

## 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

September 11th, 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. Moment of Silence in Recognition of September 11<sup>th</sup>, 2001
4. Approval of Agenda (Action Requested).
5. 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 August 14<sup>th</sup> Meeting Minutes.
6. Review written legal opinion with the Airport's Attorney (Action Requested).
7. Community Engagement and Operations Specialist Job Description and Budget Impact Assessment (Action Requested).
8. Approval of Avflight Signage Proposal (Action Requested).
9. Approval of Avflight Fuel Farm Location MOU (Action Requested).
10. Approval of BPW Site Work (Action Requested).
11. N. Taxilane Project Update: 60% Design (No Action).

*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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12. Action Plan Update (No Action).
13. Financial Reports.
14. FBO Report
15. Updates from Board.
16. Other Business:
17. Adjourn.

**\*\*After meeting adjourns, Board and any public present are welcome to join Avflight on the East Apron, to explore Avflight snow removal equipment.**

Next Meeting will be held October 9<sup>th</sup>, 2023

*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 MINUTES**

**August 14<sup>th</sup> th, 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 11:32 a.m.*

### **23.08.01 Roll Call**

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

### **23.08.02 Public Comment.**

Included with the meeting packet was a letter from Genzink Development Corporation, requesting the Airport Authority take action to either purchase property held by the company that is encumbered by zoning restrictions associated with the proposed future crosswind runway or remove the crosswind runway from the Airport Layout Plan. The letter was entered into public record. No one from Genzink Development Corporation was present for the meeting.

### **23.08.03 Approval of Agenda (Action Requested).**

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

### **23.08.04 Consent Agenda (Action Requested):**

July 10<sup>th</sup> meeting minutes. Barens made a motion with support from Keeter to approve the consent agenda. Motion carried.

### **23.08.05 Recognition of Amanda Vanlaar for her service to the Airport Authority.**

Director Thelenwood, Chair Klynstra, Co-chair Corbin, and members of the Board all shared their appreciation for Amanda's service, especially as it related to leading partnerships with Ottawa Area ISD and in establishing initiatives like the Tulip Time Fly-In and Aviation Day.

Klynstra presented Amanda with a plaque thanking her for her service to the Authority.

### **23.08.06 FuturePREPd Student & Teacher Presentations**

Students from surrounding school districts shared their experience with FuturePREPd partnering with the Airport Authority. The students outlined how being able to learn about airport operations and visiting other airports and community education facilities shaped their approach in answering their groups driving question : "How can the airport expand educational opportunities on field."

### **23.08.07 Memorandum of Understanding: Ottawa Area ISD Aviation Workforce Development Grants FAA**

Director Thelenwood, with Dave Tebo (ISD) presented a FAA grant opportunity to support workforce development opportunities. The ISD was submitting a grant application requesting up to \$1M to support local aviation curriculum. As part of this application, ISD was requesting support via an MOU to have access to facilities, personnel and industry partners on field if their grant application was awarded. Hoekstra made a motion, with support by Murray to approve the MOU as presented.

### **23.08.08 Community Engagement Specialist Job Description and Budget Impact Assessment.**

Keeter made a motion, with support by Murray to table this item pending additional information from the Director. Motion carried.



### **23.08.09 Avflight Airfield Mechanic Proposal**

Director Thelenwood presented a proposal from Avflight to approve a new fee line item related to a proposed Airfield Mechanic Position. This role would be responsible for more in-depth airfield maintenance services. Corbin questioned why this position was necessary and different from the current FBO agreement, which includes an Assistant Airport Manager Position. Tyler Vandenbrand (Avflight) explained that this role would be designed to address deferred maintenance items on field, would result in a higher level of service, by addressing items that weren't initially considered in the Airport Manager agreement, and would result in a higher level of safety overall by dedicating these services under one specific role, rather than re-directing line crew who are better suited to addressing the needs of pilots, passengers, and their aircraft.

Corbin made a motion with support from Blanton to approve the Airfield Mechanic Proposal as presented. Motion carried.

### **23.08.10 Avflight Snow Removal Strategy and Budget Estimate: Winter 2023-24**

Avflight presented their snow removal strategy to the Board which included a new snow removal brush in addition to the fleet of existing snow plow trucks on field. Further, Avflight presented a proposal to utilize the runway deicing chemical NAAC as an option to remedy icing conditions on-field. NAAC has been previously used by airport tenants on-field to great effect, and would not require the purchase of new equipment. Director Thelenwood presented a proposal to the Board where the Board approve the reallocation of funds established in the FY24 capital budget for the purchase of deicing equipment to the purchase of the chemical for year one, with the recommendation to evaluate its effectiveness and determine an appropriate funding mechanism for future years.

