

## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

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



## West Michigan Airport Authority

### Regular Meeting Agenda

**April 10<sup>th</sup>, 2023**

**11:30 a.m. – 1:00 p.m.**

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

<https://us06web.zoom.us/j/83777032853>

#### Authority Members

##### City of Holland

Dave Hoekstra  
Scott Corbin  
Charles Murray

##### City of Zeeland

Kevin Klynstra  
Beth Blanton  
Doug Barene

##### Park Township

Elisa Hoekwater  
Skip Keeter  
Ken Brandsen

##### Ex-officio

Jim Storey  
Lucy Ebel

1. Public Comment.
2. Approval of Agenda (Action Requested).
3. Approval of March 20<sup>th</sup> Meeting Minutes (Action Requested).
4. Presentations from Hamilton Schools: Future Prep'd Airport Student Project proposals (No Action).
5. Adoption of Rules of Airport Authority Board and Regular Meetings (Action Requested).
6. Set Public Hearing for FY24 Budget (Action Requested).
7. Resolution: Adopting ARPA Funding (Action Requested).
8. Taxilane Design Contract with Mead & Hunt & Cost Comparison (Action Requested).
9. FBO Operations Report: (Action Requested).
10. Financial Reports (Action Requested).
11. KPI Dashboard Database (No Action).
12. Manager's Update:
  - A. Crosswind Runway Discussion
  - B. N. Taxilane Schedule
  - C. The Millage Campaign Planning

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13. Updates from Board.

14. Other Business:

15. Adjourn.

Next Meeting will be held May 8<sup>th</sup>, 2023

# **West Michigan Airport Authority**

## **MEETING MINUTES**

**March 20th, 2022**

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

**60 Geurink Blvd. Holland, MI**

**PRESENT:** Dave Hoekstra, Kevin Klynstra (Chair), Skip Keeter, Scott Corbin (Co-chair), Ken Brandsen, Elissa Hoekwater, Doug Barensen

**ABSENT:** Beth Blanton, Chuck Murray

**OTHERS PRESENT:** Aaron Thelenwood (Director), Amanda Davio VanLaar, Lynn McCammon (Treasurer), Peter Eichleay (FlightLevel-Zoom), Alan Radlo (FlightLevel-Zoom), Lucy Ebels, Oscar Miller (HYAC Student), Garret Hain (Av Flight), Joseph Meszaros (Av Flight), Joan McCluskey (HYAC Coordinator), Mark Breukink (Mead & Hunt), Russ Sylte

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

### **23.03.1 Public Comment.**

Genzink Development currently has available properties for sale that are affected by the presence of the crosswind runway on the airport layout plan. The existence of building limitations has prevented potential buyers from making purchases. The developer has requested that the airport either acquire these properties or remove the crosswind runway from the ALP. Genzink Development submitted a letter requesting consideration from the Board to be entered into public record.

### **23.03.2 Approval of Agenda**

Director Thelenwood amended the agenda to include the addition of support items for ACIP capital plan and new board member introductions.

Co-Chair Corbin made a motion with support from Keeter to approve the agenda with the amendments.  
Motion carried.

### **23.03.3 Recognition of Russ Sylte for his service to the Airport Authority**

The board commended Russ Sylte for his service and leadership to the Airport Authority as a board member and board chair for two terms.

**23.03.4 Introduction of New Board Member Elisa Hoekwater and Ex-Officio Member Lucy Ebel**

The Board welcomed Hoekwater, Executive Director of the MAX, and Ebel, District 2 Ottawa County Commissioner.

**23.03.5 Approval of February 13th Meeting Minutes.**

Barense made a motion with support from Hoekstra to approve the February meeting minutes as presented.

Motion carried.

**23.03.6 FBO Transfer Introduction to Av Flight**

Representatives of prospective FBO, Av Flight, an Ann Arbor-based privately owned aviation company, addressed the board. Joseph Meszaros, Garret Hain, and Aaron Mower, senior regional manager of Av Flight, discussed their operations and plans for future development. The company currently operates 7 FBOs in Michigan, primarily focused on small to mid-sized airports. Av Flight is the sister company to Av Fuel,

The company aligns with airports based on their master plans and initiatives and offers a range of services, including flight schools, fuel sales, and charter operations. However, they are most interested in partnering with local communities to support their outlook and initiatives.

Over the past 7-8 years, the company has acquired several FBOs, but they are now looking to develop their current airport operations and projects. The transition is expected to wrap up by the end of May. During the meeting, Klynstra offered support and Thelenwood asked about the strategic value of their growth in Holland.

The company highlighted the importance of infrastructure, community partnership, and buy-in for their success. They also emphasized their commitment to tenant relationships and the importance of meeting the needs of small engine aircraft operators. Additionally, they mentioned their high ratings and responsiveness on FBO comparison sites.

Thelenwood asked about the company's maintenance capabilities, and Av Flight stated that they partner with existing maintenance teams to support operational needs. Barense asked about pricing structures, and Av Flight acknowledged the volatility of fuel costs but stated that they manage discounts and purchasing programs relative to specific operators. The company plans to review documents and provide comments in short order and aims to meet the end of May deadline for their proposal, letter of intent, attorney review, and relative closing documents.

No action taken.

### **23.03.7          Approval of Airport Rescue Grant Agreement: American Rescue Plan Act (ARPA) of 2021 Spending Plan**

ARPA funding was reviewed and approved during the previous meeting. Today, a clear presentation and documentation for the allocation of these funds have been prepared. The majority of the funding has been lined up, with only \$725 left for allocation next month. The proposed allocation is in line with allowable usage. Comprehensive reporting has been prepared, and records have been kept. A similar approach to the allocation of CARES act funding has been suggested by Lynn, and forms will be prepared for submission to MDOT by Aaron. The question was raised by Corbin regarding whether this allocation is applicable to last year's expenditures or future spending, which was answered by McCammon that it is intended for both present and future expenses. The inquiry was made by Corbin, and the response was provided by McCammon.

Co-chair Corbin made a motion with support from Barese to approve the ARPA spending plan. Motion carried.

### **23.03.8          FY24 Operations & Capital Improvement Budgets and Action Plan**

Thelenwood presented to the board the FY24 and Capital Improvement Budgets to the board. The ops committee meeting collectively met once, and individual meetings were held afterward to provide clarification and discussion about the budget. Airport staff are working with Mead and Hunt to ensure the appropriate allocation of the BIL funds, which now amount to \$249,000 from the original \$700,000 following reclassification. Additionally, There is an overspending on the budget for an engineering line item, which should be reflected in the Capital budget rather than the operational budget. Expenses will be shifted to the appropriate line item prior to the end of the fiscal year to ensure proper allocation. It was clarified that the engineering fees should have been directly applied to capital funds, and the budget has not been exceeded.

Treasurer McCammon offered that it is critical to look at the five-year plan, and with parcel k sitting in the general fund, we might want to consider shifting it to the capital funds with board approval. The five-year plan will be outlined for the next board meeting. The impacts on the fund balance will be discussed, and the budget will be balanced before the public meeting for the budget. Corbin commented that the budget needs to be balanced before setting the public hearing. Hoekstra added that if we moved the public hearing to May, we would still be in line with expectations/deadline.

It was decided to set a public hearing date following a presentation of the balanced budget. No action was taken.

### **23.03.9          Set Public Hearing for FY 24 Budget**

Hoekstra made motion to table the public hearing to next meeting. Support by Barese.

Motion carried.

### **23.03.10 FBO Progress Report**

Fuel sales have now surpassed the total sold last year. The hiring of Mike Tar as the Director of Maintenance brings exciting news on the maintenance front, as he has been associated with WMRA since 2017 and has established great relationships with the tenants on the field.

Keeter made a motion with support from Barese to approve the FBO progress report.  
Motion carried.

### **23.03.11 FBO Report**

Barese Made a motion with support from Keeter to approve the FBO report.  
Motion carried.

### **23.03.12 Financial Report**

Hoekstra made a motion with support from Barese to accept the financial reports as presented.  
Motion carried.

### **23.03.13 Education Initiative Update**

Amanda VanLaar presented an update on recent education initiatives the Airport Authority has focused on to continue to drive growth and supporting the industry. In addition to establishing a robust working group with local organizations and aviation professionals to elevate access and education around STEM careers and aviation, the airport has partnered with Hamilton Schools for a 6th-grade PBL program and a summer work-based learning program alongside Future Prep'd students at OAISD. There's been additional collaboration with outside organizations, participation in events, scheduled school trips, and summer camp field trips. The positive response to these initiatives highlights the need and excitement for aviation-based education opportunities.

Ex-officio member Ebel commented on the impact similar initiatives have had in her family's life and gave support toward the continued effort in this space. New board member Hoekwater echoed appreciation for these initiatives and Hoekstra shared his positive experience supporting Hamilton's PBL projects.

No action taken.

### **23.03.14 Discussion of N/S runway**

Mead and Hunt consultant Mark Breukink addressed the Board about the future crosswind runway. The FAA has strict regulations regarding additional runways and crosswind runways,

with a standard of 95% wind coverage. According to the latest feasibility study, WMRA currently has 92.1% of prevailing wind coverage with 8% not meeting this standard, a number that impacts only the smallest classification of aircraft. Eligibility for FAA funding is available, but there are not enough entitlement funds, so the airport would need to compete for capacity projects, which can be costly due to environmental impacts. There are two sets of funds available: entitlements and grant funds. The discussion included the cost of the project and the ability to provide a match percentage, as well as the ROI. Environmental assessments were also mentioned, with concerns about the length of time it takes to complete them. The FAA does not classify this as a safety issue but rather a capacity issue. The topic was referred to the B&D committee to further discuss and review in April, with a final review in May. The procedure for removal would involve updating the ALP, which could take a month or longer.

**23.03.15 Manger's Update:**

- a. **Deicing**-Tenants have been pressuring for a deicing solution and it is important to include it in the budget. Staff is working on recommendations for the board to have a solution in place before the next winter season.

**23.03.16 Board Updates**

None.

**23.03.17 Adjourn**

Keeter made a motion with support from Barensen to adjourn the meeting.

Meeting Adjourned at 1:11 p.m.

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**Minutes Approved:** (Secretary)

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

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April 10th, 2023

## REPORT 4

To: West Michigan Airport Authority Board.  
From: Amanda VanLaar, Sustainability and Operations Specialist.  
Subject: **PBL Projects Summary**

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Our partnership with Hamilton Schools PBL program, challenged a 6<sup>th</sup> grade class to devise unique answers to the question "How can WMRA better engage school-aged students?" On Monday, March 20th, students presented their final project presentations, and a winning presentation was selected from each participating business. We are proud to share that one of the WMRA presentations won the overall sixth-grade presentations, and we're pleased to welcome Mrs. Chamber's 6th-grade class back to WMRA to present their ideas in front of the board.

Below are the five WMRA project ideas summarized by the students:

- **Radio ad**: The solution is to create a radio ad that advertises what West Michigan Regional Airport can offer to teachers, students, and families. Radio ads are memorable and will reach not only teachers or students but might help encourage people to contact West Michigan Regional Airport for ways that school-age students can get involved with the airport.
- **Partnership with Career Line Tech Center**: Currently, there are no aviation courses at the Careerline Tech Center, but aviation could fit under their transportation elective. An aviation class at the Careerline Tech Center would introduce elementary and middle school kids to aviation through Career camp in the summer, a four-day experience where kids learn about possible career choices. Partnering with the Tech Center might also get high schoolers interested in applying for aviation-related jobs.  
\*\*\*\*(The winning idea of all the 6<sup>th</sup> grade PBL presentations!)\*\*\*\*\*
- **An outdoor playscape**: The idea is to create an outdoor playscape near the entrance of the airport, which would have informational signs so that students, parents, or community members can learn more about different things around the airport. Partnering with the Outdoor Discovery Center could help get funding for the project. This could also be a location where the community could connect with the airport with food trucks or other airport events.
- **Video introducing WMRAA to teachers**: Many community members, including teachers, do not know about all the opportunities that WMRA offers. A video would

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be sent to schools, and it would intrigue students and teachers to want to find out more about WMRA. A video would highlight some options that WMRA could offer to schools and explain how to get more information.

- **RC Club:** The idea is an RC Plane Club, where kids and adults would enjoy learning how to fly RC planes and would get interested in the airport, possibly leading to a career in aviation.

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April 10th, 2023

## REPORT 5

To: West Michigan Airport Authority Board.  
From: Amanda VanLaar, Sustainability and Operations Specialist.  
Subject: **Rules of the Airport Authority**

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To maintain best practices, the Airport Authority Board has prioritized the formal adoption of rules to govern its actions. The "Rules of the Airport Authority" aid in promoting productive and respectful discussions and decisions during meetings, while providing guidance for the Board's operation to ensure compliance with legal and regulatory requirements, as well as accountability to the public and stakeholders.

The presented proposed attached rules are based on common best practices for public entities and should be regularly considered for review and revision to accommodate the evolving needs of the airport and its users.

### **Recommendation:**

It is recommended that the Board formally adopt the "Rules of the Airport Authority" subject to final review and approval as to form by the Airport Authority's Attorney



# **RULES OF THE AIRPORT AUTHORITY BOARD**

**March 29, 2023**

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## **Chapter I**

### **Sessions of the Board**

- 1.1 The Board shall hold its regular meetings on the second Monday of each month at 11:30 A.M. in the main conference room of the main terminal building unless the time set shall be a holiday, then such meeting shall be canceled, held at the same time and place on the next day which is not a holiday or on another day as determined by the Board.
- 1.2 Special meetings may be scheduled by a majority vote of the members, or called by the Chairperson, or as needed depending on the priority or business of the Board.
- 1.3 Except when temporarily unable to perform his or her duties, the Chairperson shall preside over all meetings of the Board and preserve order thereat. The Co-Chairperson shall preside during the absence of the Chairperson or at the call of the Chairperson. In the event of the absence of both the Chairperson and Co-Chairperson the Board shall be called to order by the Airport Authority Director and the Board shall immediately select one of its members to serve as Acting Chairperson Pro-tem. While serving as chairperson, the Chairperson Pro-tem, and/or Acting Chairperson Pro-tem, shall have the same rights and privileges as other members of the Board.
- 1.4 In addition to regular and special meetings, the Board may hold a pre-Board agenda study session as needed. Said session should be used to review the items on the agenda and discuss any matter brought before it, however any decisions as a result of such review or discussion shall be made only at the ensuing regular meeting or at a subsequent regular or special meeting. Pre-Board agenda study sessions shall be open to the public. The Rules of the Board shall not apply to pre-Board agenda study sessions except for the rules contained in this section, provided; however, that any motions or decisions are to be deferred as outlined above in this section.
- 1.5 Closed sessions of the Board may be held at any time in accordance with Act 267, Michigan Public Acts of 1976, as may be amended, upon roll call vote, notwithstanding any Board Rule to the contrary.
- 1.6 The Airport Authority Director or designee is hereby designated as the person responsible for posting public notice of all Board meetings as required by law.

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- 1.7 All decisions of Board shall be made at a meeting open to the public. Public attendance may occur in-person or virtually and the Board shall establish clear procedures and guidelines to ensure that all attendees, whether in-person or virtual, have equal access to the meeting and can fully participate.

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### **Chapter II Agenda and Order of Business**

- 21 The Airport Authority Director and staff shall be responsible for the preparation of the agenda and the distribution of the same to the Chairperson and Board Members before each regularly scheduled meeting. The agenda and attachments shall be distributed by electronic transmission. The electronic transmission is to take place on the day after the deadline for submitting agenda items. In the event a regular meeting date is changed, the deadline for agenda items and distribution of agenda materials shall occur within the same time frame as specified in these rules or as determined by the Board. The Airport Authority Director may strike an item from the agenda after the distribution of the agenda, subject to Board approval of the agenda at the meeting.
- 22 At the regular meetings of the Board, the Order of Business shall generally be as follows:
1. Call to Order
  2. Roll Call to Determine Presence of Quorum
  3. Public Comment
  4. Approval of the Agenda
  5. Approval of the Minutes
  6. Appointments and Communications from the Chairperson
  7. Special Presentations and Recognitions
    - A. By the Chairperson and/or Board Members
    - B. By the Airport Authority Director
  8. Public Hearings
  9. Unfinished Business
  10. New Business
  11. Communications from the Airport Authority Director
  12. Updates from the Board
  13. Adjournment



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### **Chapter III**

#### **Details on Order of Business**

- 31 "Roll call" shall be called at all regular and special meetings of the Board, to determine if a quorum is present and each of the governing municipalities is represented by at least one in-person member of Board. In the event that one or more representatives of a governed municipality is in attendance virtually with no representation in-person, quorum shall not be met. The Director shall announce whether a quorum is present.
- 32 Approval of the agenda shall be upon motion. The Director of the Airport Authority previously shall have sent to each Board Member a copy of the agenda and any amended items not included in the shared agenda shall be introduced at this time for final approval by the Board.
- 33 Approval of minutes shall be upon motion. The Director of the Airport Authority previously shall have sent to each Board Member a copy of the minutes and the reading of such minutes shall not be required, unless the reading of certain articles thereof shall be requested by the Chairperson or any Board Member.
- 34 "Public Comment" shall include such communications either verbal or written, as anyone in the audience may wish to present.
- 35 Under "Appointments and Communications from the Chairperson," any messages, recommendations, appointments or suggestions, which the Chairpersons deems appropriate or necessary shall be presented.
- 36 Special Presentations and Recognitions presented by Board Members and the Director of the Airport Authority must be pre-approved by the Chairperson.
- 37 Under "Public Hearing" matters set for a particular meeting are to be conducted. During this time the public is invited to share opinions on a proposed decision of the Board.
- 38 "Unfinished Business" represents any business that has been tabled indefinitely and which is to be brought before Board for consideration. To consider such matters, motion is to be passed to take the matter from the table.
- 39 "New Business" shall include any reports, recommendations or communications of any nature from the Airport Authority Director/Staff, Special Committees, Fixed Base Operators, or Financial Offices which require a formal motion.
- 3.10 Under "Communications from the Airport Authority Director," any communication reported by the Director and/or Airport Staff for which no action is required by the Board shall be recorded as information.

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- 311 Under "Updates from the Board," any member of Board shall have the opportunity to present motions, informal suggestions, information, or recommendations for discussion by the Board.



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## **Chapter IV**

### **Motions**

- 4.1 A motion shall be reduced to writing if requested by the Chairperson, a Board Member, or the Director . When a motion is made in writing and seconded, it shall be stated by the Chairperson and handed to the Director for recording, before being debated.
- 4.2 After a motion has been stated by the Chairperson, or read by the Director , it shall be deemed to be in possession of the Board, but may be withdrawn by the maker at any time before a decision or amendment is made.
- 4.3 When a question is under discussion, no motion shall be received except one of the following, which shall have precedence in the following order:

1. To adjourn
2. To lay on the table
3. For the previous question
4. To postpone to a certain day
5. To refer to a committee
6. To amend the motion
7. To postpone indefinitely

No motion to postpone to a certain day, to refer to a committee, or to postpone indefinitely, having been decided, shall be made again on the same question at the same meeting.

- 4.4 A motion to lay on the table shall be decided without debate.
- 4.5 A motion to adjourn shall always be in order, except upon immediate repetition, or in interruption of a member speaking, or when the previous question has been ordered, or a vote is being taken. A motion to adjourn is not debatable, except as to time.
- 4.6 The Previous Question, having been moved and seconded, shall be in this form: "Shall we call the question?" It shall only be ordered when demanded by a majority of the Board Member present, and if carried, shall close all debate, and the main question shall be put immediately. If the Nays prevail, the main question shall not then be put, and the consideration of the subject shall be resumed, as though no motion for the previous question had been made.
- 4.7 On demand of any Board Member, before the question is put, the Question shall be divided if it comprehends propositions in substance so distinct, that, one being taken away, a substantive proposition shall remain for the decision of the Board.



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- 4.8 When any motion has been carried or lost, it shall be in order for any member of the majority to move for a reconsideration thereof, on the same, the adjourned, any special meeting called for this purpose, or the next regular meeting of the Board, and such motion shall take precedence of all other questions except a motion to adjourn. A motion to move for reconsideration may be seconded by any member of the Board.
  - 4.9 No motion or proposition on a subject different from that under consideration shall be admitted under color of amendment. A substitute motion ranks as an amendment to the main motion. It proposes to strike out the entire original motion and to insert in its place a more satisfactory motion.
  - 4.10 Roll shall be called on the approval of purchases and on all contracts and agreements.
  - 4.11 Roll shall be called on any action of the Board if requested by the Chairperson or any Board Member.
  - 4.12 Roll shall be called on any election of officers/appointments.
  - 4.13 The rules of parliamentary practice comprised in "Robert's Rules of Order Newly Revised" shall govern the Board in all cases not covered by these Rules of the Board.

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### **Chapter V Committees of Board**

- 5.1 The Board may, from time to time, establish by resolution one or more Committee of Board to carry out its work. Such Committees of Board may be established on a permanent or ad hoc basis. The first named member of any Committee of Board shall be the Chairperson of that committee.
- 5.2 No Committee of Board, citizen Board or Commission, another committee, or task force established by the Board, Charter, or state or other law shall convene during the sessions of the Board without special permission from the Board.
- 5.3 All reports of Committees of Board, citizen Boards or Commissions, other committees or task forces shall be presented in writing so far as possible, and a summary of the same shall be included in the Minutes. When specific action is recommended, the report shall be accompanied by the necessary ordinance or resolution in proper form.
- 5.4 Any recommendation of a City Officer, citizen Board or Commission, or Committee of Board, other committees or task forces may be adopted by motion, which motion shall have the effect of incorporation of such recommendation by reference without such recommendation being recited in full in such motion. Such recommendation may, however, be subject to a motion to refer, to lay on the table, to indefinitely postpone, or to make a special order to some future date.
- 5.5 When a report is made by any Special Committee, or the Committee of the Whole, and presented to the Board, it becomes a matter for consideration without any motion to accept the same.
- 5.6 When the Board refers any matter to any Committee of Board, citizen Board or Commission, other committee or task force the chairperson of said committee shall confer with the other members of that committee forthwith and report to the Board regarding the matter referred to that committee as soon as practicable.
- 5.7 All Committees of Board and citizen Boards or Commissions established by ordinance or resolution shall comply with the provisions of Act 267, Michigan Public Acts of 1976, as may be amended.

