

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

May 8th, 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 April 10th Meeting Minutes (Action Requested).
4. Public Hearing for FY24 Budget (Action Requested).
5. Approval of Resolution Formally Adopting FY24 Budget (Action Requested).
6. Approval of Airport Authority Director's Performance Evaluation and annual step increase (Action Requested).
7. FBO Operations Report: (Action Requested).
8. Financial Reports (Action Requested).
9. KPI Dashboard Database (No Action).
10. Manager's Update:
 - A. ADSB Antenna Installation
 - B. Hamilton Schools
 - C. N. Taxilane Schedule
 - D. The Millage Campaign Planning
 - E. Crosswind Runway Review
11. Updates from Board.
12. Other Business:

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

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13. Adjourn.

Next Meeting will be held June 12th, 2023

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West Michigan Airport Authority

MEETING MINUTES

April 10th, 2022

*****11:30 a.m. – 1:00 p.m.*****

60 Geurink Blvd. Holland, MI

PRESENT: Doug Barensen, Dave Hoekstra, Kevin Klynstra, Beth Blanton, Elisa Hoekwater, Ken, Brandsen, Chuck Murray

ABSENT: Skip Keeter

OTHERS PRESENT: Scott Corbin (Zoom), Aaron Thelenwood (Director), Amanda Davio VanLaar (Zoom), Lynn McCammon (Treasurer), Peter Eichleay (FlightLevel-Zoom), Alan Radlo (FlightLevel-Zoom), Leanne Schaffer (Boileau & Co.) Lucy Ebels, Garret Hain (Av Flight), Joseph Meszaros (Av Flight), Dave Craig (West Shore Aviation), Mrs. Chambers' Hamilton Schools Sixth Grade Class

Board Chair Klynstra called the meeting to order at 11:35 a.m.

23.04.01 Public Comment.

Dave Craig from Westshore Aviation inquired about an update to the ongoing deicing/snow removal conversation on the runway and as to whether any progress has been made in advance of the meeting to discuss the subject in May.

23.04.02 Approval of Agenda (Action Requested).

Hoekstra made a motion with support from Barensen to approve the meeting's agenda. Motion carried.

23.04.03 Approval of March 20th Meeting Minutes (Action Requested).

It was noted that the date on the minutes is recorded as March 13th rather than March 20th.

Barensen made a motion with support from Hoekstra to approve the minutes as presented with the date correction. Motion carried.

23.04.04 Presentations from Hamilton Schools: Future Prep'd Airport Student Project proposals (No Action).

Hamilton Schools Project Based Learning program partnered with WMRA to challenge a 6th grade class to come up with ways to better engage school-aged students with the airport. On March 20th, the students presented their final projects alongside other 6th grade classes partnered with a variety of local businesses. The winning 6th grade PBL project came from the class partnered with WMRA, the winning project suggesting a partnership with Career Line Tech Center to introduce aviation classes to middle and high schoolers.

Ms. Chamber's sixth presented each of their projects to the Board. Other ideas included a radio ad, an outdoor playscape, a video introducing WMRA to teachers, and an RC Club.

23.04.05 Adoption of Rules of Airport Authority Board and Regular Meetings (Action Requested).

Sustainability and Operations Specialist VanLaar presented the Rules of the Airport Authority Board. It was clarified that votes should be completed with a simple majority (document currently states 2/3 majority) and reiterated that individuals providing public comment on non agenda items are limited to five minutes each. Board members also discussed the rule for five minutes on agenda items. It was decided that that amount of time is appropriate to allow for comment on other agenda items.

Barense made a motion with support from Brandsen to adopt the Rules of the Airport Authority Board and Regular Meetings with the correction of a simple majority requirement on action items.

Motion carried.

Item Added to Agenda: Formation of HR Committee to Review Director's Performance Evaluation

As permitted under the Rules of the Airport Authority Board and Regular Meetings, Board Chair Klynstra put forward a request to establish a human resource committee. This committee will be responsible for reviewing the director's annual evaluation discussing any additional merit raise beyond the annual CPI adjustment as permitted under their contract. This committee will include Chair Klynstra representing City of Zeeland, in addition to Chuck Murray (City of Holland) and Elisa Hoekwater (Park Township).