Corbin made a motion, with support by Keeter to approve the Snow Removal Strategy and Budget estimate, and the reappropriation of funding for deicing equipment to the purchase of the runway deicing chemical for winter 2023-24. Motion carried.

### **23.08.11 FBO Report & Update (Action Requested)**

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

### **23.08.12 Marketing & Communications Update**

Leanne Schaefer (Boileau & Co.) provided a truncated summary of current marketing initiatives.

### **23.08.13 Action Plan Update**

Due to limited time, the Action Plan Update was tabled for the September 11<sup>th</sup> Board meeting.

#### **23.08.14 Financial Reports**

McCammon presented a summary of the financial reports to the Board. Keeter made a motion with support from Murray to approve the financial reports as presented. Motion Carried.

#### **23.08.15 Updates from Board:**

Corbin updated the Board that the HR Committee would be reviewing the Directors contract on August 16<sup>th</sup>, 2023.

#### **23.08.16 Other Business**

Director Thelenwood provided a brief summary of the items listed under Other Business on the agenda.

#### **23.08.17 Adjourn**

Corbin made a motion, with support from Murray to adjourn the meeting at 1:05pm. Motion carried.

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September 11<sup>th</sup>, 2023

## Report 7

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

**From:** Aaron Thelenwood, Authority Director.

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

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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 remained in a contractual/support capacity, specifically assisting with Aviation Day and related initiatives; however, her tenure with the Airport Authority ended after that event.

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 the staffing budget adopted as part of the 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. Staff would propose an "opt-out" benefit, which

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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. Budget impact assessments for both options are attached to this report.

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.

Success of events like the Tulip Time Fly-in, Aviation Day as well as partnerships built with Ottawa Area ISD, local schools, and the FuturePREPD program are all examples of why this role is so crucial for growth and engagement with the Airport. Further, this role will serve a critical capacity in filling in for the Director when he is out of the office. Additionally, this role will continue data gathering initiatives, taking control over management of the Airport's operations dashboard, as well as continuing to build and reinforce community partnerships, while supporting other priorities of the Airport Authority overall.

### **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 Regional Airport**

## **Job Description**

### **9/11/23**

**JOB TITLE:** Community Engagement and Operations Specialist (Full Time/Permanent)

**PAY GRADE:** (\$25.00-\$30) per hour (40 hours per week)

**REPORTS TO:** Director, Airport Authority

**TERM:** Permanent

**JOB SUMMARY:** Under the supervision of the Director of the West Michigan Regional Airport Authority, this person will be responsible for oversight and execution of critical Airport Operations and Community Engagement initiatives at West Michigan Regional Airport while supporting the Director with key operational objectives required under MDOT & FAA Grant Assurances or as prioritized by the Airport Authority.

The ideal candidate for this role will be innovative, adaptive, and most importantly willing to learn and grow and will have a mind toward strategic planning, economic development, public service, and community engagement. Familiarity with operations in a General Aviation Airport setting is a plus. Proficiency in using PowerBI or other data modeling platforms is preferred. Additionally, experience in event management and in educational settings is highly valued. This position will remain open until filled.

The primary functions of this role are summarized below:

- I. Building upon and growing existing Work Based education and community engagement initiatives established at West Michigan Regional Airport in cooperation with on and off field nonprofit partners as well as community education organizations including the Ottawa Area ISD, Career Line Tech Center, in addition to regional partners in industry. This role is responsible for planning the Airport's Involvement the FuturePREPd through the Ottawa Area ISD.

- II. Completion of development and ongoing data input and management of the Airport's Operational Dashboard utilizing PowerBI.
- III. Planning and Management of Airport Events including the annual Tulip Time Fly-in and Aviation Day, while also identifying additional opportunities for engagement on field and with regional partners.
- IV. Supporting the Director in management of routine airport operations and administrative functions.
- V. Serve as de facto Director in the Director's absence.