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### **Chapter VI**

#### **Rights and Duties of Board Member**

- 6.1 During and outside of meetings, Board Members shall speak to each other, City staff and members of the public with civility and decorum and without personal attacks. During a meeting, when any Board Member is about to speak, he/she shall address the Chairperson, confine comments to the question under discussion, and avoid personalities.
- 6.2 If any Board Member, in speaking or otherwise, transgresses against the Rules of the Board, the Chairperson or any member may call him/her to order, in which case the Board Member so-called to order shall immediately refrain from continuing except to proceed in order. An appeal may be made to the Board on the ruling and the ruling shall stand unless nullified by a majority vote of the Board Members present.
- 6.3 When two or more Board Members request at the same time to speak on a question, the Chairperson shall name the Board Member who is first to speak. The other shall be given the opportunity to speak next.
- 6.4 While a member is speaking, other members shall not hold private discussions or in any other manner interrupt the speaker.
- 6.5 No Board Member shall leave any meeting without first having obtained permission from the Chairperson to do so.
- 6.6 Unless specifically otherwise provided in the Charter, the Chairperson, and each Board Member shall vote on each question before the Board for a determination unless recused by a 2/3 vote of the Board Members present.

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## **Chapter VII**

### **Rights of Participating Audience**

- 7.1 When any member of the audience has a matter to bring before the Board, he/she shall address the Chairperson, giving their name , the municipality in which they live, and present the matter either verbally or in writing. If the matter presented is presented in writing, the petition or communication shall be filed with the Director for the records of the Board.
- 7.2 No member of the audience shall speak more than once on any agenda item unless every other member of the audience or Board has had the opportunity to speak on such item, and in no case shall a member of the audience speak more than twice to the same agenda item without the consent of the Board. The total time for speaking by any member of the audience shall be limited to five minutes per agenda item. For purposes of this rule, “Public Comment from the Audience” as described in section 3.5 of these Rules of Board is not an agenda item. Members of the audience wishing to address the Board in “Public Comment from the Audience” in section 3.5 shall have one opportunity to speak for up to five minutes unless the Board permits otherwise.
- 7.3 When two or more members of the audience rise at the same time, the Chairperson shall name the one to speak first. The other shall be given the opportunity to speak next.
- 7.4 Members of the audience shall speak with civility and orderly manner, without personal attacks. If any member of the audience speaks or conducts themselves in an unbecoming manner, the Chair shall have the right to call the person to order and the person shall immediately thereupon be seated and shall not speak further unless they conduct themselves in a civil and an orderly manner.
- 7.5 Members of the audience shall address all remarks to the Board and shall not hold conversations or discussions with other members of the audience.
- 7.6 In addition to addressing the Board during public hearings and under "Public Comment," members of the audience may address the Board for up to five minutes on items on the agenda after a motion is pending on a particular item.

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### **Chapter VIII**

#### **Suspension and Amendment of Rules**

- 8.1 The Board may suspend any specific rule of the Board upon a 2/3 vote of the members present. After having given notice at a previous regular meeting, these rules may be amended at any regular meeting by a 2/3 vote of the members elect.

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April 7<sup>th</sup>, 2023

### REPORT 6

**To:** West Michigan Airport Authority Board.  
**From:** Aaron Thelenwood, Airport Authority Director.  
**Subject:** **Schedule Public Hearing on Fiscal Year 2024 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.

Coming out of the COVID-19 pandemic, traffic at the airport has begun to rebound. Additionally, our FBO, FlightLevel Aviation has been able to maintain key staff related to FBO and ramp side services while also stabilizing maintenance services with a full-time service technician and a new Director of maintenance coming online as well. As a result, the estimated fuel flowage and landing fees are still being budgeted conservatively, though we are optimistic they will improve over the prior fiscal year. The estimated operating budget revenues for FY24 are \$697,000. Additionally, the Airport is entitled to \$249,000 in Bipartisan Infrastructure funding, in response to the pandemic, to offset standard expenses of the Airport. In addition, FY21 ARPA funds are now available and will be applied to FY23 expenses. These funds will be released on a reimbursement basis, totaling \$148,000. Further, the Airport Authority saw over \$700,000 in revenues derived from the sale of Parcel K. Property Tax revenues are expected to remain strong as real estate markets remain strong. The millage rate is recommended to remain at one-tenth of a mil, though the Airport Board has set a goal of pursuing new millage campaigns in potential airport authority partner communities.

Costs for staffing are expected to increase by \$49,000 due to increased staff time allocated to the Sustainability and Operations Coordinator position and annual contractual increases for the Director role. 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. Legal expenses were substantially higher in FY23, but the majority of these are expected to be reimbursed following the final transfer of the FBO agreement, when that occurs. This budget also reflects ongoing consulting fees with the Airport's consultant, Mead & Hunt, related to ongoing strategic support services.

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## **West Michigan Airport Authority**

270 South River Avenue, Holland, MI 49423  
P (616) 368-3023

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



There are five Capital Projects currently scheduled for FY24:

- Deicing Equipment
- T-hangar Repairs
- Runway Stairs/Ramp
- Reimbursement Hangar Park EA
- Reimbursement Hangar Taxiway PE
- Wetland Mitigation
- Construction for Hangar Park
- Design for Taxiway A Rehab

### **Recommendation**

1. That the Board Approve the Budget documents as presented
2. Approve the Public Resolution Approving the FY 24 Budget, as presented.

Attachment: Resolution to Set a Public Hearing

FY24 Action Plan

FY24 Operating Budget

FY24 Capital Budget

Five Year Financial Projection

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

## West Michigan Airport Authority

60 Geurink 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 2024

**Whereas**, the West Michigan Airport Authority annual budget for the fiscal year July 1<sup>st</sup>, 2023 through June 30<sup>th</sup>, 2024 as proposed by the Airport Authority Director, was presented to the Authority on April 10<sup>th</sup>, 2023; 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 May 8<sup>th</sup>, 2023 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, May 1st, 2023.

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Kevin Klynstra  
Chairperson

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Beth Blanon  
Secretary



## West Michigan Regional Airport

## Budget Worksheet Report

Account Number	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2023 Estimated Amount	2024 Dept Request
Fund: Z01 - WMAA (Airport) General Fund						
REVENUES						
Department: 000 - General Revenues						
FEDERAL GRANTS - FEDERAL GRANTS						
420528	Federal Grant - Other	57,000.00	-	-	148,000.00	-
Account Classification Total: FEDERAL GRANTS - FEDERAL GRANTS		57,000.00	-	-	148,000.00	-
STATE REV SHARE - STATE REVENUE SHARING						
440573	State-Reim Local PPT Tax Loss	20,138.29	19,400.00	13,019.73	15,000.00	15,000.00
Unit Classification Total: STATE REV SHARE - STATE REVENUE SHARING		20,138.29	19,400.00	13,019.73	15,000.00	15,000.00
LOCAL UNIT CONTR - LOCAL UNIT CONTRIBUTIONS						
450582.C	Contributions from Other Govts From City of Holland	115,811.84	123,100.00	119,229.36	123,100.00	125,000.00
450582.P	Contributions from Other Govts From Park Township	116,989.72	120,000.00	66,912.60	120,000.00	120,000.00
450582.ST	Contributions from Other Govts City of Holland-Other	-	-	703,356.00	-	-
450582.Z	Contributions from Other Govts From City of Zeeland	80,177.58	63,000.00	59,476.17	80,000.00	80,000.00
Classification Total: LOCAL UNIT CONTR - LOCAL UNIT CONTRIBUTIONS		312,979.14	306,100.00	948,974.13	323,100.00	325,000.00
CHGS FOR SERVICE - CHARGES FOR SERVICES						
460626.Y	Fees-Finance/Mgmt Treas Fee-Recovery Court Costs	84.40	-	-	-	-
460647.7	Sales Sale of Merchandise-Taxable	10.60	-	-	-	-
460654.1	Franchise Fees FBO Franchise Fees	25,000.00	25,500.00	16,029.51	27,500.00	27,600.00
460654.5	Franchise Fees Fuel Flowage Fee	82,764.66	70,000.00	50,832.87	80,000.00	82,000.00
460654.7	Franchise Fees Landing Fees	29,296.91	30,000.00	18,774.35	30,000.00	30,000.00
Unit Classification Total: CHGS FOR SERVICE - CHARGES FOR SERVICES		137,156.57	125,500.00	85,636.73	137,500.00	139,600.00
INTEREST & RENTS - INTEREST AND RENTS						
480665.0	Investment Income General	7,694.78	8,000.00	9,757.00	15,000.00	15,000.00
480665.X	Investment Income Market Adjustment	(29,236.73)	-	-	-	-
480669.24	Rental Hangar Land Lease	64,330.44	116,000.00	105,209.52	116,000.00	120,000.00
480669.25	Rental Agricultural Land Lease	13,363.74	12,600.00	12,209.21	13,528.00	13,500.00
480669.26	Rental T-Hangars	57,653.33	58,000.00	43,520.00	58,000.00	60,000.00
480669.A	Rental Airport Business Center	8,750.16	8,800.00	5,630.73	8,800.00	8,900.00
480671	Lease Interest	15,871.00	-	-	-	-
Account Classification Total: INTEREST & RENTS - INTEREST AND RENTS		138,426.72	203,400.00	176,326.46	211,328.00	217,400.00
OTHER - OTHER						
490685.1	Recoveries Insurance	2,789.61	-	-	-	-
490685.2	Recoveries Other Parties	1,656.74	3,000.00	2,702.96	2,703.00	-
490692.0	Miscellaneous General	212.54	-	3.48	213.00	-
Account Classification Total: OTHER - OTHER		4,658.89	3,000.00	2,706.44	2,916.00	-
Department Total: 000 - General Revenues		670,359.61	657,400.00	1,226,663.49	837,844.00	697,000.00
Department: 999 - Airport Capital Projects						
FEDERAL GRANTS - FEDERAL GRANTS						
420502.24	Federal Grant FAA Capital	245,019.74	-	-	-	-
Account Classification Total: FEDERAL GRANTS - FEDERAL GRANTS		245,019.74	-	-	-	-
STATE GRANTS - STATE GRANTS						
430502.24	State Grant MDOT State Capital	42,233.35	-	-	-	-
Account Classification Total: STATE GRANTS - STATE GRANTS		42,233.35	-	-	-	-
Department Total: 999 - Airport Capital Projects		287,253.09	-	-	-	-
REVENUES Total		957,612.70	657,400.00	1,226,663.49	837,844.00	697,000.00
EXPENSES						
Department: 540 - Airport Operations						
PERSONNEL SVCS - PERSONNEL SERVICES						
710701.0	Payroll-Regular General	74,295.56	141,737.00	45,297.45	113,800.00	121,800.00
710707.0	Payroll-Temporary Help General	18,172.50	-	16,917.50	42,000.00	63,700.00
711702.0	Payroll-Vacation/PTO General	8,233.91	11,150.00	5,393.89	-	-
711703	Payroll-Holidays	2,149.45	4,800.00	3,515.60	-	-
711716.1	Insurance Health	3,000.00	18,000.00	1,750.00	3,000.00	6,000.00
711716.2	Insurance Dental	-	420.00	-	-	-
711716.4	Insurance Health Care Savings Plan	-	-	-	-	-
711717	Insurance-Life & AD&D	-	-	-	-	-
711718.1	Retirement Contribution MERS	6,774.31	12,810.00	4,221.36	7,700.00	13,400.00
711720	Insurance-Income Protection	779.95	1,670.00	(138.75)	120.00	120.00
712715	Employer FICA/Medicare Contribution	8,097.63	12,250.00	5,574.92	10,600.00	12,800.00
712723	Unemployment Comp Insurance	1.90	48.00	-	-	-
712724	Workers Comp Insurance	0.10	715.00	94.00	200.00	300.00
Account Classification Total: PERSONNEL SVCS - PERSONNEL SERVICES		121,505.31	203,600.00	82,625.97	177,420.00	218,120.00
OTHER CURR EXP - OTHER CURRENT EXPENDITURES						
721730.0	Postage General	62.03	-	21.38	100.00	100.00
721740.0	Operating Supplies General	3,136.68	1,000.00	1,244.26	1,500.00	2,000.00
721740.CAP	Operating Supplies Controlled Items-Capital Type	-	1,600.00	-	1,800.00	1,000.00
721905.0	Photocopies/In-House Printing General	-	-	-	100.00	-
721931.0	Bldg & Grnds Maint General	5,532.56	8,000.00	9,813.13	9,813.00	9,800.00
721933.0	Equipment Maintenance General	22,085.79	16,000.00	8,000.00	6,000.00	6,000.00
	Equipment Maintenance-ILS Landing	-	-	-	16,000.00	16,000.00
721933.INS	Equipment Maintenance Repairs-Insurance Claims	2,789.61	-	-	-	-
722801.9010	Contr-Printing/Promo Advertising/Promotional	52,221.47	40,000.00	32,184.46	40,000.00	45,000.00
722804.0	Contractual-Legal General	18,179.00	20,000.00	19,910.00	20,000.00	20,000.00

## West Michigan Regional Airport

## Budget Worksheet Report

Account Number	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2023 Estimated Amount	2024 Dept Request
722805.1	Contractual-Finance Independent Audit	7,900.00	7,900.00	8,100.00	8,100.00	8,700.00
722805.4	Contractual-Finance Financial Service Fees	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
722807.2	Contractual-Architect/Engineer Plan Development	8,962.75	-	3,137.00	15,000.00	15,000.00
722807.5	Contractual-Architect/Engineer Engineering	6,591.13	15,000.00	73,052.41		
722808.1	Contr-Bldgs&Grnds Janitorial	-	-	-	-	-
722808.8	Contr-Bldgs&Grnds Tree Clearing	40,300.00	-	-	-	5,000.00
722808.MOW	Contr-Bldgs&Grnds Mowing	44,593.13	30,000.00	25,120.64	45,000.00	45,000.00
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,446.78	23,000.00	15,322.89	25,000.00	25,000.00
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	56,970.51	50,000.00	23,430.25	50,000.00	50,000.00
722809.61	Contractual-Misc Management Services	27,831.37	28,000.00	23,255.96	28,000.00	31,400.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	1,657.49	2,000.00	667.50	2,000.00	2,000.00
723850.0	Communications Telephone	441.97	600.00	258.99	600.00	600.00
723850.CELL	Communications Cellular	1,200.00	1,200.00	600.00	1,200.00	1,200.00
723860.0	Travel, Conf, Seminars General	2,405.57	3,000.00	3,088.23	3,100.00	3,200.00
723910.0	Commercial Insurance Premiums General	27,308.00	31,800.00	31,794.00	31,794.00	34,000.00
723920.GAS	Public Utilities Natural Gas	6,360.00				
723920.GATE	Public Utilities Fence Gates	526.03	500.00	308.06	500.00	500.00
723920.LAND	Public Utilities Landing Lights & System	3,311.51	3,500.00	2,185.26	4,500.00	3,500.00
723920.PLOT	Public Utilities Parking Lot Lights	1,289.08	1,000.00	362.64	700.00	750.00
723920.RUNW	Public Utilities Runway Lights	5,303.41	5,000.00	3,251.72	6,000.00	6,000.00
723920.THAN	Public Utilities T-Hangars	6,634.27	5,000.00	3,226.95	6,000.00	6,000.00
723942.0	Building Rental/Lease General	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	T-hangar repairs				5,000.00	5,000.00
723955.0	Misc. General	3,979.92	3,000.00	3,210.86	3,500.00	2,000.00
	Professional Development					4,000.00
	Meeting Expenses				2,068.00	2,000.00
723961.0	Dues & Subscriptions General	1,665.97	2,000.00	2,068.91	2,100.00	2,200.00
723963.2	Write-Offs Uncoll Property Taxes	80.77	-	-	-	-
723963.3	Write-Offs Court Fees A/R or PP Pursuit	84.40	-	-	-	-
723964.2	Refunds Property Tax Prior Years	58.46	-	236.16	300.00	-
Classification Total: OTHER CURR EXP - OTHER CURRENT EXPENDITURES		387,909.66	302,100.00	296,851.66	338,775.00	355,950.00
CONTINGENCIES - CONTINGENCIES						
770956.0	Contingency General-millage campaign, other	-	104,200.00	-	10,000.00	50,000.00
Account Classification Total: CONTINGENCIES - CONTINGENCIES		-	104,200.00	-	10,000.00	50,000.00
Department Total: 540 - Airport Operations		509,414.97	609,900.00	379,477.63	526,195.00	624,070.00
Department: 541 - Business Center						
OTHER CURR EXP - OTHER CURRENT EXPENDITURES						
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	6,509.91	5,000.00	2,532.46	4,500.00	5,000.00
721933.0	Equipment Maintenance General	2,342.70	5,000.00	-	5,000.00	5,000.00
722808.1	Contr-Bldgs&Grnds Janitorial	10,164.32	7,500.00	6,125.50	7,500.00	10,000.00
723850.0	Communications Telephone	2,952.50	2,600.00	1,440.00	3,800.00	3,800.00
723850.WIFI	Communications WIFI Internet Connection	3,677.50	2,700.00	2,427.50	2,900.00	2,900.00
723920.BPW	Public Utilities BPW	16,663.42	18,000.00	10,315.33	15,000.00	15,600.00
723920.GAS	Public Utilities Natural Gas	6,359.19	4,500.00	2,841.61	6,500.00	9,100.00
Classification Total: OTHER CURR EXP - OTHER CURRENT EXPENDITURES		48,669.54	45,300.00	25,682.40	45,200.00	51,400.00
Department Total: 541 - Business Center		48,669.54	45,300.00	25,682.40	45,200.00	51,400.00
Department: 999 - Airport Capital Projects						
Division: 045 - Runway						
CAPITAL OUTLAY - CAPITAL OUTLAY						
730974.0	Land Improvements General	341,316.75	-	550.00	-	-
Account Classification Total: CAPITAL OUTLAY - CAPITAL OUTLAY		341,316.75	-	550.00	-	-
Division Total: 045 - Runway		341,316.75	-	550.00	-	-
Department Total: 999 - Airport Capital Projects		341,316.75	-	550.00	-	-
EXPENSES Total		899,401.26	655,200.00	405,710.03	571,395.00	675,470.00
Fund REVENUE	Total: Z01 - WMAA (Airport) General Fund	957,612.70	657,400.00	1,226,663.49	837,844.00	697,000.00
Fund EXPENSE	Total: Z01 - WMAA (Airport) General Fund	899,401.26	655,200.00	405,710.03	571,395.00	675,470.00
Net Surplus (Deficit): Z01 - WMAA (Airport) General Fund		58,211.44	2,200.00	820,953.46	266,449.00	21,530.00

Beginning Fund Balance General Fund 1,238,947.00 1,005,396.00

Transfer to Capital Project Fund (500,000.00) -  
Net surplus (deficit) General Fund 266,449.00 21,530.00

Ending Fund Balance 1,005,396.00 1,026,926.00

Account Number		Account Description	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	2023 Estimated Amount	2024 Dept Request
Fund:    Z403 - WMAA (Airport) Capital Projects								
REVENUES								
Department:    595 - Airport Projects								
Division:       045 - Runway								
450582.ST	Contributions from Other Govts City of Holland-Other		-	-	-	703,356.00	703,356.00	-
FEDERAL GRANTS - FEDERAL GRANTS								
420502.24	Federal Grant FAA Capital		-	-	138,000.00	-	-	-
FUND TRANSFER FROM OPERATIONS (IN EXCESS OF 125%)								
	Transfer from Operations							134,146.00
Account Classification Total: FEDERAL GRANTS - FEDERAL GRANTS			-	-	138,000.00	703,356.00	703,356.00	134,146.00
STATE GRANTS - STATE GRANTS								
430502.24	State Grant MDOT State Capital		-	-	2,500.00	-	-	-
Account Classification Total: STATE GRANTS - STATE GRANTS			-	-	2,500.00	-	-	-
Division Total: 045 - Runway			-	-	140,500.00	703,356.00	703,356.00	134,146.00
Department Total: 595 - Airport Projects			-	-	140,500.00	703,356.00	703,356.00	134,146.00
REVENUES Total			-	-	140,500.00	703,356.00	703,356.00	134,146.00
EXPENSES								
Department:    595 - Airport Projects								
Division:       045 - Runway								
CAPITAL OUTLAY - CAPITAL OUTLAY								
722807.5	Contractual-Architect/Engineer Engineering		5,604.50	6,591.13	15,000.00	73,052.41	75,000.00	76,000.00
730974.0	Land Improvements General		-	-	213,350.00	-	-	-
	Runway Deicing Equipment							10,600.00
	Runway Stairs/Entry Ramp Repairs							5,000.00
	N.Taxilane Wetland Mitigation							5,175.00
	N.Taxilane Construction							290,013.00
	Design - Taxiway A Rehab							10,875.00
	Reimbursement N. Taxliane EA							903.00
	Reimbursement N. Taxliane PE							1,239.00
Account Classification Total: CAPITAL OUTLAY - CAPITAL OUTLAY			5,604.50	6,591.13	228,350.00	73,052.41	75,000.00	399,805.00
Division Total: 045 - Runway			5,604.50	6,591.13	228,350.00	73,052.41	75,000.00	399,805.00
Department Total: 595 - Airport Projects			5,604.50	6,591.13	228,350.00	73,052.41	75,000.00	399,805.00
EXPENSES Total			5,604.50	6,591.13	228,350.00	73,052.41	75,000.00	399,805.00
Fund REVENUE	Total: Z403 - WMAA (Airport) Capital Projects		-	-	140,500.00	703,356.00	703,356.00	134,146.00
Fund EXPENSE	Total: Z403 - WMAA (Airport) Capital Projects		5,604.50	6,591.13	228,350.00	73,052.41	75,000.00	399,805.00
Net Surplus (Deficit)			(5,604.50)	(6,591.13)	(87,850.00)	630,303.59	628,356.00	(265,659.00)

Beginning Fund Balance	-	1,128,356.00
Net Surplus (Deficit)	628,356.00	(265,659.00)
Transfers In	500,000.00	
Ending Fund Balance	1,128,356.00	862,697.00

## Adjusted to prioritize CIP Projects

CPI (per Bureau of Labor Statistics Forecast)	6.3%	3.0%	2.5%	2.5%	2.5%	2.5%
**Note: Property Tax increase capped at lessor of 5% or CPI						

## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423  
P (616) 368-3023

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



March 20<sup>th</sup>, 2023

**To:** West Michigan Airport Authority Board.

**From:** Aaron Thelenwood, Authority Director

**Subject:** **FY24 Action Plan**

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**I. Stabilize FBO Services:**

Finalize FBO Transfer agreement and bring FBO services back in-line with both the parameters as outlined in the existing FBO agreement and the expectations of airport users. Work closely with the FBO to expand maintenance service operations on-field.

