Sheet Listing

Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	<b>Z01 - WMAA (Airport) General Fund</b>					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	1,142,755.58	537,756.40	352,229.59	1,328,282.39	1,046,917.76
113040.0	Accounts Receivable General	26,419.01	222,004.68	238,280.13	10,143.56	18,572.46
114026.2014	Taxes Receivable 2014	.00	.00	.00	.00	.21
114026.2015	Taxes Receivable 2015	.37	.00	.00	.37	16.56
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	.87	21.08	27.80
114026.2019	Taxes Receivable 2019	36.95	.00	3.31	33.64	52.45
114026.2020	Taxes Receivable 2020	61.96	.00	6.92	55.04	.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	46,590.65	46,608.39	.00	7,881.61
119073.3	Due from Local Govt Units Due from Zeeland City	.00	77,601.66	77,601.66	.00	.00
119078.1	Due from State of Michigan Due from State-Aeronautics	16,208.58	.00	.00	16,208.58	1,201.51
119079.0	Due from Federal Govt General	48,918.01	.00	48,918.01	.00	.00
	<i>CURRENT ASSETS Totals</i>	<b>\$1,235,215.48</b>	<b>\$884,329.39</b>	<b>\$764,871.34</b>	<b>\$1,354,673.53</b>	<b>\$1,074,586.58</b>
	<i>CURRENT LIABILITIES</i>					
210202.0	Accounts Payable General	(26,941.18)	263,450.84	236,509.66	.00	(2,887.38)
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>	<b>(\$60,746.68)</b>	<b>\$279,926.34</b>	<b>\$236,509.66</b>	<b>(\$17,330.00)</b>	<b>(\$3,087.38)</b>
	<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	(1,099,468.80)	25,000.00	.00	(1,074,468.80)	(928,851.26)
	<i>FUND BALANCE Totals</i>	<b>(\$1,174,468.80)</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>(\$1,174,468.80)</b>	<b>(\$1,003,851.26)</b>
	Fund Revenues	.00	5,866.44	491,124.38	(485,257.94)	(475,680.01)
	Fund Expenses	.00	324,259.40	1,876.19	322,383.21	408,032.07
Fund	<b>Z01 - WMAA (Airport) General Fund Totals</b>	<b>\$0.00</b>	<b>\$1,519,381.57</b>	<b>\$1,519,381.57</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Grand Totals	<b>\$0.00</b>	<b>\$1,519,381.57</b>	<b>\$1,519,381.57</b>	<b>\$0.00</b>	<b>\$0.00</b>



# Trial Balance Listing

Through 02/10/22  
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		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
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
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		

City of Holland

## Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		01/13/2022		67647
<b>Selected Invoices</b>	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24967	AIRPORT - COMMUNICATIONS SUPPORT	12/31/2021	12/31/2021	3,000.00
	3338 - BOILEAU COMMUNICATIONS MANAGEMENT LLC	24967 - B	AIRPORT - DEVELOPMENT BOOKLET & BUS CARD PRINTING	12/31/2021	12/31/2021	2,763.40
	4837 - VHM ENTERPRISES INC.	17348	AIRPORT - JANUARY 2022 SERVICES	01/01/2022	01/13/2022	594.50
Total Selected Invoices: 3						\$6,357.90

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 01/13/2022

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	01/13/2022	67647 Accounts Payable	BOILEAU COMMUNICATIONS MANAGEMENT LLC		5,763.40
	Invoice		Date	Description	Amount
	24967 - B		12/31/2021	AIRPORT - DEVELOPMENT BOOKLET & BUS CARD PRINTING	2,763.40
	24967		12/31/2021	AIRPORT - COMMUNICATIONS SUPPORT	3,000.00
Check	01/13/2022	67648 Accounts Payable	VHM ENTERPRISES INC.		594.50
	Invoice		Date	Description	Amount
	17348		01/01/2022	AIRPORT - JANUARY 2022 SERVICES	594.50
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 2		\$6,357.90
Checks:		2	\$6,357.90		



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

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		01/20/2022		67743
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	4804 - ARR AVIATION BIV	2022-00001921	AIRPORT - DECEMBER 2021 SERVICES	12/31/2021	01/20/2022	6,856.13
	4679 - BRV VENTURES LLC	2022-00001922	AIRPORT - PEST CONTROL SERVICES	12/31/2021	01/20/2022	96.00
	101 - CUNNINGHAM DALMAN P.C.	301001	AIRPORT - LEGAL SERVICES	01/13/2022	01/20/2022	49.50
	316 - MEAD & HUNT INC - ACH	326437	AIRPORT - DECMEBER SERVICES	01/13/2022	01/20/2022	734.52
	316 - MEAD & HUNT INC - ACH	326455	AIRPORT - DECEMBER SERVICES	01/13/2022	01/20/2022	6,264.10
	316 - MEAD & HUNT INC - ACH	326518	AIRPORT - DECMEBER SERVICES	01/13/2022	01/20/2022	226.50
	800 - STATE OF MICHIGAN	591-10676825	AIRPORT - 10/21-12/21 WEATHER OBSERVATION	01/06/2022	01/20/2022	103.50
Total Selected Invoices: 7						\$14,330.25

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 01/20/2022

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	01/20/2022	67743 Accounts Payable	ARR AVIATION BIV		6,856.13
	Invoice	Date	Description		Amount
		2022-00001921	12/31/2021	AIRPORT - DECEMBER 2021 SERVICES	6,856.13
Check	01/20/2022	67744 Accounts Payable	BRV VENTURES LLC		96.00
	Invoice	Date	Description		Amount
		2022-00001922	12/31/2021	AIRPORT - PEST CONTROL SERVICES	96.00
Check	01/20/2022	67745 Accounts Payable	CUNNINGHAM DALMAN P.C.		49.50
	Invoice	Date	Description		Amount
		301001	01/13/2022	AIRPORT - LEGAL SERVICES	49.50
Check	01/20/2022	67746 Accounts Payable	STATE OF MICHIGAN		103.50
	Invoice	Date	Description		Amount
		591-10676825	01/06/2022	AIRPORT - 10/21-12/21 WEATHER OBSERVATION	103.50
EFT	01/20/2022	8070 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	7,225.12
	Invoice	Date	Description		Amount
		326437	01/13/2022	AIRPORT - DECMEBER SERVICES	734.52
		326455	01/13/2022	AIRPORT - DECEMBER SERVICES	6,264.10
		326518	01/13/2022	AIRPORT - DECMEBER SERVICES	226.50
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 5		\$14,330.25
Checks:		4	\$7,105.13		
EFTs:		1	\$7,225.12		

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

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
.						
AIR Airport		PAYABLES ACCOUNT		01/27/2022		67871
Selected Invoices	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
	.					
AIR Airport						
	234 - FIFTH THIRD BANK - CREDIT CARD - ACH	2022-00002019	AIRPORT - DECEMBER 2021 CREDIT CARD STMT	12/31/2021	01/27/2022	1,504.41
	130 - SEMCO ENERGY GAS COMPANY - ACH	2022-00002020	AIRPORT - 1/4/22 READ DATE	01/27/2022	01/27/2022	1,021.10
Total Selected Invoices: 2						\$2,525.51

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 01/27/2022

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
EFT	01/27/2022	8095 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	1,504.41
	Invoice	Date	Description		Amount
	2022-00002019	12/31/2021	AIRPORT - DECEMBER 2021 CREDIT CARD STMT		1,504.41
EFT	01/27/2022	8096 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	1,021.10
	Invoice	Date	Description		Amount
	2022-00002020	01/27/2022	AIRPORT - 1/4/22 READ DATE		1,021.10
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 2		<u>\$2,525.51</u>
EFTs:	2		\$2,525.51		