**Posting open until filled**

ADDITIONAL RESPONSIBILITIES INCLUDE:

1. Assist in Managing and Maintaining key contracts, including:
  - Marketing Services Agreement
  - Land and T-Hangar Leases
  - Agricultural Leases
  - Service Contracts and Agreements
  - Support MOU's
  - And other similarly related agreements.
2. Engagement with elected and appointed officials, community leaders, and key stakeholders.
3. Support development and execution of operational and service requests for proposals.
4. Management and oversight of Airport's Marketing Strategy.
5. Analyzing data and identifying operational trends over time
6. Compiling dashboards for tracking and reporting out key Airport performance metrics.
7. Maintenance of workflow management systems.
8. Research, review and draft operational policies.
9. Review and propose process improvement strategies to the Airport Authority Director for consideration.
10. Support Airport in attracting a diverse range of users, businesses, and community members actively engaged at the West Michigan Regional Airport.

OTHER DUTIES & RESPONSIBILITIES:

1. Assist Director in compiling monthly Board Meeting Packets.
2. Support Director in execution of their projects and duties as necessary.
3. Serve as key point of contact for all Airport related inquiries in the Director's Absence.
4. Serve as de facto Director in the Director's Absence.
5. Perform other duties as assigned.

#### JOB QUALIFICATIONS:

1. Bachelor's Degree in Public Administration, Business Administration, Project Management, Airport Management, or other similarly related field.
2. Demonstrated combined experience showing ability to perform the duties of the job as described.
3. Experience using PowerBI or similar database management software.
4. Related experience with Cloud Based/Remote Work based Platforms
5. Interpersonal skills necessary to communicate effectively with various levels of Airport personnel and the diverse members of the general public in situations requiring tact and patience.
6. Proficient computer skills necessary to utilize basic word processing, spreadsheet, databases, and related applications.
7. Ability to occasionally work under pressure in meeting deadlines, and work on projects requiring attention to detail with frequent disruptions from people and/or phone calls.
8. Ability to communicate frankly and efficiently in conveying key concepts or ideas.
9. Being comfortable and confident speaking truth to power, in a civil and courteous manner, to effectively convey critical information, especially if it runs contrary to established policies or beliefs.
10. Ability to work independently and manage multiple projects and deadlines.
11. Physical ability to periodically sit in one position for extended periods of time.

#### WORKING CONDITIONS:

1. Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.
2. Remote work friendly.
3. Flexible schedule.
4. Occasional travel for work.

#### BENEFITS:

1. Competitive PTO Package

2. MERS Retirement Contribution
3. Health/Dental Opt-Out Stipend
4. Remote Work Friendly Environment
5. Employer supported Professional Development Opportunities

#### SUCCESS OF CANDIDATE:

One key focus of this position is to establish tools and systems in support of the goals of the Airport Authority. However, this role is also designed with the understanding that there will need to be room for growth and learning on the job may be required. Success will both be measured by completion of projects and by the candidate's dedication and thoroughness in approaching their responsibilities.

#### **To Apply:**

Please email the following items to [info@wmaraa.org](mailto:info@wmaraa.org)

- Cover letter
- Resume
- List of references
- List of any professional certifications or PD relevant to the duties of the job.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.



5% COLA Applied Annually

Community Engagement & Operations Specialist						
Range	1	2	3	4	5	6
	Start	Year 1	Year 2	Year 3	Year 4	Year 5
Hourly	\$25.00	\$26.25	\$27.56	\$28.94	\$30.39	\$31.91
Annually	\$ 52,000.00	\$ 54,600.00	\$ 57,330.00	\$ 60,196.50	\$ 63,206.33	\$ 66,366.64
Hourly	\$30.00	\$ 31.50	\$ 33.08	\$ 34.73	\$ 36.47	\$ 38.29
Annually	\$ 62,400.00	\$ 65,520.00	\$ 68,796.00	\$ 72,235.80	\$ 75,847.59	\$ 79,639.97