**II. Get operations back to and maintained at National GA Designation Level**

Work to increase the number of instrument rated operations on-field to 5,000 and above on annual basis, in-line with the requirements under the FAA's National GA classification. Ensure number of based jets and interstate/international flights are maintained well above FAA minimum requirements. Increase outreach to based users regarding the importance of filing a flight plan when possible and the direct impact on the airport's designation. Plan accordingly for future projects to ensure impacts on operations are minimized and that disruptive projects are not scheduled during FAA assessment years. Establish living dashboards to track relevant classification metrics month to month and report back to the Board.

**III. Increase operations to 40,000 (July 1st, 2023- June 30th, 2024)**

Work with FBO to expand operations on-field. Continue to press marketing initiatives that build awareness of the airport and its amenities and new development opportunities and business partnerships which promote operations.

**IV. Increase staffing- 2 FTE**

Continue working to ensure the Airport Authority is staffed appropriately to meet the challenges of today and the opportunities of the future. New partnerships, development, and stakeholder expectations will continue to put pressure on the Airport Authority staff. Appropriate staffing levels will ensure the Authority remains adaptable and able to meet these demands. Expanding current hybrid

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positions to fulltime will also work to promote stability, retention, and return on investment of ongoing training and skill development.

### **V. Flight school established**

Following approval by the Airport Authority in December of 2022, 4One Air has been operating their flight school successfully with goals to expand and add new instructors.

### **VI. Establish a KPI Dashboard for monitoring metrics**

Having a living database that is easily accessible to the Board, staff, and community will be critical in ensuring ongoing stewardship of the West Michigan Regional Airport and will help to identify trends across separate data. Additionally, this will allow the airport authority to more readily monitor key operational metrics tied to classification and funding. Amanda VanLaar is making great progress developing the baseline framework of the database.

### **VII. North Taxi Lane construction complete**

Due to the timing of available MDOT grant funding and recent changes to MDOT's project approval process, which now requires completion of the Environmental Assessment and Design Phase before construction bidding can begin, construction will likely need to be moved to spring of 2024. The North Taxilane Project is still scheduled for FY23 funding. This project will be instrumental in getting parcels B&C development ready, and will lay the foundation for the Airport Business Development park and a whole host of new economic opportunities on field.

### **VIII. Millage campaign for additional municipalities in full swing for November ballot**

Expanding support for the airport authority to other communities will be critical in both bringing new perspectives and expertise to the Board while also expanding support for critical capital projects. Identifying a strategic partner for a campaign will be the first major step. Leveraging existing partnerships, the expertise of Boileau & Co., local economic development organizations, and support like JET will be critical in driving messaging.

### **IX. Complete Baseline Feasibility study for eVTOL**

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Identify advanced air mobility options and feasibility on field is becoming more and more important as the state of Michigan expands investment in this new sector. A good first step will be evaluating the merits of a vertiport on field and planning for future siting on WMRAA's ALP.

### **X. Community engagement & visioning process ½ way complete**

This process would focus on bringing relevant community perspectives to the table regarding the airport, the services it provides, and the role it serves in the community. Like a smaller master planning process, the objective would be to set a much more targeted long-term vision for the Airport Authority.

### **XI. Established clear directions for North Business Park Taskforce**

Provide clear directives to the taskforce regarding the specific type of business and opportunities the airport authority is looking to attract to the Airport Business Development Taskforce. From there, the Taskforce can establish objectives and strategies in attracting new businesses as well as supporting outreach and marketing efforts.

### **XII. Complete on-ground transportation study**

One pressing challenge the airport currently faces is transit to and from the airport. With limited taxi service a lack of Uber or similar ride share services, and no public transit options, travel from the airport can prove tricky. COVID had a negative impact on rental car services as well which we are starting to see some return to normalcy. The airport will work to expand its role as a multimodal transit hub by partnering with local transit experts and organizations. A transportation study can help the airport authority identify potential resources and solutions. Staff is in early conversations with regional transit partners to outline possible collaborations in this space.

### **XIII. Identify targeted goals for diversifying revenues on field**

As opportunities and expectations of the airport authority continue to grow, along with development and maintenance costs, it will be more and more important for the Airport Authority to establish diverse and sustainable revenue streams. Partnering with a consulting firm to benchmark other airports may prove an effective and efficient approach to identify effective revenue models.

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

## **West Michigan Airport Authority**

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

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



### **XIV. Letter of Intent with Educational Partner**

Ongoing educational partner engagements will likely quickly lead to official commitments to support ongoing education on-field. Airprot Staff have begun extensive outreach and engagement with regional

*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.*



**RESOLUTION OF THE WEST MICHIGAN AIRPORT AUTHORITY  
APPROVING AIRPORT RESCUE GRANT AGREEMENT  
AMERICAN RESCUE PLAN ACT (ARPA) OF 2021 SUBGRANT # BIV-13222**

---

At a regular meeting of the West Michigan Airport Authority Board at the Airport Meeting Center, 60 Geurink Boulevard, Holland, MI 49423, on the 10th day of April, 2023.

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

\_\_\_\_\_

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

\_\_\_\_\_

Board Member \_\_\_\_\_ offered the following Resolution and moved for its adoption. The motion was seconded by Board Member \_\_\_\_\_.

**RESOLUTION**

WHEREAS, the West Michigan Airport Authority (“Authority”) approved Airport Rescue Grant Agreement, American Rescue Plan Act (ARPA) Of 2021 Subgrant # Biv-13222 at it’s regular scheduled Board Meeting March 20<sup>th</sup>, 2023.

WHEREAS, the Authority has reviewed the agreement, including allowable uses, FAQ’s, and reporting and records requirements.

WHEREAS, the Authority has established a plan, as approved by the Airport Authority Board, outlining how it intends to apply the grant as allowed under the grant agreement.

NOW THEREFORE, the Authority adopts the following resolution:

1. Approve the Airport Rescue Grant Agreement, American Rescue Plan Act (ARPA) Of 2021 Subgrant # Biv-13222

2. To submit any and all required materials required or requested by MDOT-AERO, FAA, or any other relevant governing agency regarding the use of grant funds.

IT IS FURTHER RESOLVED all actions have been taken by or on behalf of the Authority, to the extent they are inconsistent in any way with the provisions of this Resolution are hereby ratified and affirmed to the same extent as if such actions had been hereafter taken; and all resolutions and parts of resolutions, in so far as they conflict with the provisions of this Resolution are hereby rescinded to the extent of such conflict.

After discussion, the vote was:

**AYES:** \_\_\_\_\_  
\_\_\_\_\_

**NAYS:** \_\_\_\_\_  
\_\_\_\_\_

**ABSENT:** \_\_\_\_\_  
\_\_\_\_\_

A sufficient majority having voted therefore, the resolution of the West Michigan Airport Authority Approving the Airport Rescue Grant Agreement, American Rescue Plan Act (ARPA) Of 2021 Subgrant # BIV-13222, was adopted.

WEST MICHIGAN AIRPORT AUTHORITY

Dated: \_\_\_\_\_, 2023

By \_\_\_\_\_

Its \_\_\_\_\_ Chair \_\_\_\_\_

# CERTIFICATE

**STATE OF MICHIGAN            )**  
   )**ss**  
**COUNTY OF ALLEGAN          )**

I, the undersigned, the duly qualified Chair 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 the \_\_\_\_ day of \_\_\_\_\_, 2023, insofar as the same relates to the Resolution West Michigan Airport Authority Approving the Airport Rescue Grant Agreement, American Rescue Plan Act (ARPA) of 2021 Subgrant # BIV-13222, was adopted. 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 my official signature this \_\_\_\_ day of \_\_\_\_\_, 2023.

West Michigan Airport Authority

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

Its: Chair

## West Michigan Airport Authority

270 South River Avenue, Holland, MI 49423  
P (616) 368-3023

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



April 10<sup>th</sup>, 2023

## REPORT 8

**To:** West Michigan Airport Authority Board.  
**From:** Aaron Thelenwood, Airport Authority Director.  
**Subject:** **Taxilane Design Contract with Mead & Hunt and Cost Comparison**

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As required by MDOT/FAA under the Airport Improvement Plan grant program, Airport Capital Improvement Projects are broken up into separate "project phases," with each separate project phase requiring its own standalone project contract. Mead & Hunt is the approved consulting and engineering firm for the North Taxilane Construction Project. To date, Mead & Hunt has completed the Geotechnical Assessment, Preliminary Engineering, and Environmental Assessment for this project, with the final EA report expected over the coming months.

The next phase of the project is Design, which the Airport Authority will need to approve the contract for separately. As part of the approval process, MDOT-AERO requires completion of a cost comparison for construction of "similar projects". As there is not typically a 1:1 direct comparison from one project to the next, the goal is to find projects similar enough in scope to compare to determine if the fees proposed by the Consultant/Engineer are reasonable. For this project, MDOT pulled together a comparison of recently approved projects for the Board to review; see attachment.

The total cost for Design is expected to be **\$79,759.12**. Design will be paid for through the airport's Bipartisan Infrastructure(BIL) Allocation. This will have a similar funding split (Federal/State/Local) as standard Airport Capital Improvement Project Funding. Breakdown of funding split is below:

BIL.....	<u>\$71,820</u>
State.....	<u>\$3,990</u>
Local.....	<u>\$3,990</u>

Local share will be funded out of the Airport's Capital Budget.

Additionally, construction was originally slated for Fall of 2023. However, due to both changes in the State's grant funding schedule and policy changes related to when the state releases

## **West Michigan Airport Authority**

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funds for project phases, construction will be pushed to Spring of 2024. Allocated funds will still be from project year 2023 grant funds.

### **Recommendation**

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

1. The construction cost comparison attached.
2. The Design Contract attached.
3. The Resolution approving the Design Contract attached.

*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.*

**RESOLUTION OF THE WEST MICHIGAN AIRPORT AUTHORITY  
APPROVING PROJECT CONSTRUCTION COST ESTIMATE AND CONTRACT FOR  
PROFESSIONAL SERVICES BETWEEN MEAD & HUNT AND THE WEST  
MICHIGAN AIRPORT AUTHORITY FOR DESIGN OF NORTH HANGAR  
TAXILANE: PROJECT NUMBER 0819900-211654.03**

At a regular meeting of the West Michigan Airport Authority Board at the Airport Meeting Center, 60 Geurink Boulevard, Holland, MI 49423, on the 10th day of April, 2023.

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

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

Board Member \_\_\_\_\_ offered the following Resolution and moved for its adoption. The motion was seconded by Board Member \_\_\_\_\_.

**RESOLUTION**

WHEREAS, the West Michigan Airport Authority (“Authority”) has reviewed both the Contract for Professional Services from Mead & Hunt and the Construction Cost Estimate provided by the Michigan Department of Transportation – Aeronautics Division;

WHEREAS, the Authority has reviewed the contract in regards to the current Airport Capital Improvement Project plan submitted to MDOT-AERO and the FAA;

WHEREAS, the Authority has reviewed both the Contract and Construction Cost Comparison at it’s regularly scheduled meeting of the Airport Authority on April 10<sup>th</sup>, 2023.

NOW THEREFORE, the Authority adopts the following resolution:

1. To approve the Cost Comparison Provided by MDOT-AERO.

2. To approve the Contract for Professional Services Between Mead & Hunt and The West Michigan Airport Authority for Design of North Hangar Taxilane: Project Number 0819900-211654.03

IT IS FURTHER RESOLVED all actions have been taken by or on behalf of the Authority, to the extent they are inconsistent in any way with the provisions of this Resolution are hereby ratified and affirmed to the same extent as if such actions had been hereafter taken; and all resolutions and parts of resolutions, in so far as they conflict with the provisions of this Resolution are hereby rescinded to the extent of such conflict.

After discussion, the vote was:

**AYES:** \_\_\_\_\_

\_\_\_\_\_

**NAYS:** \_\_\_\_\_

\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_

A sufficient majority having voted therefore, the resolution of the West Michigan Airport Authority Approving Project Construction Cost Estimate and Contract for Professional Services between Mead & Hunt and the West Michigan Airport Authority for Design of North Hangar Taxilane: project number 0819900-211654.03, was adopted.

WEST MICHIGAN AIRPORT AUTHORITY

Dated: \_\_\_\_\_, 2023

By \_\_\_\_\_

Its Chair \_\_\_\_\_

# CERTIFICATE

**STATE OF MICHIGAN            )**  
   )**ss**  
**COUNTY OF ALLEGAN          )**

I, the undersigned, the duly qualified Chair 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 the \_\_\_\_ day of \_\_\_\_\_, 2023, insofar as the same relates to the Resolution West Michigan Airport Authority Approving Project Construction Cost Estimate and Contract for Professional Services between Mead & Hunt and the West Michigan Airport Authority for Design of North Hangar Taxilane: project number 0819900-211654.03. 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 my official signature this \_\_\_\_ day of \_\_\_\_\_, 2023.

West Michigan Airport Authority

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

Its: Chair



## MDOT – Office of Aeronautics

### Consultant Design Fee

### Similar Projects Comparison

Airport, Contact: Holland – BIV, Aaron Thelenwood (Arpt Mngr)

Project Description: Construct Taxilane (Std)-North Hangar Park-Design

Federal# / State#: Project#: **TBD** / Job#: 209432

Proposed Consultant Fee: \$79,759.12 (Estimated Eng'r Fees)

Estimated Construction Cost: \$1,920,000 (Engineer's Estimate - 09/21/2022)

Consultant: Mead & Hunt (Jeff Thoman)

The design fee presented by your consultant is within a reasonable range for this scope of work.

The final considerations for this study were the location, job type, year of construction, and Consultant utilized. Taxilanes require skilled consultation and labor, the year of construction has an effect because of inflation, and each Consultant has a different fee structure.

Year	Arpt Code	Project #	Design Description	Design Fee	Constr Estimate	HMA (tons)
2022	BIV	209432	Taxilane-North Hangar Park	\$79,760	\$1,920,000	1800
2020	JYM	202252	Taxiway-Parallel C Phase 2	\$93,279	\$1,407,160	2050
2018	4D3	125015	Rehab Taxiway & Apron	\$92,900	\$1,100,000	3,620
2020	BTL	121223	Rehab Taxiway-C	\$163,742	\$2,455,961	5,725

\*1: Data from PW 90% Estimates, except for BIV, estimate below.

#### References:

- AeroPM Documents:
  - 03-07\_BIV\_sketch2023.pdf
  - 2023 CE Hangar Park Taxilane\_AIP & Local Split.pdf
  - 2023 North Hangar Park Justification.pdf
- UnEx Con BIV DES North Hangar Taxilane. pdf:



UnEx Con BIV DES  
North Hangar Taxila

October 2008

**CONTRACT FOR PROFESSIONAL ENGINEERING SERVICE**

---

This Contract is made and entered into this date of \_\_\_\_\_ by and between the Airport Owner, hereinafter referred to as SPONSOR,

West Michigan Airport Authority

60 Geurink Blvd.

Holland, MI 49423

and the Engineer, hereinafter referred to as the CONSULTANT,

Mead & Hunt, Inc.

2605 Port Lansing Road

Lansing, MI 48906

for the following PROJECT:

Location: West Michigan Regional Airport

Holland, Michigan

Description: Design North Hangar Area Taxilane

(See Attachment D - Sketch for Location of Work Areas.)

MDOT Job No.: \_\_\_\_\_

Mead & Hunt Project No.: 0819900-211654.03

WHEREAS, the SPONSOR desires to engage the CONSULTANT to perform professional engineering services for the described project;

WHEREAS, the SPONSOR has caused a review to be made of the qualifications of the CONSULTANT and is satisfied the CONSULTANT is competent and qualified;

---

**Mead & Hunt**

WHEREAS, the CONSULTANT is willing and able to accomplish the services provided and set forth hereinafter in this Contract;

WHEREAS, the SPONSOR will compensate the CONSULTANT, in accordance with the terms and conditions set forth in this Contract.

NOW, THEREFORE, the parties agree to the following:

## **ARTICLE 1 – DESCRIPTION OF WORK TO BE DONE**

The services to be furnished by the CONSULTANT to the SPONSOR, as set forth in Attachment E, Scope of Work/Services, together with obligations of the SPONSOR or the SPONSOR's Agent (Michigan Department of Transportation (MDOT), Aeronautics and Freight Services Bureau, Airports Division), hereinafter referred to as AERO, will contain certain information and data which will consist of the following described elements. Additional explanations are included in Attachment E.

### **DESIGN PHASE (1)**

#### **Element 1.11 - Pre-Design Conference**

A pre-design conference called by the SPONSOR will be held between the SPONSOR, the CONSULTANT, and any other participating or regulatory governmental agency. This pre-design conference will be held for the express purpose of having the CONSULTANT ascertain from responsible representatives of each group, the SPONSOR and all participating governmental agencies, their individual project requirements affecting the scope of work, budget, design standards, presentation of final plans, and documents. The requirements set forth in this pre-design conference will be confirmed in writing by the CONSULTANT to the SPONSOR, with copies to each participating unit of government.

#### **Element 1.12 - Engineering Survey**

The CONSULTANT will determine the areas to be covered and make the necessary engineering field surveys to determine existing and topographical conditions, earth work, drainage, pavement conditions, structural elevations, and field testing as may be required to complete plans and specifications.

#### **Element 1.13 - Detailed Construction Plans and Specifications**

Plans and specifications will be certified by the CONSULTANT for compliance with current Federal Aviation Administration (FAA) and AERO requirements in effect at the time the plans and specifications are prepared. The CONSULTANT will prepare and furnish to the SPONSOR and AERO, in paper format, one copy of the final detailed construction plans and specifications for the work described above, presented on drawings (22" x 34") and other necessary documentation (8-1/2" x 11"). This will include but is not limited to; grading, drainage, paving, lighting, turf establishment, structures, construction safety phasing, etc. The documents will set forth, in detail, requirements for prospective bidders to submit proposals and the successful bidder to construct the project. Plans and specifications will comply with the requirements established in the pre-design conference, if applicable, together with the common practice of design and ethical practices of professional engineers. The CONSULTANT will also furnish one

set of review plans if requested.

All projects bid through the MDOT letting will also include two electronic files in portable document format (pdf) along with a signed and sealed paper title sheet. The electronic files will be set up to print clearly in scalable 11" x 17" and 22" x 34" plan sheets.

**Element 1.14 - Estimate of Probable Construction Cost**

The CONSULTANT will prepare and submit to both the SPONSOR and AERO one copy of a detailed estimate of construction costs based upon the detailed plans and specifications prepared under Element 1.13. This statement of probable construction cost prepared by the CONSULTANT represents the CONSULTANT's best judgment as a design professional at the time the estimate is finalized. This estimate will include the estimated amount for CONSULTANT services during construction. It is recognized, however, that neither the CONSULTANT nor the SPONSOR has any control over the cost of labor, materials, or equipment; over the contractor's method of determining bid prices; or over competitive bidding or market conditions. Accordingly, the CONSULTANT cannot and does not guarantee that bids will not vary from any statement of Probable Construction Cost or other cost estimates prepared by the CONSULTANT.

**Element 1.15 - Engineering Report**

The CONSULTANT will prepare and furnish to both the SPONSOR and AERO one copy of an engineering report which relates to the SPONSOR and participating governmental agencies the fundamental considerations and concepts used in design of the project. This report will include the basic design factors for drainage, pavement design, and scheduling of the various phases of the project during construction as may be required to maintain both ground and air traffic. Deviation in design and construction standards will be included in the engineering report.

**Element 1.16 - Users Conference (if required)**

The CONSULTANT will prepare for the SPONSOR an estimated time schedule to be followed during the construction period. This estimated time schedule of construction will be presented by the SPONSOR and the CONSULTANT in a meeting with airport users. The CONSULTANT will furnish one copy of the estimated time schedule to the SPONSOR for printing and disbursement to the users by the SPONSOR. However, it is recognized that neither the CONSULTANT nor the SPONSOR has absolute control over the estimated time schedule presented to any person, group, or organization.