City of Holland

## Accounts Payable Payment Post Listing

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		02/03/2022		67974
<b>Selected Invoices</b>	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport	146 - HOLLAND BOARD OF PUBLIC WORKS	2022-00002069	AIRPORT - UTILITIES DUE 2/8/22	01/31/2022	01/31/2022	3,395.46
	4837 - VHM ENTERPRISES INC.	17392	AIRPORT - FEBRUARY SERVICES	02/01/2022	02/03/2022	594.50
Total Selected Invoices: 2						<u>\$3,989.96</u>

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 02/03/2022

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	02/03/2022	67974 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		3,395.46
	Invoice	Date	Description		Amount
	2022-00002069	01/31/2022	AIRPORT - UTILITIES DUE 2/8/22		3,395.46
Check	02/03/2022	67975 Accounts Payable	VHM ENTERPRISES INC.		594.50
	Invoice	Date	Description		Amount
	17392	02/01/2022	AIRPORT - FEBRUARY SERVICES		594.50
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 2		<u>\$3,989.96</u>
Checks:	2		\$3,989.96		

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

Batch Department / Invoice Department		Bank Account		Check Date		Starting Check Number
AIR Airport		PAYABLES ACCOUNT		02/10/2022		68056
<b>Selected Invoices</b>	Vendor	Invoice Number	Invoice Description	Invoice Date	Due Date	Invoice Net Amount
AIR Airport						
	4804 - ARR AVIATION BIV	22-03666	AIRPORT - FEBRUARY PHONE AND INTERNET	02/10/2022	02/10/2022	552.50
	4680 - SMALL BUSINESS ASSOCIATION OF MICHIGAN	2022-00002135	AIRPORT - SBAM ID 234212 CID 234212 MARCH COVERAGE	02/10/2022	02/10/2022	70.98
	206 - WEST MICHIGAN UNIFORM	339789	AIRPORT RUGS	01/31/2022	01/31/2022	231.45
Total Selected Invoices: 3						<u>\$854.93</u>

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - PAYABLES ACCOUNT  
 Batch Date: 02/10/2022

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - PAYABLES ACCOUNT</b>					
Check	02/10/2022	68056 Accounts Payable	ARR AVIATION BIV		552.50
	Invoice		Description		Amount
	22-03666	02/10/2022	AIRPORT - FEBRUARY PHONE AND INTERNET		552.50
Check	02/10/2022	68057 Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		70.98
	Invoice		Description		Amount
	2022-00002135	02/10/2022	AIRPORT - SBAM ID 234212 CID 234212 MARCH COVERAGE		70.98
Check	02/10/2022	68058 Accounts Payable	WEST MICHIGAN UNIFORM		231.45
	Invoice		Description		Amount
	339789	01/31/2022	AIRPORT RUGS		231.45
CITY AP PAYABLES ACCOUNT Totals:			Transactions: 3		<u>\$854.93</u>
Checks:	3		\$854.93		



# WMAA MONTHLY FBO REPORT

## West Michigan Regional Airport FBO Report FlightLevel BIV January 2022

Total Fuel Gallons Delivered		Current Month Jan 2022	One Year Ago Jan 2020	Fiscal Year To Date 01/01/22-12/31/22	F/Y to Date Compared 01/01/21-12/31/21
Avgas		1,692			
Jet Fuel		27,860			
Total Gallons Delivered		29,552	33,729	29,552	-4177

Transplant Flights	0
Wings Of Mercy Flights	1
Freight Flights From/To Holland	4
Freight Weight	4,360
Number of Parts if Known	9 skids

**FOR SALE 18.8 ACRES**  
**\$799,900**

1601 Lincoln Avenue K  
Holland, MI 49423



JIM & BERNIE TEAM



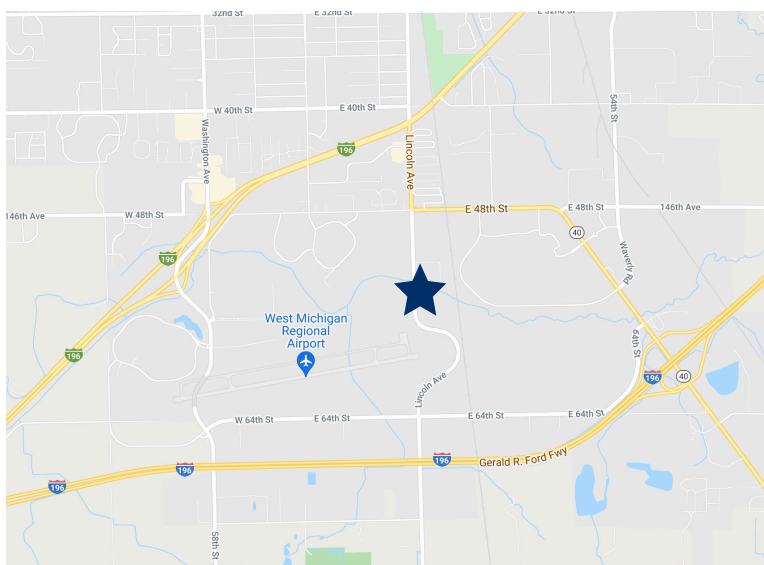
JIM & BERNIE TEAM



JIM & BERNIE TEAM



JIM & BERNIE TEAM



## PROPERTY DETAILS

New split, 18.80 Acres of vacant land in the City of Holland, currently zoned airport, but the City is open to changing the zoning to Industrial. Located just SE of the airport, this parcel offers an amazing opportunity!



**The Jim & Bernie Team**

616-355-3650

[JimandBernie.com](http://JimandBernie.com)

[JimandBernieTeam@CBGreatLakes.com](mailto:JimandBernieTeam@CBGreatLakes.com)



**COLDWELL BANKER  
COMMERCIAL**

**WOODLAND  
SCHMIDT**

456 EAST 16TH STREET  
HOLLAND, MI 49423



COLDWELL BANKER

# COMMERCIAL

LISTING PRESENTATION



## FOR SALE

**Acreage**

**\$799,900**

**1601 Lincoln Avenue K**

**Holland, MI 49423**

# TABLE OF CONTENTS

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Property Photos	5
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Legal Description	12
Zoning Map	13

## CONTACT INFORMATION



### **The J&B Team**

616-355-3650

[JimandBernieTeam@CBGreatLakes.com](mailto:JimandBernieTeam@CBGreatLakes.com)

466 E 16th Street, Holland, MI 49423

[JIMANDBERNIE.COM](http://JIMANDBERNIE.COM)



**COLDWELL BANKER  
COMMERCIAL**

**WOODLAND  
SCHMIDT**

456 East 16th Street

Holland, MI 49423

616.396.8649

Fax: 616.396.8030

# PROPERTY DETAILS

**DESCRIPTION** New split, 18.80 Acres of vacant land in the City of Holland, currently zoned airport, but the City is open to changing the zoning to Industrial. Located just SE of the airport, this parcel offers an amazing opportunity!