**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
<b>REVENUES</b>									
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	\$ 120,800	\$ 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						
<b>Subtotal Revenues</b>	<b>\$ 604,410</b>	<b>\$ 683,637</b>	<b>\$ 867,500</b>	<b>\$ 697,000</b>	<b>\$ 706,110</b>	<b>\$ 723,263</b>	<b>\$ 740,844</b>	<b>\$ 758,865</b>	<b>\$ 777,337</b>
<b>EXPENSES</b>									
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	\$ 30,000.00	\$ 31,500.00	\$ 32,130.00	\$ 32,772.60	\$ 33,428.05	\$ 34,096.61
Retirement 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						
<b>Subtotal Expenses</b>	<b>\$ 532,700</b>	<b>\$ 543,400</b>	<b>\$ 529,395</b>	<b>\$ 738,900</b>	<b>\$ 749,625</b>	<b>\$ 767,668</b>	<b>\$ 786,158</b>	<b>\$ 805,105</b>	<b>\$ 824,520</b>
<b>Balance</b>	<b>\$ 71,710</b>	<b>\$ 140,237</b>	<b>\$ 338,105</b>	<b>\$ (41,900)</b>	<b>\$ (43,515)</b>	<b>\$ (44,406)</b>	<b>\$ (45,313)</b>	<b>\$ (46,239)</b>	<b>\$ (47,182)</b>
Net Unassigned General Fund Operating Reserves, Beg of Year			\$ 1,238,947	\$ 1,577,052	\$ 901,006	\$ 857,491	\$ 813,086	\$ 767,772	\$ 721,533
Net Surplus (Deficit) Operating			\$ 338,105	\$ (41,900)	\$ (43,515)	\$ (44,406)	\$ (45,313)	\$ (46,239)	\$ (47,182)
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	\$ 901,006	\$ 857,491	\$ 813,086	\$ 767,772	\$ 721,533	\$ 674,350
Fund Balance % of Operating Expenditures			298%	122%	114%	106%	98%	90%	82%

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  
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
<b>REVENUES</b>									
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						
<b>Subtotal Revenues</b>	<b>\$ 604,410</b>	<b>\$ 683,637</b>	<b>\$ 867,500</b>	<b>\$ 697,000</b>	<b>\$ 706,110</b>	<b>\$ 723,263</b>	<b>\$ 740,844</b>	<b>\$ 758,865</b>	<b>\$ 777,337</b>
<b>EXPENSES</b>									
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						
<b>Subtotal Expenses</b>	<b>\$ 532,700</b>	<b>\$ 543,400</b>	<b>\$ 529,395</b>	<b>\$ 714,900</b>	<b>\$ 724,125</b>	<b>\$ 741,538</b>	<b>\$ 759,385</b>	<b>\$ 777,677</b>	<b>\$ 796,423</b>
<b>Balance</b>	<b>\$ 71,710</b>	<b>\$ 140,237</b>	<b>\$ 338,105</b>	<b>\$ (17,900)</b>	<b>\$ (18,015)</b>	<b>\$ (18,276)</b>	<b>\$ (18,541)</b>	<b>\$ (18,811)</b>	<b>\$ (19,086)</b>
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  
P (616) 368-3023

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



September 11<sup>th</sup>, 2023

## Report 8

**To:** West Michigan Airport Authority Board.  
**From:** Aaron Thelenwood, Authority Director.  
**Subject:** **Approval of Avflight Signage Proposal**

---

The Airport Authority has received a request from it's current FBO, Avflight Holland, to both update and add new signage on-field. The proposed signage would be at the entrance of the terminal, off Geurink Blvd., the entrance to the terminal from the ramp, and above the welcome desk. See the attached concepts for reference. Avflight's signage proposal has gone through two sets of reviews with the Airport Building & Development Committee, and the attached proposal is based on recommendations the Committee provided. Initially Avflight had proposed signage attached to the Terminal Building.

The intent of the signage is primarily to improve wayfinding for customers and airport users alike from the runway and Geurink Blvd., in addition to unifying Avflight branding on-field. Specifically, regarding the runway, there is a known issue of pilots frequently taxiing past the terminal building when looking for the FBO or services. The proposed signage would serve to alleviate confusion and increase the overall user experience. The terminal and ramp signs will both be lighted, however, there will be no flashing or intermittent illumination. Additionally, Avflight has expressed a willingness to partner with the Airport Authority in updating the signage at the entrance of Geurink Blvd. Once staff receives a proposal, this will also be reviewed by the Building & Development Committee with a recommendation to the Board.

If approved, the signage on the airfield and in the terminal can be put into place immediately. The Signage in front of the terminal (off Geurink) will likely require additional approvals from the City; this signage will likely need approval from the Airport Authority first before the City can begin its review. The Airport signage policy is attached for reference.

### **Recommendation**

It is recommended the Board approve the Avflight Signage Proposal as presented.