**Element 1.17 - Obligations of SPONSOR or AERO to CONSULTANT**

When requested by the CONSULTANT, one copy of all existing data applicable to this project and in the possession of the SPONSOR or AERO or any other agency of government will be furnished at no cost to the CONSULTANT. Existing data will include but not be restricted to the following:

- 1) As-constructed plans.
- 2) Pavement design data/pavement condition index.
- 3) Soil borings, analysis, and classification.
- 4) Drainage design data.

- 5) Topographic notes and maps.
- 6) Approach data and zoning maps.
- 7) Property maps, including fee ownership and easements, and land descriptions.
- 8) All local, state, federal ordinances, regulations, or laws affecting the project.
- 9) Aerial photography, prints, topographic maps, etc.

The SPONSOR or AERO will furnish for projects bid by MDOT, at no cost to the CONSULTANT, standard contract documents for bidders, including but not restricted to the following:

- 1) Notice to contractors (including advertising charges).
- 2) Instructions to bidders.
- 3) All federal, state, or local wage rates as applicable to this project.
- 4) General provisions of the contract.
- 5) Supplemental provisions of the contract.
- 6) Special provisions of the contract (except as may be supplemented by the CONSULTANT).
- 7) Standard construction specifications (except as may be supplemented by the CONSULTANT).
- 8) Standard supplemental specifications (except as may be supplemented by the CONSULTANT).
- 9) Standard testing requirements (except as provided by the CONSULTANT).
- 10) Proposal.
- 11) Construction contract.
- 12) Form of performance and lien bond.
- 13) Reproducible copies of all standard plans to be incorporated in the contract plans and documents.

The SPONSOR or AERO, at no cost to the CONSULTANT, will furnish the location for the receipt of bids, the tabulation and recording of bids, the disbursement of information before and after the bid process, and the award of construction contracts.

All such services, data, information, and documents furnished by the SPONSOR or AERO will be furnished at the SPONSOR's expense.

#### **Element 1.18 - Conferences and Meetings**

The following conferences and meetings will be attended by the CONSULTANT and the SPONSOR at the location indicated for the purpose of coordination, information, and understanding.

- 1) Pre-Design Conference as provided under Element 1.11 to be called by the SPONSOR and to be held at the project site.
- 2) Progress meetings to be determined by the SPONSOR will be held at the office of the SPONSOR and attended by the CONSULTANT to apprise the SPONSOR of progress, to resolve any problems, to answer questions, and for general coordination.
- 3) Upon completion by the CONSULTANT of final plans, specifications, cost estimates,

and engineering report, the CONSULTANT will submit copies to the participating governmental agencies for approvals as required. After reasonable time for review by the SPONSOR and participating governmental agencies, a meeting called by the SPONSOR may be held to review final plans with the SPONSOR and participating governmental agencies at the project site.

- 4) Upon determination of the estimated construction time schedule, a users conference as provided under Element 1.16 is to be called by the SPONSOR, to be held at a location designated by the SPONSOR.
- 5) Upon advertising the project for bids, the CONSULTANT and the SPONSOR or AERO will hold a pre-bid meeting or briefing with the prospective bidders at the project site to explain the project to the bidders and answer questions from prospective bidders. Any addendum information necessary will be submitted in a timely manner to the bidding agency by the CONSULTANT. In addition, any bids over the engineers' construction estimate by ten (10) percent or more will be sufficiently justified before proceeding with award or recommended rejected by the CONSULTANT.

## **CONSTRUCTION PHASE (2)**

### **Element 1.20 - Sufficient Personnel**

The CONSULTANT will provide sufficient personnel and services necessary to comply with AERO Project Engineers Manual, the latest revision at the time this Contract is awarded.

### **Element 1.21 - Pre-Construction Conference**

A pre-construction conference called by the SPONSOR or AERO will be held between the SPONSOR, the FAA (if applicable), AERO, any other participating or regulatory governmental agencies, the Contractor(s) and the CONSULTANT. This pre-construction conference will be held for the Contractor and CONSULTANT to receive instructions from the SPONSOR and participating/regulatory governmental units, to develop construction schedules, and to coordinate construction.

### **Element 1.22 - General Information and Coordination**

The CONSULTANT will provide information and coordination to the SPONSOR and Contractor as to the understanding of the plans and specifications. The CONSULTANT will not guarantee the performance of the Contractor but will report to the SPONSOR any work and materials which, in the opinion of the CONSULTANT, do not meet the requirements of the plans and specifications. The CONSULTANT will not be responsible for any acts of the Contractor whatsoever but will only pay the contractor for work performed that meets the requirements of the plans and specifications.

### **Element 1.23 - Engineering Survey and Layout as May be Applicable**

The CONSULTANT will take original ground elevations in areas of excavation for the purpose of determining pay quantities for excavation. The CONSULTANT will stake out the work for line and grade. The stake out will consist of one set of earth grade stakes spaced not more than one hundred feet apart, with cut or fill from top of stake to the earth grade marked on the stake; slope stakes around the perimeter of grade; one set of offset stakes for drainage spaced not more than twenty-five (25) feet apart with offset distance to center of pipe and flowline of pipe marked

on the stake; one set of blue top stakes driven to grade spaced not more than fifty (50) feet apart for finish base course or pavement grade; and one offset line along the edge of pavement denoting location of each light fixture. All bench marks and alignment P.O.T.'s will be available to the Contractor for his reference and checking of the CONSULTANT's stakes. The CONSULTANT will not be responsible for setting stakes other than described above, for any stakes disturbed, and any stakes set by others including bench marks and P.O.T.'s.

#### **Element 1.24 - Materials Testing and Shop Drawings**

The CONSULTANT will review and approve material testing reports submitted by the Contractor to determine if test reports meet the requirements of the specifications and will submit two copies of material testing reports to the SPONSOR or AERO. The CONSULTANT will review and approve shop drawings to determine compliance with plans and specifications and will submit two copies of all shop drawings to the SPONSOR or AERO.

#### **Element 1.25 - Field Tests and Grade Inspection as May be Applicable**

The CONSULTANT will make periodic field tests and grade inspection at the project site to determine, in the opinion of the CONSULTANT, if materials and workmanship conform to the plans and specifications. Field tests will include compaction tests for soils in place; gradation tests for aggregates; extraction tests for bituminous mixtures and compaction tests for in-place bituminous pavements; and slump, entrained air, and yield tests for concrete pavement.

#### **Element 1.26 - Cost Estimate and Change Orders/Contract Modifications**

The CONSULTANT will prepare periodic cost estimates, change orders/contract modifications, and stop and start orders as may be applicable during the construction period and present three copies of the same to the SPONSOR or AERO for approval and processing. All projects bid through MDOT lettings will have all estimates and contract modifications processed using the FieldManager computer program.

#### **Element 1.27 - Weekly Reports**

The CONSULTANT will prepare FAA Form 5370-1, Construction Progress and Inspection Report or FieldManager inspector daily reports, and submit copies to the SPONSOR or AERO weekly during the construction period.

#### **Element 1.28 - Final Inspection**

The CONSULTANT will be present at final inspection, together with the SPONSOR, AERO, participating governmental units, and the Contractor.

#### **Element 1.29 - Final Quantities - As-Constructed Plans**

The CONSULTANT will compute final pay quantities, prepare as-constructed plans, and update all plan sheets of the current Airport Layout Plan (ALP) that shows work constructed under the project. The As-Constructed Plans will be submitted to the SPONSOR and AERO for approval in an electronic pdf file. The updated ALP will be submitted in paper (22"x 34") and in an electronic pdf file to the SPONSOR and AERO.

#### **Element 1.30 - Equipment**

The CONSULTANT will furnish all necessary surveying and field testing equipment to

accomplish the above named work.

### **SUBCONSULTANT SERVICES (3)**

#### **Element 1.31 - Subconsultant Service**

Any services to be provided by subconsultants will be provided for in a subconsultant agreement, which will meet the written approval of the SPONSOR. Costs of subconsultant services will be included in Element 3.1 – Fee. The CONSULTANT will not apply a fixed fee on any of the costs for subconsultant services.

### **ARTICLE 2 – TIME OF BEGINNING AND COMPLETION**

#### **DESIGN PHASE (1)**

##### **Element 2.11 - Time of Beginning**

Upon acceptance of this Contract by both the SPONSOR and the CONSULTANT, the CONSULTANT will have seven (7) days from the date of notification to proceed in which to organize and actually commence work.

##### **Element 2.12 - Time for Completion**

The estimated time for the CONSULTANT to complete the work named in Element 1.11 through Element 1.18 of this Contract, and to submit final plans to the SPONSOR for the SPONSOR's approval One Hundred Twenty (120) calendar days from the date the CONSULTANT actually starts work. The CONSULTANT will report his progress to the SPONSOR at the monthly progress meetings, as required under Element 1.18, to keep the SPONSOR informed of progress and any adjustments to the estimated time schedule which may be necessary because of information supplied to the CONSULTANT by the SPONSOR or AERO, as provided under Element 1.17, or any other reasons beyond the control of either the SPONSOR or the CONSULTANT. Changes in time for completion will be in accordance with Element 4.4.

#### **CONSTRUCTION PHASE (2)**

##### **Element 2.21 - Time of Beginning**

Provided the Notice to Proceed is issued sufficiently in advance of the start of construction, the CONSULTANT will begin work seven (7) days prior to the effective date of the Notice to Proceed to the Contractor. If not, the CONSULTANT will coordinate the beginning of work with the work of the construction contractor.

##### **Element 2.22 - Time for Completion**

The CONSULTANT will finish all work under this Contract within thirty (30) days after final acceptance of the construction work by the SPONSOR.

### **ARTICLE 3 – PAYMENT**

#### **Element 3.1 - Fee**



The SPONSOR agrees to pay the CONSULTANT as full compensation for services rendered as set forth in this Contract as follows:

**Phase 1 Design**

Elements 1.11, 1.12, 1.13, 1.14, 1.15, 1.16, 1.18 and 1.31 a firm fixed fee of Seventy-Nine Thousand Seven Hundred Fifty-Nine and 12/100 Dollars (\$79,759.12). A breakdown of the cost is included as Attachment C.

The SPONSOR will compensate the CONSULTANT for requested printed materials in excess of those identified, in accordance with the following:

Black Print Plan sheets (22" x 34")	_____ /sheet
Black Print on White Paper (11" x 17")	_____ /sheet
Black Print on White Paper (8.5" x 11")	_____ /sheet

**Phase (2) Construction**

Elements 1.20, 1.21, 1.22, 1.23, 1.24, 1.25, 1.26, 1.27, 1.28, 1.29, 1.30, and 1.31 a firm fixed fee of (to be negotiated as an Amendment to this Contract, upon completion of design and advertising for bids).

The fee described above will be considered payment in full by the SPONSOR to the CONSULTANT for all services rendered except as hereinafter provided under Article 4 - Element 4.3 - Changes in Work and Element 4.4 - Delays and Extensions. Phase (2) Construction may not be needed if it is determined by the SPONSOR to terminate this Contract at the completion of Phase (1) Design.

**Element 3.2 - Progress Payments**

**Phase (1) Design/Phase (2) Construction**

Progress payments for completed work will be based on the following schedule of payments:

All charges for service will be due and payable upon receipt of invoice by SPONSOR. In the event Phase (1) Design is completed but bids are not received, final payment will be due and payable sixty (60) days after completion of Phase (1) Design.

The CONSULTANT will submit periodic invoices for services rendered. Each invoice will be based upon the proportion of the total service actually completed at the time of billing. The final invoice will be a minimum of 10% of the total contract amount. Payment on this invoice will be retained by AERO until all Contract requirements have been completed. The SPONSOR will make prompt payments in response to the CONSULTANT's periodic statements.

The CONSULTANT agrees to pay each subconsultant for the satisfactory completion of work associated with the subcontract no later than ten (10) calendar days from the receipt of each payment the CONSULTANT receives from the State of Michigan or SPONSOR. The CONSULTANT agrees further to return retainage payments to each subconsultant within ten (10) calendar days after the subconsultant's work is satisfactorily completed. Any delay or

postponement of payment from these time frames may occur only upon receipt of written approval from the SPONSOR or AERO. These requirements are also applicable to all sub-tier subconsultants and will be made a part of all subconsultant agreements.

This prompt payment provision is a requirement of 49 CFR, Part 26, as amended, and does not confer third-party beneficiary right or other direct right to a subconsultant against the SPONSOR or the State of Michigan. This provision applies to both Disadvantaged Business Enterprise (DBE) and non-DBE subconsultants.

The CONSULTANT further agrees that it will comply with 49 CFR, Part 26, as amended, and will report any and all DBE subconsultant payments to AERO semi-annually in the format set forth in Attachment G, dated June 1, 2001, attached hereto and made a part hereof, or any other format acceptable to the SPONSOR or AERO.

At the end of the State of Michigan fiscal year, the CONSULTANT will submit estimated payment amounts for both the CONSULTANT and contractors working on projects the CONSULTANT is supervising. These amounts will be submitted to the State of Michigan to establish a payable account.

## **ARTICLE 4 – MISCELLANEOUS PROVISIONS**

### **Element 4.1 - Miscellaneous Provisions**

The CONSULTANT will follow, insofar as applicable and reasonable and as approved by the SPONSOR, current design standards set forth by the SPONSOR, AERO and other participating governmental agencies in effect at the time the work herein provided is started. In the event design standards change after the CONSULTANT has completed that portion of the work to which a particular standard may apply, and in the event the CONSULTANT is required by the SPONSOR to make revisions to completed work to meet revised standards and certification requirements, the CONSULTANT will be entitled to additional compensation as provided under Element 4.3 - Changes in Work.

Design standards, standard plans, specifications, special conditions, contract documents, and requirements developed by the SPONSOR, AERO, or other participating governmental agency and required to be incorporated in the final plans and documents will not be the responsibility of the CONSULTANT. All liability to third parties, for loss or damage as a result of claims, demands, costs, or judgments arising out of activities, to be carried out by the SPONSOR in the performance of this contract will be the responsibility of the SPONSOR, and not the responsibility of the CONSULTANT, if the liability, loss, or damage is caused by or arises out of, the action or failure to act on the part of the SPONSOR, or any elected or appointed officer, employee or agent of the SPONSOR, provided that nothing herein will be construed as a waiver of any governmental immunity that has been provided to the SPONSOR, or any elected or appointed officer, employee or agent of the SPONSOR by statute or court decision.

### **Element 4.2 - Ownership of Documents**

Completed original documents, such as final contract plans, maps and specifications prepared or obtained by the CONSULTANT as provided under the terms of this Contract will be submitted

in final form. The final form of the originals will be delivered to and become the property of the SPONSOR. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities and other data will remain in the possession of the CONSULTANT as instruments of service but will be made available, upon request, to the SPONSOR without restriction or limitation on their use.

In the event any of the above documents are revised by the SPONSOR, the nameplates of the CONSULTANT will be removed and the SPONSOR will assume full responsibility for the reuse of these documents.

The original signed and sealed title sheet for projects bid through MDOT will be retained in AERO files. The CONSULTANT will be provided a scanned .tif electronic file for use in completing the as-constructed plan sheets.

#### **Element 4.3 - Changes in Work**

By mutual acceptance of both the SPONSOR and the CONSULTANT, changes in work from that work described in this Contract, including changes in original design standards and changes in previously completed final plans may be accomplished by amendment to this Contract. Each amendment will describe the revision or addition of work in detail. The associated cost of the revised or additional work will be defined in a fixed dollar amount, and an adjustment to the payment schedule (if applicable) contained in this Contract will be provided. Any change to the contract time will also be defined in each amendment. Each amendment must be signed and dated by both the SPONSOR and the CONSULTANT.

#### **Element 4.4 - Delays and Extensions**

Changes in the estimated time schedule as may be required by the SPONSOR or the CONSULTANT will be in writing, setting forth the reason for delay or extension, and the estimated time adjustment necessary or as provided in Element 4.3 - Changes in Work.

#### **Element 4.5 - Insurance and Liability**

The CONSULTANT will maintain worker's compensation and public liability insurance as required by law and will, upon request, show proof of compliance with this requirement.

#### **Element 4.6 - General Compliance with Laws**

Unless otherwise specified, this Contract will be governed by the laws of the principal address of the SPONSOR. The CONSULTANT agrees to comply with all federal, state and local laws applicable to the work.

#### **Element 4.7 - Subletting, Assignment and Transfer**

The SPONSOR and the CONSULTANT each binds themselves, their partners, successors, assignees and legal representatives to the other party to this Contract and to the partners, successors, assignees, and legal representatives of such other party with respect to all covenants of this Contract. Neither the SPONSOR nor the CONSULTANT will assign, sublet, or transfer their interest in this Contract without the written consent of the other.

#### **Element 4.8 - CONSULTANT's Endorsement**

The CONSULTANT will seal and sign all final plans and specifications furnished to the SPONSOR.

#### **Element 4.9 - Disputes**

All disputes concerning a question of fact in connection with work not disposed of by agreement between the SPONSOR and the CONSULTANT will be settled through standard court actions.

#### **Element 4.10 - Responsibility for Claims and Liability**

The CONSULTANT will save harmless the SPONSOR, AERO, FAA, or other governmental agencies from all claims and liability due to negligence of the CONSULTANT or its subcontractors, except as provided in Element 4.1.

#### **Element 4.11 - Assignment of Antitrust Rights**

With regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the SPONSOR or AERO under this Contract, the CONSULTANT hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the MDOT due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or MDOT.

The CONSULTANT will require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the MDOT with regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the MDOT under this Contract due to any violation of 15 USC, Sections 1 - 15 and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or MDOT as a third-party beneficiary.

The CONSULTANT will notify the SPONSOR if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the SPONSOR or AERO under this Contract may have occurred or is threatened to occur. The CONSULTANT will also notify the SPONSOR or AERO if it becomes aware of any persons intent to commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the CONSULTANT's obligation to the SPONSOR or AERO under this Contract.

#### **Element 4.12 - Prohibition of Discrimination in State Contracts**

The CONSULTANT hereby agrees to comply with the requirements of Appendix A, attached hereto and made a part hereof.

#### **Element 4.13 – Additional Provisions**

Additional provisions of this Contract are included as Attachment B.

#### **Element 4.14 – Non-Construction Requirements**

The CONSULTANT hereby agrees to comply with the requirements of the Non-construction requirements of Attachment F, attached hereto and made a part hereof.

IN WITNESS WHEREOF the parties hereto have fixed their hand this day and date first written above.

ACCEPTED BY THE SPONSOR

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
West Michigan Airport Authority  
SPONSOR  
\_\_\_\_\_  
60 Geurink Blvd.  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
Holland, MI 49423  
\_\_\_\_\_  
City, State & Zip Code

BY: \_\_\_\_\_  
Authorized Representative of SPONSOR

.....  
ACCEPTED BY THE CONSULTANT

\_\_\_\_\_  
Witness:

*Cheryl L. Bentley*

\_\_\_\_\_  
Mead & Hunt, Inc.  
CONSULTANT  
\_\_\_\_\_  
2605 Port Lansing Road  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
Lansing, MI 48906  
\_\_\_\_\_  
City, State & Zip Code

BY: *[Signature]* \_\_\_\_\_  
Authorized Representative

***INCLUDE THIS PAGE IN ALL CONTRACTS!!***

Consultants are advised to use the following attachment schedule. Any additional clauses or requirements should be included in Attachment B. The preceding is the base contract; no changes may be made to the wordage or numbering without the written approval of the Airports Division, Bureau of Aeronautics and Freight Services.

**SCHEDULE OF ATTACHMENTS**

Attachment A	Prohibition of Discrimination in State Contracts
Attachment B	Additional Provisions (Additional Insurance Requirements)
Attachment C	Cost Breakdown
Attachment D	Sketches
Attachment E	Scope of Work/Services
Attachment F	Non-construction (professional services) contract requirements
Attachment G	Prime CONSULTANT Statement of DBE Subconsultant Payment

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**APPENDIX A**  
**PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the Contractor agrees as follows:

1. In accordance with Act No. 453, Public Acts of 1976, the Contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980, the Contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The Contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, will contain a covenant the same as hereinbefore set forth in Section 1 of this Appendix.
3. The Contractor will take affirmative action to insure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action will include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The Contractor or his collective bargaining representative will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this appendix.
6. The Contractor will comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission which may be in effect prior to the taking of bids for any individual state project.
7. The Contractor will furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission, said forms may also elicit



information as to the practices, policies, program, and employment statistics of each subcontractor as well as the Contractor himself, and said Contractor will permit access to his books, records, and accounts by the Michigan Civil Rights Commission, and/or its agent, for purposes of investigation to ascertain compliance with this contract and relevant with rules, regulations, and orders of the Michigan Civil Rights Commission.

8. In the event that the Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this Contract, the Civil Rights Commission may, as part of its order based upon such findings, certify said findings to the Administrative Board of the State of Michigan, which Administrative Board may order the cancellation of the contract found to have been violated, and/or declare the Contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, and including the governing boards of institutions of higher education, until the contractor complies with said order of the Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the Contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency will be notified of such possible remedy and will be given the option by the Civil Rights Commission to participate in such proceedings.
9. The Contractor will include, or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission, and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.

March 1998

## ATTACHMENT B

### INSURANCE AND LIABILITY ADDITIONAL PROVISIONS

- a.) The CONSULTANT shall, throughout the period of this Agreement, provide commercial general liability insurance covering all operations of the CONSULTANT, its agents and employees, including but not limited to, premises and automobiles, with minimum liability limits as set forth below; or, in the alternative, require that any subCONSULTANT comply fully with the provisions of this paragraph. The CONSULTANT shall also procure and maintain, throughout the period of this Agreement, Workers' compensation insurance coverage for all of its employees involved in the performance of this Contract and employers' liability insurance. Certificates evidencing workers' compensation and employers' liability insurance shall be provided to the SPONSOR. The SPONSOR and its directors, officers, agents and employees shall be named as additional insureds of all applicable insurance policies. All insurance policies and certificates must include an endorsement providing thirty (30) days prior written notice to the SPONSOR, AERO, FAA, or other governmental agencies of cancellation of coverage, except ten (10) days for non-payment of premium. The CONSULTANT shall cease operations on the occurrence of any such cancellation or reduction in coverage, and it shall not resume operations until new insurance is in full force and effect. The CONSULTANT and any of its subCONSULTANTS shall require their insurance carriers, with respect to all insurance policies, to waive all rights of subrogation against the SPONSOR, its directors, officers, agents, and employees.