Barense made a motion with support from Blanton to approve the Board Chair's creation of the Human Resources committee to review the Director's annual evaluation and any subsequent merit raise.

Motion carried.

23.04.06 Set Public Hearing for FY24 Budget (Action Requested).

Director Thelenwood and Treasurer McCammon presented to the Board the draft FY24 Operations & Capital budgets as well as the proposed Action Plan and five year financial outlook.

Hoekstra made a motion with support from Murray to set the public hearing for the FY24 Budget for the next board meeting on May 8th, 2023. The notice for the public hearing will be posted on the Holland Sentinel and the airport's website, with a minimum of seven days' notice. Motion carried.

23.04.07 Resolution: Adopting ARPA Funding (Action Requested).

Director Thelenwood presented to the Board the Resolution for adopting 2021 ARPA Funding. The formal resolution is required by MDOT to submit reimbursement for the funds. Murray asked if the date should be changed to reflect the current Board Meeting date, however, action to accept the ARPA funding was taken at last month's meeting on March 20th so no changes needed to be made.

Brandsen made a motion with support from Barensen to approve the formal resolution for adopting ARPA Funds. Motion carried.

23.04.08 Taxilane Design Contract with Mead & Hunt & Cost Comparison (Action Requested)

Director Thelenwood provided an update on the north Taxilane project and presented the Board with a contract for the Design Phase of the project. In addition, the Board reviewed a cost comparison for construction provided by MDOT which compared Mead & Hunt's proposal with similar construction projects. Proposed costs were in line with MDOT's comparable projects.

Barensen made a motion with support from Murray to approve the Taxilane Design Contract with Mead and Hunt and approve the cost comparison provided by MDOT. Motion carried.

23.04.09 FBO Operations Report: (Action Requested).

In lieu of a regular operations report, the Board received updates from representatives of AV Flight and Maintenance Manager Mike. The report indicated that the airport's performance in March was comparable to that of the previous year. During the meeting, the Board also welcomed Mike Tarr and discussed the importance of maintaining good relationships with tenants. The feedback received so far has been positive, and the team is working towards scheduling inspections and hiring another maintenance staff member. Additionally, Aaron provided support for Mike's work and opened the floor to questions from AV Flight regarding their transition. The transition is progressing well, and they aim to conclude by the end of May pending feedback from legal.

Hoekstra made a motion with support from Hoekwater to approve the FBO Operations Update Report.

Motion Carried.

23.04.10 Financial Reports (Action Requested).

Treasurer McCammon presented the Financial Reports to the board. Motion made by Blanton and seconded by Barensen to approve the financial reports as presented.
Motion carried.

23.04.11 KPI Dashboard Database (No Action)

This report was tabled until next month's board meeting.

23.04.12 Manager's Update:

- a) **Crosswind Runway Discussion**- continuing conversations on runway, pulling together data from Mead and Hunt and working with B&D committee to review the project.
- b) **N. Taxilane Schedule**- Construction set for Spring 2024
- c) **Millage Campaign Planning**- Staff is reviewing past millage campaigns to determine best strategy for the upcoming campaign

23.04.13 Adjourn.

Barensen made a motion with support from Brandsen.
Meeting adjourned 1:04pm.

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May 8th, 2023

REPORT 4

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

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 to adopt the final budgets. On April 10th, 2023, the Board held a meeting to review the preliminary proposed budgets and voted to schedule a Public Hearing to review the proposed budgets for consideration of adoption on May 8th, 2023.

Coming out of the COVID-19 pandemic, traffic at the airport has begun to rebound. Additionally, our current 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. 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 Law funding, in response to the pandemic, to offset standard expenses of the Airport. Further, 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. The Airport Authority also saw over \$700,000 in revenues derived from the sale of Parcel K, which will be transferred to the Airport's Capital Fund. 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

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also reflects ongoing consulting fees with the Airport's consultant, Mead & Hunt, related to ongoing strategic support services.

There are five Capital Projects currently scheduled for FY24:

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

Recommendation

1. That the Board Approve the Budget documents as presented;
2. After closing the public hearing, the Board take separate action to approve a Resolution Formally Adopting the FY24 Operations Budget, Capital Budget, and Action Plan.