2. All materials used will be of good quality and disease free provided by a licensed nursery.
3. All plant materials used will be indigenous to western Michigan to assure hardiness.
4. All trees will be selected and located to conform with the FAA height restrictions at full maturity.
5. Landscape design will be performed by a competent professional to enhance the building and visually soften other site improvement such as parking, utility entrances, etc.
6. All landscaping shall be kept in neat and well groomed order. Diseased, dying, or dead plantings will be removed and replaced on a timely basis.
7. All open spaces shall be dustproofed, surfaced, landscaped, rockscaped, or devoted to lawns, and shall be installed within 60 days of occupancy or substantial completion of the building, which ever occurs first, weather permitting.

#### D. Signage

1. **One** (1) freestanding sign **is** permitted on the leased premises to identify the establishment on the site.
  - a) The sign size shall be no greater than 32 square feet.
  - b) The sign shall be located on the road-side of the property.
  - c) The sign design and material shall be approved by the Lessor.
  - d) The sign may be illuminated, however, there shall be no flashing nor intermittent illumination.
  - e) The sign shall not exceed a height of six (6) feet measured from the highest point of the sign to the grade of the ground immediately beneath the sign.
2. One (1) wall sign is permitted that identifies the business or businesses located on the leased premises.
  - a) The sign shall not exceed one (1) square foot in sign area per each one (1) foot of building length of the wall upon which the sign is to be displayed.

b) The sign may be illuminated, however, there shall be no flashing nor intermittent illumination.

c) The sign design and material shall be approved by the lessor.

3. Directional signs are permitted subject to the following provisions:

a) Directional signs shall not exceed six (6) square feet in area and six (6) feet in height.

b) Directional signs shall be limited to the identification of functions such as traffic control and loading areas.

E. Utilities: All utilities shall be **located** underground.

F. Lighting

1. Site lighting to be specifically approved by the Review Board. Lighting is to **be directed downward so as** to avoid upward glare.

2. Site lighting is to provide lighting standards consistent in appearance with existing airport fixtures.

G. Security Fencing

Security fencing is encouraged and the style, height, and location of the fencing must be indicated on the development plan.

H. Private Fueling Facilities

Private fuel facilities may be permitted subject to the West Michigan Regional Airport Fueling Rules and Regulations.

I. Taxiway and Apron Standards

All taxiway and apron construction must follow the regulations established by the FAA and Michigan Bureau of Aeronautics.

#### **IV. Architectural Design**

A. Intent - it is the intent of these standards to encourage the most creative building solutions possible while maintaining quality aesthetics that are consistent with the building function and are sensitive to the surrounding environment.

B. Exterior Walls

## West Michigan Airport Authority

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



September 11<sup>th</sup>, 2023

## Report 9

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

**From:** Aaron Thelenwood, Authority Director.

**Subject:** **Approval of Avflight Fuel Farm Location Memorandum of Understanding**

---

The attached Memorandum of Understanding (MOU) reflects a request from Avflight to begin preliminary planning and site assessment work for a proposed new fuel farm located on the west end of the runway, just south of the generator building for the S. Washington Tunnel (see attachment). Avflight has identified this site as a preferred location for fuel farm development considering it's proximity to maintenance facilities, as well as being far from busier locations, like the east apron (Terminal). The Building and Development Committee has reviewed this preliminary proposal and recommends it to the Airport Authority for approval.

As part of this proposal, Avflight would ultimately remove the existing fuel farm, which is: a) underground, b) reaching the end of its usable life and, c) inconveniently located directly in-front of the private hangar built in 2021, owned by Ben Fogg.

The proposed new facility will be above ground, in accordance with the Airport's fuel standards, and will expand current capacity by providing two (2) 15,000g tanks for Jet A fuel and one 10,000-15,000g tank for Av Gas. Current capacity on-field is 10K for Jet A and 12k for Av Gas. This proposal will increase efficiency by reducing the number of fuel orders needed at one time to keep pace with current Jet A demand and will resolve ongoing safety concerns regarding the current fuel farm's proximity to an active hangar.

The approval of the attached MOU is the first of several steps needed before final approval of the future fuel farm. This MOU establishes that the Airport Authority gives preliminary approval of this site for future fuel farm development which, in turn, allows Avflight to begin due diligence in site assessment, development of detailed schematics of the proposed fuel farm, and begin preliminary steps for permitting. The MOU **does not** give final approval on the fuel form, nor can it be considered a fuel farm permit as there are many more steps in the process, and reviews from several regulatory agencies (local to federal) before the final permit can be granted. This MOU gives authorization for Avflight to begin it's planning/site assessment process.

