

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

August 14th, 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 Barese

Park Township

Elisa Hoekwater
Skip Keeter
Ken Brandsen

Ex-officio

Jim Storey
Lucy Ebel

1. Roll Call

2. Public Comment.

3. Approval of Agenda (Action Requested).

4. Consent Agenda (Action Requested):

All items listed under 'Consent Agenda Items' are considered to be routine and have previously been reviewed by Authority Board Members, and will be enacted with one motion, unless requested otherwise by the public or a Board Member, in which event the item will be removed from the consent agenda and placed on as a regular agenda item.

a. Approval of July 10th, 2023 meeting minutes.

5. Recognition of Amanda VanLaar for her service to the Airport Authority (No Action).

6. FuturePREPd Student and Teacher Presentation (No Action).

7. Memorandum of Understanding: Ottawa Area ISD Aviation Workforce Development Grants FAA (Action Requested).

8. Community Engagement and Operations Specialist Job Description and Budget Impact Assessment (Action Requested).

9. Avflight Airfield Mechanic Proposal (Action Requested).

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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10. Avflight Snow Removal Strategy and Budget Estimate: Winter 2023-24 (Action Requested).
11. FBO Report and Year One Strategy Outline (Action Requested).
12. Marketing & Communications Update: Boileau Communications (No Action).
13. Action Plan Update from Director (No Action).
14. Financial Reports.
15. Updates from Board.
16. Other Business:
 - Public Comment Period: N. Taxilane Project
 - AV Flight Signage Discussion
 - BCU Drone Park Funding
 - LG Energy Solution HQ Discussion
 - Tulip City Air Repair Hangar Remodel
 - Annual Audit
17. Adjourn.

Next Meeting will be held September 11th, 2023



Tom Postma
Principal

C: 616.283.2411
P: 616 355 3145

44 E 8th Street
Suite 510
Holland MI 49423

To: Aaron Thelenwood, West Michigan Airport Authority

Date: August 7, 2023

From: Tom Postma

RE: Genzink Development Corporation Follow Up letter dated March 20, 2023

I hope things are going well for you and that you are enjoying your summer.

I wanted to follow up on the March 20, 2023, letter from Dave Genzink. There is one remaining parcel available located at 100 E 64th Street previously listed at \$550,000. This lot price for industrial land has airport restrictions, making it unable to sell at a market value. For example, WMAA just sold an 18.8 acre parcel of land for \$40,426 per acre (see attachment)

If you search for industrial vacant land in the City of Holland on the (MLS) multiple listing services for 5 to 20 acres, there are zero (0) properties for sale. Attached is a flyer from CREXI showing activity and general leads for the property. We had 130 prospects look at the lot and 28 parties call our office.

We let the listing expire until we solve the airport restrictions on the property. We were getting 1-2 inquiries per week on the listing. Once the interested party figures out 90% +/- of the land is unbuildable because of the restrictions the parties were no longer interested.

Please let us know if you have any interest in purchasing the land or removing the restrictions on the property.

cc: Mark Genzink
Dave Genzink
Doug MacDonald

March 20, 2023

To: West Michigan Regional Airport Authority

From: Genzink Development Corporation

Over the past few years Genzink Development Corporation has been selling its industrial lots on the south side of 64th Street, just south of the airport. We are now attempting to sell the last lot at 100 East 64th St. This is a 13 ½ acre parcel on which the City of Holland imposed height restrictions in 1994. The restrictions were placed on this property in anticipation of the future construction of a north/south runway. The height restrictions were imposed without compensation to Genzink Development Corporation.

Genzink Development now has this piece of property for sale for \$550,000, however the imposed height restrictions are prohibiting the sale of the property. Potential buyers interested in constructing industrial facilities on the property are walking away because of the height restrictions.

Our request to the airport authority is that either the height restrictions be removed, that we be compensated for the reduced value of the property, or alternatively, that the airport authority purchase the property at market rate.

Thank you for your consideration.

Sincerely,

Dave Genzink
Vice President, Genzink Development Corporation

Land



Lakeshore Commercial Real Estate

44 East 8th St. Ste. 510 Holland, MI 49423 | 616-394-4500

Industrial Lot

355 E 64th Street, Holland, MI, 49423

Land: Industrial (Sold)

Prepared on August 01, 2023



Transaction Details | Land (Sold)

Total Sold Space	18.8 Acres	Legal Buyer Name	-
Sold Price	\$760,000	Min Div/Max Contig	18.8 Acres
Sale Price Per SF	\$0.93	Date Listed	7/08/2022
Sale Price Per Acre	\$40,426	Off-Market Date	2/16/2023
Cap Rate	-	Days On Market	213 days
Sale Terms	cash	Parking Spaces	-
Date Sold	2/06/2023	Electrical	-
Listing ID	31715042	Water	-
Legal Seller	City of Holland	Sanitary Sewer	-

Description

18.80 acre, Industrial lot available in the City of Holland. Great location with easy access to M-40 and I-196. Just over an acre of land with 388 feet of frontage on 64th St.

Sold

Property Details

Zoning	-	In Opportunity Zone	Yes
Parcels	53-02-09-300-005	Water	-
True Owner	-	Natural Gas	-
Submarket	-	Sanitary Sewer	-
County	Allegan	Lot Depth	660 ft

Contact



Thomas Postma
616-355-3145
Tom@lakeshorecommercial.com



Lakeshore Commercial Real Estate

100 E 64th Street



Prepared By
Lakeshore Commercial Real Estates
44 E 8th Street, Holland, United States 49423



Thomas Postma
MI 6502135442
616.355.3145

100 E 64th St, Holland, MI 49423

Property Details

Status: Listing Expired



Activity and Property Changes

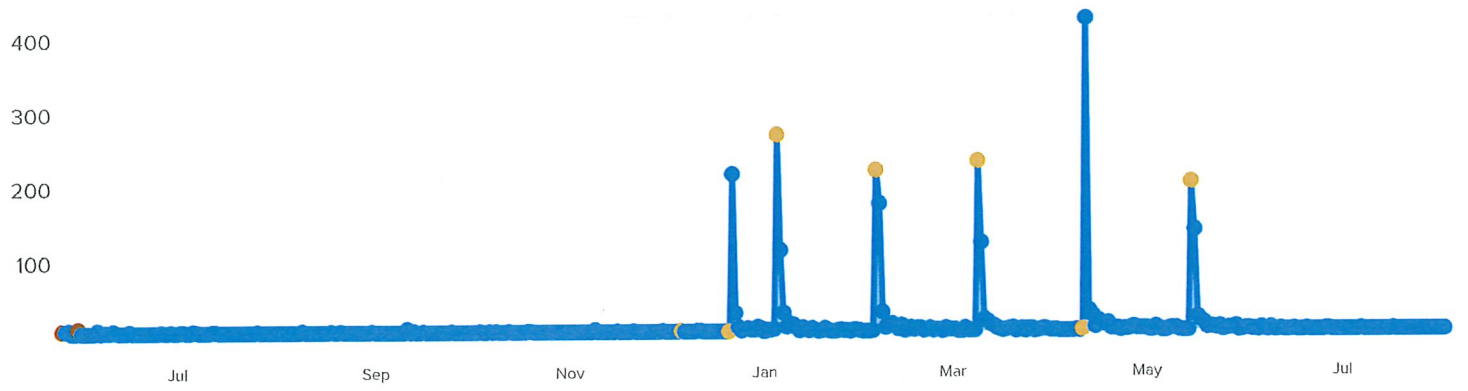
All time

Shows total activity, email campaign events, and key property updates like price change



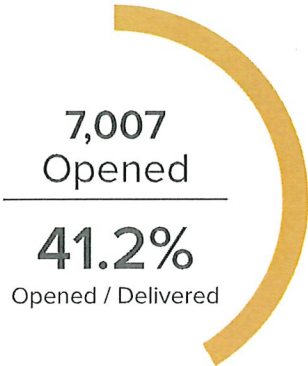
- 7 email campaigns sent
- 5 property updates





Marketing Engagement

17332 total emails sent



Land

Lakeshore Commercial Real Estate

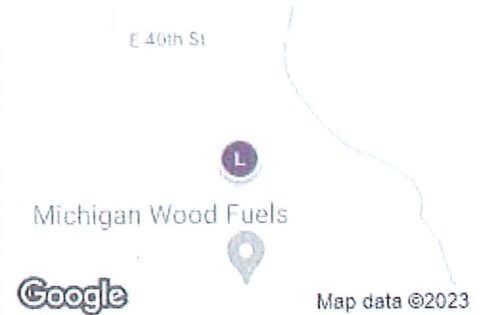
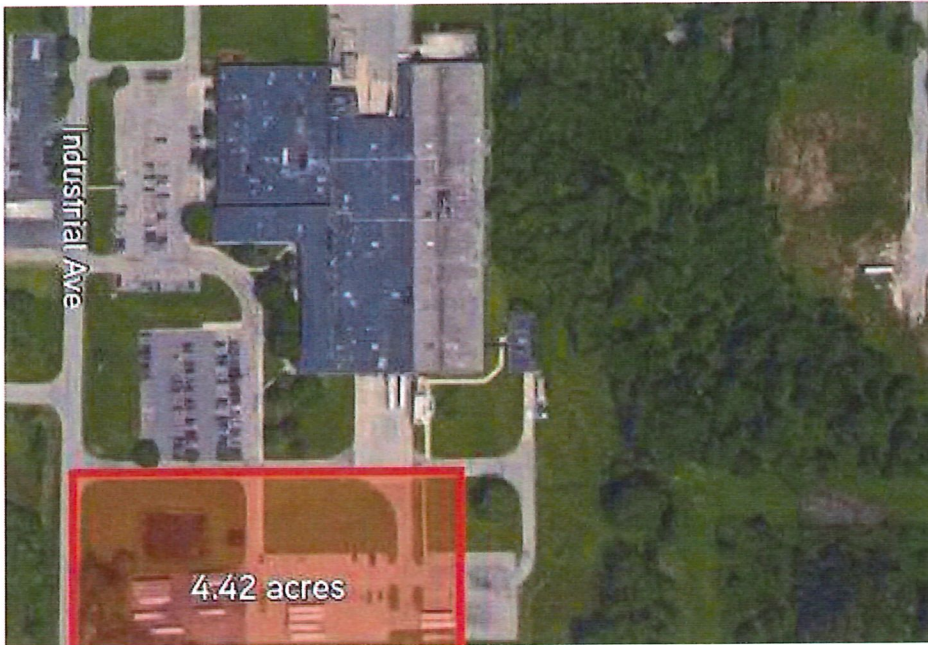
44 East 8th St. Ste. 510 Holland, MI 49423 | 616-394-4500

1071 Industrial Ave

1071 Industrial Ave, Holland, MI, 49423

Land (Sold)

Prepared on August 01, 2023



Transaction Details | Land (Sold)

Total Sold Space	4.42 Acres	Legal Buyer Name	-
Sold Price	\$146,250	Min Div/Max Contig	4.42 Acres
Sold Price Source	Broker	Date Listed	10/14/2019
Sale Price Per SF	\$0.76	Off-Market Date	3/18/2021
Sale Price Per Acre	\$33,088	Days On Market	521 days
Cap Rate	-	Parking Spaces	-
Investment	No	Electrical	-
Date Sold	3/18/2021	Water	Yes
Listing ID	29347853	Sanitary Sewer	Yes

Description

Nice industrial piece available for sale. All utilities available. Easy access to both US-31 and I-196 on south side of Holland.