The limits of liability for the insurance required by this Contract shall be for not less than the following amounts or greater where required by Laws and Regulations:

#### Workers' Compensation State Statutory

Employer's Liability: \$100,000.00 each Accident/Occurrence

#### Comprehensive General Liability

Bodily Injury or Death (including completed operations and products liability):

\$500,000.00 Each Person

\$1,000,000.00 Each Occurrence Property Damage:

\$500,000.00 Each Occurrence

\$1,000,000.00 Annual Aggregate

#### Comprehensive Automobile Liability:

This insurance coverage shall not be required unless the CONSULTANT is required to use a motor vehicle in the performance of the Work.

#### Bodily Injury and Death:

\$500,000.00 Each Person

\$1,000,000.00 Each Accident/Occurrence

#### Property Damage:

\$500,000.00 Each Accident/Occurrence

\$1,000,000.00 Aggregate

Policies shall be written on a comprehensive form to include hired and non-owned vehicles.

#### Comprehensive Professional Liability:

CONSULTANT shall maintain from the date of this Agreement through the term of this Agreement, and for a period of three (3) years after, a standard form of errors and omissions insurance with an insurance company reasonably satisfactory to the SPONSOR. The errors and omissions insurance shall provide a "per claim occurrence of not less than One Million Dollars (\$1,000,000) and an aggregate of not less than One Million Dollars (\$1,000,000). In the event the CONSULTANT shall change the insurer of its professional liability insurance within the term of this contract or for a period of three (3) years thereafter, the CONSULTANT shall maintain a retroactive endorsement date for such insurance which shall include the term of the contract with the SPONSOR.

## **Responsibility for Claims and Liabilities**

- b.) The SPONSOR, AERO, FAA, or other governmental agencies and the CONSULTANT acknowledge that the CONSULTANT is an independent CONSULTANT in all of the CONSULTANT's activities and that in the course of such activities, at no time do the CONSULTANT, its officers, directors (trustees), members, employees, volunteers, or other persons acting on behalf of the CONSULTANT become the agents of the SPONSOR for any purpose, and at no time shall the SPONSOR, AERO, FAA, or other governmental agencies become liable in any manner whatsoever for any of the actions or activities of the CONSULTANT, its officers, directors (trustees), members, employees, or other persons acting on behalf of the CONSULTANT. In the event any person shall undertake to hold the SPONSOR, AERO, FAA, or other governmental agencies liable for any conduct or activities of the CONSULTANT, its officers, directors (trustees), members, employees, volunteers, or other persons acting on behalf of the CONSULTANT, the CONSULTANT expressly agrees to hold the SPONSOR, AERO, FAA, or other governmental agencies harmless of and from any such liability. The CONSULTANT also agrees to save, indemnify, and hold harmless the SPONSOR, its agents, officers, and employees from any claim, action, or liability to the extent caused by negligent acts, errors, or omissions under the terms, conditions, and agreements of this Contract resulting in losses or injuries to persons (including death) or property. In addition thereto, the CONSULTANT agrees to purchase liability insurance, in any amounts that the SPONSOR, AERO, FAA, or other governmental agencies may reasonably require, to insure, the faithful performance of the CONSULTANT's promise herein contained to hold the SPONSOR, AERO, FAA, or other governmental agencies harmless from any liability of any kind or nature that may arise in any manner, directly or indirectly, from the negligent acts, errors, or omissions of the CONSULTANT, its officers, directors (trustees), members, employees, volunteers, or other persons acting on behalf of the CONSULTANT, during the terms of this Contract. This covenant of indemnification shall include reasonable attorney's fees and costs incurred by the SPONSOR, AERO, FAA, or other governmental agencies in defense of such claim, action or liability. Nothing contained in this paragraph shall require the CONSULTANT to defend the SPONSOR from claims, or to assume any liability to the SPONSOR or any other party for any amount greater than the degree of fault of the CONSULTANT or its respective sub-consultants, pursuant to MCL 691.991 and except as required in Element 4.1.

# Attachment C

## Design Engineering Fee

AIRPORT: West Michigan Regional Airport  
 LOCATION: Holland, Michigan  
 PROJECT DESCRIPTION: North Hangar Area Taxilane  
 CALENDAR DAYS IN CONTRACT: 120

PROJECT NUMBER: 0819900-211654.03  
 DATE: 6/20/2022  
 REV. NO: n/a

MEAD & HUNT PROJECT COST BY PHASE	DIRECT LABOR	OVERHEAD 1.7812	FIXED FEE 11%	TOTAL LABOR FEE	EXPENSES	TOTAL
<b>PHASE I CONTRACT ADMINISTRATION</b>						
1.0 Project Scoping	\$1,262.00	\$2,247.87	\$386.09	\$3,895.96		
2.0 Prepare Contract and Sub-Contracts	\$192.00	\$341.99	\$58.74	\$592.73		
3.0 Project Coordination	\$928.00	\$1,652.95	\$283.90	\$2,864.85		
4.0 DBE Plan or Update	\$0.00	\$0.00	\$0.00	\$0.00		
5.0 Grant Application and Administration	\$0.00	\$0.00	\$0.00	\$0.00		
6.0 Project Closeout	\$334.00	\$594.92	\$102.18	\$1,031.10		
<b>TOTAL PHASE I CONTRACT ADMINISTRATION</b>	<b>\$2,716.00</b>	<b>\$4,837.73</b>	<b>\$830.91</b>	<b>\$8,384.64</b>	<b>\$104.20</b>	<b>\$8,488.84</b>
<b>PHASE II PRELIMINARY DESIGN</b>						
7.0 Topographic Surveying	\$0.00	\$0.00	\$0.00	\$0.00		
8.0 Geotechnical Investigation	\$0.00	\$0.00	\$0.00	\$0.00		
9.0 Prepare Project Geometrics	\$0.00	\$0.00	\$0.00	\$0.00		
10.0 Prepare FAA Pavement Design Report and FAA Fe	\$0.00	\$0.00	\$0.00	\$0.00		
11.0 Prepare Preliminary Surface Drainage Analysis	\$0.00	\$0.00	\$0.00	\$0.00		
12.0 Prepare Preliminary Cost Estimate	\$0.00	\$0.00	\$0.00	\$0.00		
13.0 Prepare Preliminary Design Report	\$912.00	\$1,624.45	\$279.01	\$2,815.46		
14.0 Prepare FAA Form 7460	\$0.00	\$0.00	\$0.00	\$0.00		
15.0 Prepare ALP Update	\$0.00	\$0.00	\$0.00	\$0.00		
16.0 Prepare Environmental Documentation	\$0.00	\$0.00	\$0.00	\$0.00		
17.0 Project Coordination	\$568.00	\$1,011.72	\$173.77	\$1,753.49		
18.0 Project Meetings	\$1,108.00	\$1,973.57	\$338.97	\$3,420.54		
<b>TOTAL PHASE II PRELIMINARY DESIGN</b>	<b>\$2,588.00</b>	<b>\$4,609.74</b>	<b>\$791.75</b>	<b>\$7,989.49</b>	<b>\$174.40</b>	<b>\$8,163.89</b>
<b>PHASE III FINAL DESIGN</b>						
19.0 Prepare Preliminary Plans	\$5,815.00	\$10,357.68	\$1,778.99	\$17,951.67		
20.0 Prepare Preliminary Specifications	\$443.00	\$789.07	\$135.53	\$1,367.60		
21.0 Prepare Final Surface Drainage Analysis and Final	\$682.00	\$1,214.78	\$208.65	\$2,105.43		
22.0 Prepare Lighting Layout and Circuit Calculations	\$502.00	\$894.16	\$153.58	\$1,549.74		
23.0 Update Airport Guidance Sign Plan	\$0.00	\$0.00	\$0.00	\$0.00		
24.0 Erosion Control Plan	\$322.00	\$573.55	\$98.51	\$994.06		
25.0 Compile and Edit Permits	\$2,602.00	\$4,634.68	\$796.03	\$8,032.71		
26.0 Prepare Certification of Engineering and Modification	\$0.00	\$0.00	\$0.00	\$0.00		
27.0 Prepare Cost Estimate at 60% Complete	\$502.00	\$894.16	\$153.58	\$1,549.74		
28.0 Conduct Plan Review at 60% Complete	\$464.00	\$826.48	\$141.95	\$1,432.43		
29.0 Update Plans to 90%	\$2,756.00	\$4,908.99	\$843.15	\$8,508.14		
30.0 Update Specifications to 90%	\$464.00	\$826.48	\$141.95	\$1,432.43		
31.0 Conduct Plan Review at 90% Complete	\$464.00	\$826.48	\$141.95	\$1,432.43		
32.0 Prepare and Submit Final Plans and Specifications	\$644.00	\$1,147.09	\$197.02	\$1,988.11		
33.0 Prepare and Submit Final Cost Estimate	\$502.00	\$894.16	\$153.58	\$1,549.74		
34.0 Prepare and Submit Final Engineers Design Report	\$372.00	\$662.61	\$113.81	\$1,148.42		
35.0 Prepare and Submit Construction Management Rep	\$372.00	\$662.61	\$113.81	\$1,148.42		
36.0 Prepare Advertisement for Bids	\$25.00	\$44.53	\$7.65	\$77.18		
37.0 Project Coordination	\$284.00	\$505.86	\$86.88	\$876.74		
38.0 Project Meetings	\$748.00	\$1,332.34	\$228.84	\$2,309.18		
<b>TOTAL PHASE III FINAL DESIGN</b>	<b>\$17,963.00</b>	<b>\$31,995.71</b>	<b>\$5,495.46</b>	<b>\$55,454.17</b>	<b>\$174.40</b>	<b>\$55,628.57</b>
<b>PHASE IV BID ADMINISTRATION</b>						
39.0 Furnish Bid Documents	\$374.00	\$666.17	\$114.42	\$1,154.59		
40.0 Respond to Bidders Questions	\$464.00	\$826.48	\$141.95	\$1,432.43		
41.0 Prepare and Distribute Addendums	\$374.00	\$666.17	\$114.42	\$1,154.59		
42.0 Pre-Bid Conference	\$748.00	\$1,332.34	\$228.84	\$2,309.18		
43.0 Bid Opening	\$192.00	\$341.99	\$58.74	\$592.73		
44.0 Bid Review and Bid Tabulation	\$121.00	\$215.53	\$37.02	\$373.55		
45.0 Prepare Recommendation for Award	\$121.00	\$215.53	\$37.02	\$373.55		
<b>TOTAL PHASE IV BID ADMINISTRATION</b>	<b>\$2,394.00</b>	<b>\$4,264.21</b>	<b>\$732.41</b>	<b>\$7,390.62</b>	<b>\$87.20</b>	<b>\$7,477.82</b>
<b>TOTAL MEAD &amp; HUNT FEES</b>	<b>\$25,661.00</b>	<b>\$45,707.39</b>	<b>\$7,850.53</b>	<b>\$79,218.92</b>	<b>\$540.20</b>	<b>\$79,759.12</b>

DIRECT SUB CONSULTANTS	Fee
Other	\$0.00
Other	\$0.00
Other	\$0.00
Other	\$0.00
Other	\$0.00
Other	\$0.00
<b>TOTAL DIRECT SUB CONSULTANTS</b>	<b>\$0.00</b>

**TOTAL DESIGN ENGINEERING FEE \$79,759.12**

Item No.		Sr Project Engineer \$71.00	Project Engineer \$57.00	Senior Engineer \$50.00	Engineer 3 \$45.00	Engineer Tech 4 \$42.00	Engineer Tech 2 \$33.00	Engineer Tech 1 \$25.00	Clerical \$25.00	Project Planner \$57.00	Total Hours		Cost Summary
<b>PHASE I - CONTRACT ADMINISTRATION</b>													
1.0	<b>Project Scoping</b>												
1.1	Preliminary meetings with the Sponsor	8	0	0	8	0	0	0	0	0	16		\$928.00
1.2	Prepare project scope of work and proposal	4	0	0	0	0	0	0	2	0	6		\$334.00
	<b>Estimated Total Man-hours</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>22</b>		
	Summary Costs	\$852.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00			<b>\$1,262.00</b>
2.0	<b>Prepare Contract and Sub-Contracts</b>												
	<b>Estimated Total Man-hours</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>		\$192.00
	Summary Costs	\$142.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00			<b>\$192.00</b>
3.0	<b>Project Coordination</b>												
	<b>Estimated Total Man-hours</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>		\$928.00
	Summary Costs	\$568.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$928.00</b>
4.0	<b>DBE Plan or Update</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		\$0.00
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
5.0	<b>Grant Application and Administration</b>												
	<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		\$0.00
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
6.0	<b>Project Closeout</b>												
	<b>Estimated Total Man-hours</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>6</b>		\$334.00
	Summary Costs	\$284.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00			<b>\$334.00</b>
<b>Expenses</b>											<b>Rate</b>		
	Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
	Mileage	120	0	0	0	0	0	0	0	0	120 Miles	\$0.585	\$70.20
	Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$120.00	\$0.00
	Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
	Meals/Trip	1	0	0	0	1	0	0	0	0	2 Trips	\$17.00	\$34.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
<b>Total Expenses</b>													<b>\$104.20</b>
<b>PHASE I - CONTRACT ADMINISTRATION TOTAL</b>													<b>\$2,820.20</b>

Item No.	Sr Project Engineer \$71.00	Project Engineer \$57.00	Senior Engineer \$50.00	Engineer 3 \$45.00	Engineer Tech 4 \$42.00	Engineer Tech 2 \$33.00	Engineer Tech 1 \$25.00	Clerical \$25.00	Project Planner \$57.00	Total Hours		Cost Summary
<b>PHASE II - PRELIMINARY DESIGN</b>												
<b>7.0 Topographic Surveying</b>												
7.1 —Coordination (collect existing data, locate utilities)	0	0	0	0	0	0	0	0	0	0		\$0.00
7.2 —Survey control	0	0	0	0	0	0	0	0	0	0		\$0.00
7.3 —Field work	0	0	0	0	0	0	0	0	0	0		\$0.00
7.4 —Convert survey data for design software	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>8.0 Geotechnical Investigation</b>												
8.1 —Coordination to schedule geotechnical work	0	0	0	0	0	0	0	0	0	0		\$0.00
8.2 —Establish project testing requirements	0	0	0	0	0	0	0	0	0	0		\$0.00
8.3 —Field work	0	0	0	0	0	0	0	0	0	0		\$0.00
8.4 —Analyze data	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>9.0 Prepare Project Geometrics</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>10.0 Prepare FAA Pavement Design Report and FAA Form 5100</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>11.0 Prepare Preliminary Surface Drainage Analysis</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>12.0 Prepare Preliminary Cost Estimate</b>												
12.1 —Calculate estimated preliminary quantities	0	0	0	0	0	0	0	0	0	0		\$0.00
12.2 —Prepare preliminary cost estimates	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>13.0 Prepare Preliminary Design Report</b>												
<b>Estimated Total Man-hours</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>20</b>		\$912.00
Summary Costs	\$142.00	\$0.00	\$0.00	\$720.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00			<b>\$912.00</b>
<b>14.0 Prepare FAA Form 7460</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>15.0 Prepare ALP Update</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>16.0 Prepare Environmental Documentation</b>												
16.1 —Site visit and coordination	0	0	0	0	0	0	0	0	0	0		\$0.00
16.2 —Environmental documentation	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>17.0 Project Coordination</b>												
<b>Estimated Total Man-hours</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>		\$568.00
Summary Costs	\$568.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$568.00</b>
<b>18.0 Project Meetings</b>												
18.1 Present preliminary design, alternatives and recommendations to airport	4	0	0	8	0	0	0	0	0	12		\$644.00
18.2 Coordination meetings	4	0	0	4	0	0	0	0	0	8		\$464.00
<b>Estimated Total Man-hours</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>		
Summary Costs	\$568.00	\$0.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$1,108.00</b>
<b>Expenses</b>											<b>Rate</b>	
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
Mileage	240	0	0	0	0	0	0	0	0	240 Miles	\$0.585	\$140.40
Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$120.00	\$0.00
Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
Meals/Trip	2	0	0	0	0	0	0	0	0	2 Trips	\$17.00	\$34.00
Airfare	0	0	0	0	0	0	0	0	0	0	\$600.00	\$0.00

Item No.	Sr Project Engineer \$71.00	Project Engineer \$57.00	Senior Engineer \$50.00	Engineer 3 \$45.00	Engineer Tech 4 \$42.00	Engineer Tech 2 \$33.00	Engineer Tech 1 \$25.00	Clerical \$25.00	Project Planner \$57.00	Total Hours		Cost Summary
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
Total Expenses												\$174.40
PHASE II - PRELIMINARY DESIGN TOTAL												\$2,762.40

Item No.	Sr Project Engineer \$71.00	Project Engineer \$57.00	Senior Engineer \$50.00	Engineer 3 \$45.00	Engineer Tech 4 \$42.00	Engineer Tech 2 \$33.00	Engineer Tech 1 \$25.00	Clerical \$25.00	Project Planner \$57.00	Total Hours		Cost Summary
<b>PHASE III - FINAL DESIGN</b>												
19.0	<b>Prepare Preliminary Plans</b>											
	<b>General</b>											
Cover Sheet, Sheet Index & Symbols	1	0	0	1	0	0	0	0	0	2		\$116.00
Legend & Abbreviations	1	0	0	1	0	0	0	0	0	2		\$116.00
General Notes	1	0	0	1	0	0	0	0	0	2		\$116.00
Project Layout Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
Survey Control Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
Project Quantity Tables	1	0	0	1	0	0	0	0	0	2		\$116.00
Construction & Phasing Plan	1	0	0	4	0	0	0	0	0	5		\$251.00
<b>Geotechnical</b>												
Plan & Log of Soil Borings	1	0	0	2	0	0	0	0	0	3		\$161.00
<b>Civil - General</b>												
Civil Legend	1	0	0	1	0	0	0	0	0	2		\$116.00
Erosion Control Plans	1	0	0	2	0	0	0	0	0	3		\$161.00
Erosion Control Details	1	0	0	2	0	0	0	0	0	3		\$161.00
Storm Water Management Plans	1	0	0	2	0	0	0	0	0	3		\$161.00
Demolition Plans	1	0	0	2	0	0	0	0	0	3		\$161.00
Demolition Details	1	0	0	2	0	0	0	0	0	3		\$161.00
Geometrics	1	0	0	2	0	0	0	0	0	3		\$161.00
Existing Contours	1	0	0	2	0	0	0	0	0	3		\$161.00
<b>Civil - Site</b>												
Grading & Drainage Plans	1	0	0	4	0	0	0	0	0	5		\$251.00
Intersection Details	0	0	0	0	0	0	0	0	0	0		\$0.00
Plan & Profiles	1	0	0	4	0	0	0	0	0	5		\$251.00
Typical Sections	1	0	0	2	0	0	0	0	0	3		\$161.00
Paving Details	1	0	0	2	0	0	0	0	0	3		\$161.00
Jointing Plans	0	0	0	0	0	0	0	0	0	0		\$0.00
Jointing Details	0	0	0	0	0	0	0	0	0	0		\$0.00
Pavement Grooving Plan	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Civil - Utility</b>												
Plan & Profiles	0	0	0	0	0	0	0	0	0	0		\$0.00
Details	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Civil - Sewer</b>												
Plan & Profiles	0	0	0	0	0	0	0	0	0	0		\$0.00
Sewer Details	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Civil - Water</b>												
Water Distribution Plan	0	0	0	0	0	0	0	0	0	0		\$0.00
Water Details	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Civil - Storm Sewer</b>												
Plan & Profiles	1	0	0	4	0	0	0	0	0	5		\$251.00
Drainage Details	1	0	0	4	0	0	0	0	0	5		\$251.00
Inlet Layout Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
<b>Civil - Gas</b>												
Gas Distribution Plan	0	0	0	0	0	0	0	0	0	0		\$0.00
Gas Details	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Civil - Fencing</b>												
Fencing Plans	1	0	0	2	0	0	0	0	0	3		\$161.00
Fencing Details	1	0	0	2	0	0	0	0	0	3		\$161.00
Gate Details	1	0	0	2	0	0	0	0	0	3		\$161.00
<b>Civil - Marking</b>												
Marking Plans	1	0	0	2	0	0	0	0	0	3		\$161.00
Marking Details	1	0	0	2	0	0	0	0	0	3		\$161.00
Signing Plans	0	0	0	0	0	0	0	0	0	0		\$0.00
Signing Details	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Civil - X-Sections</b>												
Cross Sections	1	0	0	2	0	0	0	0	0	3		\$161.00
<b>Electrical</b>												
Electrical Removals Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
Electrical Layout Plan	1	0	0	4	0	0	0	0	0	5		\$251.00