## **West Michigan Airport Authority**

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

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



### **Recommendation**

It is recommended the Board approve the Avflight Fuel Farm Location Memorandum of Understanding as presented, subject to final approval as to form by the Airport's attorney.

*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.*



## **Memorandum of Understanding**

This Memorandum of Understanding (“MOU”) is made between **West Michigan Airport Authority** (“WMAA”) and **Avflight Holland Corporation** (Avflight”) regarding their proposal for siting of future Fueling Facilities (a “New Fuel Farm”).

### **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 proposal for the siting of a New Fuel Farm. 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, or be considered a “Fueling Permit,” as described under the WMAA’s adopted “Fueling Rules & Regulations” [attached as exhibit B], or any other kind of permit related to the New Fuel Farm.

The parties to this MOU recognize the proposed location [attached as exhibit A] as the preferred location for the proposed New Fuel Farm. The parties to this MOU also recognize that final approval of the location will be subject to a recommendation from the WMAA’s Building & Development Committee to the WMAA Board, and formal approval by the WMAA Board. Final approval will be subject to the ability of Avflight to prove its ability to comply with the “Fueling Rules & Regulations” of the WMAA as well as compliance with any and all rules and regulations of relevant governing agencies and requisite formal approvals of said agencies. Further, final approval will be subject to Avflight completing a Pen & Ink ALP update for the final location, a CatEx, and then a final 7460 airspace study for a permanent structure.

With approval of this MOU, WMAA provides preliminary approval of the designated site requested by Avflight and Avflight is authorized begin its next steps in planning for the intended purpose of bringing a formal request for a New Fuel Farm permit and construction to the WMAA for future consideration.

### **Agreement Period**

This MOU is effective September 11, 2023 until September 11, 2024, by and between the WMAA, having its principal place of business at 60 Geurink Blvd., Holland, MI 49423, and Avflight, having its principal place of business at \_\_\_\_\_.

### **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

**Avflight Holland Corporation**

\_\_\_\_\_  
By: \_\_\_\_\_, its \_\_\_\_\_  
Dated: \_\_\_\_\_, 2023

[\_\_\_\_\_]

\_\_\_\_\_  
By: \_\_\_\_\_, its \_\_\_\_\_  
Dated: \_\_\_\_\_, 2023



Site: 1581 Washington Ave, Holland, MI 49423	Drawing: 0001	Project: BIV Fuel Farm	Drawn:	Notes:	Richard Ortiz - Avflight Asst. Project Manager
Title : BIV - Holland Avflight Fuel Farm	Scale: 3/32":1'0"	Date: 09/05/2023	Rev: B		

## West Michigan Airport Authority

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

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



September 11<sup>th</sup>, 2023

## Report 10

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

**From:** Aaron Thelenwood, Authority Director.

**Subject: Approval of BPW Site Work**

---

The Airport Authority received notification for site work by the Holland Board of Public Works (BPW) in proximity to the airfield and on-the airfield. Given the work will be on-field, the BPW requested approval from the Airport Authority, which is required before work can begin.

In summary, The BPW will be boring new conduit and wire over 2,500 feet through the West Michigan Regional Airport. The purpose of this installation is to support the higher demand of a customer soon to be located on Airport Park Ct. They will be extending one of their circuits that is currently North of the airport, through the old Washington Right of Way under the runway, and along the South side of the airport property along 64th St. We already have existing wire at these locations. They will also be installing a new PMH (a larger green box) on airport property on the West of their current PMH and T-tap, and the viewing parking lot.