**ADDRESS** 1601 Lincoln Avenue K, Holland, MI 49423

**COUNTY** Allegan

**CROSS STREETS** Lincoln Ave and E 48th St

**DIRECTIONS** Lincoln Ave south to 64th St, east to property

**ZONING** See map

**ACREAGE** 18.80

**LOT DIMENSIONS** 4.07x99x165x660x276x572x761x100

**ROAD FRONTAGE** 407

**WATER/SEWER** Public

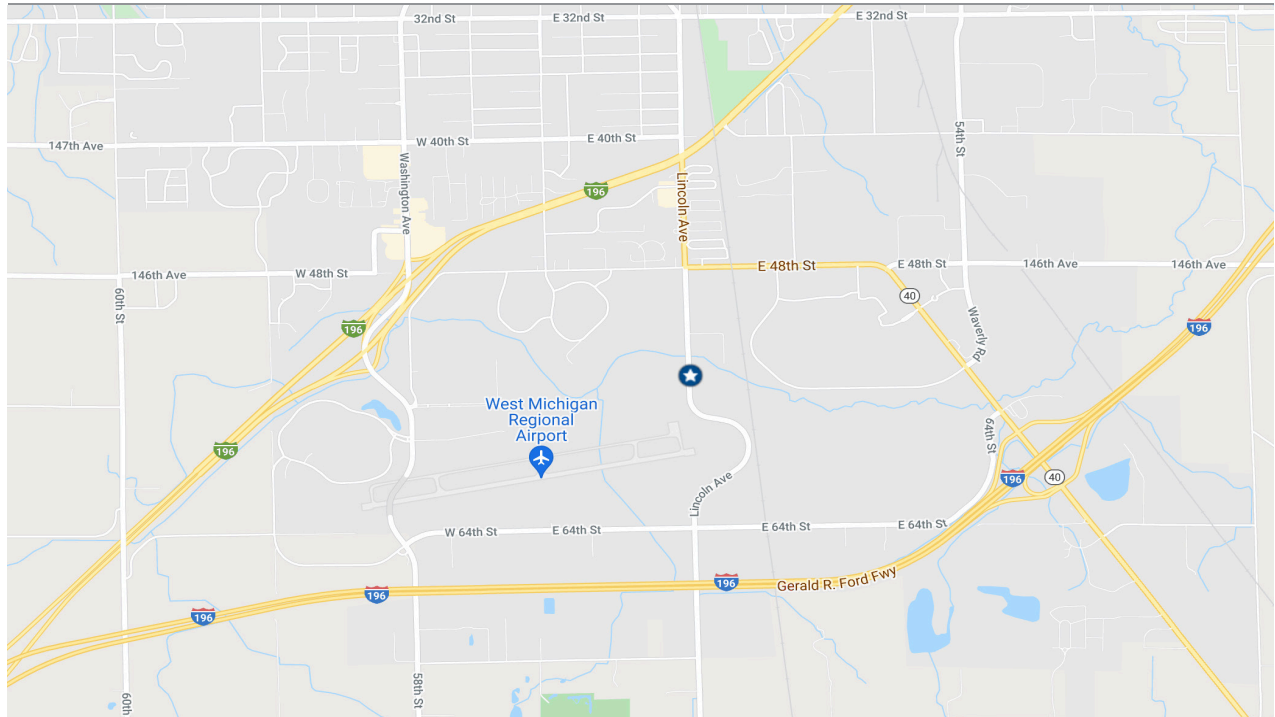
**REAL ESTATE TAXES** Currently Exempt

**SEV** 1

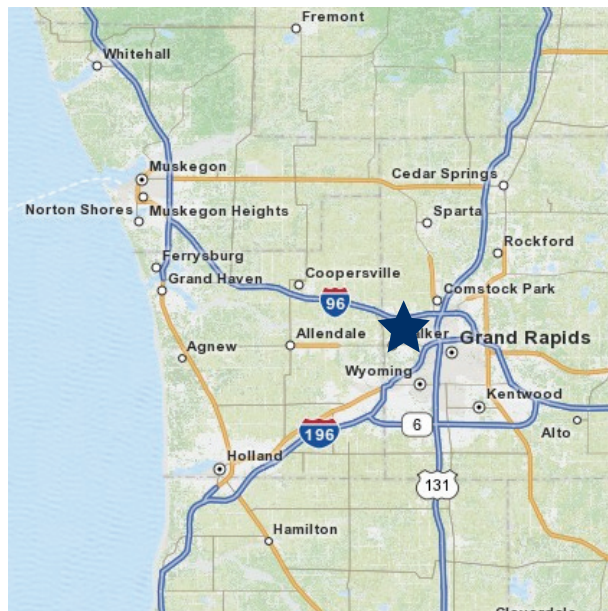


# PROPERTY MAP

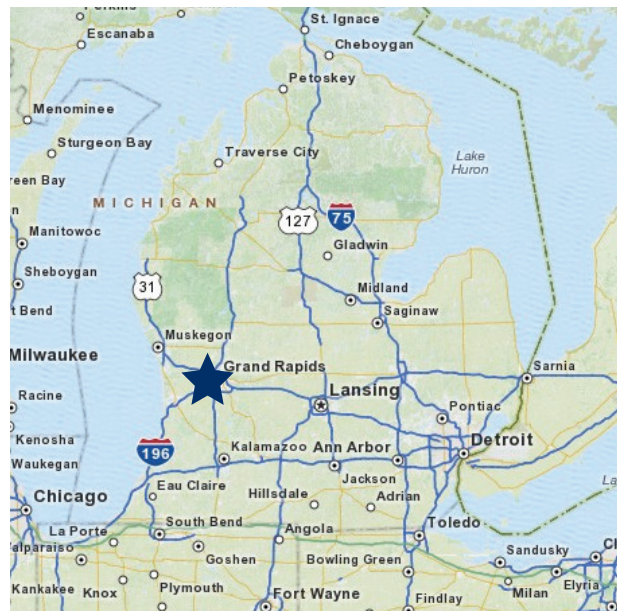
## STREET MAP



## WEST MICHIGAN



## MICHIGAN





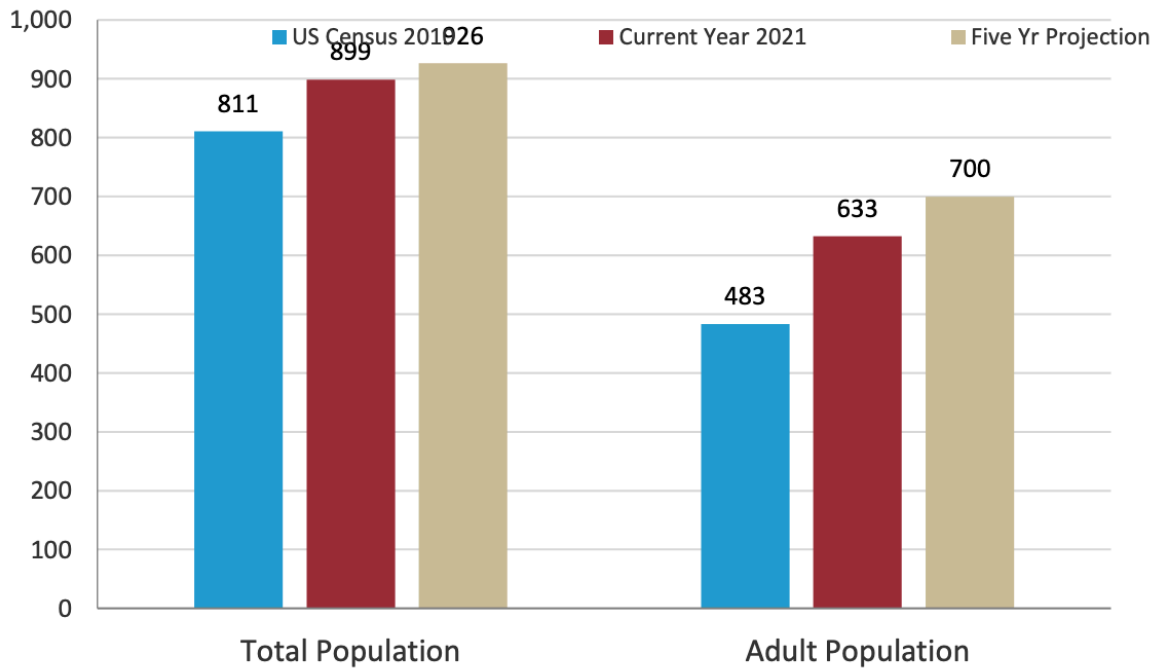
# PROPERTY PHOTOS



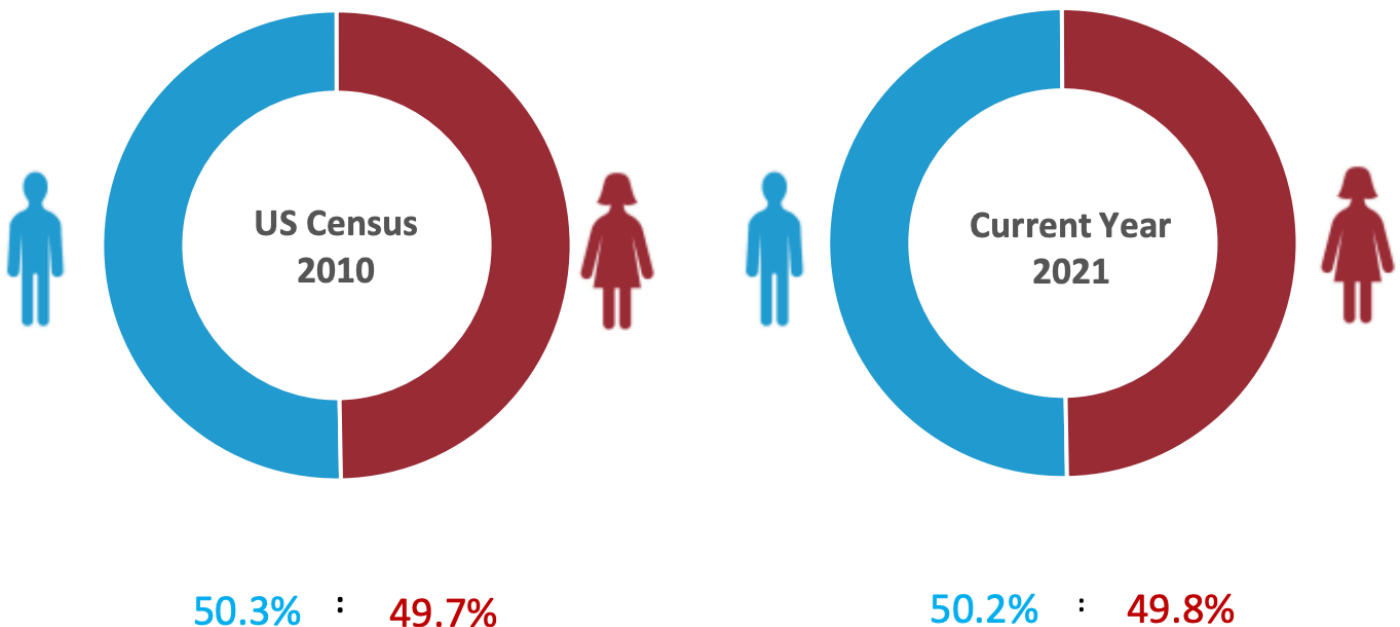