Item No.	Sr Project Engineer \$71.00	Project Engineer \$57.00	Senior Engineer \$50.00	Engineer 3 \$45.00	Engineer Tech 4 \$42.00	Engineer Tech 2 \$33.00	Engineer Tech 1 \$25.00	Clerical \$25.00	Project Planner \$57.00	Total Hours		Cost Summary
Existing Signage Plan	1	0	0	1	0	0	0	0	0	2		\$116.00
Proposed Signage Plan	1	0	0	1	0	0	0	0	0	2		\$116.00
Sign Legend	1	0	0	1	0	0	0	0	0	2		\$116.00
Electrical Vault Layout	0	0	0	0	0	0	0	0	0	0		\$0.00
Wiring Diagrams	0	0	0	0	0	0	0	0	0	0		\$0.00
Electrical Details	1	0	0	2	0	0	0	0	0	3		\$161.00
NAVAIDS Details	0	0	0	0	0	0	0	0	0	0		\$0.00
<b>Estimated Total Man-hours</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109</b>		
Summary Costs	\$2,485.00	\$0.00	\$0.00	\$3,330.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$5,815.00</b>
<b>20.0 Prepare Preliminary Specifications</b>												
20.1 Prepare preliminary technical specifications	1	0	0	4	0	0	0	0	0	5		\$251.00
20.2 Prepare preliminary contract documents	1	0	0	0	0	0	0	1	0	2		\$96.00
20.3 Prepare preliminary special provisions	1	0	0	0	0	0	0	1	0	2		\$96.00
<b>Estimated Total Man-hours</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>9</b>		
Summary Costs	\$213.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00			<b>\$443.00</b>
<b>21.0 Prepare Final Surface Drainage Analysis and Final Storm Sewer Design</b>												
<b>Estimated Total Man-hours</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>		\$682.00
Summary Costs	\$142.00	\$0.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$682.00</b>
<b>22.0 Prepare Lighting Layout and Circuit Calculations</b>												
<b>Estimated Total Man-hours</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>		\$502.00
Summary Costs	\$142.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$502.00</b>
<b>23.0 Update Airport Guidance Sign Plan</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>24.0 Erosion Control Plan</b>												
<b>Estimated Total Man-hours</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>		\$322.00
Summary Costs	\$142.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$322.00</b>
<b>25.0 Compile and Edit Permits</b>												
<b>Estimated Total Man-hours</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>46</b>		\$2,602.00
Summary Costs	\$142.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,280.00			<b>\$2,602.00</b>
<b>26.0 Prepare Certification of Engineering and Modification of Standards</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$0.00</b>
<b>27.0 Prepare Cost Estimate at 60% Complete</b>												
27.1 Calculate estimated quantities	1	0	0	4	0	0	0	0	0	5		\$251.00
27.2 Prepare cost estimate	1	0	0	4	0	0	0	0	0	5		\$251.00
<b>Estimated Total Man-hours</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>		
Summary Costs	\$142.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$502.00</b>
<b>28.0 Conduct Plan Review at 60% Complete</b>												
<b>Estimated Total Man-hours</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>		\$464.00
Summary Costs	\$284.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$464.00</b>
<b>29.0 Update Plans to 90%</b>												
Cover Sheet	1	0	0	2	0	0	0	0	0	3		\$161.00
Index to Drawings	1	0	0	2	0	0	0	0	0	3		\$161.00
Project Layout Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
Construction Operations and Safety Plan	1	0	0	4	0	0	0	0	0	5		\$251.00
Soil Boring Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
Safety Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
Survey Control Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
Construction Phasing Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
Demolition Sheets	1	0	0	2	0	0	0	0	0	3		\$161.00
Grading and Drainage Sheets	1	0	0	2	0	0	0	0	0	3		\$161.00
Typical Sections and Details	1	0	0	2	0	0	0	0	0	3		\$161.00
Drainage Details	1	0	0	2	0	0	0	0	0	3		\$161.00
Pavement Marking Layout and Details	1	0	0	2	0	0	0	0	0	3		\$161.00
Erosion Control Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
Electrical Layout Plan	1	0	0	2	0	0	0	0	0	3		\$161.00
Lighting Control System	0	0	0	0	0	0	0	0	0	0		\$0.00
Electrical Details	1	0	0	4	0	0	0	0	0	5		\$251.00
Mechanical Layout Plans	0	0	0	0	0	0	0	0	0	0		\$0.00

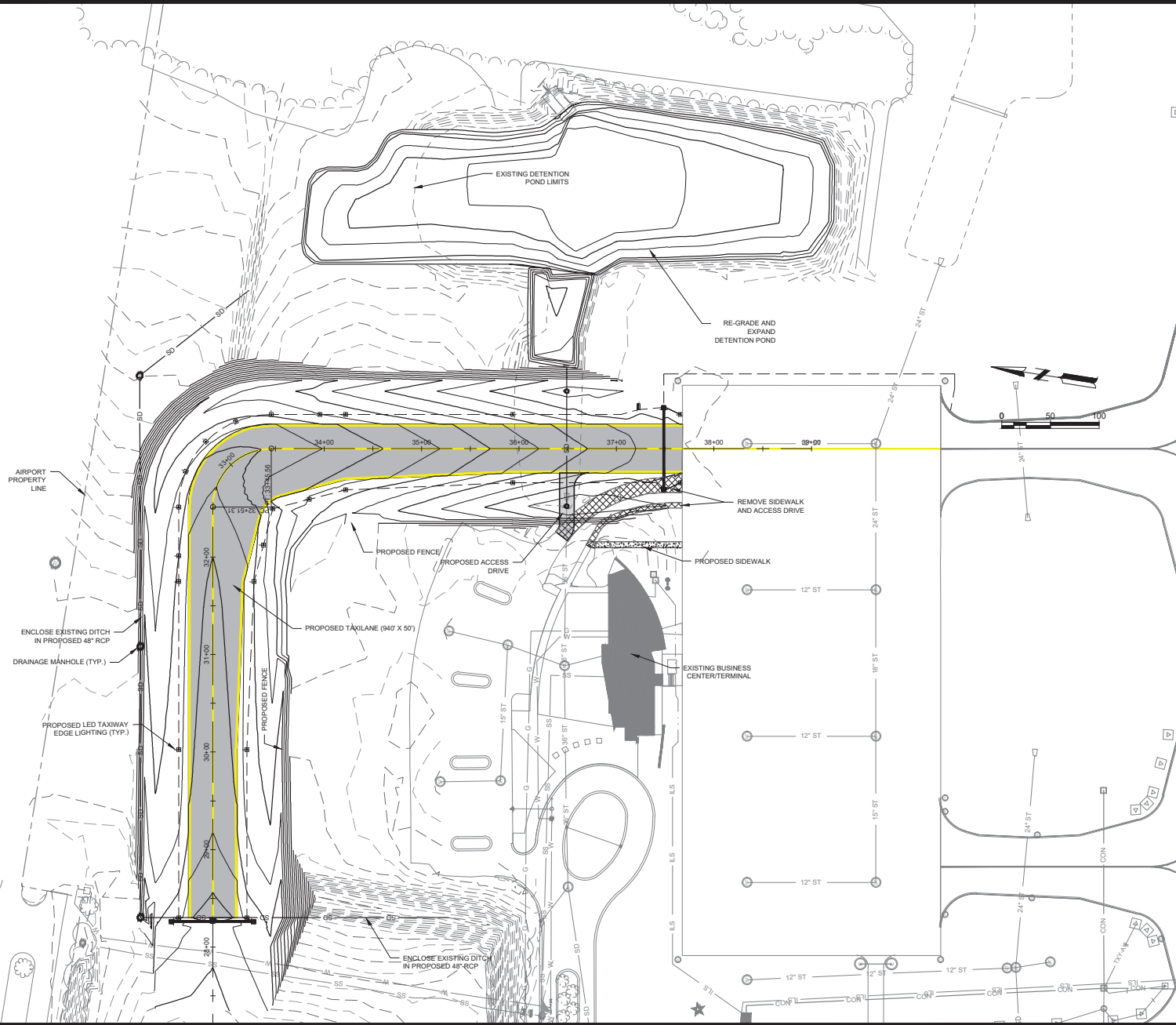


Item No.		Sr Project Engineer \$71.00	Project Engineer \$57.00	Senior Engineer \$50.00	Engineer 3 \$45.00	Engineer Tech 4 \$42.00	Engineer Tech 2 \$33.00	Engineer Tech 1 \$25.00	Clerical \$25.00	Project Planner \$57.00	Total Hours		Cost Summary
<b>PHASE IV - BID ADMINISTRATION</b>													
39.0	<b>Furnish Bid Documents</b>												
	Estimated Total Man-hours	4	0	0	2	0	0	0	0	0	6		\$374.00
	Summary Costs	\$284.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$374.00</b>
40.0	<b>Respond to Bidders Questions</b>												
	Estimated Total Man-hours	4	0	0	4	0	0	0	0	0	8		\$464.00
	Summary Costs	\$284.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$464.00</b>
41.0	<b>Prepare and Distribute Addendums</b>												
	Estimated Total Man-hours	4	0	0	2	0	0	0	0	0	6		\$374.00
	Summary Costs	\$284.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$374.00</b>
42.0	<b>Pre-Bid Conference</b>												
	Estimated Total Man-hours	8	0	0	4	0	0	0	0	0	12		\$748.00
	Summary Costs	\$568.00	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			<b>\$748.00</b>
43.0	<b>Bid Opening</b>												
	Estimated Total Man-hours	2	0	0	0	0	0	0	2	0	4		\$192.00
	Summary Costs	\$142.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00			<b>\$192.00</b>
44.0	<b>Bid Review and Bid Tabulation</b>												
	Estimated Total Man-hours	1	0	0	0	0	0	0	2	0	3		\$121.00
	Summary Costs	\$71.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00			<b>\$121.00</b>
45.0	<b>Prepare Recommendation for Award</b>												
	Estimated Total Man-hours	1	0	0	0	0	0	0	2	0	3		\$121.00
	Summary Costs	\$71.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00			<b>\$121.00</b>
<b>Expenses</b>												<b>Rate</b>	
	Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$90.00	\$0.00
	Mileage	120	0	0	0	0	0	0	0	0	120 Miles	\$0.585	\$70.20
	Lodging	0	0	0	0	0	0	0	0	0	0 Days	\$120.00	\$0.00
	Meals/Day	0	0	0	0	0	0	0	0	0	0 Days	\$50.00	\$0.00
	Meals/Trip	1	0	0	0	0	0	0	0	0	1 Trips	\$17.00	\$17.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
	Other	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00
												<b>Total Expenses</b>	<b>\$87.20</b>
<b>PHASE IV - BID ADMINISTRATION TOTAL</b>													<b>\$2,481.20</b>

## **ATTACHMENT D**

**Sketch Showing Location of Work to be  
Performed as Part of this Contract**

X:\19\190301\166\1\1\TECH\DRAWINGS\EXHIBIT\1 - FULL SITE GRADING\EXH1 FULL SITE GRADING - SCOPE FIGURE.DWG  
6/27/2022 1:40:33 PM



## Design Engineering Work Scope

The West Michigan Regional Airport is a busy general aviation airport serving a variety of aircraft including large business jets. The Airport currently has a significant wait list for hangar space. There are no areas with existing infrastructure available to construct new hangar. The Airport plans to build the infrastructure to access a future hangar area north of the terminal building. The planning and environmental clearance is currently being completed under separate agreements. The preferred layout is shown in **Figure 1** and attached to this scope. The preferred layout is 940' x 50'. The project also includes re-grading and expanding the adjacent detention area, installing edge lighting, and enclosing the existing ditch in a 48" RCP.



**Project Anticipated Construction Amount: \$1,700,000**

## **PHASE I. Contract Administration**

This phase involves those activities required for defining the scope of project administration and project closeout work, including (but not limited to) the following activities:

### **1.0 Project Scoping**

#### **1.1 Preliminary Meetings with the SPONSOR**

CONSULTANT shall confer with the SPONSOR on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with MDOT AERO/FAA if needed and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the SPONSOR. The CONSULTANT and SPONSOR shall discuss what type of environmental documentation (Environmental Assessment or Categorical Exclusion) will be needed for the project and included in the work scope. Meetings with the SPONSOR shall also determine the need for topographical surveying and pavement/geotechnical testing.

#### **1.2 Prepare Project Scope of Work and Proposal**

This includes preparing the scope of work and fee proposal and negotiating the contract scope and fee with the SPONSOR. This also includes coordination with SUBCONSULTANTS for scopes and fees and coordination with DBE firms.

### **2.0 Prepare Contract and Subcontracts**

This includes preparing the CONSULTANT-SPONSOR contract and preparing SUBCONSULTANT contracts.

### **3.0 Project Coordination**

CONSULTANT shall coordinate with the SUBCONSULTANTS, SPONSOR, MDOT/AERO, FAA and other applicable agencies to complete the work elements in Phase 1.

### **4.0 DBE Plan or Update**

It is anticipated that all DBE plan tasks and updates will be completed by MDOT Aeronautics staff, and therefore will not be part of this scope.

### **5.0 Grant Application and Administration**

It is anticipated that all required Grant Application and Administration tasks will be completed by MDOT Aeronautics staff, and therefore will not be part of this scope.

### **6.0 Project Closeout**

Assist MDOT Aero in preparation of the FAA Project Financial Closeout Forms and Report.

## **PHASE II. Preliminary Design (30%)**

7.0 Topographical Surveying – This work was completed as part of the planning project in 2022.  
Additional survey work is not anticipated.

7.1 Coordination to collect existing data and locate utilities  
N/A

7.2 Survey control  
N/A

7.3 Field work  
N/A

7.4 Convert survey data for design software  
N/A

8.0 Geotechnical Investigation  
This work was completed as part of the planning project in 2022.

8.1 Coordination to schedule geotechnical work  
N/A

8.2 Establish project testing requirements  
N/A

8.3 Field work & laboratory testing  
N/A

8.4 Analyze data  
N/A

9.0 Prepare Project Geometrics  
This work was completed as part of the planning project in 2022.

10.0 Prepare FAA Pavement Design Report and FAA Form 5100  
This work was completed as part of the planning project in 2022.

11.0 Prepare Preliminary Surface Grading and Drainage Analysis  
This work was completed as part of the planning project in 2022.

12.0 Prepare Preliminary Cost Estimate – In addition to preliminary quantities and cost estimating, the  
This work was completed as part of the planning project in 2022.



12.1 Calculate estimated preliminary quantities

N/A

12.2 Prepare preliminary costs estimate

N/A.

13.0 Prepare Preliminary Design Report

During the preparation of the preliminary plans and specifications, a design report will be prepared. The report will include the summary of the project, geometrics, pavement and electrical design, drainage design, pavement marking, phasing plans and a project schedule. The report will also contain any alternative design concepts that were investigated and evaluated. A construction operation plan will be included as well as an engineer's cost estimate. This report will discuss all bid packages. The Standard FAA for this report is as follows:

- Introduction
- Project Background/Purpose and Need
- Airport Operational Safety (reference Federal Advisory Circular 150/5370-2G & SOP 1.00)
- Design Geometrics (reference Federal Advisory Circular 150/5300-13B)
- Pavement Design Analysis (reference Federal Advisory Circular 150/5320-6F)
- Drainage Considerations (reference Federal Advisory Circular 150/5320-5D)
- Electrical Considerations (reference Federal Advisory Circular 150/5340-30J & 5340-18G)
- Pavement Marking Considerations (reference Federal Advisory Circular 150/5340-1M)
- Design Alternatives and Layout Sheets
- Design Recommendations
- Construction Estimate
- Project Schedule Summary

14.0 Prepare FAA Form 7460

It is not anticipated that a FAA Form 7460 will be required

15.0 Prepare ALP Update

This work was completed as part of the planning project in 2022.

16.0 Prepare Environmental Documentations

This work is being completed as part of an ongoing project.

16.1 Site visit and coordination

N/A

16.2 Environmental documentation

N/A

#### 17.0 Project Coordination

CONSULTANT shall coordinate with the SUBCONSULTANTS, SPONSOR, MDOT/AERO, FAA and other applicable agencies to complete the work elements in Phase II.

#### 18.0 Project Meetings

The CONSULTANT will arrange and lead the meetings as described in the subtasks below. The CONSULTANT will produce drawings and handouts as needed for the purpose of conducting each meeting.

##### 18.1 Present preliminary design, alternatives and recommendations to SPONSOR

The CONSULTANT will prepare for and conduct a meeting with the SPONSOR to present the findings of the preliminary engineering phase and any alternatives and recommendations for the project.

##### 18.2 Coordination meetings

The CONSULTANT shall conduct an additional 2 coordination meeting(s) at via Microsoft Teams, as needed.

## **PHASE III. Final Design (60%, 90% and Final)**

### **19.0 Prepare Preliminary Plans**

Preliminary plans will be prepared depicting items of work within the project area. The following list of drawings will be used as a guideline. Additional drawings may be added during the design phase, if required.

#### General:

- Cover Sheet, Sheet Index & Symbols
- Legend & Abbreviations
- General Notes
- Project Layout Plan
- Survey Control Plan
- Project Quantity Tables
- Construction & Phasing Plan

#### Geotechnical:

- Plan & Log of Soil Borings

#### Civil:

##### **General**

- Civil Legend
- Erosion Control Plans
- Erosion Control Details
- Storm Water Management Plans
- Demolition Plans
- Demolition Details
- Geometrics
- Existing Contours

##### **Site**

- Grading & Drainage Plans
- Intersection Details – Not Anticipated
- Plan & Profiles
- Typical Sections
- Paving Details
- Jointing Plans – Not Anticipated
- Jointing Details – Not Anticipated
- Pavement Grooving Plan – Not Anticipated

##### **Utility**

- Plan & Profiles – Not Anticipated
- Details – Not Anticipated

##### **Sewer**

- Plan & Profiles – Not Anticipated
- Sewer Details – Not Anticipated

##### **Water**

- Water Distribution Plan – Not Anticipated
- Water Details – Not Anticipated

**Storm Sewer**

- Plan & Profiles
- Drainage Details
- Inlet Layout Plan

**Gas**

- Gas Distribution Plan – Not Anticipated
- Gas Details – Not Anticipated

**Fencing**

- Fencing Plans
- Fencing Details
- Gate Details

**Marking**

- Marking Plans
- Marking Details
- Signing Plans – Not Anticipated
- Signing Details – Not Anticipated

**X-Sections**

- Cross Sections

**Electrical:**

- Electrical Removals Plan
- Electrical Layout Plan
- Existing Signage Plan
- Proposed Signage Plan
- Sign Legend
- Electrical Vault Layout – Not Anticipated
- Wiring Diagrams – Not Anticipated
- Electrical Details
- NAVAIDS Details – Not Anticipated

**20.0 Prepare Preliminary Specifications**

The CONSULTANT will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by the FAA specifications.

**20.1 Prepare preliminary technical specifications****20.2 Prepare preliminary contract documents**

The CONSULTANT will prepare the preliminary contract documents including invitation for bids, instruction to bidders, proposal, equal employment opportunity clauses, construction contract agreement, performance bond, payment bond, State Requirements, Federal Requirements, Preliminary Bid Schedule, Wage Rates, and general provisions. Preparation will include establishing the location for the bid opening, dates for advertisement, and description of the work schedule. Preliminary contract documents will be prepared as early as possible during the design phase and submitted to the SPONSOR for review by the SPONSOR. Also review and incorporate the SPONSOR's general provisions and contract clauses, as required.

### 20.3 Prepare preliminary special provisions

The CONSULTANT will prepare Special Provisions to address, or expand on, conditions that require additional clarification.

### 21.0 Prepare Final Surface Drainage Analysis and Final Storm Sewer Design

Using the findings from the preliminary drainage analysis completed in Phase 2, final surface drainage and storm sewer design will be completed in accordance with standard engineering practices, local requirements, and in accordance with the FAA Advisory Circular 150/5320-5D, Airport Drainage.

### 22.0 Prepare Lighting Layout and Circuit Calculations

The CONSULTANT will establish the lighting layouts and equipment necessary to meet FAA criteria and standards and to meet the National Electrical Code. Included for this work item are the following tasks: (edit this list to fit project requirements)

- Layout light locations
- Site visit to inventory existing equipment
- Design new home run circuiting in coordination with the location of the vault
- Determine sign legends and sign sizes if not being reused
- Calculate voltage drop and estimate wire size to meet the National Electrical Code
- Design conduit and duct bank locations and sizes
- Determine regulator sizing and new electrical vault equipment requirements
- Prepare narrative discussion (layout, equipment selection, sizes, electrical calculations)

### 23.0 Update Airport Guidance Sign Plan

The Airport does not have a marking and signage plan on file with the FAA, therefore this task is not included in this scope.

### 24.0 Erosion Control Plan

The CONSULTANT will develop an Erosion Control Plan for the project that is in accordance with BEST management practices. The plan will detail types of erosion control measures recommended for the site in addition to other information needed for the NPDES permitting application. This information shall include (but not limited to):

- Project Location
- Size of Disturbance of Project
- Amount of Impervious Surface
- Hydrologic Classification of Site
- Receiving Waters
- Site Drainage Overview

### 25.0 Compile and Submit Permits

During the course of the design phase, the CONSULTANT will determine if any special use permits will be required, such as stormwater management or wetland. The SPONSOR will be responsible for submitting all necessary applications to the Authority having Jurisdiction for

approval, unless otherwise the contractor's responsibility. If a Storm Water Management Construction Permit is required, the CONSULTANT will include the necessary Application in the project contract documents and specifications, for submittal by the Contractor. The CONSULTANT will also coordinate, and assist the SPONSOR, with any permits and/or applications required by the jurisdictional authority. Special use permits that can be identified during the design phase of the project will be identified in the Special Provisions of the Contract Documents for the Contractor's benefit. The SPONSOR will pay for or reimburse the costs for permits and/or application fees.

26.0 Prepare Certification of Engineering and Modification of Standards

At this time, there are no known required Modifications to Standard. Any unforeseen modification to standards will be completed as an amendment to this contract.

27.0 Prepare Cost Estimate at 60% Complete

27.1 Calculate estimated quantities

The CONSULTANT will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and standard quantity calculation practices.

27.2 Prepare cost estimate

28.0 Conduct Plan Review at 60% Complete

Following preparation of the preliminary plans, the CONSULTANT will review the project with the SPONSOR.