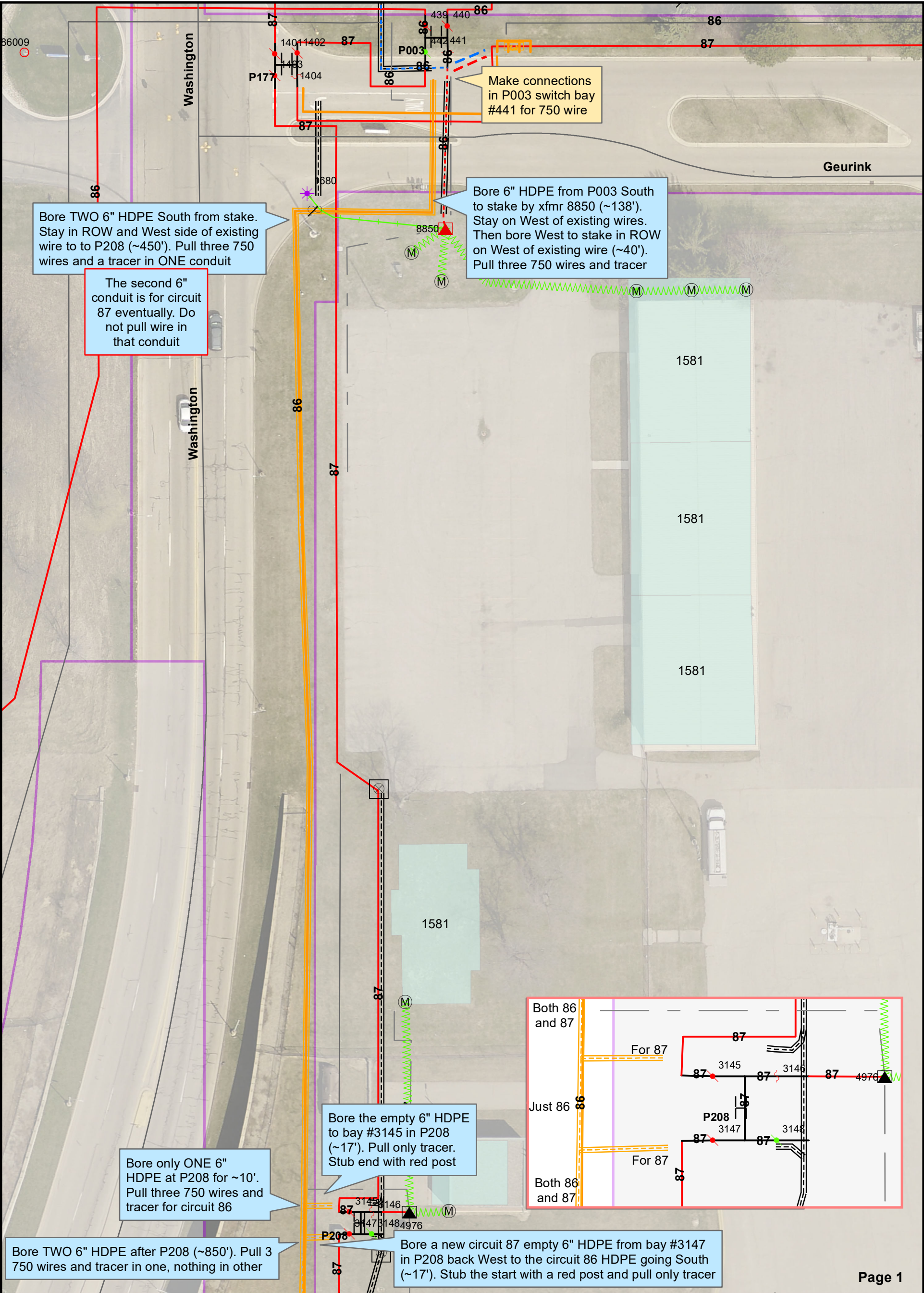
The Building & Development Committee reviewed the proposal and is recommending the Airport Authority also approve the work as presented.

The BPW will coordinate with Airport Authority and FBO staff regarding the project start date. Airport users will be notified in advance of any potential impacts from the work.