# DEMOGRAPHICS

## Population



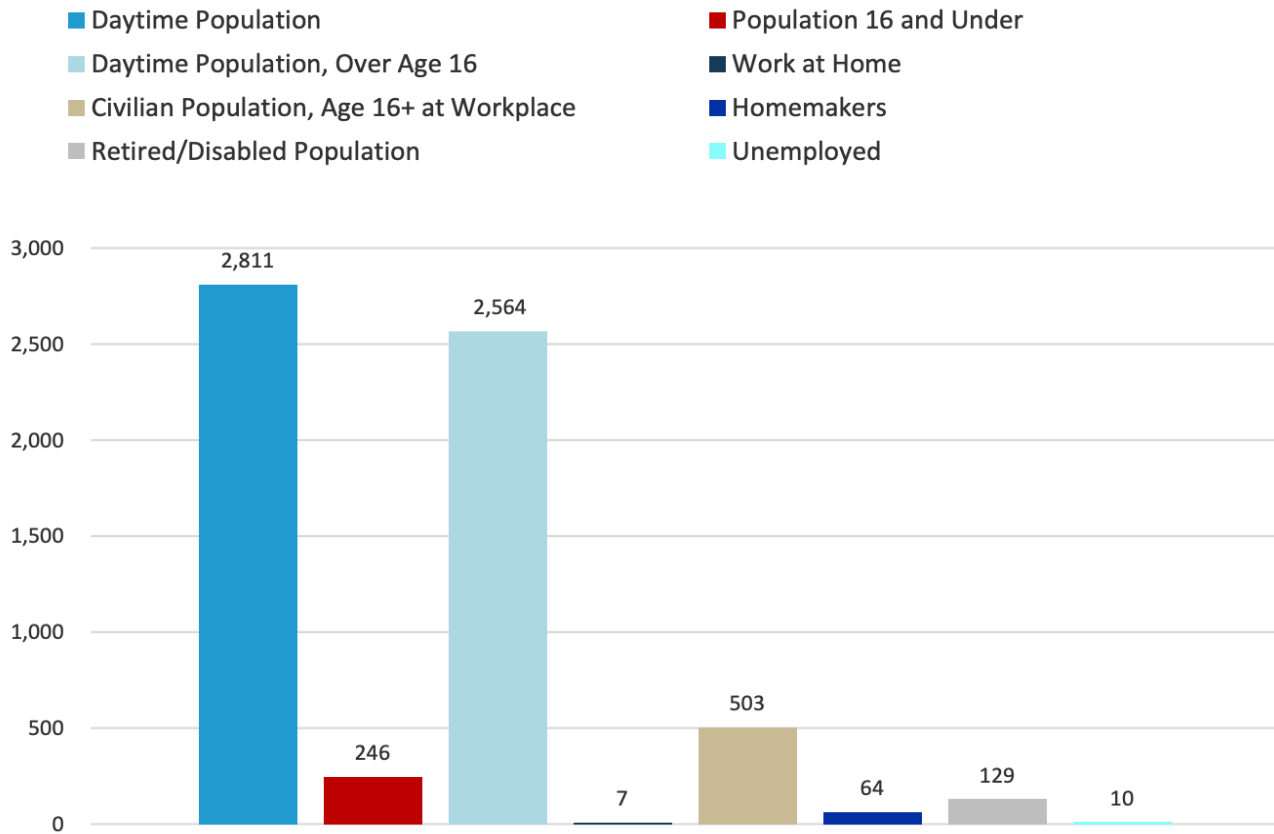
## Female/Male Ratio



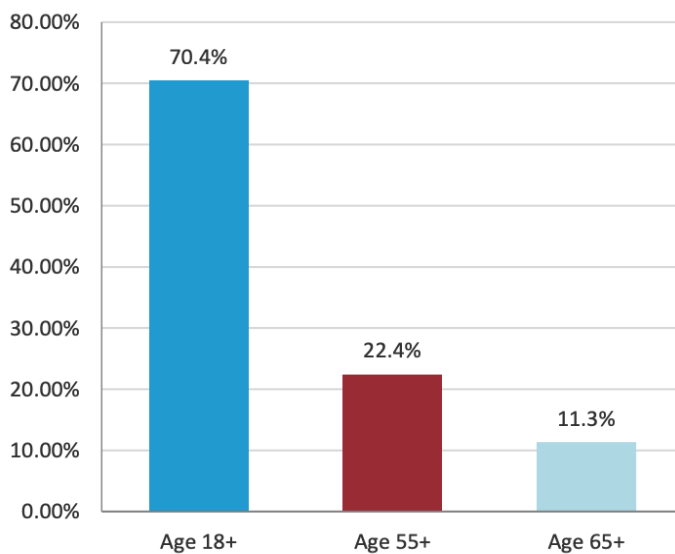


# DEMOGRAPHICS

## Daytime Population



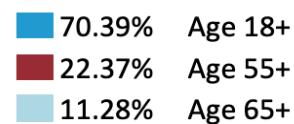
## Age



Median Age, Total

**35.0**

### Age Demographics



# DEMOGRAPHICS

## Housing & Households

**3.4**

Land Area

**359**

Total Housing Units

**337**

Total Households

**347**

Total Households

5 Year Projection



**205**

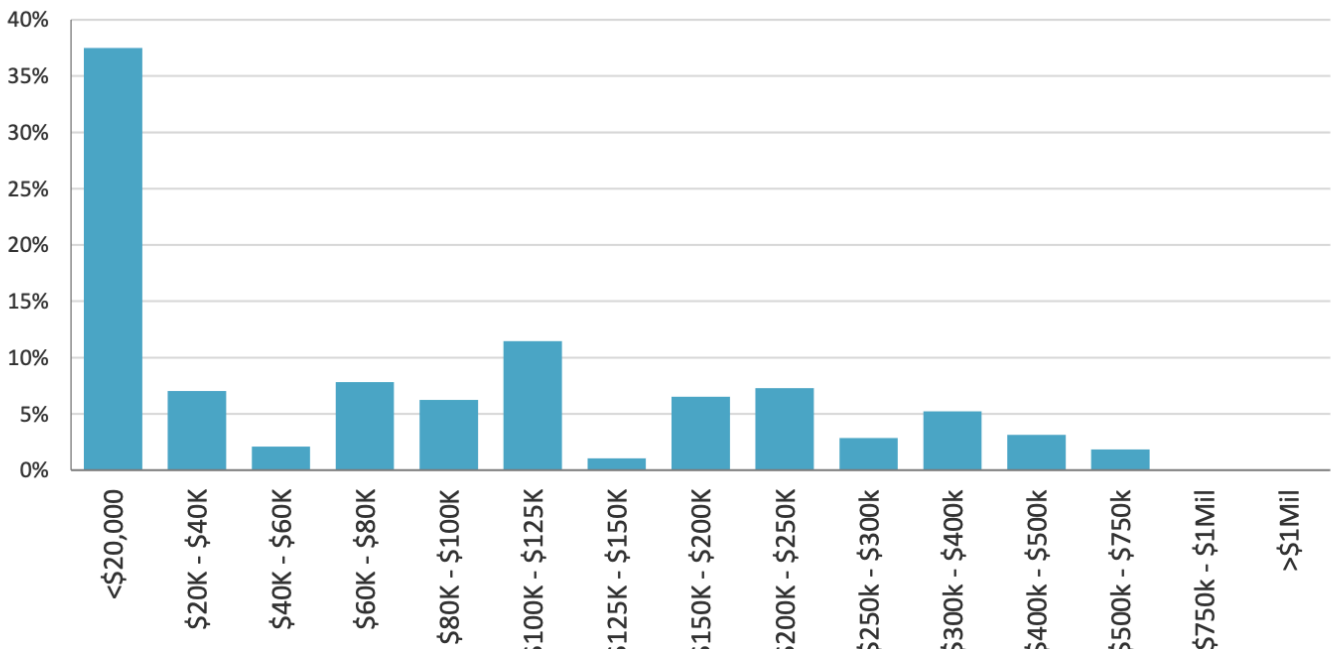
Owner-Occupied



**132**

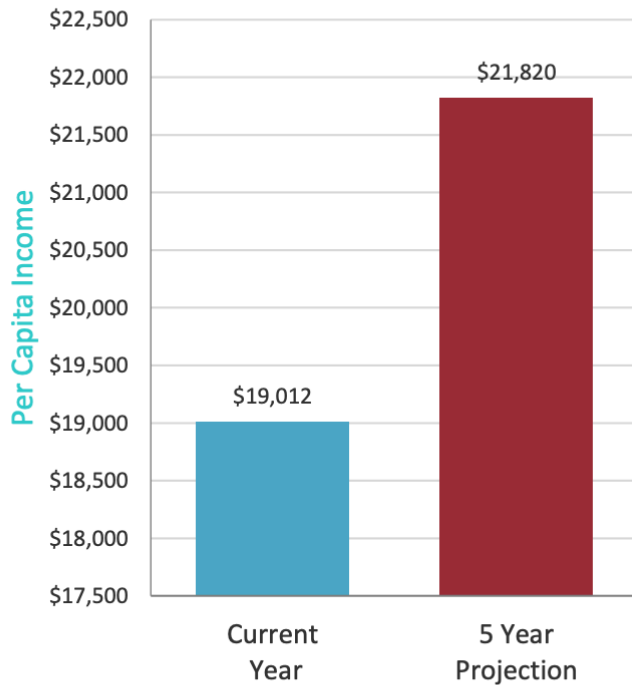
Renter-Occupied

## Housing Value (Current Year)



# DEMOGRAPHICS

## Income



Average Household Income

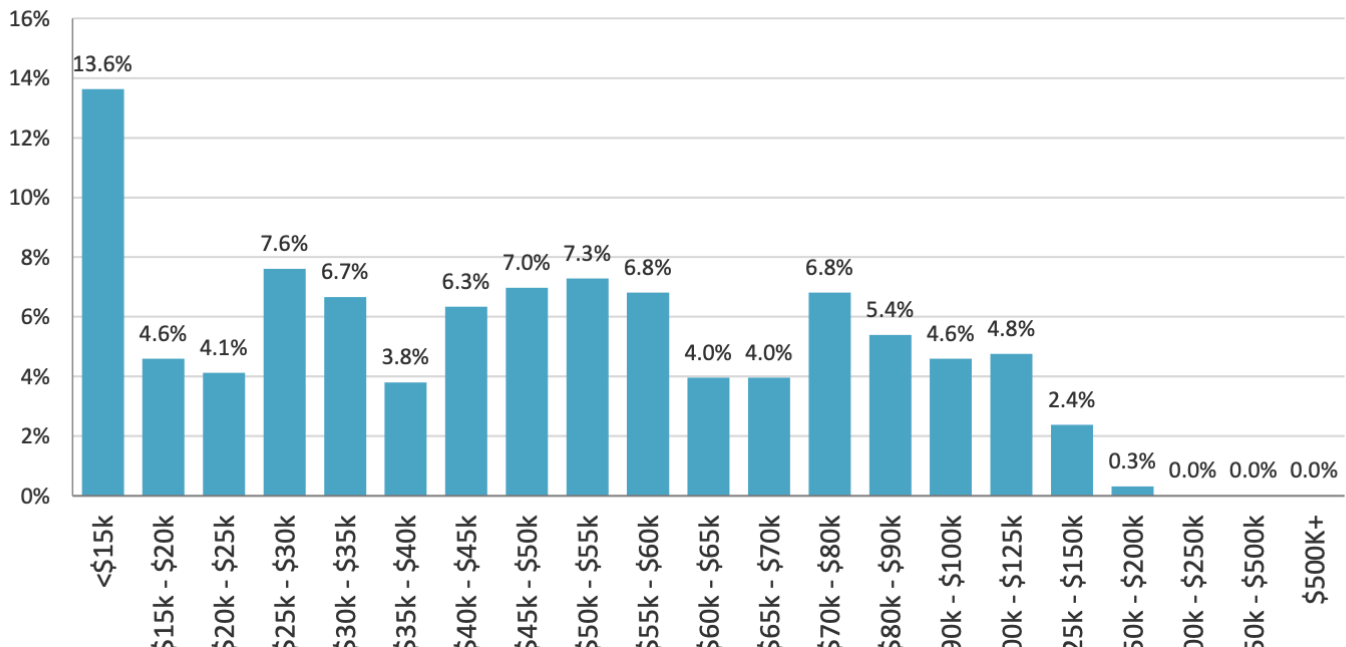