Property Details

Zoning	I-2	In Opportunity Zone	Yes
Occupancy Type	Single Tenant	Water	Yes
Parcels	53-02-04-300-057	Natural Gas	-
True Owner	-	Sanitary Sewer	Yes
Submarket	-	Lot Depth	892 ft
County	Allegan	Lot Width	314 ft

Sold under 5 acres though

Contact



Thomas Postma
616-355-3145
Tom@lakeshorecommercial.com



Lakeshore Commercial Real Estate

FOR SALE

100 E 64th Street

Holland, MI 49423

Prime industrial location available on E 64th Street on the South side of Holland. Located directly across the street from West Michigan Regional Airport and centrally located between Chicago, Detroit, and Indianapolis.



VACANT LAND 13.47 ACRES

CONTACT

- **TOM POSTMA**
- DIR +1 616 355 3145
- MOB +1 616 283 2411
- TOM@LAKESHORECOMMERCIAL.COM

44 East 8th Street Suite 510 | Holland, MI 49423 | 616.394.4500

FOR SALE · 100 E 64th Street · Holland, MI 49423



LEASE INFORMATION

Sale Price	\$550,000
Available Acres	13.47
Price per Acre	\$40,831
Possession	At Close
Terms	Cash/Conventional
Assessed Value (2022)	\$134,400
Taxable Value (2022)	\$99,773
RE Taxes (2022)	\$3,762.27
Parcel Number	03-02-17-200-014
Taxing Authority	City of Holland
County	Allegan
Airport Overlay District	Area 1, 2, 3, & 5

LAND HIGHLIGHTS

- Visibility from I-196
- Water and Sewer available
- 198 Tax Abatement
- Qualified Opportunity Zone (QOZ)
- Billboard on property is not included in price
- Billboard could be bought for an additional cost of \$150,000
- Industrial Zoning I-2

** There will be an easement to billboard across the edge of property*



SALE PRICE
\$550,000

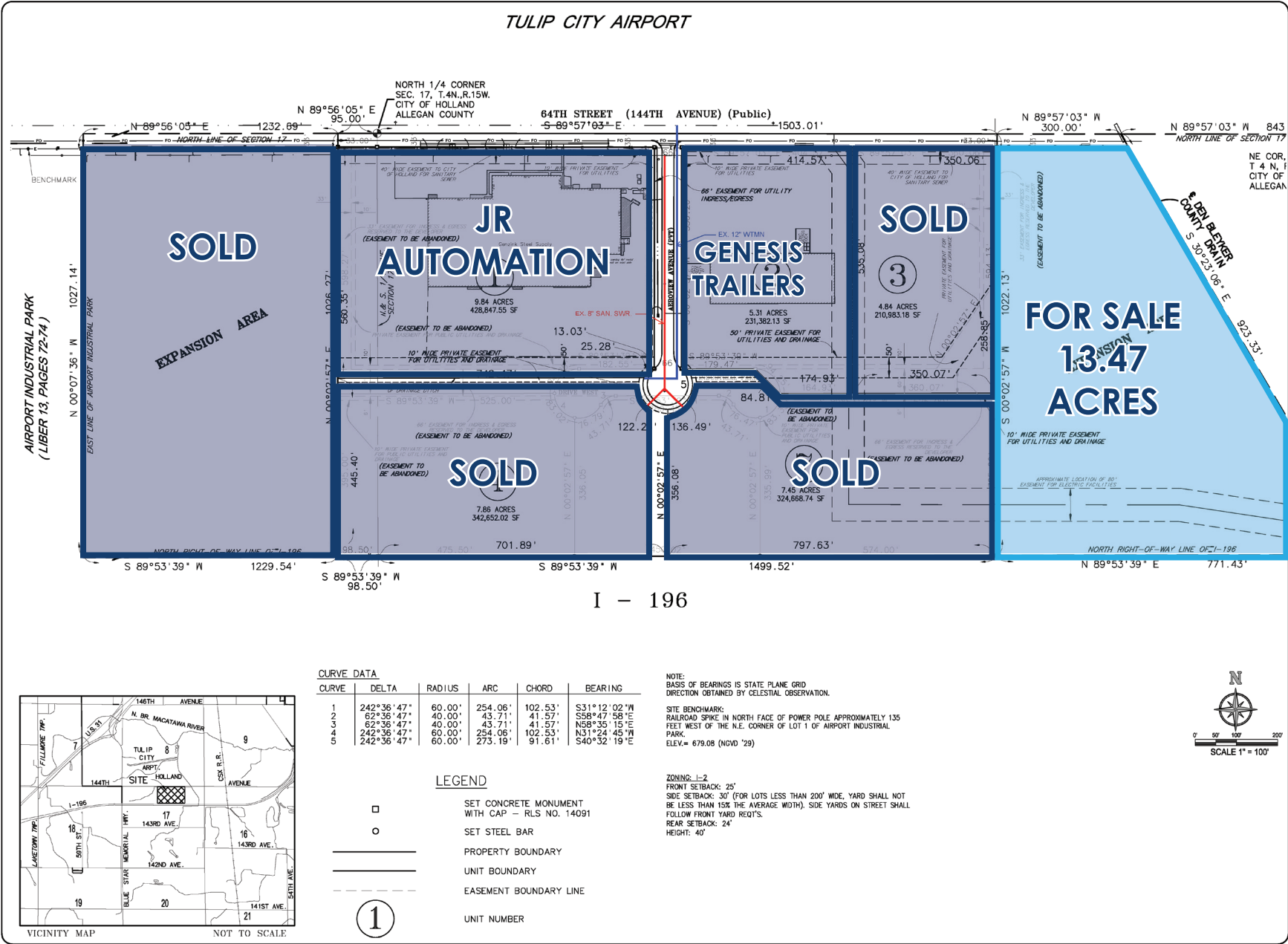
FOR SALE · 100 E 64th Street · Holland, MI 49423



AERIAL



LEASE INFORMATION



ZONING

Airport (NEW)

This is a new Zone District designed to promote the efficient and safe operation of West Michigan Regional Airport.

Intent:

To allow for the operation and development of the West Michigan Regional Airport in compliance with the regulations of the Michigan Aeronautics Code (MAC), the Federal Aviation Administration (FAA), and the City of Holland.



Industrial

This Zone District combines the existing I-1 and I-2 Districts into a single district

Intent:

The intent of the I Industrial Zone District is to preserve and enhance the City of Holland's robust industrial sector, which the City economically relies on for job opportunities. Acknowledging the needs of these businesses, this Zone District also allows for similar uses such as maker spaces, retail, and restaurants. These uses and residential uses are allowed to create services, amenities, and housing in close proximity to employment.



INDUSTRIAL

City of Holland

This Zone District combines the existing I-1 and I-2 Districts into a single district

- 5+ Dwelling Units Attached* (NEW)
- Short Term Rentals* (NEW)
- Home Occupations* (NEW)
- Warehousing
- Outdoor Storage and Processes
- Low-intensity Manufacturing
- Transport and Logistics
- Research and Development
- Marker Spaces
- Self-Storage Facilities
- Retail* (NEW)
- Offices
- Personal Services* (NEW)
- Restaurants / Bars* (NEW)
- Hotels* (NEW)
- Drive-Thru(s)* (NEW)
- Event Venues* (NEW)
- Vehicle Repairs
- Vehicle Washes
- Vehicle Truck* (NEW)
- Public Uses (Municipal Buildings, etc)
- Parking lots
- Parking Structures
- Indoor Recreation* (NEW)
- Outdoor Sales, Outdoor Cafes, Sidewalk Cafes* (NEW)
- Outdoor Storage and Processes
- Oil and Gas Drilling
- Recycling Collection Centers

* These uses are only permitted in limited circumstances

<u>Setbacks</u>	Existing Ordinance I-1 District	Existing Ordinance I-2 District	UDO I District (North of 10th Street)	UDO I District (South of 10th Street)
<u>Front Yard</u>	Min: 25 Feet Max: None	Min: 25 Feet Max: None	Min: 10 Feet Max: None	Min: 25 Feet Max: None
<u>Side Yard</u>	Min: 30 Feet Max: None	Min: 30 Feet Max: None	Min: 25 Feet Max: None	Min: 25 Feet Max: None
<u>Rear Yard</u>	Min: 24 Feet Max: None	Min: 24 Feet Max: None	Min: 25 Feet Max: None	Min: 25 Feet Max: None
<u>Secondary Street Frontage</u>	Min: 25 Feet Max: None	Min: 25 Feet Max: None	Min: 10 Feet Max: None	Min: 25 Feet Max: None
<u>Max Bldg Height</u>	40 Feet	100 Feet	60 Feet (Up to 100 Feet allowed by Special Land Use Approval)	60 Feet (Up to 100 Feet allowed by Special Land Use Approval)

SPECIAL LAND USES

- High-Intensity Manufacturing
- Power Plants
- In-Home Daycares (NEW)
- Indoor Gun and Archery Ranges
- Public Uses (Municipal Buildings, etc.) (NEW)
- Religious Institutions (NEW)
- Institutions of Higher Education (NEW)
- Child Care Centers (NEW)
- Gas Stations* (NEW)
- K-12 Schools* (NEW)

ZONING

SECTION 39-2.20
AIRPORT OVERLAY DISTRICT

- A. **Intent.** The Airport Overlay District is established in addition to the A Zone District (see Section 39-2.17), and applies to the area shown on the map in Section 39-2.20.E. The intent of the Airport Overlay District is:
1. Promote the public health, safety, and general welfare of the residents and businesses surrounding the West Michigan Regional Airport.
 2. Protect the approaches to the Airport and surrounding airspace from encroachment and limit the exposure of impacts to persons, property, or facilities in proximity to the Airport.
 3. Protect vulnerable land uses from negative impacts caused by the Airport.
 4. Protect State, Federal, and Local investments in aviation infrastructure.
 5. Regulate and restrict building sites, placement of structures, and land uses by separating conflicting land uses and
- prohibiting certain land uses that would be detrimental to Airport operations and navigable airspace
- B. **Basis for Regulation.** As part of the Airport Approach Plan process, accident safety zones, land use guidelines, and planning strategies for new development were developed. Permitted and prohibited land uses are specified in Section 39-2.20.D and illustrate the application of those provisions. Areas 1 to 5 are taken specifically from the Approach Plan updated by the Michigan Aeronautics Commission and the Michigan Department of Transportation Office of Aeronautics. Area 6 has been included as an additional surface area per the Federal Aviation Regulations (FAR) Part 77 - Horizontal Surfaces.
- C. **Airport Overlay Areas.** The Airport Overlay Areas are shown on the map in Section 39-2.20.E and are aligned with the Area Uses and Features Table in Section 39-2.20.D.
- D. **Area Uses and Features Table.** This Table and the standards of the underlying Zone Districts shall both govern.