Attachment:

FY24 Action Plan
FY24 Operating Budget
FY24 Capital Budget
Five Year Financial Projection

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
Account 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
Account 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
Account 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

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Comprising City of Zeeland, Park Township and City of Holland



April 8th, 2023

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director

Subject: **FY24 Action Plan**

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 brining relevant community perspectives to the table regarding the airport, the ser4vices 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 tot her 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.

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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

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RESOLUTION TO APPROVE THE PROPOSED ANNUAL BUDGET AND CERTIFY MILLAGE AMOUNT FOR FISCAL YEAR 2024

Whereas, the West Michigan Airport Authority annual budget for the fiscal year July 1, 2023 through June 30, 2024 was presented to the Authority on April 10th, 2023; and

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

Whereas, the Airport Authority held a public hearing concerning the proposed budget on May 8th, 2023, at the Airport Business Center, 60 Geurink Blvd. Holland, MI 49423;

Now, Therefore Be It Resolved, that the West Michigan Airport Authority Board approves the fiscal year 2024 operating and capital budgets as presented; and

Be It Further Resolved, that the .10 property tax millage rate to support the proposed budget is part of this approval; and

Be It Further Resolved that the Airport Authority does hereby adopt the Annual Budget, of Estimated Revenues and Appropriations, by departmental unit, for all funds as therein presented, to include any modifications approved at the time of the public hearing, for the fiscal year July 1, 2023 through June 30, 2024; and

Be It Further Resolved that the Airport Authority Director is hereby authorized to administer appropriation adjustments to the budgets of the fiscal year 2023-24, to the extent that such adjustments do not exceed the 2023-24 *Revised Estimates*, as outlined in the fiscal year 2023-24 annual budgets; and

Be it further Resolved, that all open encumbrances at June 30, 2023 will be liquidated and re-established as of July 1, 2023. The Fiscal Agent, City of Holland Finance Office, is hereby authorized to increase overall fund appropriations in the fiscal year 2023-24, directly from *Fund Balance – Undesignated*, equal to re-establish encumbrances; and

Be It Further Resolved, that the Airport Authority Director is instructed to notify the member governmental units of the .10 property millage rate for fiscal year 2024.

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Kevin Klynstra

Chairperson

Beth Blanton, Secretary

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423
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May 8th, 2023

REPORT # 6

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

In January 2023, each member of the Airport Authority Board received and completed a performance evaluation form to assess the performance of the Airport Authority's Director, Aaron Thelenwood, over the calendar year of January 1st, 2022 through January 1st 2023. This evaluation is required to be completed by the hiring anniversary date of the Director, which is January 1st. Additionally, I've also requested a performance evaluation be submitted by the only current subordinate of the Director, Sustainability and Operations Specialist Amanda VanLaar. The anonymous (names manually removed from forms) results of the evaluations were presented to Director Thelenwood on May 2nd, 2023. In addition, the Board formed a Human Resources Committee specifically to review the results of the performance evaluation and make recommendations to the Board regarding the Director's annual performance pay increase. During the meeting, I summarized the overall responses from the Board and recommendations from the HR Committee.

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

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

1. The Director receives the CPI cost of living increase as required under the terms of the original employment agreement: 6.5% for 2023;
2. Under the terms of the employment agreement, the Director is allowed up to an 8% Performance Payment adjustment to his annual salary, after the CPI adjustment, subject to approval by the Authority Board. It is recommended that the Board Authorize a 1% additional Performance Payment adjustment. The 1% adjustment is authorized at the Board's discretion, is not guaranteed year over year, and can be approved by the Board anywhere between 0%-8% in addition to the annual CPI

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adjustment. The HR Committee clarified that the recommendation for 1% is based on the Boards need to get a clearer understanding of it's long-term financial outlook.

Recommendation

It is recommended that the Board approve the following:

1. The cost-of-living CPI adjustment as required under the terms of the Employment agreement;
2. The Airport Authority Board Authorize a 1% Performance Pay adjustment, after the CPI adjustment, as allowed under the terms of employment agreement.