29.0 Update Plans to 90%

30.0 Update Specifications to 90%

31.0 Conduct Plan Review at 90% Complete

Following the completion of the plans and specifications, the Engineer will submit a set of drawings and specifications to the SPONSOR for their review. A meeting will be scheduled to make a final inspection of the project. The project will be reviewed with MDOT/AERO and FAA to obtain their concurrence with the design.

32.0 Prepare Final Plans and Specifications

A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the SPONSOR's review of the 90% submittal.

33.0 Prepare and Submit Final Estimated Cost Estimate

33.1 Calculate estimated final quantities

### 33.2 Prepare final cost estimate

Using the final quantities calculated following the completion of the plans and specifications, the CONSULTANT will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers, and other databases available.

### 34.0 Prepare and Submit Final Engineers Design Report

### 35.0 Prepare and Submit a Construction Management Report (for paving projects over \$250k)

The Construction Management Report will be completed under a future Construction Administration services agreement.

### 36.0 Prepare Advertisement for Bids

Required advertisement dates, and bidding dates will be established. CONSULTANT will submit a copy to the SPONSOR for distribution to the local and selected publications of the pending project. The SPONSOR shall pay for the associated cost of advertising.

### 37.0 Project Coordination (coordination with SPONSOR, State, FAA, etc.)

CONSULTANT shall coordinate with the SUBCONSULTANTS, SPONSOR, State, FAA and other applicable agencies to complete the work elements in Phase III.

### 38.0 Project Meetings

The CONSULTANT will arrange and lead the meetings as described in the subtasks below. The CONSULTANT will produce drawings and handouts as needed for the purpose of conducting each meeting.

#### 38.1 Final design review

The CONSULTANT will prepare and conduct a meeting via video conference to present the final design documents.

#### 38.2 Coordination meetings (with FAA, MDOT/AERO, Local Agencies, subCONSULTANTS etc.)

The CONSULTANT shall conduct additional coordination meeting(s) at the SPONSOR (or other named site) as needed. It is anticipated that one additional meeting will be required.

## **PHASE IV. Bid Administration**

### **39.0 Furnish Bid Documents**

CONSULTANT shall prepare, reproduce and distribute bidding documents to interested contractors and suppliers. The CONSULTANT shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

### **40.0 Respond to Bidders Questions**

During the bidding process, the CONSULTANT will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

### **41.0 Prepare and Distribute Addendums**

CONSULTANT shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the SPONSOR or MDOT AERO/FAA. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the SPONSORs error or omission will be considered as extra services and the CONSULTANT shall be reimbursed for this effort as an amendment to this contract.

### **42.0 Pre-Bid Conference**

CONSULTANT shall arrange for and conduct Pre-Bid Conference. The Project Manager and Project Engineer will attend and conduct the Pre-Bid Meeting with potential contractors and the SPONSOR to review the project and answer questions. The meeting will be conducted at the airport and will include a site inspection and meeting minutes will be prepared and distributed.

### **43.0 Bid Opening**

CONSULTANT shall attend the bid opening at the site, as identified in the Bid Advertisement and to process the bid documents.

### **44.0 Bid Review and Bid Tabulation**

CONSULTANT shall advise SPONSOR as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. The CONSULTANT shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. The CONSULTANT shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. The CONSULTANT will then provide recommendations to the SPONSOR as to the name of the Apparent Low Bidder



#### 45.0 Prepare Recommendation for Award

The CONSULTANT will prepare a recommendation of award for the SPONSOR to accept or reject the bids as submitted. If rejection is recommended, the CONSULTANT will supply an explanation for their recommendation and possible alternative actions the SPONSOR can pursue to complete the project. Once the Contract Award is made the CONSULTANT will distribute the bid tabulations on request of the SPONSOR.

#### **Schedule**

The design for this project will take approximately 180 days to complete after completion of the Environmental Clearance, not including SPONSOR, FAA and MDOT-AERO review periods. The design schedule will be coordinated with the SPONSOR. It is anticipated competitive bids will be received for the project in February 2023 and a grant for construction will be awarded in FAA fiscal year 2023.

#### **SPONSOR Responsibilities**

The SPONSOR shall be responsible to provide the following information and activities:

- Provide access to the project site and assist with locating any known utilities.
- Provide a single point of contact with authority to review all documents and make decisions.
- Provide concurrence with the aircraft fleet mix that will be utilizing the taxilane.
- Provide any known record drawing information to the CONSULTANT.
- Provide coordination regarding construction safety and phasing plan reviews and project scheduling with airport tenants.

## Attachment F

### Federal Contract Provisions for Airport Improvement Program Projects

The following provisions are hereby included in and made part of the attached Contract between SPONSOR / OWNER and MEAD & HUNT, INC.

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## **A1 ACCESS TO RECORDS AND REPORTS**

### **ACCESS TO RECORDS AND REPORTS**

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Owner, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

## **A3 BREACH OF CONTRACT TERMS**

### **BREACH OF CONTRACT TERMS**

Any violation or breach of terms of this contract on the part of the Consultant or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner's notice will identify a specific date by which the Consultant must correct the breach. Owner may proceed with termination of the contract if the Consultant fails to correct the breach by the deadline indicated in the Owner's notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

## **A5 CIVIL RIGHTS -GENERAL**

The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

## **A6 CIVIL RIGHTS – TITLE VI ASSURANCE**

### **Title VI Solicitation Notice:**

The **Sponsor**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises or airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### **Compliance with Nondiscrimination Requirements:**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”), agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor’s obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any

information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

#### **Title VI List of Pertinent Nondiscrimination Acts and Authorities**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 USC §§ 12131 – 12189) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC 1681 et seq).

## **A7 CLEAN AIR AND WATER POLLUTION CONTROL**

### **CLEAN AIR AND WATER POLLUTION CONTROL**

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC § 740-7671q) and the Federal Water Pollution Control Act as amended (33 USC § 1251-1387). The Contractor agrees to report any violation to the Owner immediately upon discovery. The Owner assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Contractor must include this requirement in all subcontracts that exceeds \$150,000.

## **A8 CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS**

### **CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS**

#### **1. Overtime Requirements.**

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

#### **2. Violation; Liability for Unpaid Wages; Liquidated Damages.**

In the event of any violation of the clause set forth in paragraph (1) of this clause, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated

damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this clause, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this clause.

### 3. Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration (FAA) or the Owner shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this clause.

### 4. Subcontractors.

The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this clause.

## **A11 DEBARMENT AND SUSPENSION**

### **CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT**

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

### **CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT**

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”, must verify each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>.
2. Collecting a certification statement similar to the Certification of Offerer /Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

## **A12 DISADVANTAGED BUSINESS ENTERPRISE**

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Sponsor/Owner to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

### **DISADVANTAGED BUSINESS ENTERPRISES**

#### **Contract Assurance (§ 26.13) –**

The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of Department of Transportation-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Owner deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the Contractor from future bidding as non-responsible.

#### **Prompt Payment (§26.29) –**

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than ten [10] days from the receipt of each payment the prime contractor receives from Michigan Department of Transportation or the Sponsor/Owner. The prime contractor agrees further to return retainage payments to each subcontractor within ten [10] days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Michigan Department of Transportation or the Sponsor. This clause applies to both DBE and non-DBE subcontractors.

## **A13 DISTRACTED DRIVING**

### **TEXTING WHEN DRIVING**

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 that involve driving a motor vehicle in performance of work activities associated with the project.



## **A14 ENERGY CONSERVATION REQUIREMENTS**

### **ENERGY CONSERVATION REQUIREMENTS**

Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 USC 6201*et seq.*).

## **A16 EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

### **EQUAL OPPORTUNITY CLAUSE**

During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identify, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules,

regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however*, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### **A17 FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The Consultant has full responsibility to monitor compliance to the referenced statute or regulation. The Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

#### **A18 LOBBYING AND INFLUENCING FEDERAL EMPLOYEES CERTIFICATION REGARDING LOBBYING**

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **A19 PROHIBITION of SEGREGATED FACILITIES**

### **PROHIBITION OF SEGREGATED FACILITIES**

(a) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Employment Opportunity clause in this contract.

(b) "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

(c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Employment Opportunity clause of this contract.

## **A20 OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The employer must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The employer retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The employer must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

## **A22 RIGHT TO INVENTIONS**

### **RIGHTS TO INVENTIONS**

Contracts or agreements that include the performance of experimental, developmental, or research work must provide for the rights of the Federal Government and the Owner in any resulting invention as established by 37 CFR part 401, Rights to Inventions Made by Non-profit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. This contract incorporates by reference the patent and inventions rights as specified within 37 CFR §401.14. Contractor must include this requirement in all sub-tier contracts involving experimental, developmental, or research work.

## **A23 SEISMIC SAFETY**

### **Professional Service Agreements for Design SEISMIC SAFETY**

In the performance of design services, the Consultant agrees to furnish a building design and associated construction specification that conform to a building code standard that provides a level of seismic safety substantially equivalent to standards as established by the National Earthquake Hazards Reduction Program (NEHRP). Local building codes that model their building code after the current version of the International Building Code (IBC) meet the NEHRP equivalency level for seismic safety. At the conclusion of the design services, the Consultant agrees to furnish the Owner a “certification of compliance” that attests conformance of the building design and the construction specifications with the seismic standards of NEHRP or an equivalent building code.

## **A24 TAX DELINQUENCY AND FELONY CONVICTIONS**

### **CERTIFICATION OF OFFERER/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS**

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

#### **Certifications**

- 1) The applicant represents that it is not ( ✓ ) a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- 2) The applicant represents that it is not ( ✓ ) is not a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

#### **Term Definitions**

**Felony conviction:** Felony conviction means a conviction within the preceding twenty-four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 U.S.C. § 3559.

**Tax Delinquency:** A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

## **A25 TERMINATION OF CONTRACT**

### **TERMINATION FOR CONVENIENCE (PROFESSIONAL SERVICES)**

The Owner may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

### **TERMINATION FOR DEFAULT (PROFESSIONAL SERVICES)**

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

a) **Termination by Owner:** The Owner may terminate this Agreement in whole or in part, for the failure of the Consultant to:

1. Perform the services within the time specified in this contract or by Owner approved extension;
2. Make adequate progress so as to endanger satisfactory performance of the Project; or
3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

- b) **Termination by Consultant:** The Consultant may terminate this Agreement in whole or in part, if the Owner:
1. Defaults on its obligations under this Agreement;
  2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;
  3. Suspends the Project for more than [180] days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, Owner agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action. Owner agrees to hold Consultant harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

## **A26 TRADE RESTRICTION CERTIFICATION**

### **TRADE RESTRICTION CERTIFICATION**

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide

immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

## **A27 VETERAN'S PREFERENCE**

### **VETERAN'S PREFERENCE**

In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

**Prime CONSULTANT Statement of DBE Sub-CONSULTANT Payments**

Information required in accordance with 49 CFR §26.37 to monitor progress of the prime CONSULTANT in meeting contractual obligations to DBEs.

PRIME CONSULTANT:			<input type="checkbox"/> CHECK IF PRIME IS MDOT-DBE CERTIFIED	AUTHORIZATION NO.		CONTRACT NO.		
BILLING PERIOD:				Check if Final Payment <input type="checkbox"/>		JOB NO.		
CERTIFIED DBE SUBCONSULTANT	SERVICES WORK PERFORMED	TOTAL CONTRACT AMOUNT	CUMULATIVE DOLLAR VALUE OF SERVICES COMPLETED	DEDUCTIONS	ACTUAL AMOUNT PAID TO DATE	ACTUAL AMOUNT PAID DURING THIS REPORTING PERIOD	DBE AUTHORIZED SIGNATURE (Final Payment Report Only)	DATE

As the authorized representative of the above prime CONSULTANT, I state that, to the best of my knowledge, this information is true and accurate.

PRIME CONSULTANT'S AUTHORIZED REPRESENTATIVE (SIGNATURE)	TITLE	DATE
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FOR MDOT USE ONLY

COMMENTS:

CONTRACT ADMINISTRATOR (SIGNATURE)	DATE
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**SPECIAL NOTE: "Prime CONSULTANT or Authorized Representative" refers to recipients of federal funds as defined at 49 Code of Federal Regulations Part 26.**



## INSTRUCTIONS

### **PRIME CONSULTANT OR AUTHORIZED REPRESENTATIVE:**

This statement reports the actual dollar amounts of the project cost earned by and paid to DBE subCONSULTANTS. Complete and submit to the Contract Administrator with each billing and within 20 days of receipt of final payment. Some forms may be blank if no payment was made since the previous billing.

For "Contract No., Authorization No.," and "Job No." as appropriate, use the numbers assigned by MDOT.

For "Period Covered," report the calendar days covered by the billing.

For "Services Work Performed" report the main service performed by the subCONSULTANT during the reporting period.

For "Total Contract Amount" report the total amount of the contract between the prime CONSULTANT and the subCONSULTANT.

For "Cumulative Dollar Value of Services Completed" report the total amount the subCONSULTANT has earned since beginning this project.

For "Deductions," report deductions made by the prime CONSULTANT to the subCONSULTANT's "Cumulative Dollar Value of Services Completed" for retainage, bond or other fees, materials, services or equipment provided to the subCONSULTANT according to mutual, prior agreement (documentation of such agreement may be required by MDOT).

For "Actual Amount Paid to Date," report cumulative actual payments made to the subCONSULTANT for services completed.

For "Actual Amount Paid During this Reporting Period" report actual payments made to the subcontractor for services during this reporting period.

Provide "DBE Authorized Signature" for final payment only.

Be sure to sign, title and date this statement.

### **MDOT CONTRACT ADMINISTRATOR:**

Complete "Comments" if necessary, sign, date and forward to the Office of Business Development within seven (7) days of receipt.

MDOT Office of Business Development  
P.O. Box 30050  
Lansing, Michigan 48909  
Questions about this form? call Toll-free, 1-866-DBE-1264

# WMAA MONTHLY FBO REPORT

## West Michigan Regional Airport FBO Report FlightLevel BIV March 2023

Total Fuel Gallons Delivered		Current Month Mar 2023	One Year Ago Mar 2022	Fiscal Year To Date 01/01/23-12/31/23	F/Y to Date Compared 01/01/22-12/31/22
Avgas		1,464	2,354		
Jet Fuel		49,978	52,055		
Total Gallons Delivered		51,442	54,409	110,198	124,295
					(14097)

Transplant/Ambulance Flights	2
Wings Of Mercy Operations	0
Freight Flights From/To Holland	4
Freight Weight	4,750
Number of Parts if Known	5 skids & 24 boxes

# West Michigan Airport Authority

**Meeting Date:** April 10, 2023

**Agenda Item:**

**Subject:** Financial Reports for Nine Months Ended March 31, 2023

**Prepared By:** Julie Ziurinskas, City Finance

**Recommendation:** Accept Financial Reports as information

The West Michigan Airport Authority is nine months into fiscal year 2023. The mid-year budget amendments approved at the December meeting were recorded and are reflected in the reports. Attached are Budget Performance Reports for the nine months ended March 31, 2023 (75.00% of year), and the Trial Balance Listing and Fund Equity Reports through March 31, 2023.

## Revenues

Operating revenues for the first nine months totaled \$1,323,644, or 201% of budget. The large increase in revenues from January is due to the transfer of funds from the sale of parcel K. The budget is proposed to be amended to reflect this in the new Capital Project Fund during the annual budget adoption.

## Expenses

Operating expenses for the first nine months totaled \$527,549, or 81% of budget, and are in line with expectations.

## Capital Budget

Capital expenses for the first nine months includes \$550 in final costs paid toward the Runway reconstruction and lighting project capitalized in prior years, but otherwise does not reflect current project activity as funding information will be obtained from MDOT at fiscal year-end and the related transactions will be recorded then.

## Trial Balance/Fund Equity

The West Michigan Airport Authority began FY 2023 with a fund balance of \$1,238,950.

Assets totaled \$4,695,855 at March 31<sup>st</sup>, comprised mostly of accounts and lease receivables. The current cash balance is \$2,055,092.

Liabilities totaled \$2,661,360 at March 31<sup>st</sup> and primarily represent accounts payable, unearned revenue, and deferred inflow of resources-lease (GASB 87).

The fund balance at March 31 is \$2,034,495.

WMAA Fund Balance as of 6/30/2022					\$ 1,238,949.84
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	Operating	Capital 999/Z403	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	1,323,644.12	-	-	-	\$ 1,323,644.12
Year to date Expenses	527,548.63	550.00	-	-	\$ 528,098.63

Estimated Fund Balance as of 3/31/2023					<u>\$ 2,034,495.33</u>
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	Budget	YTD	
Remaining Operating Revenues	657,400.00	1,323,644.12	\$ (666,244.12)

	Budget	YTD	Encumbrances	
Remaining Operating Expenses (excluding contingences)	655,200.00	527,548.63	-	<u>\$ 127,651.37</u>

Contingency Account (Reserves for Capital Projects):

Contingency - General	10,000.00	
T Hangar Repairs	5,000.00	
Reserves for ABC Mnct/Repairs	-	
Reserves for Capital Projects	<u>89,200.00</u>	\$ 104,200.00

Ending Fund Balance as of 3/31/2023		<u>\$ 1,136,399.84</u>
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Other Expected Expenses:

	Estimated amount	Spent	
FY23 Design for Hangar Park Taxilane	2,500.00		\$ 2,500.00
FY23 Wetland Mitigation N. Hangar Taxilane	10,350.00		\$ 10,350.00
FY23 Approach Light - Gravel Path	40,000.00		\$ 40,000.00
FY23 Runway/Taxiway Painting	15,000.00		\$ 15,000.00
FY23 Entryway Improvements	<u>5,000.00</u>		\$ 5,000.00

Ending Fund balance after expected capital expenses		<u>\$ 1,063,549.84</u>
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# Budget Performance Report

Fiscal Year to Date 03/31/23

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 YTD
Fund <b>Z01 - WMAA (Airport) General Fund</b>										
REVENUE										
Department <b>000 - General Revenues</b>										
440573	State-Reim Local PPT Tax Loss	19,400.00	.00	19,400.00	61.02	.00	13,080.75	6,319.25	67	13,268.74
450582.C	Contributions from Other Govts From City of Holland	123,100.00	.00	123,100.00	.00	.00	119,497.57	3,602.43	97	115,357.57
450582.P	Contributions from Other Govts From Park Township	120,000.00	.00	120,000.00	.00	.00	122,025.25	(2,025.25)	102	100,168.59
450582.Z	Contributions from Other Govts From City of Zeeland	63,000.00	.00	63,000.00	.00	.00	59,807.14	3,192.86	95	78,124.74
450582.ST	Contributions from Other Govts City of Holland-Other	.00	.00	.00	.00	.00	703,356.00	(703,356.00)	+++	.00
460626.Y	Fees-Finance/Mgmt Treas Fee-Recovery Court Costs	.00	.00	.00	.00	.00	.00	.00	+++	84.40
460647.7	Sales Sale of Merchandise-Taxable	.00	.00	.00	.00	.00	.00	.00	+++	10.60
460654.1	Franchise Fees FBO Franchise Fees	25,500.00	.00	25,500.00	2,289.93	.00	18,319.44	7,180.56	72	16,606.40
460654.5	Franchise Fees Fuel Flowage Fee	70,000.00	.00	70,000.00	3,652.55	.00	55,863.61	14,136.39	80	56,792.23
460654.7	Franchise Fees Landing Fees	30,000.00	.00	30,000.00	1,038.87	.00	19,813.22	10,186.78	66	18,650.19
480665.0	Investment Income General	8,000.00	.00	8,000.00	.00	.00	9,757.64	(1,757.64)	122	5,126.24
480669.A	Rental Airport Business Center	8,800.00	.00	8,800.00	804.39	.00	6,435.12	2,364.88	73	5,833.44
480669.24	Rental Hangar Land Lease	116,000.00	.00	116,000.00	17,563.21	.00	122,772.73	(6,772.73)	106	105,777.34
480669.25	Rental Agricultural Land Lease	12,600.00	.00	12,600.00	.00	.00	12,209.21	390.79	97	13,363.74
480669.26	Rental T-Hangars	58,000.00	.00	58,000.00	14,440.00	.00	58,000.00	.00	100	57,640.00
490685.1	Recoveries Insurance	.00	.00	.00	.00	.00	.00	.00	+++	2,789.61
490685.2	Recoveries Other Parties	.00	3,000.00	3,000.00	.00	.00	2,702.96	297.04	90	1,656.74
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	3.48	(3.48)	+++	.00
Department <b>000 - General Revenues Totals</b>		\$654,400.00	\$3,000.00	\$657,400.00	\$39,849.97	\$0.00	\$1,323,644.12	(\$666,244.12)	201%	\$591,250.57
REVENUE TOTALS		\$654,400.00	\$3,000.00	\$657,400.00	\$39,849.97	\$0.00	\$1,323,644.12	(\$666,244.12)	201%	\$591,250.57
EXPENSE										
Department <b>540 - Airport Operations</b>										
710701.0	Payroll-Regular General	141,737.00	.00	141,737.00	8,299.42	.00	59,491.37	82,245.63	42	52,454.94
710707.0	Payroll-Temporary Help General	.00	.00	.00	7,200.00	.00	24,117.50	(24,117.50)	+++	13,935.00
711702.0	Payroll-Vacation/PTO General	11,150.00	.00	11,150.00	2,184.03	.00	7,577.92	3,572.08	68	6,311.95
711703	Payroll-Holidays	4,800.00	.00	4,800.00	.00	.00	3,515.60	1,284.40	73	1,800.00
711716.1	Insurance Health	18,000.00	.00	18,000.00	250.00	.00	2,250.00	15,750.00	12	2,250.00
711716.2	Insurance Dental	420.00	.00	420.00	.00	.00	.00	420.00	0	.00
711718.1	Retirement Contribution MERS	12,810.00	.00	12,810.00	838.68	.00	5,339.60	7,470.40	42	4,605.35
711720	Insurance-Income Protection	1,670.00	.00	1,670.00	(18.50)	.00	(166.50)	1,836.50	-10	744.71
712715	Employer FICA/Medicare Contribution	12,250.00	.00	12,250.00	1,371.90	.00	7,416.88	4,833.12	61	5,871.53
712723	Unemployment Comp Insurance	48.00	.00	48.00	.00	.00	.00	48.00	0	1.90
712724	Workers Comp Insurance	715.00	.00	715.00	.00	.00	94.00	621.00	13	.10
721730.0	Postage General	.00	.00	.00	.00	.00	21.38	(21.38)	+++	62.03
721740.0	Operating Supplies General	1,000.00	.00	1,000.00	.00	.00	1,958.71	(958.71)	196	2,798.62
721740.CAP	Operating Supplies Controlled Items-Capital Type	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	.00
721931.0	Bldg & Grnds Maint General	5,000.00	3,000.00	8,000.00	285.53	.00	10,194.66	(2,194.66)	127	1,429.06
721933.0	Equipment Maintenance General	16,000.00	.00	16,000.00	1,952.85	.00	9,952.85	6,047.15	62	21,982.29