	AREA 1	AREA 2	AREA 3	AREA 4	AREA 5	AREA 6
Aviation Uses	P	P	P	P	P	P
Child Care Center	-	-	P	-	-	P
Gas Station	-	-	P	P	P	P
Hospital	-	-	-	-	-	-
K-12 School	-	-	P	-	P	P
Low Intensity Manufacturing	-	-	P	-	P	P
High Intensity Manufacturing	-	-	P	-	P	P
Care Facilities	-	-	-	-	-	-
Outdoor Storage and Processes	-	-	P	P	P	P
Power Plant (non-wind or solar)	-	-	P	P	P	P
Residential Dwelling Units	-	-	P	P	P	P
Religious Institution	-	-	P	-	P	P
Solar Energy Facilities	P	P	P	P	P	P
Transportation and Logistics	-	-	P	P	P	P
	AREA 1	AREA 2	AREA 3	AREA 4	AREA 5	AREA 6
Warehousing	-	-	P	P	P	P
Wholesale	-	-	P	P	P	P
Wind Energy Facilities	-	P	P	P	P	P
Wireless Communications	-	P	P	P	P	P
Any other use permitted in the underlying Zone District	-	-	P	P	P	P
Maximum Structure Height	0 ft	40 ft	40 ft	40 ft	A	B
Wetlands (man-made)	-	P	P	P	P	P
Detention Ponds	-	P	P	P	P	P
Retention Ponds	-	-	-	-	-	-
Processes that Produce Smoke or Dust	-	-	P	P	P	P
Vegetation anticipated to exceed 50 feet in height during its lifespan	-	-	-	-	-	P
Fruit-bearing vegetation	-	-	-	-	-	P

Footnotes to Table 2.20.D:

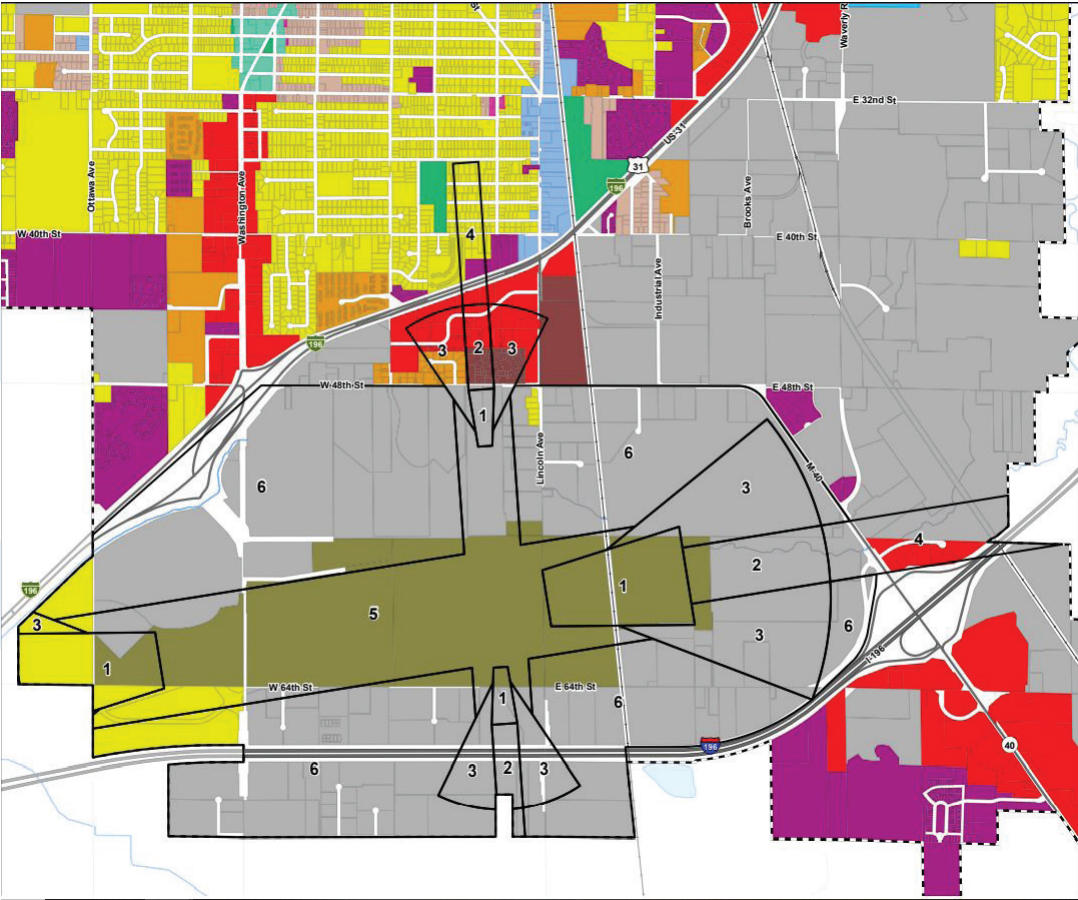
A. **Area 5.** No structures above grade shall be built in Area 5 within 500 feet of an existing or planned (on the official Airport runway plan) runway centerline. Beyond 500 feet, the maximum height of a structure shall increase by 1 foot for every 7 feet further from the runway that the structure is located. For example, a structure 640 feet away from the runway shall be permitted to be up to 20 feet in height. Any structure located within Area 5 that is more than 745 feet from the runway centerline shall be exempt from this Section and shall be subject to the height requirements of the underlying Zone District.

B. **Area 6.** The maximum building height of the underlying Zone District shall apply.

C. Installing a **manufactured housing unit** on an empty homestead within an existing manufactured housing community shall not require an approval under this Overlay.

P = Permitted

- = Not Permitted



Unified Development
Ordinance (UDO)

Zoning Map

City of Holland, Michigan
January 10, 2023

- LDR - Low Density Residential
- CNR - Cottage Neighborhood Residential
- MDR - Medium Density Residential
- TNR - Traditional Neighborhood Residential
- HDR - High Density Residential
- MHR - Manufactured Housing Community
- NMU - Neighborhood Mixed Use
- CMU - Corridor Mixed Use
- RMU - Redevelopment Mixed Use
- GMU - Greenfield Mixed Use
- ED - Education
- I - Industrial
- A - Airport
- OS - Open Space
- PUD - Planned Unit Development
- F - Form Based Code
- Airport Overlay District
- Hope Neighborhood Overlay District
- Waterfront Overlay District
- Water
- Marsh

Section 2.20.E
Section 2.20

Airport Overlay
District

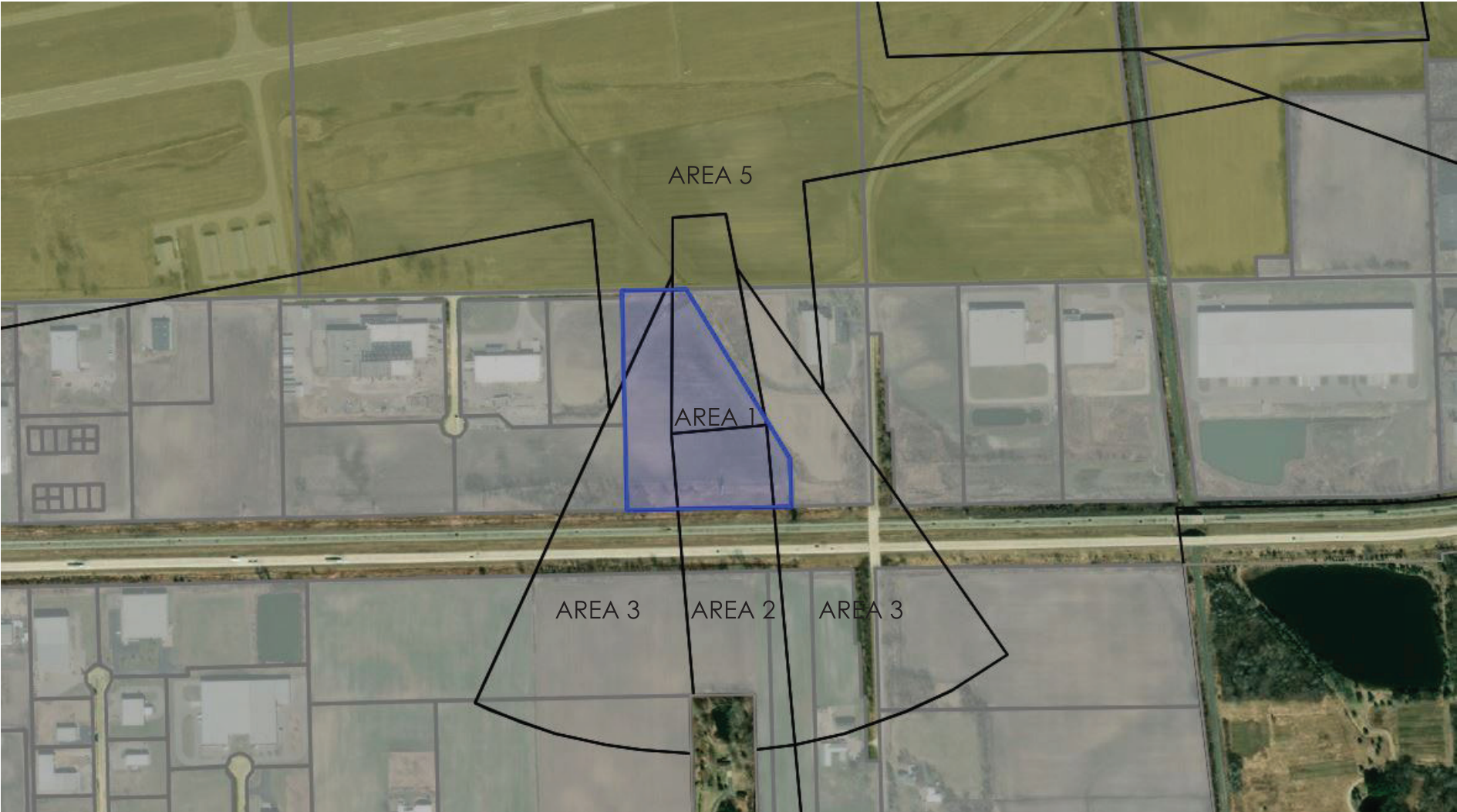
City of Holland, Michigan

January 10, 2023

Legend

- Numbers 1-6: Airport Areas (2.20.D)
- Airport Overlay District
 - LDR - Low Density Residential
 - CNR - Cottage Neighborhood Residential
 - MDR - Medium Density Residential
 - TNR - Traditional Neighborhood Residential
 - HDR - High Density Residential
 - MHR - Manufactured Housing Community
 - NMU - Neighborhood Mixed Use
 - CMU - Corridor Mixed Use
 - RMU - Redevelopment Mixed Use
 - GMU - Greenfield Mixed Use
 - ED - Education
 - I - Industrial
 - A - Airport
 - OS - Open Space
 - PUD - Planned Unit Development
 - F - Form Based Code

ZONING



	AREA 1	AREA 2	AREA 3	AREA 4	AREA 5
MAX. STRUCTURE HEIGHT	0 FT	40 FT	40 FT	40 FT	A

A. Area 5. No structures above grade shall be built in Area 5 within 500 feet of an existing or planned (on the official Airport runway plan) runway centerline. Beyond 500 feet, the maximum height of a structure shall increase by **1 foot for every 7 feet** further from the runway that the structure is located. For example, a structure 640 feet away from the runway shall be permitted to be up to 20 feet in height. Any structure located within Area 5 that is more than 745 feet from the runway centerline shall be exempt from this Section and shall be subject to the height requirements of the underlying Zone District.