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WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report FlightLevel BIV April 2023

Total Fuel Gallons Delivered

	Current Month Apr 2023	One Year Ago Apr 2022	Fiscal Year To Date 01/01/23-12/31/23	F/Y to Date Compared 01/01/22-12/31/22	
Avgas	2,530	3,292			
Jet Fuel	43,342	40,592			
Total Gallons Delivered	45,872	43,884	156,070	168,179	(12109)

Transplant/Ambulance Flights	2
Wings Of Mercy Operations	0
Freight Flights From/To Holland	5
Freight Weight	4,300
Number of Parts if Known	4 skids & 28 boxes

West Michigan Airport Authority

Meeting Date: May 8, 2023

Agenda Item:

Subject: Financial Reports for Ten Months Ended April 30, 2023

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The West Michigan Airport Authority is ten 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 ten months ended April 30, 2023 (83.33% of year), and the Trial Balance Listing and Fund Equity Reports through April 30, 2023.

Revenues

Operating revenues for the first ten months totaled \$639,230, or 97% of budget. The sale of parcel K has now been appropriately recorded in the Capital Project Fund, contributing to a decrease in reported revenues as compared to the April financial report.

Expenses

Operating expenses for the first ten months totaled \$570,436, or 87% of budget, and are in line with expectations.

Capital Budget

Capital expenses for the first ten 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 \$3,965,650 at April 30th, comprised mostly of accounts and lease receivables. The current combined funds cash balance totals \$2,027,255.

Liabilities totaled \$2,658,456 at April 30th and primarily represent unearned revenue and deferred inflow of resources-lease (GASB 87).

The fund balance at April 30 is \$2,010,550.

WMAA Fund Balance as of 6/30/2022					\$ 1,238,949.84
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	<u>Operating</u>	<u>Capital 999/Z403</u>	<u>EEC Project (546)</u>	<u>Capital Funds (999)</u>	
Year to date Revenues	639,230.21	703,356.00	-	-	\$ 1,342,586.21
Year to date Expenses	570,436.26	550.00	-	-	\$ 570,986.26

Estimated Fund Balance as of 4/30/2023					<u>\$ 2,010,549.79</u>
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	<u>Budget</u>	<u>YTD</u>		
Remaining Operating Revenues	657,400.00	639,230.21		\$ 18,169.79

	<u>Budget</u>	<u>YTD</u>	<u>Encumbrances</u>	
Remaining Operating Expenses (excluding contingences)	655,200.00	570,436.26	-	<u>\$ 84,763.74</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>	<u>\$ 104,200.00</u>

Ending Fund Balance as of 4/30/2023		<u><u>\$ 1,839,755.84</u></u>
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Other Expected Expenses:

	<u>Estimated amount</u>	<u>Spent</u>	
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>		<u>\$ 5,000.00</u>

Ending Fund balance after expected capital expenses		<u><u>\$ 1,766,905.84</u></u>
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Budget Performance Report

Fiscal Year to Date 04/30/23

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 Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 000 - General Revenues										
440573	State-Reim Local PPT Tax Loss	19,400.00	.00	19,400.00	.00	.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	.86	.00	119,514.51	3,585.49	97	115,357.57
450582.P	Contributions from Other Govts From Park Township	120,000.00	.00	120,000.00	1,584.06	.00	123,616.47	(3,616.47)	103	100,168.59
450582.Z	Contributions from Other Govts From City of Zeeland	63,000.00	.00	63,000.00	9.41	.00	59,816.55	3,183.45	95	78,316.67
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	1,955.86	.00	20,275.30	5,224.70	80	18,682.20
460654.5	Franchise Fees Fuel Flowage Fee	70,000.00	.00	70,000.00	6,765.55	.00	64,005.37	5,994.63	91	64,158.93
460654.7	Franchise Fees Landing Fees	30,000.00	.00	30,000.00	2,024.39	.00	21,837.61	8,162.39	73	20,895.74
480665.0	Investment Income General	8,000.00	.00	8,000.00	.00	.00	12,210.56	(4,210.56)	153	5,942.36
480669.A	Rental Airport Business Center	8,800.00	.00	8,800.00	804.39	.00	7,239.51	1,560.49	82	6,562.62
480669.24	Rental Hangar Land Lease	116,000.00	.00	116,000.00	1,905.20	.00	124,677.93	(8,677.93)	107	111,414.10
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	40.00	.00	58,040.00	(40.00)	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)	+++	212.54
Department 000 - General Revenues Totals		\$654,400.00	\$3,000.00	\$657,400.00	\$15,089.72	\$0.00	\$639,230.21	\$18,169.79	97%	\$610,525.15
REVENUE TOTALS		\$654,400.00	\$3,000.00	\$657,400.00	\$15,089.72	\$0.00	\$639,230.21	\$18,169.79	97%	\$610,525.15
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	141,737.00	.00	141,737.00	6,989.00	.00	66,480.37	75,256.63	47	57,871.41
710707.0	Payroll-Temporary Help General	.00	.00	.00	4,800.00	.00	28,917.50	(28,917.50)	+++	15,390.00
711702.0	Payroll-Vacation/PTO General	11,150.00	.00	11,150.00	.00	.00	7,577.92	3,572.08	68	7,884.46
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	2,500.00	15,500.00	14	2,500.00
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	559.12	.00	5,898.72	6,911.28	46	5,164.47
711720	Insurance-Income Protection	1,670.00	.00	1,670.00	(18.50)	.00	(185.00)	1,855.00	-11	816.95
712715	Employer FICA/Medicare Contribution	12,250.00	.00	12,250.00	920.99	.00	8,337.87	3,912.13	68	6,536.61
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	807.68	.00	2,766.39	(1,766.39)	277	2,916.48
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	.00	.00	10,194.66	(2,194.66)	127	1,429.06
721933.0	Equipment Maintenance General	16,000.00	.00	16,000.00	4,000.00	.00	15,126.76	873.24	95	22,085.79
721933.INS	Equipment Maintenance Repairs-Insurance Claims	.00	.00	.00	.00	.00	.00	.00	+++	2,789.61