**\$58,309**

Median Household Income

**\$47,174**

Based on Total Population

## Households by Income (Current Year)



# DEMOGRAPHICS

## Education (Current Year)

### Education



**984**

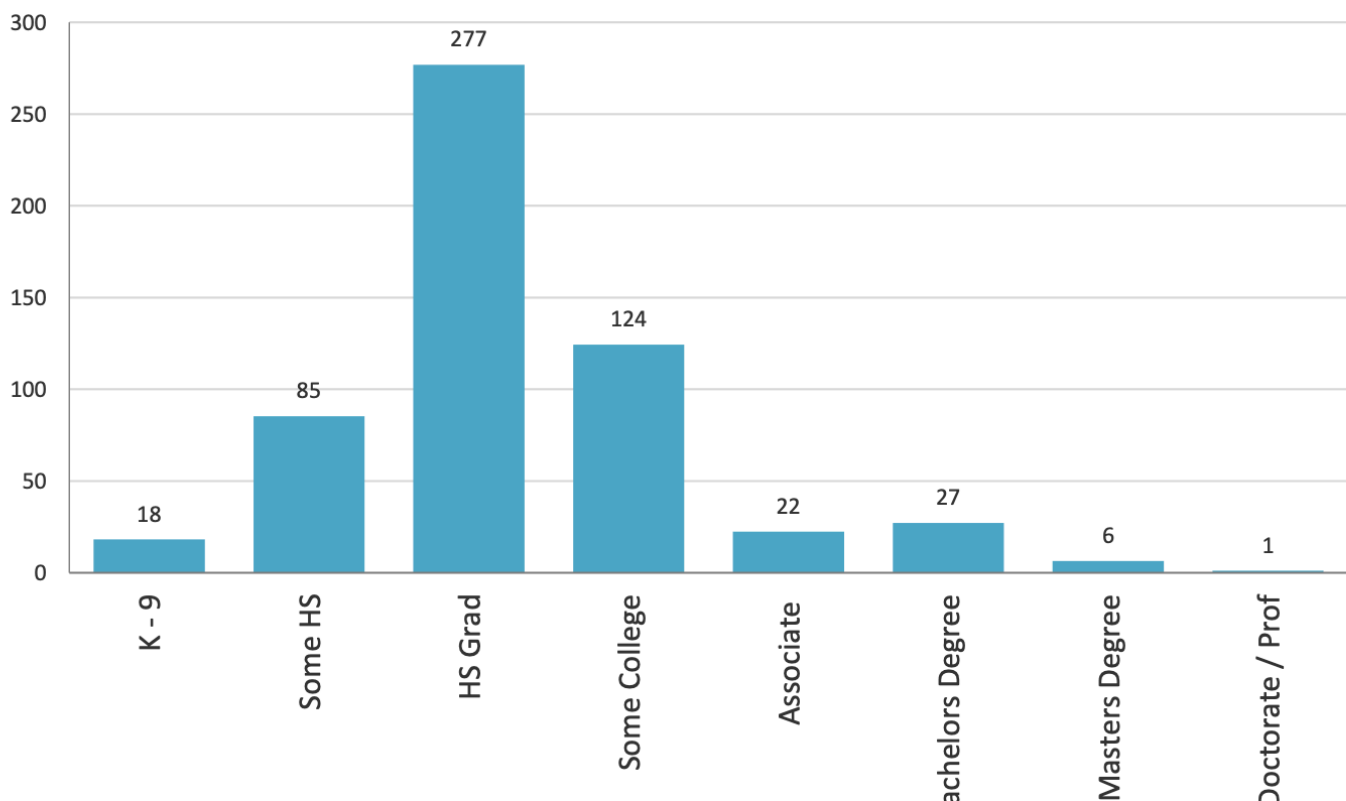
College undergraduate



**76**

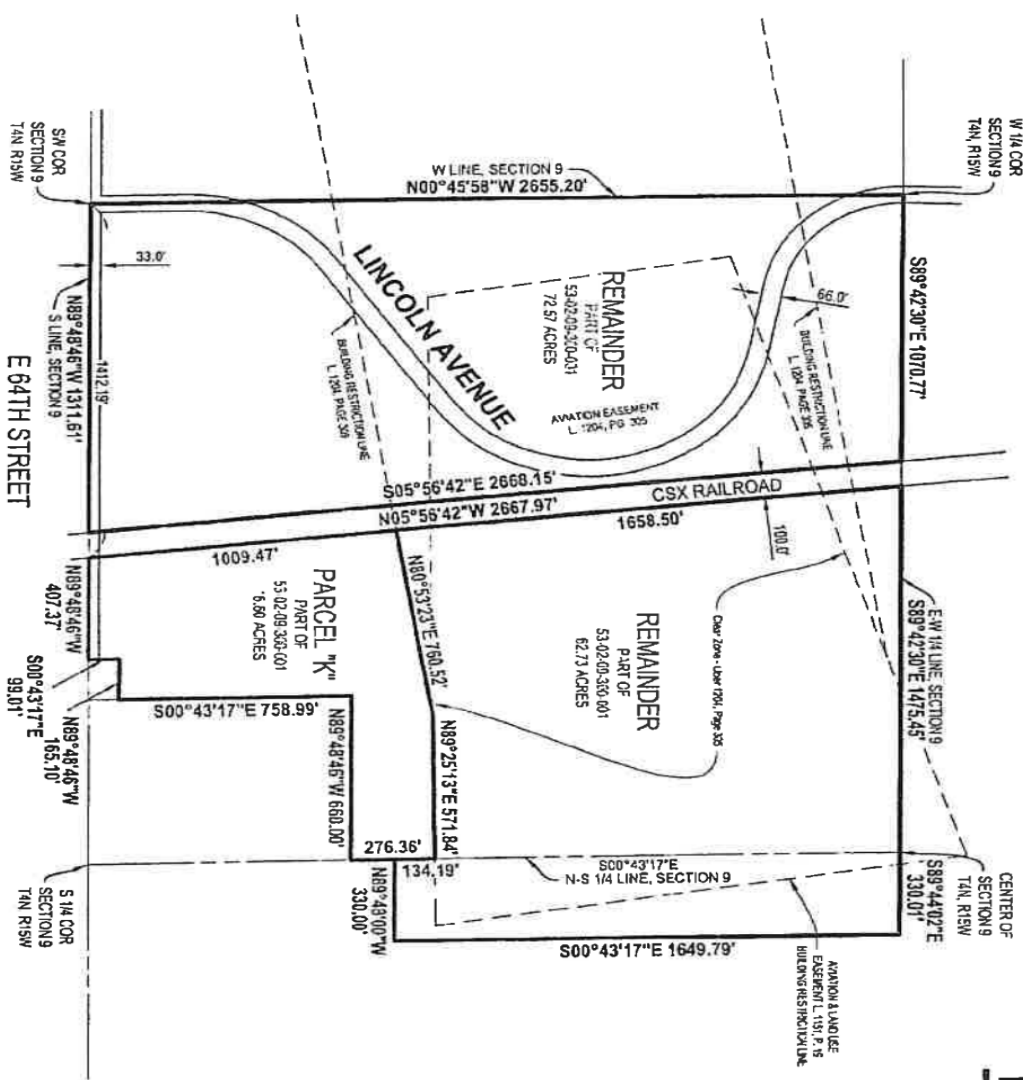
Graduate or prof degree

## Educational Attainment at Age 25+ (Current Year)



# SURVEY

This sketch was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

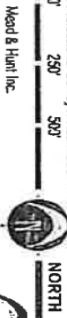


## DESCRIPTION

Parcel K: Part of the Southwest 1/4 of Section 9, Town 4 North, Range 15 West, City of Holland, Allegan County, Michigan, described as: Commencing at the Southwest corner of said Section; thence  $S89^{\circ}48'46"E 1412.19'$  feet along the South line of said Section to the Point of Beginning; thence  $N05^{\circ}56'42"W 1009.47'$  feet along the East line of the CSX Railroad right-of-way; thence  $N89^{\circ}53'23"E 760.52'$  feet; thence  $N89^{\circ}25'13"E 571.84'$  feet; thence  $S00^{\circ}43'17"E 276.36'$  feet along the North-South 1/4 line of said Section; thence  $N89^{\circ}48'46"W 660.00'$  feet; thence  $S00^{\circ}43'17"E 758.99'$  feet along said South line to the Point of Beginning. Contains 6.60 acres. Subject to highway right-of-way for 6th Street over the Southern most 33.00 feet thereof. Subject to easements, restrictions and rights-of-way of record.