West Michigan Airport Authority

MEETING MINUTES

July 10th, 2023

*****11:30 a.m. – 1:00 p.m.*****

60 Geurink Blvd. Holland, MI

PRESENT: Scott Corbin, Charles Murray, Kevin Klynstra, Beth Blanton, Doug Barensen, Elisa Hoekwater, Skip Keeter, Ken Brandsen, Jim Storey, Lucy Ebel.

ABSENT: Dave Hoekstra

OTHERS PRESENT: Aaron Thelenwood (Director), Lynn McCammon (Treasurer), Stephanie Ward (Mead & Hunt) Leanne Schaffer (Boileau & Co.), Tyler Vandenbrand (Avflight), Ron Vanderveen (Cunningham Dahlman), Ben Fogg (Tulip City Air Repair), David Teal (public)

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

23.07.01 Roll Call

Hoekstra, Absent
Murray, present
Corbin, present
Klynstra, present
Blanton, present
Barensen, present
Hoekwater, present
Keeter, present
Brandsen, present
Storey, present
Ebel, present

23.07.02 Public Comment.

Fogg informed the Board that he had purchased property that encompasses the northern portion of the future crosswind runway that had been previously owned by Adient, and expressed interest in the development of the future crosswind runway, while also expressing interest in future acquisition of the industrial parcels adjacent. Fogg also expressed perspective on a perceived lack of leadership in the past, and indicated his willingness to support the Airport Authority in the future.

23.07.03 Approval of Agenda (Action Requested).

Keeter made a motion with support from Blanton to approve the agenda as presented.
Motion carried.

23.07.04 Consent Agenda (Action Requested):

The two items on the consent agenda were the meeting minutes for the regularly scheduled June 12th Board Meeting and June 21st Special Board Meeting.

Barense made a motion with support from Keeter to approve the consent agenda.

Motion carried.

23.07.05 Closed Door Session to review legal opinion from Airport Authority Attorney and Property Acquisition (Action Requested)

Murray made a motion with support from Brandsen to enter into closed door session. A roll call vote was taken to approve entering into closed door session:

Ayes: Corbin, Murray, Klynstra, Blanton, Barense, Hoekwater, Keeter, Brandsen.

Nays:

At 12pm Brandsen Made a motion, with support by Blanton to enter back into Public Session. The Motion carried.

23.07.06 Amanda VanLaar's Resignation (No Action).

Director Thelenwood informed the Board that he had received a letter of resignation from Amanda VanLaar effective as of July 7th, 2023. Though Amanda would be resigning, she had agreed to stay on in a reduced capacity to assist with Aviation Day Planning and execution. Thelenwood stated that the position would need to be reviewed and revised and that he would be bringing a posting back to the Board for review at a future date.

23.07.07 Ground Lease for Maintenance Facility with Tulip City Air Repair

23.07.08 Update from Attorney Regarding FBO Transfer

Items 7 & 8 were combined for the sake of efficiency.

Director Thelenwood presented a proposal to the Board to approve a ground lease for a Maintenance Facility with Tulip City Air Repair (TCAR) (Ben Fogg). Avflight had decided to subcontract with TCAR to provide aircraft maintenance services required under the FBO agreement. TCAR would maintain existing maintenance staff, while bringing on new capacity. The Board approved the subcontract agreement at the June meeting, the details of the final

ground lease were still being resolved at that time. The ground lease encompassed the footprint of the two former FBO hangars and parking lot, and Avflight would maintain the lease for the apron. Murray raised a question regarding personal guarantee being removed and whether the personal guarantee universal requirement under all ground leases made sense. Thelenwood explained that all current ground leases require either a personal or corporate guaranty, but it is the Board's prerogative whether personal or corporate guaranty should be required in all cases. This new lease without the guaranty would set a new precedent on field. The consensus of the Board was that the personal/corporate guaranty requirement may not make the best business sense long term.

Fogg asked the Board if there was ever any interest in reworking the lease if the Board would be amenable. Thelenwood answered that any proposed changes to the lease would need to be reviewed by the Building & Development Committee and would require Board approval.

Attorney VanderVeen provided an update regarding the FBO transfer agreements, indicating that all relevant documents had been received at that time, and that the ground lease was one of the last outstanding items.

Corbin made a motion with support from Murray to approve the ground lease and attorney's update as presented. Motion carried.

23.07.09 Revised N. Taxilane Design (Action Requested).

Director Thelenwood presented a proposed redesign of the N. Taxilane Project that would result in more efficient use of the space, potentially result in reduced cost regarding stormwater drainage, and offer better use of space for potentially more hangars. The redesign had already been approved by the Building & Development Committee.

Corbin made a motion with support from Keeter to approve the Taxilane redesign as presented. Motion carried.

23.07.10 Summary: FuturePREPd Engagement with Ottawa Area ISD (No Action).

Director Thelenwood provided an update regarding ongoing education initiatives with the Ottawa Area Intermediate School District through FuturePREPd. FuturePREPd is a work based/project based learning platforms where students work with local businesses and organizations to resolve questions or issues. The Airport Hosted students over two weeks, and the results of their work have laid the groundwork for future educational initiatives on-field.

23.07.11 FBO Report & Update (Action Requested)

Vandenbrand provided a general update regarding operations and transition. Barensen made a motion with support by Brandsen to accept the FBO report as presented. Motion carried.

23.07.12 Financial Reports

McCammon presented to the Monthly financial reports to the Board. Corbin made a motion, with support from Murray to accept the monthly financial reports. Motion carried

23.07.13 Updates from Board

23.07.14 Other Business

23.07.15 Meeting Adjourned at 1:00PM

West Michigan Airport Authority

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August 14th, 2023

Report 7

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director.

Subject: **Memorandum of Understanding: Ottawa Area ISD Aviation Workforce Development Grants**

Building on the established partnership between the West Michigan Regional Airport and the Ottawa Area ISD, the ISD is pursuing two workforce development grants through the FAA. The grant numbers are listed below:

- 23-FAA-AWD-AP (Pilots)
- 23-FAA-AWD-AM (Mechanics)

Both grant opportunities prioritize the development of curriculum and programs focused on engaging students in careers in aviation, specifically pilots and mechanics. The mechanic grant program has a K -12 focus, whereas the pilot grant focuses specifically on high school. Both grants are worth awards up to \$500,000.00 for year one and include the option for additional funding in year two, depending on the applicant's success.

The ISD will be pursuing both grant programs and will be the applicant and administrator on these grants, if awarded, and will coordinate collaboration between all partners. If awarded, the Airport Authority would serve to provide technical expertise, access to the airfield and airport facilities, in addition to providing access to industry professionals. These grants align perfectly with ongoing educational initiatives on-field and would serve to support STEM through Aviation programming the ISD already has in the works.

The ISD has established a comprehensive and holistic network of partners to support on their application including:

- Mead & Hunt
- The University of Michigan
- The Careerline Tech Center
- Holland Public Schools
- Hamilton Schools

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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- STEM Flights
- Zeeland Schools
- As well as several industry organizations and other nonprofit partners.

The FAA released its notice of funding opportunity on July 17th 2023, then held a webinar and opened the applications on July 25th. Applications are due August 16th. Thanks to our connections with Mead & Hunt, we had received notice that these funding opportunities were on the horizon about a week earlier than the announcement. In that time, the ISD was able to move quickly to establish a strong coalition of partners on this application. Their partnerships, their existing plans for aviation-based curriculum, and their expertise in work-based and project-based learning all position them as a strong candidate for funding, in addition to being an ideal partner for the Airport Authority on a project like this.

The attached draft MOU was developed by the Airport's attorney.

Recommendation

It is recommended the Board approve the attached MOU for the ISD's Workforce Development Grant Applications as described above, subject to final approval as to form by the Attorney's Office.

Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is made between **West Michigan Airport Authority** (“WMAA”), **the Ottawa Areas ISD** (“ISD”) regarding their proposed partnership on a grant application for workforce development funding through the Federal Aviation Administration (“FAA”).

Agreement Scope

The parties to this MOU voluntarily agree to enter into a cooperative arrangement as described in the balance of this MOU with regard to the 23-FAA-AWD-AP grant program for workforce development funding through the FAA. This MOU is intended by the parties to assist them in the coordination of mutually beneficial activities and to serve as a written record of the intentions and responsibilities of each party at the time of signing the MOU, stated in good faith and with as much accuracy as possible. It is not intended that this document should confer contractual rights on any party or serve as the basis for any legal claim.

The parties to this MOU designate the ISD as the administrative agent to act as fiduciary for the grant. As the administrator, the ISD will be authorized and directed to file an application in cooperation with WMAA for the grant, with additional responsibilities assumed by each of the parties, including technical support, access to airfield and airport facilities, and access to industry professionals.

The total estimated project cost for the grant project totals five-hundred-thousand dollars (\$500,000).

All grant administration requirements as outlined in the grant manual must be followed by the designated parties.

Agreement Period

This MOU is effective August 16th, 2023 until August 16th, 2025, by and between the WMAA, having its principle place of business at 60, Geurink Blvd., Holland, MI 49423, and the ISD, having its principle place of business at _____.

Agreement Components

The WMAA will: provide technical assistance in both planning and executing the stated priorities of the grant application while also providing access to the airfield, airport facilities, and industry professionals while providing any relevant reporting related to its participation in this project, as required under the grant manual.

The ISD will: serve as grant applicant and administrator. The ISD will coordinate all partners in the development and execution of work-based learning curriculum as stated in the grant application and will be the responsible party for administering funding, including the payment of any subcontractors stated in the grant application, and ensuring timely reporting to FAA as required under the terms of any grant award. ISD will further consult with the FAA on an ongoing basis to facilitate the administration of the grant agreement. See the grant application for further details regarding the stated goals.