Budget Performance Report

Fiscal Year to Date 04/30/23

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 Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 540 - Airport Operations										
722801.9010	Contr-Printing Advertising/Promotional	40,000.00	.00	40,000.00	3,777.86	.00	43,646.49	(3,646.49)	109	40,544.25
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	.00	.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	5,637.08	.00	110,112.41	(95,112.41)	734	29,003.91
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	.00	.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	.00	.00	18,968.85	4,031.15	82	17,476.84
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	50,000.00	.00	50,000.00	.00	.00	52,198.76	(2,198.76)	104	56,022.38
722809.61	Contractual-Misc Management Services	28,000.00	.00	28,000.00	4,534.97	.00	30,371.76	(2,371.76)	108	23,202.03
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	1,068.00	932.00	53	1,256.99
723850.0	Communications Telephone	600.00	.00	600.00	37.00	.00	610.07	(10.07)	102	368.39
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	.00	.00	312.50	(312.50)	+++	.00
723860.0	Travel, Conf, Seminars General	3,000.00	.00	3,000.00	.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	.00	.00	696.15	(196.15)	139	439.49
723920.LAND	Public Utilities Landing Lights & System	3,500.00	.00	3,500.00	.00	.00	2,851.31	648.69	81	2,760.05
723920.PLOT	Public Utilities Parking Lot Lights	1,000.00	.00	1,000.00	.00	.00	461.99	538.01	46	1,184.11
723920.RUNW	Public Utilities Runway Lights	5,000.00	.00	5,000.00	.00	.00	4,322.49	677.51	86	4,369.35
723920.THAN	Public Utilities T-Hangars	5,000.00	.00	5,000.00	.00	.00	4,482.99	517.01	90	5,811.01
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	293.73	.00	4,218.62	(1,218.62)	141	2,809.64
723961.0	Dues & Subscriptions General	2,000.00	.00	2,000.00	199.98	.00	2,468.87	(468.87)	123	1,647.98
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
Department 540 - Airport Operations Totals		\$601,600.00	\$8,300.00	\$609,900.00	\$32,788.91	\$0.00	\$536,192.08	\$73,707.92	88%	\$463,274.79
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	3,287.21	1,712.79	66	4,649.22
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	.00	.00	6,971.59	528.41	93	9,838.15
723850.0	Communications Telephone	2,600.00	.00	2,600.00	.00	.00	1,920.00	680.00	74	2,640.00
723850.WIFI	Communications WIFI Internet Connection	2,700.00	.00	2,700.00	.00	.00	3,052.50	(352.50)	113	3,437.50
723920.BPW	Public Utilities BPW	18,000.00	.00	18,000.00	.00	.00	13,208.12	4,791.88	73	14,020.94