Remainder: Part of the South 1/2 of Section 9, Town 4 North, Range 15 West, City of Holland, Allegan County, Michigan, described as: Beginning at the Southwest corner of said Section; thence  $N00^{\circ}45'58"W 2655.20'$  feet along the West line of said Section to the West 1/4 corner of said Section; thence  $S89^{\circ}42'30"E 1070.77'$  feet along the East-West 1/4 line of said Section; thence  $S05^{\circ}56'42"E 2668.15'$  feet along the West line of the CSX Railroad right-of-way; thence  $N89^{\circ}48'46"W 1311.61'$  feet along the South line of said Section to the Point of Beginning. Also a parcel described as: Commencing at the Southwest corner of said Section; thence  $S89^{\circ}48'46"W 1412.19'$  feet along the South line of said Section; thence  $N05^{\circ}56'42"W 1009.47'$  feet along the East line of the CSX Railroad right-of-way to the Point of Beginning; thence  $N05^{\circ}56'42"E 1412.19'$  feet along said East line; thence  $S89^{\circ}42'30"E 1070.77'$  feet along the East-West 1/4 line of said Section to the Center of said Section; thence  $S89^{\circ}44'02"E 330.01'$  feet along said East-West 1/4 line; thence  $S00^{\circ}43'17"E 1519.79'$  feet parallel with the North-South 1/4 line of said Section; thence  $N89^{\circ}48'46"W 330.00'$  feet; thence  $N00^{\circ}43'17"E 134.19'$  feet along said North-South 1/4 line; thence  $S89^{\circ}25'13"E 571.84'$  feet; thence  $S00^{\circ}53'23"W 760.52'$  feet to the Point of Beginning. Contains 135.30 acres. Subject to highway right-of-way for 6th Street over the Southern most 33.00 feet thereof. Subject to easements, restrictions and rights-of-way of record.

By *Scott A. Hendges*  
 Scott A. Hendges, Licensed Professional Surveyor No. 47953  
 SCALE: 1" = 500'



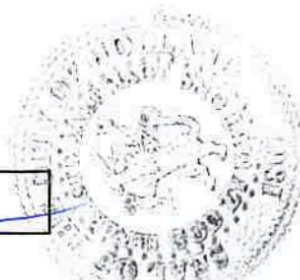
Mead & Hunt, Inc.  
 Stephanie Ayrd  
 2805 Fort Lansing Road  
 Lansing, MI 48906  
 West Michigan Regional Airport  
 1801 Lincoln Avenue  
 Holland  
 347 Howard Dr.  
 Holland, MI 49423  
 DRAWN BY: JHM DATE: 5-7-18 PRJ #: 182W6720SC  
 REV BY: REV. DATE: 1 OF 1  
 NEDERVELD  
 1000 North Main Street • 30022-1848  
 Holland, MI 49423

# LEGAL DESCRIPTION

PARCEL K: PART OF THE SOUTHWEST 1/4 OF SECTION 9, TOWN 4 NORTH, RANGE 15 WEST, CITY OF HOLLAND, ALLEGAN COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE S89°48'46"E 1412.19 FEET ALONG THE SOUTH LINE OF SAID SECTION TO THE POINT OF BEGINNING; THENCE N05°56'42"W 1009.47 FEET ALONG THE EAST LINE OF THE CSX RAILROAD RIGHT-OF-WAY; THENCE N80°53'23"E 760.52 FEET; THENCE N89°25'13"E 571.84 FEET; THENCE S00°43'17"E 276.36 FEET ALONG THE NORTH-SOUTH 1/4 LINE OF SAID SECTION; THENCE N89°48'46"W 660.00 FEET; THENCE S00°43'17"E 758.99 FEET; THENCE N89°48'46"W 165.10 FEET; THENCE S00°43'17"E 99.01 FEET; THENCE N89°48'46"W 407.37 FEET ALONG SAID SOUTH LINE TO THE POINT OF BEGINNING. CONTAINS 18.80 ACRES. SUBJECT TO HIGHWAY RIGHT-OF-WAY FOR 64TH STREET OVER THE SOUTHERLY MOST 33.00 FEET THEREOF. SUBJECT TO EASEMENTS, RESTRICTIONS AND RIGHTS-OF-WAY OF RECORD.

REMAINDER: PART OF THE SOUTH 1/2 OF SECTION 9, TOWN 4 NORTH, RANGE 15 WEST, CITY OF HOLLAND, ALLEGAN COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE N00°45'58"W 2655.20 FEET ALONG THE WEST LINE OF SAID SECTION TO THE WEST 1/4 CORNER OF SAID SECTION; THENCE S89°42'30"E 1070.77 FEET ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION; THENCE S05°56'42"E 2668.15 FEET ALONG THE WEST LINE OF THE CSX RAILROAD RIGHT-OF-WAY; THENCE N89°48'46"W 1311.61 FEET ALONG THE SOUTH LINE OF SAID SECTION TO THE POINT OF BEGINNING. ALSO, A PARCEL DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION; THENCE S89°48'46"E 1412.19 FEET ALONG THE SOUTH LINE OF SAID SECTION; THENCE N05°56'42"W 1009.47 FEET ALONG THE EAST LINE OF THE CSX RAILROAD RIGHT-OF-WAY TO THE POINT OF BEGINNING; THENCE CONTINUING N05°56'42"W 1658.50 FEET ALONG SAID EAST LINE; THENCE S89°42'30"E 1475.45 FEET ALONG THE EAST-WEST 1/4 LINE OF SAID SECTION TO THE CENTER OF SAID SECTION; THENCE S89°44'02"E 330.01 FEET ALONG SAID EAST-WEST 1/4 LINE; THENCE S00°43'17"E 1649.79 FEET PARALLEL WITH THE NORTH-SOUTH 1/4 LINE OF SAID SECTION; THENCE N89°48'00"W 330.00 FEET; THENCE N00°43'17"W 134.19 FEET ALONG SAID NORTH-SOUTH 1/4 LINE; THENCE S89°25'13"W 571.84 FEET; THENCE S80°53'23"W 760.52 FEET TO THE POINT OF BEGINNING. CONTAINS 135.30 ACRES. SUBJECT TO HIGHWAY RIGHT-OF-WAY FOR 64TH STREET OVER THE SOUTHERLY MOST 33.00 FEE THEREOF. SUBJECT TO EASEMENTS, RESTRICTIONS AND RIGHTS-OF-WAY OF RECORD.