Miscellaneous

This MOU shall be governed by and construed in accordance with Michigan law. The parties waive all right to trial by jury in any proceeding (whether based on contract, tort, or otherwise) arising out of or relating to this MOU.

This MOU may be modified or amended in writing only upon agreement of all parties to this MOU.

This MOU represents the complete agreement between the parties as to the subject matter, and no term, condition, or agreement has been agreed to by the parties except as set forth in this MOU. This MOU supersedes all contemporaneous and prior oral and written agreements, communications, representations, and understandings with respect to the subject matter of this MOU. The parties are not relying on any representations not contained in this MOU.

This MOU may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which taken together shall constitute one and the same document. This MOU shall be effective on the exchange by facsimile of executed signature pages.

The parties have signed this MOU on the dates written below. The Effective Date is the signature date of the last party to sign this MOU.

WMAA

By: _____, its _____
Dated: _____, 2023

The Ottawa Area ISD

By: _____, its _____
Dated: _____, 2023

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



August 14th, 2023

Report 8

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director.

Subject: **Community Engagement & Operations Specialist Job Description and Budget Assessment.**

On July 7th, 2023, Amanda VanLaar resigned from her role as the Sustainability and Operations Coordinator with the Airport Authority. This created a vacancy in a crucial position that supported key projects and initiatives for the Airport Authority, as well as raising the airport's profile overall. Amanda will remain in a contractual/support capacity, specifically assisting with Aviation Day and related initiatives; however, her tenure with the Airport Authority will officially conclude after that date.

This report includes a job description for a proposed new position tailored to ongoing initiatives and work established under the Sustainability and Operations Coordinator role. The position aims to backfill ongoing projects and better align with the Authority's near- and long-term goals. The proposed title for this new role is Community Engagement & Operations Specialist, which will focus on three primary areas:

- Community Engagement/Events
- Coordination with Education Partners
- Data Management

While initially this role shifts away from primary focus on sustainability, it will eventually assume similar responsibilities as the FAA provides more guidance and prioritizes sustainability initiatives in grant funding.

The projected budget impact of this position is \$72,166.00, in line with the adopted FY24 Operations Budget. The Operations budget assumed a \$63,700.00 salary. The proposed salary for this position is \$62,400.00. Additional benefits, such as retirement contributions and workers' compensation, were already factored into the FY24 Budget.

Providing health benefits is challenging for the Airport Authority due to its small staff, making qualification for most group plans unfeasible. As an alternative, we propose an "opt-out" benefit,

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

West Michigan Airport Authority

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which candidates can apply toward a marketplace plan if they so choose. After exploring marketplace options, it became evident that a competitive and comprehensive individual plan could be obtained for approximately \$1,200.00 to \$2,000.00 annually. Staff collaborated with a local broker to provide these estimates.

Regrettably, regulations prevent the Airport Authority from offering a direct stipend for a marketplace plan. The proposed "opt-out" benefit would amount to \$3,000.00, distributed evenly over each month of the year, and is already built into the FY24 budget.

While there is an estimate for Long- & Short-Term Disability included in the FY24 budget, we are awaiting updated estimates from the Authority's current provider. Once received, if a selected candidate chooses to opt in, a budget amendment will be presented to the Board for approval, if deemed necessary.

Recommendation

It is recommended the Board approve the Community Engagement & Operations Specialist Job Description as presented and authorize the Director to post the position and begin recruiting to fill the open role.

**West Michigan Airport Authority
Fiscal Projection**

Adjusted to prioritize CIP Projects

	Approved Budget FY 2022	Actual Year End FY 2022	(CPI 4% Applied) Amended FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
REVENUES									
FBO Franchise Fee	\$ 23,500	\$ 24,910	\$ 27,500	\$ 27,600	\$ 28,428	\$ 29,139	\$ 29,867	\$ 30,614	\$ 31,379
ARPA (2021)		\$ 57,000	148,000						
Fuel Flowage Fee	\$ 70,000	\$ 82,765	\$ 80,000	\$ 82,000	\$ 84,460	\$ 86,572	\$ 88,736	\$ 90,954	\$ 93,228
Property Tax - Holland City	\$ 110,000	\$ 115,812	\$ 120,800	\$ 125,000	\$ 128,750	\$ 131,969	\$ 135,268	\$ 138,650	\$ 142,116
Property Tax - Park Township	\$ 109,000	\$ 116,990	\$ 123,600	\$ 120,000	\$ 123,600	\$ 126,690	\$ 129,857	\$ 133,104	\$ 136,431
Property Tax - Zeeland City	\$ 60,000	\$ 80,178	\$ 82,200	\$ 80,000	\$ 82,400	\$ 84,460	\$ 86,572	\$ 88,736	\$ 90,954
Investment Income	\$ 12,000	\$ 7,695	\$ 23,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
State reimbursement - personal property tax loss	\$ 10,000	\$ 20,138	\$ 20,700	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Rental - Hangar Land Lease	\$ 107,357	\$ 64,330	\$ 128,500	\$ 120,000	\$ 123,600	\$ 126,690	\$ 129,857	\$ 133,104	\$ 136,431
Rental - Agricultural Land Lease	\$ 12,500	\$ 13,364	\$ 13,500	\$ 13,500	\$ 13,905	\$ 14,253	\$ 14,609	\$ 14,974	\$ 15,349
Rental - T Hangars	\$ 57,653	\$ 57,653	\$ 58,000	\$ 60,000	\$ 61,800	\$ 63,345	\$ 64,929	\$ 66,552	\$ 68,216
Landing Fees	\$ 24,000	\$ 29,297	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,750	\$ 31,519	\$ 32,307	\$ 33,114
Business Center Rental fee	\$ 8,400	\$ 8,750	\$ 8,800	\$ 8,900	\$ 9,167	\$ 9,396	\$ 9,631	\$ 9,872	\$ 10,119
Misc/Recoveries		\$ 4,755	\$ 2,900						
Subtotal Revenues	\$ 604,410	\$ 683,637	\$ 867,500	\$ 697,000	\$ 706,110	\$ 723,263	\$ 740,844	\$ 758,865	\$ 777,337
EXPENSES									
Director (Salary Only)	\$ 109,400	\$ 132,500	\$ 113,800	\$ 121,800.00	\$ 135,490.32	\$ 149,987.78	\$ 166,036.48	\$ 183,802.38	\$ 203,469.23
Comm. Engagement & Ops. Specialist				\$ 62,400.00	\$ 65,520.00	\$ 68,796.00	\$ 72,235.80	\$ 75,847.59	\$ 79,639.97
Insurance Health			\$ 3,000	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Reitremet MERS			\$ 7,700	\$ 13,400.00	\$ 16,081	\$ 17,503	\$ 19,062	\$ 20,772	\$ 22,649
Insurance - Income			\$ 120	\$ 120.00	\$ 124	\$ 127	\$ 130	\$ 133	\$ 136
FICA/Medicare Contribution			\$ 10,600	\$ 12,800.00	\$ 15,377	\$ 16,737	\$ 18,228	\$ 19,863	\$ 21,658
Workers Comp			\$ 200	\$ 300.00	\$ 352	\$ 383	\$ 417	\$ 454	\$ 495
Postage	\$ -	\$ 100	\$ 100	\$ 100.00	\$ 103	\$ 106	\$ 108	\$ 111	\$ 114
Operating supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,000.00	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Operating supplies - controlled capital	\$ 1,600	\$ 2,500	\$ 1,800	\$ 1,000.00	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
Photocopies	\$ 100	\$ 100	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance - Buildings & Grounds Maintenance	\$ 9,000	\$ 9,000	\$ 9,813	\$ 9,800.00	\$ 10,094	\$ 10,346	\$ 10,605	\$ 10,870	\$ 11,142
Maintenance - Equipment Maintenance General			\$ 6,000	\$ 6,000.00	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Maintenance - Equipment Maintenance - ILS	\$ 20,000	\$ 20,000	\$ 16,000	\$ 16,000.00	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Maintenance-Tree Clearing	\$ 40,300	\$ 40,300	\$ -	\$ 5,000.00	\$ 5,150	\$ 5,279	\$ 5,411	\$ 5,546	\$ 5,685
Maintenance - Contract - Snowplowing	\$ 50,000	\$ 40,000	\$ 50,000	\$ 58,000.00	\$ 59,740	\$ 61,234	\$ 62,764	\$ 64,333	\$ 65,942
Maintenance - Contract - Mowing	\$ 30,000	\$ 30,000	\$ 45,000	\$ 52,200.00	\$ 53,766	\$ 55,110	\$ 56,488	\$ 57,900	\$ 59,348
Maintenance - Contract - General Repairs/ Maintenance	\$ 23,000	\$ 23,000	\$ 25,000	\$ 29,000.00	\$ 29,870	\$ 30,617	\$ 31,382	\$ 32,167	\$ 32,971
Advertising/Promotional	\$ 35,000	\$ 40,000	\$ 40,000	\$ 45,000.00	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Contract - Legal	\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000.00	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Contract - Strat. Support Services			\$ -	\$ -					
Contract - Engineering	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000.00	\$ 15,450	\$ 15,836	\$ 16,232	\$ 16,638	\$ 17,054
Contract - Management Services	\$ 28,000	\$ 28,000	\$ 28,000	\$ 31,400.00	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
Contract - Airport Manager	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000.00	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Contract-Financial Services Fees	\$ -	\$ 2,000	\$ 2,000	\$ 2,000.00	\$ 2,060	\$ 2,112	\$ 2,164	\$ 2,218	\$ 2,274
Contract - Audit	\$ 7,900	\$ 7,800	\$ 8,100	\$ 8,700.00	\$ 8,961	\$ 9,185	\$ 9,415	\$ 9,650	\$ 9,891
Travel, Conferences, Seminars	\$ 1,000	\$ 1,300	\$ 3,100	\$ 3,200.00	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Professional Development			\$ -	\$ 4,000.00	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Communications/Cellular			\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Commercial Insurance Premium	\$ 27,000	\$ 27,400	\$ 31,794	\$ 34,000	\$ 35,020	\$ 35,896	\$ 36,793	\$ 37,713	\$ 38,656
Utilities - T Hangars	\$ 5,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Utilities - Runway Lights	\$ 6,700	\$ 6,700	\$ 6,000	\$ 6,000	\$ 6,180	\$ 6,335	\$ 6,493	\$ 6,655	\$ 6,822
Utilities - Landing Lights & Systems	\$ 4,500	\$ 4,500	\$ 4,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Utilities - Fence Gates	\$ 700	\$ 500	\$ 500	\$ 500	\$ 515	\$ 528	\$ 541	\$ 555	\$ 568
Utilities - Parking Lot Lighting	\$ 1,700	\$ 1,000	\$ 700	\$ 750	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
ABC-Building & Grounds	\$ 5,000	\$ 5,000	\$ 4,500	\$ 5,000	\$ 5,150	\$ 5,279	\$ 5,411	\$ 5,546	\$ 5,685
ABC-Communications/Telephone	\$ 6,700	\$ 6,700	\$ 3,800	\$ 3,800	\$ 6,300	\$ 6,300	\$ 6,300	\$ 6,300	\$ 6,300
TDS			\$ 600	\$ 600					
ABC-Communications/Internet			\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900
ABC-BPW utilities	\$ 20,000	\$ 20,000	\$ 15,000	\$ 15,600	\$ 16,068	\$ 16,470	\$ 16,881	\$ 17,303	\$ 17,736
ABC-Natural Gas	\$ 5,000	\$ 5,000	\$ 6,500	\$ 9,100	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
ABC-equipment maintenance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,150	\$ 5,279	\$ 5,411	\$ 5,546	\$ 5,685
ABC-Cleaning	\$ 8,000	\$ 7,500	\$ 7,500	\$ 10,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Land lease rent	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Miscellaneous	\$ 2,000	\$ 2,000	\$ 3,500	\$ 2,000	\$ 2,060	\$ 2,112	\$ 2,164	\$ 2,218	\$ 2,274
Meeting Expenses			\$ 2,068	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Dues & Subscriptions	\$ 600	\$ 1,000	\$ 2,100	\$ 2,200	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Contingency - General	\$ 10,000	\$ 10,000	\$ 10,000	\$ 71,530	\$ 66,344	\$ 56,785	\$ 45,513	\$ 32,334	\$ 17,031
T hangar repairs	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Reserves for ABC maintenance/repairs	\$ 25,000	\$ 25,000	\$ -						
Refund Tax Property Prior Year			\$ 300						
Subtotal Expenses	\$ 532,700	\$ 543,400	\$ 529,395	\$ 714,900	\$ 724,125	\$ 741,538	\$ 759,385	\$ 777,677	\$ 796,423
Balance	\$ 71,710	\$ 140,237	\$ 338,105	\$ (17,900)	\$ (18,015)	\$ (18,276)	\$ (18,541)	\$ (18,811)	\$ (19,086)
Net Unassigned General Fund Operating Reserves, Beg of Year			\$ 1,238,947	\$ 1,577,052	\$ 925,006	\$ 906,991	\$ 888,716	\$ 870,175	\$ 851,363
Net Surplus (Deficit) Operating			\$ 338,105	\$ (17,900)	\$ (18,015)	\$ (18,276)	\$ (18,541)	\$ (18,811)	\$ (19,086)
Transfers to Capital Fund			\$ -	\$ (500,000)					
Transfer to Capital Fund (in excess of 125%)			\$ -	\$ (134,146)					
Net Unassigned General Fund Operating Reserves, End of Year			\$ 1,577,052	\$ 925,006	\$ 906,991	\$ 888,716	\$ 870,175	\$ 851,363	\$ 832,278
Fund Balance % of Operating Expenditures			298%	129%	125%	120%	115%	109%	105%