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 Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 541 - Business Center										
723920.GAS	Public Utilities Natural Gas	4,500.00	.00	4,500.00	604.81	.00	5,804.76	(1,304.76)	129	5,594.63
	Department 541 - Business Center Totals	\$45,300.00	\$0.00	\$45,300.00	\$604.81	\$0.00	\$34,244.18	\$11,055.82	76%	\$42,523.14
	EXPENSE TOTALS	\$646,900.00	\$8,300.00	\$655,200.00	\$33,393.72	\$0.00	\$570,436.26	\$84,763.74	87%	\$505,797.93
Fund Z01 - WMAA (Airport) General Fund Totals										
	REVENUE TOTALS	654,400.00	3,000.00	657,400.00	15,089.72	.00	639,230.21	18,169.79	97%	610,525.15
	EXPENSE TOTALS	646,900.00	8,300.00	655,200.00	33,393.72	.00	570,436.26	84,763.74	87%	505,797.93
Fund Z01 - WMAA (Airport) General Fund Totals		\$7,500.00	(\$5,300.00)	\$2,200.00	(\$18,304.00)	\$0.00	\$68,793.95	(\$66,593.95)		\$104,727.22
Grand Totals										
	REVENUE TOTALS	654,400.00	3,000.00	657,400.00	15,089.72	.00	639,230.21	18,169.79	97%	610,525.15
	EXPENSE TOTALS	646,900.00	8,300.00	655,200.00	33,393.72	.00	570,436.26	84,763.74	87%	505,797.93
Grand Totals		\$7,500.00	(\$5,300.00)	\$2,200.00	(\$18,304.00)	\$0.00	\$68,793.95	(\$66,593.95)		\$104,727.22



Budget Performance Report

Fiscal Year to Date 04/30/23

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 Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 999 - Airport Capital Projects										
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 999 - Airport Capital Projects Totals		\$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 999 - Airport Capital Projects										
Division 045 - Runway										
730974.0	Land Improvements General	213,350.00	(213,350.00)	.00	.00	.00	550.00	(550.00)	+++	.00
Division 045 - Runway Totals		\$213,350.00	(\$213,350.00)	\$0.00	\$0.00	\$0.00	\$550.00	(\$550.00)	+++	\$0.00
Department 999 - Airport Capital Projects Totals		\$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 Z01 - WMAA (Airport) General Fund Totals										
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 Z01 - WMAA (Airport) General Fund Totals		(\$72,850.00)	\$72,850.00	\$0.00	\$0.00	\$0.00	(\$550.00)	\$550.00		\$0.00
Fund Z403 - WMAA (Airport) Capital Projects										
REVENUE										
Department 595 - Airport Projects										
Division 045 - Runway										
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
450582.ST	Contributions from Other Govts City of Holland-Other	.00	.00	.00	.00	.00	703,356.00	(703,356.00)	+++	.00
Division 045 - Runway Totals		\$0.00	\$140,500.00	\$140,500.00	\$0.00	\$0.00	\$703,356.00	(\$562,856.00)	501%	\$0.00
Department 595 - Airport Projects Totals		\$0.00	\$140,500.00	\$140,500.00	\$0.00	\$0.00	\$703,356.00	(\$562,856.00)	501%	\$0.00
REVENUE TOTALS		\$0.00	\$140,500.00	\$140,500.00	\$0.00	\$0.00	\$703,356.00	(\$562,856.00)	501%	\$0.00
EXPENSE										
Department 595 - Airport Projects										
Division 045 - Runway										
730974.0	Land Improvements General	.00	213,350.00	213,350.00	.00	.00	.00	213,350.00	0	.00
Division 045 - Runway Totals		\$0.00	\$213,350.00	\$213,350.00	\$0.00	\$0.00	\$0.00	\$213,350.00	0%	\$0.00
Department 595 - Airport Projects Totals		\$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 Z403 - WMAA (Airport) Capital Projects Totals										
REVENUE TOTALS		.00	140,500.00	140,500.00	.00	.00	703,356.00	(562,856.00)	501%	.00
EXPENSE TOTALS		.00	213,350.00	213,350.00	.00	.00	.00	213,350.00	0%	.00
Fund Z403 - WMAA (Airport) Capital Projects Totals		\$0.00	(\$72,850.00)	(\$72,850.00)	\$0.00	\$0.00	\$703,356.00	(\$776,206.00)		\$0.00