listing agent signature



City of Holland

Nathan Bocks, Mayor

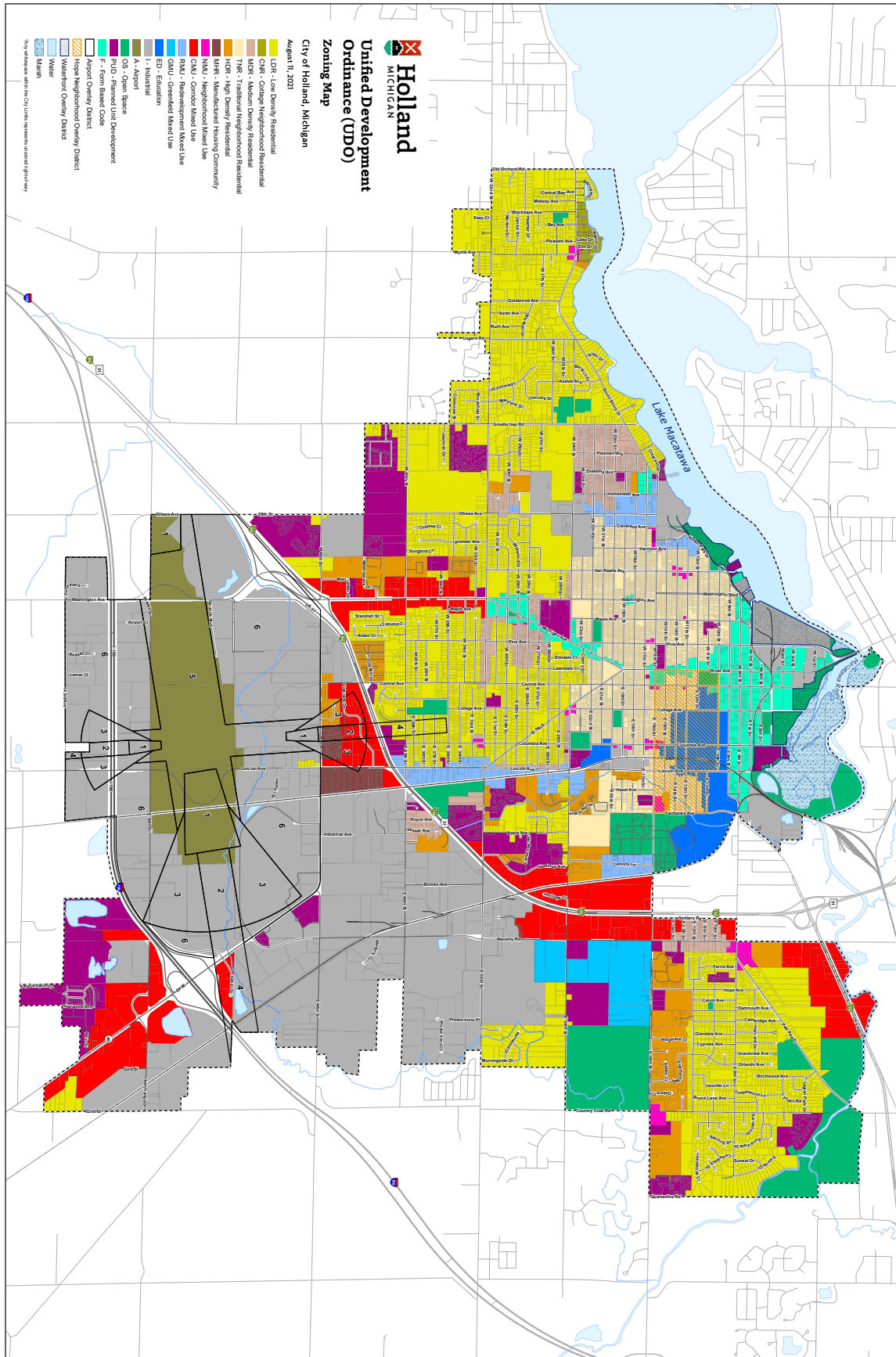
Kathy Grimm, City Clerk

Approved as to Form

Ronald J. VanderVeen



# ZONING MAP





**COLDWELL BANKER**  
**COMMERCIAL**  
**WOODLAND SCHMIDT**

456 E 16th Street  
Holland, MI 49423



# 2022 Michigan Airport Conference

## conference agenda

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### Wednesday, February 16

7:30 - 8:30	<b>Check-in/Continental Breakfast</b>
8:30 - 8:40	<b>Welcome/Housekeeping Items (MDOT/MAAE)</b>
8:40 - 9:30	<b>Federal Aviation Administration (FAA) Update (virtual)</b> Rebecca MacPherson, Regional Administrator, Great Lakes Region Sue Mowery-Schalk, Director, Airports Division
9:30 - 10:15	<b>Session 1 Everything you wanted to know about IFEs</b> Kelly Jost, C&S/Elyse Lower, MDOT
10:15 - 10:45	<b>Break with Exhibitors</b>
10:45 - 11:45	<b>Session 2 The Infrastructure Investment and Jobs Act – How much money is coming to your airport?</b>
11:45 - 1:00	<b>Lunch</b>
1:00 - 1:30	<b>Session 3 FAA Weather Cameras (virtual)</b> Daniel Pope, FAA
1:30 - 2:15	<b>Session 4 Growing Importance of Sustainability and Resilience at Airports</b> John Lengel and Rikki Scantlan, RS&H
2:15 - 2:30	<b>Break with Exhibitors</b>
*2:30 - 3:45	<b>*Roundtable – Air Carrier</b>
*2:30 - 3:00	<b>*Session 5 GA Airports - Implementing State Aviation Standards to Reduce Airfield Paving Project Costs</b> HDR
	<b>*Concurrent Sessions</b>
**3:45 - 5:00	<b>**Roundtable – General Aviation</b>
**3:45 - 4:15	<b>**Session 6 Aero's Changing Role for Primary Airports</b> Jim Hartman, MDOT
	<b>**Concurrent Sessions</b>
5:00 – 6:00	<b>Exhibitor/Legislative Reception</b>

# 2022 Michigan Airport Conference

## Thursday, February 17

8:00 - 9:00	<b>Continental Breakfast</b>
8:30 - 9:00	<b>MAAE General Membership Meeting</b>
9:00 - 9:40	<b>Office of Aeronautics Update</b> Mike Trout, Executive Administrator Office of Aeronautics
9:40 – 10:00	<b>FAA Update (virtual)</b> John Mayfield
10:00 - 10:30	<b>Session 7 Future of Aviation</b> Ben Marchionna, Director of Technology and Innovation, Electra.Aero
10:30 - 11:00	<b>Final Break with Exhibitors</b>
11:00 - 11:30	<b>Session 8 Locally Managing Approaches/Litigation Case Study</b> Linn Smith, MDOT
11:30 - 12:00	<b>Session 9 Unleaded AvGas</b> Mike Kormos/Avfuel
12:00 - 1:30	<b>Awards Luncheon</b>
1:30 – 3:00	<b>Consultant Roundtable</b>

# general information

## registration & discounted registration fees

All conference participants including attendees, speakers, exhibitors, and award recipients are required to register for the conference through the MAAE website. You can save on your registration by being an MAAE member and by registering at the early bird rate prior to February 1, 2022. **ALL REGISTRATIONS MUST BE DONE ONLINE.**

## professional development financial assistance

You must be employed by an airport or board member in the state of Michigan at the time the assistance is requested. FAA Part 139 Airports are not eligible. The intent of this assistance is to encourage increased attendance of the small and rural aviation airport personnel, giving them the ability to gain from the training programs provided at the MAAE Conference. There is a 2-person limit per airport.

## hotel accommodations

The Kellogg Hotel and Convention Center (800-875-5090) has reserved a block of rooms at a group rate starting at \$120 per double room (plus applicable taxes). To qualify for this rate, you must mention you are attending the Michigan Airport Conference, group code 2202MIASSN. The hotel will guarantee this rate through January 15, 2022. For online reservations, please visit: [www.kelloggcenter.com](http://www.kelloggcenter.com)

## vendor information

When registering, exhibitors may select up to 3 booth choices, layout is subject to change. Booths are assigned in the order of registration. Please submit one registration form per person attending the event. The registration fee includes an 8-foot by 10-foot booth with pipe and drape, a skirted table, two chairs, all conference sessions and materials, meals, and breaks. For special arrangements, please contact the hotel directly at 517-432-4000.

## payment

Payment should be made through the website during registration, however, checks can be mailed in after website registration is completed.

## conference fees

Full conference registration includes admission to all sessions, vendor exhibits, annual business meeting, and the awards lunch. All fees are listed on the conference information page of our website at [maae@michairports.org](mailto:maae@michairports.org).

Kellogg Hotel and Conference Center  
219 South Harrison Road  
East Lansing, Michigan, 48824

## refunds/cancellations

MAAE will refund your registration fee, less a \$75 processing fee per person, for cancellations received in writing by February 1, 2022. No refunds will be granted after that date. Substitutions may be made at any time (the difference between a member and non-member price will be charged if a non-member replaces a member).



## Sponsor Opportunities!

**Platinum- \$2,000 \* Gold - \$1,500 \* Silver - \$1,000 \* Bronze - \$500**

**Giveaways are also welcome for our lunch drawings!**