CPI (per Bureau of Labor Statistics Forecast)

**Note: Property Tax increase capped at lessor of 5% or CPI

6.3%

3.0%

2.5%

2.5%

2.5%

2.5%

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423
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Comprising City of Zeeland, Park Township and City of Holland



August 14th, 2023

Report 9

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director.

Subject: **Avflight Airfield Mechanic Proposal**

As part of Avflight's responsibility under the FBO agreement to provide airfield maintenance services, they are proposing to expand services on-field with an Airfield Mechanic position. This new resource would require the current fee schedule to be amended to include this new billing category.

Airfield maintenance typically includes items like mowing, snow removal, and miscellaneous repairs, in addition to ongoing maintenance for critical systems like the ILS, approach lighting, and other similar systems. This role would be largely responsible for executing duties associated with maintenance airfield systems, and miscellaneous repair, freeing up Tyler and his line crew to focus on more critical operational items. The end goal would be a higher level of services for customers and users as well as quicker response in resolving critical maintenance items.

Avflight is proposing a fee of \$45.00/hour for these services with an approximate 30 hours per week, April through September being the primary months. For winter months, this position would support other winter operations and generally fall under the existing fee schedule for snow removal. Previously, FlightLevel was charging a flat rate of \$57.42/hour for airfield maintenance services. Mowing, snow removal, etc. all have their own separate line items in the adopted operations budget.

Budget impact of this new role and fee structure is a little difficult to fully determine on the front end and will likely be clearer after the first year. Though there will be some additional cost associated with the new role, there will also likely be some savings associated with the overall hourly rate reduction as the Airport won't be paying Assistant Airport Manager fees for maintenance work. Likewise, though the estimate is 30 hours per week, its entirely possible the workload could fluctuate month to month and be less any given month.

Currently, the FY24 budget includes \$25,000.00 for maintenance duties performed by the FBO. It is expected that, working off the estimated proposal above, these fees could increase to \$35,000.00 over the first fiscal year. This position is not likely to come online until October at the

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earliest, so we don't anticipate seeing significant impact until spring of 2024. With that, staff is not proposing a budget amendment at this time and would recommend reviewing expenses by November or December and work with the Airport's Treasurer to determine if an amendment would likely be necessary. If at such a time, a budget amendment is deemed necessary, it would be brought back to the Board for approval, with the amendment amount coming from Contingency General, which currently has \$50,000.00 budgeted for FY24.

Recommendation

It is recommended the Board approve amending the FBO fee schedule to include the Airfield Mechanic role at \$45.00/hour as described above, and direct staff to bring a report back for consideration no later than December 2023 updating the Board on the current airfield maintenance budget or need for a budget amendment at that time.



A network of professional full-service FBOs serving general and commercial aviation.

Avflight Holland Corporation
60 Geurink Blvd.
Holland, MI 49423

27 July, 2023

West Michigan Regional Airport Authority
Attn: Director Aaron Thelenwood
60 Geurink Blvd.
Holland, MI 49423

Proposal for Airfield Mechanic

Dear Airport Partner,

As we continue to settle in here at the West Michigan Regional Airport, we've been hard at work looking for ways to grow and better the airport. One of the many conversations we've had regarding growth opportunities has brought us to an area we see significant potential for growth in—airfield maintenance.

We would like to bring on 1 additional person (30 hours/week billable to WMRA) to fill the role of Airfield maintenance. We believe that hiring an airfield mechanic would dramatically increase the appearance and functionality of the airport. To supplement additional hours for a full time position, they would also function as a GSE mechanic. Their duties would include some of the following:

- Daily checks and repairs to runway lights, taxiway lights, ILS lights, etc.
- Repairs to mowing, snow removal, and general use equipment and vehicles.
- Debris control in wetland areas, including the fences and other low-lying regions.
- Weed control, shrub removal and upkeep of the airport perimeter fencing.
- Bird and wildlife control assistance (secondary to USDA) to reduce the likelihood of bird strikes.
- Routine operational checks of all airfield equipment including the ILS, Glideslope, PAPI lights, ASOS and other critical functions.
- Assistance in NOTAM issuance and upkeep.
- General facility upkeep and repair to reduce contract labor costs.
- Assistance with snow removal

Please take into consideration our proposal. Should you have any questions, please contact Tyler Vandenbrand (General Manager) or myself.

Best Regards,

Brent Beutler
Area Manager
Avflight Corporation

West Michigan Airport Authority

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August 14th, 2023

Report 10

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Authority Director.
Subject: **Avflight Snow Removal Strategy and Budget Estimate**

Avflight is moving quickly to be ready for Winter 2023-24. August 2nd, Avflight held a meeting with on-field stakeholders to lay out both their strategy for managing snow on-field as well as establishing a winter ops communications strategy with users. Key takeaways from this meeting were as follows:

1. Avflight will engage with on-field stakeholders weekly to fully understand their travel plans, and tailor snow removal strategies accordingly;
2. Avflight will also maintain regular communications with users regarding winter events, especially with severe winter storms;
3. Avflight staff are being trained on new NOTAM management systems, allowing more real time reporting of conditions on-field;
4. Avflight is bringing new equipment on-field to manage snow removal. Specifically, they are bringing a 27' sweeper brush which will allow more thorough snow removal in certain conditions. This, paired with the airport's grooved runway, should allow for much better traction in standard snow conditions.
5. Avflight is able to leverage its partnership with Avfuel to more readily access runway deicing chemicals. As such, they are able to get access to a common deicing solid, NAAC (commonly called Cryotech), which when mixed with sand, provides significant traction and ice melting capabilities. This is a solution that had been used by JCI when they were a tenant and was highly effective in the past.

With the introduction of new equipment and chemical solutions, we are very confident in being ready for the coming winter. Avflight is targeting September to have equipment on-field.

Regarding de-icing chemicals, the Airport's Capital budget currently includes \$10,500 for deicing equipment. The original intent was for the airport authority to purchase a runway deicing sprayer, and partner with on field tenants for the chemicals. Since Avflight has the sand trucks and is bringing new snow removal equipment, staff would recommend the Airport Authority bear the cost of the chemical for year one, and review the budget for following years.

West Michigan Airport Authority

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Comprising City of Zeeland, Park Township and City of Holland



The cost of NAAC is \$3,500 for 2,250lbs of product, plus freight (\$334.37). We're expecting one sack will likely last the majority of winter, as it will also be mixed with sand. However, to be safe, staff would propose budgeting for two sacks over the season. This would bring the potential total to **\$7,670.00** for winter 2023-24. One sack would be ordered initially, with the second to be ordered, when necessary, based on remaining stock.

It should be noted that it is atypical for a GA airport of our size to be able to offer any of these services. It's more common than not for airports like ours to simply close during inclement winter conditions. Being able to offer these services will give West Michigan Regional a significant competitive edge and further raise the WMRA's reputation of providing world class services.

Recommendation

It is recommended the Board authorize purchase of runway deicing chemicals for Winter 2023-24 as described in this report.

WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report FlightLevel BIV July 1-12, 2023

**Total Fuel Gallons
Delivered**

	Current Month July 2023	One Year Ago July 2022	Fiscal Year To Date 01/01/23-12/31/23	F/Y to Date Compared 01/01/22-12/31/22	
Avgas	1,620	N/A			
Jet Fuel	11,311	N/A			
Total Gallons Delivered	12,931	N/A		N/A	

Transplant/Ambulance Flights 1

Wings Of Mercy Operations 2

Freight Flights From/To Holland 1

Freight Weight 3000lbs

Number of Parts if Known



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AVFLIGHT HOLLAND CORPORATION

Fuel Flowage Fee

Jul-23

Payable To: **West Michigan Regional Airport**
60 Geurink Blvd
Holland, MI
49423

Jet Fuel Sold (Gallons) 34,186.00

LESS

Swift @ \$0.10/GAL

-

Total: 34,186.00

Flow Fees @

\$0.10/GAL: -

Flow Fees @

\$0.11/GAL: \$3,760.46

Avgas Fuel Sold (Gallons) 3,141.30

LESS Use

Total: 3,141.30

Flow Fees @

\$0.11/GAL: \$345.54

TOTAL Flow Fees Due: \$4,106.00



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Avflight Holland Corporation
60 Geurink Blvd.
Holland, MI 49423

27 July, 2023

West Michigan Regional Airport Authority
Attn: Director Aaron Thelenwood
60 Geurink Blvd.
Holland, MI 49423

Proposal for use/purchase of NAAC

Dear Airport Partner,

With winter operations just around the corner. Our primary focus has been on developing plans for a successful season. One way to improve this would be purchasing NAAC to help runway conditions. NAAC is a non corrosive ice melt that when mixed with sand creates a combination to improve traction during snow/icy runway conditions. We are very familiar with this product and usage. It has proven itself as a valuable resource specifically with our Detroit City location. We propose to purchase on behalf of the airport this product to use over the winter season. I suggest we order 1 supersack and see how it performs and how long it lasts.