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>EXPENSE</b>										
<b>Department 540 - Airport Operations</b>										
721933.INS	Equipment Maintenance Repairs-Insurance Claims	.00	.00	.00	.00	.00	.00	.00	+++	2,789.61
722801.9010	Contr-Printing Advertising/Promotional	40,000.00	.00	40,000.00	3,935.26	.00	39,868.63	131.37	100	37,544.25
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	2,743.50	.00	31,986.15	(11,986.15)	160	10,383.50
722805.1	Contractual-Finance Independent Audit	7,900.00	.00	7,900.00	.00	.00	8,100.00	(200.00)	103	7,900.00
722805.4	Contractual-Finance Financial Service Fees	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
722807.2	Contractual-Architect/Engineer Plan Development	.00	.00	.00	.00	.00	3,137.00	(3,137.00)	+++	30,985.60
722807.5	Contractual-Architect/Engineer Engineering	15,000.00	.00	15,000.00	.00	.00	101,802.33	(86,802.33)	679	20,653.68
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	950.91	.00	950.91	(950.91)	+++	.00
722808.8	Contr-Bldgs&Grnds Tree Clearing	.00	.00	.00	.00	.00	.00	.00	+++	40,300.00
722808.MOW	Contr-Bldgs&Grnds Mowing	30,000.00	.00	30,000.00	.00	.00	25,120.64	4,879.36	84	26,676.38
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	23,000.00	.00	23,000.00	250.00	.00	17,681.85	5,318.15	77	17,476.84
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	50,000.00	.00	50,000.00	.00	.00	47,972.26	2,027.74	96	56,022.38
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	2,580.83	.00	25,836.79	2,163.21	92	20,400.03
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	934.50	1,065.50	47	1,256.99
723850.0	Communications Telephone	600.00	.00	600.00	277.04	.00	573.07	26.93	96	331.60
723850.CELL	Communications Cellular	1,200.00	.00	1,200.00	.00	.00	600.00	600.00	50	600.00
723850.WIFI	Communications WIFI Internet Connection	.00	.00	.00	312.50	.00	312.50	(312.50)	+++	.00
723860.0	Travel, Conf, Seminars General	3,000.00	.00	3,000.00	(300.00)	.00	3,171.43	(171.43)	106	1,833.16
723910.0	Commercial Insurance Premiums General	27,500.00	4,300.00	31,800.00	.00	.00	31,794.00	6.00	100	27,308.00
723920.GAS	Public Utilities Natural Gas	.00	.00	.00	.00	.00	58.36	(58.36)	+++	.00
723920.GATE	Public Utilities Fence Gates	500.00	.00	500.00	43.15	.00	696.15	(196.15)	139	395.44
723920.LAND	Public Utilities Landing Lights & System	3,500.00	.00	3,500.00	320.19	.00	2,851.31	648.69	81	2,438.09
723920.PLOT	Public Utilities Parking Lot Lights	1,000.00	.00	1,000.00	48.95	.00	461.99	538.01	46	1,122.66
723920.RUNW	Public Utilities Runway Lights	5,000.00	.00	5,000.00	518.26	.00	4,322.49	677.51	86	3,854.41
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	528.50	.00	4,482.99	517.01	90	5,090.30
723942.0	Building Rental/Lease General	1,000.00	.00	1,000.00	.00	.00	1,000.00	.00	100	1,000.00
723955.0	Misc. General	2,000.00	1,000.00	3,000.00	194.84	.00	3,924.89	(924.89)	131	2,405.64
723961.0	Dues & Subscriptions General	2,000.00	.00	2,000.00	99.99	.00	2,268.89	(268.89)	113	713.38
723963.3	Write-Offs Court Fees A/R or PP Pursuit	.00	.00	.00	.00	.00	.00	.00	+++	84.40
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	236.16	(236.16)	+++	58.46
770956.0	Contingency General	104,200.00	.00	104,200.00	.00	.00	.00	104,200.00	0	.00
<b>Department 540 - Airport Operations Totals</b>		<b>\$601,600.00</b>	<b>\$8,300.00</b>	<b>\$609,900.00</b>	<b>\$34,867.83</b>	<b>\$0.00</b>	<b>\$493,909.26</b>	<b>\$115,990.74</b>	<b>81%</b>	<b>\$435,872.28</b>
<b>Department 541 - Business Center</b>										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	754.75	.00	3,287.21	1,712.79	66	4,553.22
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	2,342.70
722808.1	Contr-Bldgs&Grnds Janitorial	7,500.00	.00	7,500.00	594.50	.00	6,971.59	528.41	93	8,455.65
723850.0	Communications Telephone	2,600.00	.00	2,600.00	240.00	.00	1,920.00	680.00	74	1,920.00
723850.WIFI	Communications WIFI Internet Connection	2,700.00	.00	2,700.00	312.50	.00	3,052.50	(352.50)	113	2,500.00

# Budget Performance Report

Fiscal Year to Date 03/31/23

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 YTD
Fund <b>Z01 - WMAA (Airport) General Fund</b>										
EXPENSE										
Department <b>541 - Business Center</b>										
723920.BPW	Public Utilities BPW	18,000.00	.00	18,000.00	1,360.34	.00	13,208.12	4,791.88	73	12,681.74
723920.GAS	Public Utilities Natural Gas	4,500.00	.00	4,500.00	1,172.07	.00	5,199.95	(699.95)	116	4,737.59
Department <b>541 - Business Center Totals</b>		<b>\$45,300.00</b>	<b>\$0.00</b>	<b>\$45,300.00</b>	<b>\$4,434.16</b>	<b>\$0.00</b>	<b>\$33,639.37</b>	<b>\$11,660.63</b>	<b>74%</b>	<b>\$37,190.90</b>
EXPENSE TOTALS		<b>\$646,900.00</b>	<b>\$8,300.00</b>	<b>\$655,200.00</b>	<b>\$39,301.99</b>	<b>\$0.00</b>	<b>\$527,548.63</b>	<b>\$127,651.37</b>	<b>81%</b>	<b>\$473,063.18</b>
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>										
REVENUE TOTALS		654,400.00	3,000.00	657,400.00	39,849.97	.00	1,323,644.12	(666,244.12)	201%	591,250.57
EXPENSE TOTALS		646,900.00	8,300.00	655,200.00	39,301.99	.00	527,548.63	127,651.37	81%	473,063.18
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>		<b>\$7,500.00</b>	<b>(\$5,300.00)</b>	<b>\$2,200.00</b>	<b>\$547.98</b>	<b>\$0.00</b>	<b>\$796,095.49</b>	<b>(\$793,895.49)</b>		<b>\$118,187.39</b>
Grand Totals										
REVENUE TOTALS		654,400.00	3,000.00	657,400.00	39,849.97	.00	1,323,644.12	(666,244.12)	201%	591,250.57
EXPENSE TOTALS		646,900.00	8,300.00	655,200.00	39,301.99	.00	527,548.63	127,651.37	81%	473,063.18
Grand Totals		<b>\$7,500.00</b>	<b>(\$5,300.00)</b>	<b>\$2,200.00</b>	<b>\$547.98</b>	<b>\$0.00</b>	<b>\$796,095.49</b>	<b>(\$793,895.49)</b>		<b>\$118,187.39</b>



# Budget Performance Report

Fiscal Year to Date 03/31/23

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 YTD
Fund <b>Z01 - WMAA (Airport) General Fund</b>										
REVENUE										
Department <b>999 - Airport Capital Projects</b>										
420502.24	Federal Grant FAA Capital	138,000.00	(138,000.00)	.00	.00	.00	.00	.00	+++	.00
430502.24	State Grant MDOT State Capital	2,500.00	(2,500.00)	.00	.00	.00	.00	.00	+++	.00
Department <b>999 - Airport Capital Projects Totals</b>		\$140,500.00	(\$140,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
REVENUE TOTALS		\$140,500.00	(\$140,500.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE										
Department <b>999 - Airport Capital Projects</b>										
Division <b>045 - Runway</b>										
730974.0	Land Improvements General	213,350.00	(213,350.00)	.00	.00	.00	550.00	(550.00)	+++	.00
Division <b>045 - Runway Totals</b>		\$213,350.00	(\$213,350.00)	\$0.00	\$0.00	\$0.00	\$550.00	(\$550.00)	+++	\$0.00
Department <b>999 - Airport Capital Projects Totals</b>		\$213,350.00	(\$213,350.00)	\$0.00	\$0.00	\$0.00	\$550.00	(\$550.00)	+++	\$0.00
EXPENSE TOTALS		\$213,350.00	(\$213,350.00)	\$0.00	\$0.00	\$0.00	\$550.00	(\$550.00)	+++	\$0.00
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>										
REVENUE TOTALS		140,500.00	(140,500.00)	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		213,350.00	(213,350.00)	.00	.00	.00	550.00	(550.00)	+++	.00
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>		(\$72,850.00)	\$72,850.00	\$0.00	\$0.00	\$0.00	(\$550.00)	\$550.00		\$0.00
Fund <b>Z403 - WMAA (Airport) Capital Projects</b>										
REVENUE										
Department <b>595 - Airport Projects</b>										
Division <b>045 - Runway</b>										
420502.24	Federal Grant FAA Capital	.00	138,000.00	138,000.00	.00	.00	.00	138,000.00	0	.00
430502.24	State Grant MDOT State Capital	.00	2,500.00	2,500.00	.00	.00	.00	2,500.00	0	.00
Division <b>045 - Runway Totals</b>		\$0.00	\$140,500.00	\$140,500.00	\$0.00	\$0.00	\$0.00	\$140,500.00	0%	\$0.00
Department <b>595 - Airport Projects Totals</b>		\$0.00	\$140,500.00	\$140,500.00	\$0.00	\$0.00	\$0.00	\$140,500.00	0%	\$0.00
REVENUE TOTALS		\$0.00	\$140,500.00	\$140,500.00	\$0.00	\$0.00	\$0.00	\$140,500.00	0%	\$0.00
EXPENSE										
Department <b>595 - Airport Projects</b>										
Division <b>045 - Runway</b>										
730974.0	Land Improvements General	.00	213,350.00	213,350.00	.00	.00	.00	213,350.00	0	.00
Division <b>045 - Runway Totals</b>		\$0.00	\$213,350.00	\$213,350.00	\$0.00	\$0.00	\$0.00	\$213,350.00	0%	\$0.00
Department <b>595 - Airport Projects Totals</b>		\$0.00	\$213,350.00	\$213,350.00	\$0.00	\$0.00	\$0.00	\$213,350.00	0%	\$0.00
EXPENSE TOTALS		\$0.00	\$213,350.00	\$213,350.00	\$0.00	\$0.00	\$0.00	\$213,350.00	0%	\$0.00
Fund <b>Z403 - WMAA (Airport) Capital Projects Totals</b>										
REVENUE TOTALS		.00	140,500.00	140,500.00	.00	.00	.00	140,500.00	0%	.00
EXPENSE TOTALS		.00	213,350.00	213,350.00	.00	.00	.00	213,350.00	0%	.00
Fund <b>Z403 - WMAA (Airport) Capital Projects Totals</b>		\$0.00	(\$72,850.00)	(\$72,850.00)	\$0.00	\$0.00	\$0.00	(\$72,850.00)		\$0.00



# Budget Performance Report

Fiscal Year to Date 03/31/23  
Exclude Rollup Account

Grand Totals									
REVENUE TOTALS	140,500.00	.00	140,500.00	.00	.00	.00	140,500.00	0%	.00
EXPENSE TOTALS	213,350.00	.00	213,350.00	.00	.00	550.00	212,800.00	0%	.00
Grand Totals	(\$72,850.00)	\$0.00	(\$72,850.00)	\$0.00	\$0.00	(\$550.00)	(\$72,300.00)		\$0.00



# Fund Equity Changes Report

Through 03/31/23  
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	100,000.00	25,000.00	.00	125,000.00				
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	1,074,468.80	.00	25,000.00	1,049,468.80				
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 Z01 - WMAA (Airport) General Fund Totals		\$1,174,468.80	\$25,000.00	\$25,000.00	\$1,174,468.80	\$64,481.04	\$1,323,644.12	\$528,098.63	\$2,034,495.33
Fund Type GENERAL FUND Totals		\$1,174,468.80	\$25,000.00	\$25,000.00	\$1,174,468.80	\$64,481.04	\$1,323,644.12	\$528,098.63	\$2,034,495.33
Fund Type	<b>CAPITAL PROJECT FUNDS</b>								
Fund	<b>Z403 - WMAA (Airport) Capital Projects</b>								
342390	Fund Balance-Unassigned	.00	.00	.00	.00				
Fund Z403 - WMAA (Airport) Capital Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Type CAPITAL PROJECT FUNDS Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Category GOVERNMENTAL Totals		\$1,174,468.80	\$25,000.00	\$25,000.00	\$1,174,468.80	\$64,481.04	\$1,323,644.12	\$528,098.63	\$2,034,495.33
Grand Totals		\$1,174,468.80	\$25,000.00	\$25,000.00	\$1,174,468.80	\$64,481.04	\$1,323,644.12	\$528,098.63	\$2,034,495.33



# Trial Balance Listing

Through 03/31/23  
Detail Balance Sheet Listing  
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	<b>Z403 - WMAA (Airport) Capital Projects</b>					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	.00	.00	.00	.00	.00
	<i>CURRENT ASSETS Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>CURRENT LIABILITIES</i>					
210202.0	Accounts Payable General	.00	.00	.00	.00	.00
	<i>CURRENT LIABILITIES Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>FUND BALANCE</i>					
342390	Fund Balance-Unassigned	.00	.00	.00	.00	.00
	<i>FUND BALANCE Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	P/Y Fund Equity Adjustment	.00	.00	.00	.00	.00
	Fund Revenues	.00	.00	.00	.00	.00
	Fund Expenses	.00	.00	.00	.00	.00
Fund	<b>Z403 - WMAA (Airport) Capital Projects Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Grand Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



# Trial Balance Listing

Through 03/31/23

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	1,278,221.67	1,341,257.55	564,387.08	2,055,092.14	1,270,172.67
113040.0	Accounts Receivable General	16,604.24	320,775.11	314,582.83	22,796.52	27,156.56
11304P	Accounts Receivable In/Out	.00	.00	.30	(.30)	.00
114026.2015	Taxes Receivable 2015	.15	.00	.09	.06	.37
114026.2016	Taxes Receivable 2016	.88	.00	.18	.70	15.02
114026.2017	Taxes Receivable 2017	35.33	.00	.00	35.33	30.25
114026.2018	Taxes Receivable 2018	28.43	.00	.24	28.19	21.08
114026.2019	Taxes Receivable 2019	36.03	.00	.00	36.03	33.64
114026.2020	Taxes Receivable 2020	42.38	.00	3.33	39.05	52.82
114026.2021	Taxes Receivable 2021	50.01	.00	38.00	12.01	.00
114031	Allowance for Uncollectible Taxes	(190.64)	.00	.00	(190.64)	(116.40)
118123	Prepaid Items	1,036.33	250.00	1,036.33	250.00	.00
119073.2	Due from Local Govt Units Due from Park Township	6.48	122,031.73	122,038.21	.00	1,560.52
119073.3	Due from Local Govt Units Due from Zeeland City	15.34	59,807.14	59,822.48	.00	791.66
119078.0	Due from State of Michigan General	162.51	.00	162.51	.00	.00
119078.1	Due from State of Michigan Due from State-Aeronautics	36,619.68	.00	31,431.89	5,187.79	16,208.58
11D062	Lease Receivable	2,612,568.00	.00	.00	2,612,568.00	.00
	<i>CURRENT ASSETS Totals</i>	<b>\$3,945,236.82</b>	<b>\$1,844,121.53</b>	<b>\$1,093,503.47</b>	<b>\$4,695,854.88</b>	<b>\$1,315,926.77</b>
	<i>CURRENT LIABILITIES</i>					
210202.0	Accounts Payable General	(15,635.79)	422,906.64	410,174.61	(2,903.76)	(5,940.58)
211202	Contracts Payable	(18,070.47)	18,070.47	.00	.00	.00
212257.0	Accrued Wages Payable General	(3,745.05)	3,745.05	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(240.58)	240.58	.00	.00	.00
212262.4	Accrued Fringes Payable Pension	(251.60)	251.60	.00	.00	.00
21B339.0	Unearned Revenue General	(21,339.49)	9,887.70	.00	(11,451.79)	(17,330.00)
	<i>CURRENT LIABILITIES Totals</i>	<b>(\$59,282.98)</b>	<b>\$455,102.04</b>	<b>\$410,174.61</b>	<b>(\$14,355.55)</b>	<b>(\$23,270.58)</b>
	<i>OTHER LIABILITIES</i>					
230365	Deferred Inflow of Resources-Lease	(2,647,004.00)	.00	.00	(2,647,004.00)	.00
	<i>OTHER LIABILITIES Totals</i>	<b>(\$2,647,004.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,647,004.00)</b>	<b>\$0.00</b>
	<i>FUND BALANCE</i>					
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	(100,000.00)	.00	25,000.00	(125,000.00)	(100,000.00)
342390	Fund Balance-Unassigned	(1,074,468.80)	25,000.00	.00	(1,049,468.80)	(1,074,468.80)
	<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>(\$1,174,468.80)</b>
	P/Y Fund Equity Adjustment	(64,481.04)	.00	.00	(64,481.04)	.00
	Fund Revenues	.00	2,713.79	1,326,357.91	(1,323,644.12)	(591,250.57)
	Fund Expenses	.00	533,913.42	5,814.79	528,098.63	473,063.18



# Trial Balance Listing

Through 03/31/23  
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> Totals	\$0.00	\$2,860,850.78	\$2,860,850.78	\$0.00	\$0.00
	Grand Totals	\$0.00	\$2,860,850.78	\$2,860,850.78	\$0.00	\$0.00

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON  
 Batch Date: 03/23/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account:</b> CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	03/23/2023	79559 Accounts Payable	CUNNINGHAM DALMAN P.C.		643.50
	Invoice		Date	Description	Amount
	320838		03/16/2023	AIRPORT - LEGAL	123.50
	320839		03/16/2023	AIRPORT LEGAL	520.00
Check	03/23/2023	79560 Accounts Payable	SECURADYNE SYSTEMS INTERMEDIATE LLC		250.00
	Invoice		Date	Description	Amount
	IN1-910266728		03/16/2023	AIRPORT - ALARM REPAIR	250.00
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 2		\$893.50
Checks:		2	\$893.50		

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON  
 Batch Date: 03/30/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON</b>					
Check	03/30/2023	79660 Accounts Payable	ARR AVIATION BIV		552.50
	Invoice	Date	Description		Amount
	23-008599	03/30/2023	AIRPORT - APRIL PHONE AND WIFI		552.50
Check	03/30/2023	79661 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,819.39
	Invoice	Date	Description		Amount
	2023-00002545	03/30/2023	AIRPORT - UTILITIES DUE 4/8/23		2,819.39
Check	03/30/2023	79662 Accounts Payable	MACATAWA PLUMBING INC		205.58
	Invoice	Date	Description		Amount
	44689	03/20/2023	AIRPORT - PLUMBING REPAIRS		205.58
EFT	03/30/2023	10335 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	274.79
	Invoice	Date	Description		Amount
	2023-00002544	02/28/2023	AIRPORT- FEBRUARY 2023 CC STMT		274.79
EFT	03/30/2023	10336 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	1,172.07
	Invoice	Date	Description		Amount
	2023-00002546	03/30/2023	AIRPORT - MARCH READ DATE		1,172.07
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 5		\$5,024.33
	Checks:	3	\$3,577.47		
	EFTs:	2	\$1,446.86		

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON  
 Batch Date: 04/06/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON</b>					
Check	04/06/2023	79753 Accounts Payable	PETRIE , STEPHEN J		1,952.85
	Invoice	Date	Description		Amount
	BIV-58513	03/31/2023	AIRPORT PARTS		1,694.39
	BIV-58563	03/31/2023	AIRPORT - PARTS		258.46
Check	04/06/2023	79754 Accounts Payable	VHM ENTERPRISES INC.		594.50
	Invoice	Date	Description		Amount
	17947	03/31/2023	AIRPORT - APRIL CLEANING SERVICES		594.50
Check	04/06/2023	79755 Accounts Payable	WEST MICHIGAN UNIFORM		356.41
	Invoice	Date	Description		Amount
	373640	03/31/2023	AIRPORT RUGS AND SUPPLIES		356.41
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 3		\$2,903.76
Checks:		3	\$2,903.76		