Budget Performance Report

Fiscal Year to Date 04/30/23

Exclude Rollup Account

Grand Totals									
REVENUE TOTALS	140,500.00	.00	140,500.00	.00	.00	703,356.00	(562,856.00)	501%	.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	\$702,806.00	(\$775,656.00)		\$0.00



Trial Balance Listing

Through 04/30/23

Detail Balance Sheet Listing

Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	Z01 - WMAA (Airport) General Fund					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	1,278,221.67	1,359,216.18	1,313,538.81	1,323,899.04	1,252,442.46
113040.0	Accounts Receivable General	16,604.24	341,300.27	334,119.53	23,784.98	30,531.58
11304P	Accounts Receivable In/Out	.00	.00	.30	(.30)	.00
114026.2015	Taxes Receivable 2015	.15	.00	.15	.00	.37
114026.2016	Taxes Receivable 2016	.88	.00	.67	.21	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	51.74
114026.2021	Taxes Receivable 2021	50.01	.00	38.11	11.90	.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	123,622.95	123,629.43	.00	.00
119073.3	Due from Local Govt Units Due from Zeeland City	15.34	59,816.55	59,831.89	.00	.00
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>	\$3,945,236.82	\$1,884,205.95	\$1,863,793.19	\$3,965,649.58	\$1,299,218.32
	<i>CURRENT LIABILITIES</i>					
210202.0	Accounts Payable General	(15,635.79)	452,579.59	436,943.80	.00	(2,692.30)
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>	(\$59,282.98)	\$484,774.99	\$436,943.80	(\$11,451.79)	(\$20,022.30)
	<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>	(\$2,647,004.00)	\$0.00	\$0.00	(\$2,647,004.00)	\$0.00
	<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	(1,138,949.84)	25,000.00	.00	(1,113,949.84)	(1,074,468.80)
	<i>FUND BALANCE Totals</i>	(\$1,238,949.84)	\$25,000.00	\$25,000.00	(\$1,238,949.84)	(\$1,174,468.80)
	Fund Revenues	.00	711,727.69	1,350,957.90	(639,230.21)	(610,525.15)
	Fund Expenses	.00	576,819.55	5,833.29	570,986.26	505,797.93
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	\$3,682,528.18	\$3,682,528.18	\$0.00	\$0.00



Trial Balance Listing

Through 04/30/23
Detail Balance Sheet Listing
Exclude Rollup Account

Grand Totals	\$0.00	\$3,682,528.18	\$3,682,528.18	\$0.00	\$0.00
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Trial Balance Listing

Through 04/30/23
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	Z403 - WMAA (Airport) Capital Projects					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	.00	703,356.00	.00	703,356.00	.00
	<i>CURRENT ASSETS Totals</i>	\$0.00	\$703,356.00	\$0.00	\$703,356.00	\$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	703,356.00	(703,356.00)	.00
	Fund Expenses	.00	.00	.00	.00	.00
Fund	Z403 - WMAA (Airport) Capital Projects Totals	\$0.00	\$703,356.00	\$703,356.00	\$0.00	\$0.00
	Grand Totals	\$0.00	\$703,356.00	\$703,356.00	\$0.00	\$0.00