Supersack = \$3,500.64 (Does not include freight cost)

Please take into consideration our proposal. Should you have any questions, please contact Tyler Vandenbrand (General Manager) or myself.

Best Regards,

Brent Beutler
Area Manager
Avflight Corporation

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



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



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.

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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

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

West Michigan Airport Authority

Meeting Date: August 14, 2023

Agenda Item:

Subject: Financial Reports for 07/31/2023-Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The West Michigan Airport Authority started a new fiscal year (FY 2024), on July 1, 2023. Attached is a Budget Performance Report for the one month ended July 31, 2023, and the Trial Balance Listing and Fund Equity Reports through July 31, 2023.

Revenues

Operating revenues for the first month totaled \$58,324. July operating revenues are composed of tax revenues collected from the City of Zeeland, quarterly hangar rentals invoiced, and quarterly/semi-annual hangar land leases billed out.

There has been no capital revenue activity in the new fiscal year, however a request has been sent to MDOT for information on last FY 2023 funding. The prior year information will be reviewed and recorded for the annual FY 2023 audit.

Expenses

Operating expenses for the first month totaled \$46,590. July operating expenses are composed of regular monthly expenses, the \$1,000 annual lease of the airport property from the City of Holland, and the annual insurance premiums which cover the insurance year of July 1, 2023 – July 1, 2024.

Capital Budget

Capital expenses do not reflect 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 2024 with an unaudited fund balance of \$1,238,949.84.

Assets totaled \$4,054,520.45 at July 31st, comprised mostly of accounts and lease receivables. The current combined funds cash balance totals \$2,101,574.57.

Liabilities totaled \$2,658,455.79 at July 31st and primarily represent unearned revenue and deferred inflow of resources-lease (GASB 87).

The combined fund balance at July 31 is \$2,099,420.66.

WMAA Fund Balance as of 6/30/2023 - unaudited	\$ 1,238,949.84
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	Operating	Capital 999/Z403	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	58,323.96	-	-	-	\$ 58,323.96
Year to date Expenses	46,589.72	-	-	-	\$ 46,589.72
Prior Year End Equity Adjustment					<u>\$ 848,736.58</u>

Estimated Combined Fund Balance as of 7/31/2023	<u><u>\$ 2,099,420.66</u></u>
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	Budget	YTD	
Remaining Operating Revenues	697,000.00	58,323.96	\$ 638,676.04

	Budget	YTD	Encumbrances	
Remaining Operating Expenses (excluding contingences)	675,470.00	46,589.72	-	<u>\$ 628,880.28</u>

Contingency Account (Reserves for Capital Projects):

Contingency - General	-	
T Hangar Repairs	-	
Reserves for ABC Mnct/Repairs	-	
Reserves for Capital Projects	<u>50,000.00</u>	<u>\$ 50,000.00</u>

Estimated Combined Ending Fund Balance as of 6/30/2024	<u><u>\$ 2,059,216.42</u></u>
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Other Expected Expenses:

	Estimated amount	Spent	
FY23 Design for Hangar Park Taxilane	-		\$ -
FY23 Wetland Mitigation N. Hangar Taxilane	-		\$ -
FY23 Approach Light - Gravel Path	-		\$ -
FY23 Runway/Taxiway Painting	-		\$ -
FY23 Entryway Improvements	<u>-</u>		<u>\$ -</u>

Ending Fund balance after expected capital expenses	<u><u>\$ 2,059,216.42</u></u>
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Budget Performance Report

Fiscal Year to Date 07/31/23

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 Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 000 - General Revenues										
440573	State-Reim Local PPT Tax Loss	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
450582.C	Contributions from Other Govts From City of Holland	125,000.00	.00	125,000.00	.00	.00	.00	125,000.00	0	36,955.31
450582.P	Contributions from Other Govts From Park Township	120,000.00	.00	120,000.00	.00	.00	.00	120,000.00	0	.00
450582.Z	Contributions from Other Govts From City of Zeeland	80,000.00	.00	80,000.00	34,096.32	.00	34,096.32	45,903.68	43	.00
460654.1	Franchise Fees FBO Franchise Fees	27,600.00	.00	27,600.00	.00	.00	.00	27,600.00	0	.00
460654.5	Franchise Fees Fuel Flowage Fee	82,000.00	.00	82,000.00	.00	.00	.00	82,000.00	0	.00
460654.7	Franchise Fees Landing Fees	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
480665.0	Investment Income General	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	34.70
480669.A	Rental Airport Business Center	8,900.00	.00	8,900.00	.00	.00	.00	8,900.00	0	.00
480669.24	Rental Hangar Land Lease	120,000.00	.00	120,000.00	10,127.64	.00	10,127.64	109,872.36	8	15,312.50
480669.25	Rental Agricultural Land Lease	13,500.00	.00	13,500.00	.00	.00	.00	13,500.00	0	.00
480669.26	Rental T-Hangars	60,000.00	.00	60,000.00	14,100.00	.00	14,100.00	45,900.00	24	15,680.00
Department 000 - General Revenues Totals		\$697,000.00	\$0.00	\$697,000.00	\$58,323.96	\$0.00	\$58,323.96	\$638,676.04	8%	\$67,982.51
REVENUE TOTALS		\$697,000.00	\$0.00	\$697,000.00	\$58,323.96	\$0.00	\$58,323.96	\$638,676.04	8%	\$67,982.51
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	121,800.00	.00	121,800.00	2,490.21	.00	2,490.21	119,309.79	2	3,145.05
710707.0	Payroll-Temporary Help General	63,700.00	.00	63,700.00	1,335.00	.00	1,335.00	62,365.00	2	795.00
711702.0	Payroll-Vacation/PTO General	.00	.00	.00	892.72	.00	892.72	(892.72)	+++	349.45
711703	Payroll-Holidays	.00	.00	.00	615.88	.00	615.88	(615.88)	+++	349.45
711716.1	Insurance Health	6,000.00	.00	6,000.00	250.00	.00	250.00	5,750.00	4	250.00
711718.1	Retirement Contribution MERS	13,400.00	.00	13,400.00	300.70	.00	300.70	13,099.30	2	307.52
711720	Insurance-Income Protection	120.00	.00	120.00	(18.50)	.00	(18.50)	138.50	-15	(18.50)
712715	Employer FICA/Medicare Contribution	12,800.00	.00	12,800.00	427.16	.00	427.16	12,372.84	3	374.02
712724	Workers Comp Insurance	300.00	.00	300.00	.00	.00	.00	300.00	0	.00
721730.0	Postage General	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
721740.0	Operating Supplies General	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
721740.CAP	Operating Supplies Controlled Items-Capital Type	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
721931.0	Bldg & Grnds Maint General	9,800.00	.00	9,800.00	.00	.00	.00	9,800.00	0	2,994.04
721933.0	Equipment Maintenance General	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	.00
721933.ILS	Equipment Maintenance ILS Landing	16,000.00	.00	16,000.00	.00	.00	.00	16,000.00	0	.00
722801.9010	Contr-Printing Advertising/Promotional	45,000.00	.00	45,000.00	381.31	.00	381.31	44,618.69	1	.00
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
722805.1	Contractual-Finance Independent Audit	8,700.00	.00	8,700.00	.00	.00	.00	8,700.00	0	.00
722805.4	Contractual-Finance Financial Service Fees	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
722807.2	Contractual-Architect/Engineer Plan Development	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
722807.5	Contractual-Architect/Engineer Engineering	.00	.00	.00	.00	.00	.00	.00	+++	137.00
722808.8	Contr-Bldgs&Grnds Tree Clearing	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00



Budget Performance Report

Fiscal Year to Date 07/31/23

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 Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 540 - Airport Operations										
722808.MOW	Contr-Bldgs&Grnds Mowing	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	.00
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	4,000.00
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
722809.61	Contractual-Misc Management Services	31,400.00	.00	31,400.00	2,615.00	.00	2,615.00	28,785.00	8	2,580.83
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
723850.0	Communications Telephone	600.00	.00	600.00	.00	.00	.00	600.00	0	36.90
723850.CELL	Communications Cellular	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
723860.0	Travel, Conf, Seminars General	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0	.00
723910.0	Commercial Insurance Premiums General	34,000.00	.00	34,000.00	34,072.00	.00	34,072.00	(72.00)	100	31,794.00
723920.GATE	Public Utilities Fence Gates	500.00	.00	500.00	.00	.00	.00	500.00	0	42.30
723920.LAND	Public Utilities Landing Lights & System	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	275.23
723920.PLOT	Public Utilities Parking Lot Lights	750.00	.00	750.00	.00	.00	.00	750.00	0	52.06
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	414.93
723920.THAN	Public Utilities T-Hangars	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	317.58
723942.0	Building Rental/Lease General	1,000.00	.00	1,000.00	1,000.00	.00	1,000.00	.00	100	1,000.00
723955.0	Misc. General	2,000.00	.00	2,000.00	75.00	.00	75.00	1,925.00	4	654.55
723955.T	Misc. T-HANGAR REPAIRS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
723955.MTG	Misc. Meetings	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
723960.0	Educ&Training General	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
723961.0	Dues & Subscriptions General	2,200.00	.00	2,200.00	99.99	.00	99.99	2,100.01	5	50.97
770956.0	Contingency General	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
Department 540 - Airport Operations Totals		\$624,070.00	\$0.00	\$624,070.00	\$44,536.47	\$0.00	\$44,536.47	\$579,533.53	7%	\$49,902.38
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	218.00	.00	218.00	4,782.00	4	483.83
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
722808.1	Contr-Bldgs&Grnds Janitorial	10,000.00	.00	10,000.00	1,282.75	.00	1,282.75	8,717.25	13	829.95
723850.0	Communications Telephone	3,800.00	.00	3,800.00	240.00	.00	240.00	3,560.00	6	.00
723850.WIFI	Communications WIFI Internet Connection	2,900.00	.00	2,900.00	312.50	.00	312.50	2,587.50	11	552.50
723920.BPW	Public Utilities BPW	15,600.00	.00	15,600.00	.00	.00	.00	15,600.00	0	1,525.60
723920.GAS	Public Utilities Natural Gas	9,100.00	.00	9,100.00	.00	.00	.00	9,100.00	0	.00
Department 541 - Business Center Totals		\$51,400.00	\$0.00	\$51,400.00	\$2,053.25	\$0.00	\$2,053.25	\$49,346.75	4%	\$3,391.88
EXPENSE TOTALS		\$675,470.00	\$0.00	\$675,470.00	\$46,589.72	\$0.00	\$46,589.72	\$628,880.28	7%	\$53,294.26
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		697,000.00	.00	697,000.00	58,323.96	.00	58,323.96	638,676.04	8%	67,982.51
EXPENSE TOTALS		675,470.00	.00	675,470.00	46,589.72	.00	46,589.72	628,880.28	7%	53,294.26
Fund Z01 - WMAA (Airport) General Fund Totals		\$21,530.00	\$0.00	\$21,530.00	\$11,734.24	\$0.00	\$11,734.24	\$9,795.76		\$14,688.25