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 04/13/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	04/13/2023	79837 Accounts Payable	ARR AVIATION BIV		5,647.00
	Invoice	Date	Description		Amount
	2023-00002677	03/31/2023	AIRPORT - MARCH SERVICES		5,647.00
Check	04/13/2023	79838 Accounts Payable	BOILEAU & CO.		3,777.86
	Invoice	Date	Description		Amount
	25515	04/07/2023	AIRPORT- MARCH 2023 SERVICES AND LINKEDIN ADS		3,777.86
Check	04/13/2023	79839 Accounts Payable	PETRIE , STEPHEN J		1,173.91
	Invoice	Date	Description		Amount
	BIV-59509	03/31/2023	AIRPORT - PARTS AND SUPPLIES		1,173.91
Check	04/13/2023	79840 Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		199.98
	Invoice	Date	Description		Amount
	2023-00002678	04/13/2023	AIRPORT - MAY SERVICES SBAM 234212 CID 234212		199.98
EFT	04/13/2023	10381 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	2,673.00
	Invoice	Date	Description		Amount
	342301	12/31/2022	AIRPORT DECEMBER SERVICES		219.00
	346466	03/31/2023	AIRPORT - MARCH SERVICES		2,454.00
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 5		\$13,471.75
Checks:		4	\$10,798.75		
EFTs:		1	\$2,673.00		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 04/20/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	04/20/2023	79953 Accounts Payable	HARRIS AIRPORT SYSTEMS		4,000.00
	Invoice		Date	Description	Amount
	603		04/20/2023	AIRPORT - 2023 2ND QUARTER MAINTENANCE FEE	4,000.00
Check	04/20/2023	79954 Accounts Payable	USDA, APHIS, GENERAL		1,954.14
	Invoice		Date	Description	Amount
	3004540138		04/20/2023	AIRPORT - PERSONNEL COMPENSATION AND PROGRAM SUPPORT	1,954.14
EFT	04/20/2023	10404 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	5,637.08
	Invoice		Date	Description	Amount
	346593		04/20/2023	AIRPORT - MARCH SERVICES	5,450.08
	346574		04/20/2023	AIRPORT - MARCH SERVICES	187.00
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 3		\$11,591.22
	Checks:	2	\$5,954.14		
	EFTs:	1	\$5,637.08		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 04/27/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
EFT	04/27/2023	10414 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	1,101.41
	Invoice	Date	Description		Amount
	2023-00002765	03/31/2023	AIRPORT MARCH 2023 CREDIT CARD STMT		1,101.41
EFT	04/27/2023	10415 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	604.81
	Invoice	Date	Description		Amount
	2023-00002766	04/27/2023	AIRPORT - APRIL READ DATE		604.81
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 2		\$1,706.22
EFTs:		2	\$1,706.22		

City of Holland
Payment Batch Register
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
Batch Date: 05/04/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	05/04/2023	80157 Accounts Payable	ARR AVIATION BIV		552.50
	Invoice	Date	Description		Amount
	23-008919	05/04/2023	AIRPORT - MAY PHONE AND INTERNET		552.50
Check	05/04/2023	80158 Accounts Payable	BRV VENTURES LLC		96.00
	Invoice	Date	Description		Amount
	2023-00002863	04/30/2023	AIRPORT - APRIL PEST CONTROL		96.00
Check	05/04/2023	80159 Accounts Payable	CUNNINGHAM DALMAN P.C.		2,902.50
	Invoice	Date	Description		Amount
	322735	04/30/2023	AIRPORT LEGAL SERVICES		1,557.50
	322776	04/30/2023	AIRPORT LEGAL SERVICES		17.50
	322777	04/30/2023	AIRPORT LEGAL SERVICES		995.00
	322778	04/30/2023	AIRPORT LEGAL SERVICES		332.50
Check	05/04/2023	80160 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,937.82
	Invoice	Date	Description		Amount
	2023-00002864	04/30/2023	AIRPORT - UTILITIES DUE 5/8/23		2,937.82
Check	05/04/2023	80161 Accounts Payable	SECURADYNE SYSTEMS INTERMEDIATE LLC		135.00
	Invoice	Date	Description		Amount
	IN1-910274456	04/30/2023	AIRPORT - REPAIRS		135.00
Check	05/04/2023	80162 Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		99.98
	Invoice	Date	Description		Amount
	2023-00002865	04/30/2023	AIRPORT - SBAM 2342312 REISSUE CHECK FOR MAY 2023		99.98
Check	05/04/2023	80163 Accounts Payable	SUPERIOR SPORT STORE		75.00
	Invoice	Date	Description		Amount
	07603	04/30/2023	AIRPORT CRYSTAL AWARD WITH CUSTOM ENGRAVING		75.00
Check	05/04/2023	80164 Accounts Payable	THE HOLLAND SENTINEL - ADS		160.30
	Invoice	Date	Description		Amount
	0005536949	04/30/2023	AIRPORT ADS		160.30

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 05/04/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	05/04/2023	80165 Accounts Payable	VHM ENTERPRISES INC.		594.50
	Invoice	Date	Description		Amount
	17993	05/04/2023	AIRPORT- MAY 2023 SERVICES		594.50
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 9		<u>\$7,553.60</u>
Checks:		9	\$7,553.60		