Budget Performance Report

Fiscal Year to Date 07/31/23

Exclude Rollup Account

Grand Totals									
REVENUE TOTALS	697,000.00	.00	697,000.00	58,323.96	.00	58,323.96	638,676.04	8%	67,982.51
EXPENSE TOTALS	675,470.00	.00	675,470.00	46,589.72	.00	46,589.72	628,880.28	7%	53,294.26
Grand Totals	\$21,530.00	\$0.00	\$21,530.00	\$11,734.24	\$0.00	\$11,734.24	\$9,795.76		\$14,688.25

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	.00	.00	.00	.00	.00	.00	.00	+++	.00
430502.24	State Grant MDOT State Capital	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 999 - Airport Capital Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE										
Department 999 - Airport Capital Projects										
730971.0	Land General	.00	.00	.00	.00	.00	.00	.00	+++	.00
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	.00
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	.00	.00	+++	.00
730977.0	Machinery & Equipment General	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 045 - Runway										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 045 - Runway Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Division 050 - Business Center										
730975.0	Buildings & Structures General	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 050 - Business Center Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 999 - Airport Capital Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Fund Z403 - WMAA (Airport) Capital Projects										
REVENUE										
Department 595 - Airport Projects										
Division 045 - Runway										
420502.24	Federal Grant FAA Capital	.00	.00	.00	.00	.00	.00	.00	+++	.00
430502.24	State Grant MDOT State Capital	.00	.00	.00	.00	.00	.00	.00	+++	.00
450582.ST	Contributions from Other Govts City of Holland-Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Division 045 - Runway Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 595 - Airport Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE										
Department 595 - Airport Projects										
Division 045 - Runway										
722807.2	Contractual-Architect/Engineer Plan Development	.00	.00	.00	.00	.00	.00	.00	+++	.00
722807.5	Contractual-Architect/Engineer Engineering	.00	.00	.00	.00	.00	.00	.00	+++	.00

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	Z403 - WMAA (Airport) Capital Projects									
	EXPENSE									
	Department 595 - Airport Projects									
	Division 045 - Runway									
730974.0	Land Improvements General	323,805.00	.00	323,805.00	.00	.00	.00	323,805.00	0	.00
770956.0	Contingency General	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Division 045 - Runway Totals	\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
	Department 595 - Airport Projects Totals	\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
	EXPENSE TOTALS	\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
Fund	Z403 - WMAA (Airport) Capital Projects Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	323,805.00	.00	323,805.00	.00	.00	.00	323,805.00	0%	.00
Fund	Z403 - WMAA (Airport) Capital Projects Totals	(\$323,805.00)	\$0.00	(\$323,805.00)	\$0.00	\$0.00	\$0.00	(\$323,805.00)		\$0.00
	Grand Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	323,805.00	.00	323,805.00	.00	.00	.00	323,805.00	0%	.00
	Grand Totals	(\$323,805.00)	\$0.00	(\$323,805.00)	\$0.00	\$0.00	\$0.00	(\$323,805.00)		\$0.00



Trial Balance Listing

Through 07/31/23
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund Z01 - WMAA (Airport) General Fund						
<i>CURRENT ASSETS</i>						
110001.675	Cash Due from Cash/Inv Pool	1,461,093.71	55,061.12	117,936.26	1,398,218.57	1,276,014.62
113040.0	Accounts Receivable General	35,317.43	24,227.64	55,054.70	4,490.37	22,754.35
11304P	Accounts Receivable In/Out	(.30)	.00	.00	(.30)	.00
114026.2015	Taxes Receivable 2015	.00	.00	.00	.00	.15
114026.2016	Taxes Receivable 2016	.21	.00	.00	.21	.88
114026.2017	Taxes Receivable 2017	35.33	.00	.00	35.33	35.33
114026.2018	Taxes Receivable 2018	28.19	.00	.00	28.19	28.19
114026.2019	Taxes Receivable 2019	36.03	.00	.00	36.03	36.03
114026.2020	Taxes Receivable 2020	39.05	.00	.00	39.05	41.32
114026.2021	Taxes Receivable 2021	11.90	.00	.00	11.90	48.74
114026.2022	Taxes Receivable 2022	.00	.00	.37	(.37)	.00
114031	Allowance for Uncollectible Taxes	(190.64)	.00	.00	(190.64)	(190.64)
119073.2	Due from Local Govt Units Due from Park Township	6.05	.00	6.05	.00	.00
119073.3	Due from Local Govt Units Due from Zeeland City	.00	34,096.32	.00	34,096.32	15.34
119078.0	Due from State of Michigan General	.00	.00	.00	.00	162.51
119078.1	Due from State of Michigan Due from State-Aeronautics	5,187.79	.00	.00	5,187.79	36,619.68
11D062	Lease Receivable	2,612,568.00	.00	.00	2,612,568.00	2,612,568.00
<i>CURRENT ASSETS Totals</i>		\$4,114,132.75	\$113,385.08	\$172,997.38	\$4,054,520.45	\$3,948,134.50
<i>CURRENT LIABILITIES</i>						
210202.0	Accounts Payable General	(64,545.07)	101,226.62	36,681.55	.00	(9,404.70)
211202	Contracts Payable	.00	.00	.00	.00	(18,070.47)
212257.0	Accrued Wages Payable General	(6,038.80)	6,038.80	.00	.00	.00
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	(461.97)	461.97	.00	.00	.00
212262.4	Accrued Fringes Payable Pension	(300.70)	300.70	.00	.00	.00
21B339.0	Deferred Revenue General	(11,451.79)	.00	.00	(11,451.79)	(20,017.24)
<i>CURRENT LIABILITIES Totals</i>		(\$82,798.33)	\$108,028.09	\$36,681.55	(\$11,451.79)	(\$47,492.41)
<i>OTHER LIABILITIES</i>						
230365	Deferred Inflow of Resources-Lease	(2,647,004.00)	.00	.00	(2,647,004.00)	(2,647,004.00)
<i>OTHER LIABILITIES Totals</i>		(\$2,647,004.00)	\$0.00	\$0.00	(\$2,647,004.00)	(\$2,647,004.00)
<i>FUND BALANCE</i>						
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	(125,000.00)	.00	.00	(125,000.00)	(125,000.00)
342390	Fund Balance-Unassigned	(1,113,949.84)	.00	.00	(1,113,949.84)	(1,113,949.84)
<i>FUND BALANCE Totals</i>		(\$1,238,949.84)	\$0.00	\$0.00	(\$1,238,949.84)	(\$1,238,949.84)
	P/Y Fund Equity Adjustment	(145,380.58)	.00	.00	(145,380.58)	.00
	Fund Revenues	.00	.00	58,323.96	(58,323.96)	(67,982.51)
	Fund Expenses	.00	46,608.22	18.50	46,589.72	53,294.26



Trial Balance Listing

Through 07/31/23
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	\$268,021.39	\$268,021.39	\$0.00	\$0.00
	Grand Totals	\$0.00	\$268,021.39	\$268,021.39	\$0.00	\$0.00



Trial Balance Listing

Through 07/31/23
Detail Balance Sheet Listing
Exclude Rollup Account

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

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 07/13/2023

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON						
Check	07/13/2023	81227	Accounts Payable	ARR AVIATION BIV		7,383.19
	Invoice		Date	Description	Check Sort Code	Amount
		2023-00003500	06/30/2023	AIRPORT - JUNE 2023 SERVICES		7,383.19
Check	07/13/2023	81228	Accounts Payable	HOLLAND CITY TREASURER		128.38
	Invoice		Date	Description	Check Sort Code	Amount
		2023-85	06/30/2023	AIRPORT - JUNE GROUNDS AND MAINTENANCE		128.38
Check	07/13/2023	81229	Accounts Payable	THELENWOOD , AARON		600.00
	Invoice		Date	Description	Check Sort Code	Amount
		2023-00003501	06/30/2023	AIRPORT - CELL PHONE REIMBURSEMENT TURNED IN PAST DUE DATE		600.00
Check	07/13/2023	81230	Accounts Payable	USDA, APHIS, GENERAL		4,134.48
	Invoice		Date	Description	Check Sort Code	Amount
		3004266794	06/30/2023	AIRPORT - PERSONNEL COMPENSATION AND PROGRAM SUPPORT 6/23		4,134.48
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:				Transactions: 4		\$12,246.05
Checks:		4	\$12,246.05			

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 07/20/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	07/20/2023	81387 Accounts Payable	BOILEAU & CO.		4,330.43
	Invoice	Date	Description	Check Sort Code	Amount
	25616	06/30/2023	AIRPORT JUNE SERVICES		4,330.43
Check	07/20/2023	81388 Accounts Payable	CUNNINGHAM DALMAN P.C.		8,493.40
	Invoice	Date	Description	Check Sort Code	Amount
	326611	06/30/2023	AIRPORT - LEGAL		192.50
	326610	06/30/2023	AIRPORT - LEGAL		8,300.90
Check	07/20/2023	81389 Accounts Payable	USDA, APHIS, GENERAL		2,918.46
	Invoice	Date	Description	Check Sort Code	Amount
	3004629047	06/30/2023	AIRPORT - SERVICES THROUGH 6/30/23		2,918.46
EFT	07/20/2023	10802 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	1,872.25
	Invoice	Date	Description	Check Sort Code	Amount
	351127	06/30/2023	AIRPORT - JUNE SERVICES		1,314.00
	351222	06/30/2023	AIRPORT - JUNE SERVICES		558.25
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 4		\$17,614.54
Checks:	3		\$15,742.29		
EFTs:	1		\$1,872.25		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 08/10/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	08/10/2023	81737 Accounts Payable	COFESSCO FIRE PROTECTION		260.40
	Invoice	Date	Description	Check Sort Code	Amount
	INV-21637-X9Y7	06/30/2023	AIRPORT - INSPECTIONS		260.40
Check	08/10/2023	81738 Accounts Payable	KORTHASE AND SONS CO.		565.50
	Invoice	Date	Description	Check Sort Code	Amount
	9297	06/30/2023	AIRPORT - TROUBLESHOOT ILS		565.50
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 2		\$825.90
Checks:		2	\$825.90		