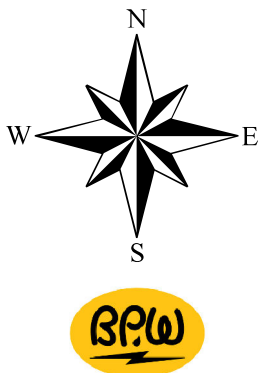
### **Recommendation**

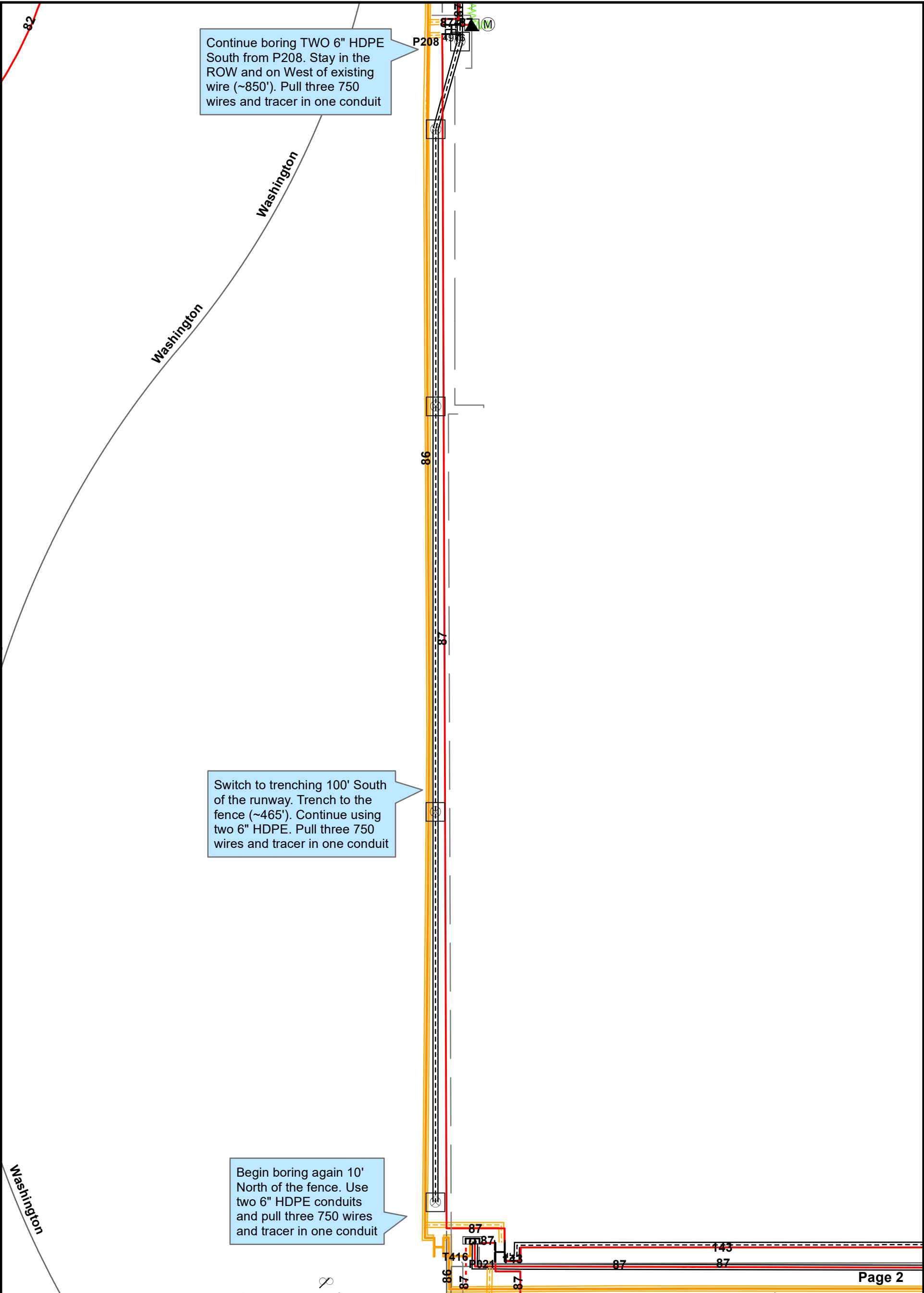
It is recommended the Board approve the BPW Site Work as presented.



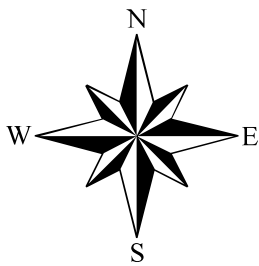


STATUS	DATE/ #	Name	Holland Board of Public Works, 625 Hastings Ave. Holland, MI 49423	
PROPOSED	9/6/2023	mnash	PROJECT TITLE: West Michigan Regional Airport	
AS BUILT CHANGE / NONE			PROJECT NUMBER: L24082	
PROJECT START DATE			COMMENTS:  Prints for Aaron Thelenwood and the Board 4 pages total  Thank you!	
PROJECT COMPLETE DATE				
TOTAL HOURS x # OF PEOPLE				
DISCLAIMER: THIS PRODUCT WAS PREPARED FOR THE CITY OF HOLLAND BOARD OF PUBLIC WORKS' USE. IT IS NOT GUARANTEED FOR OTHER USES.				

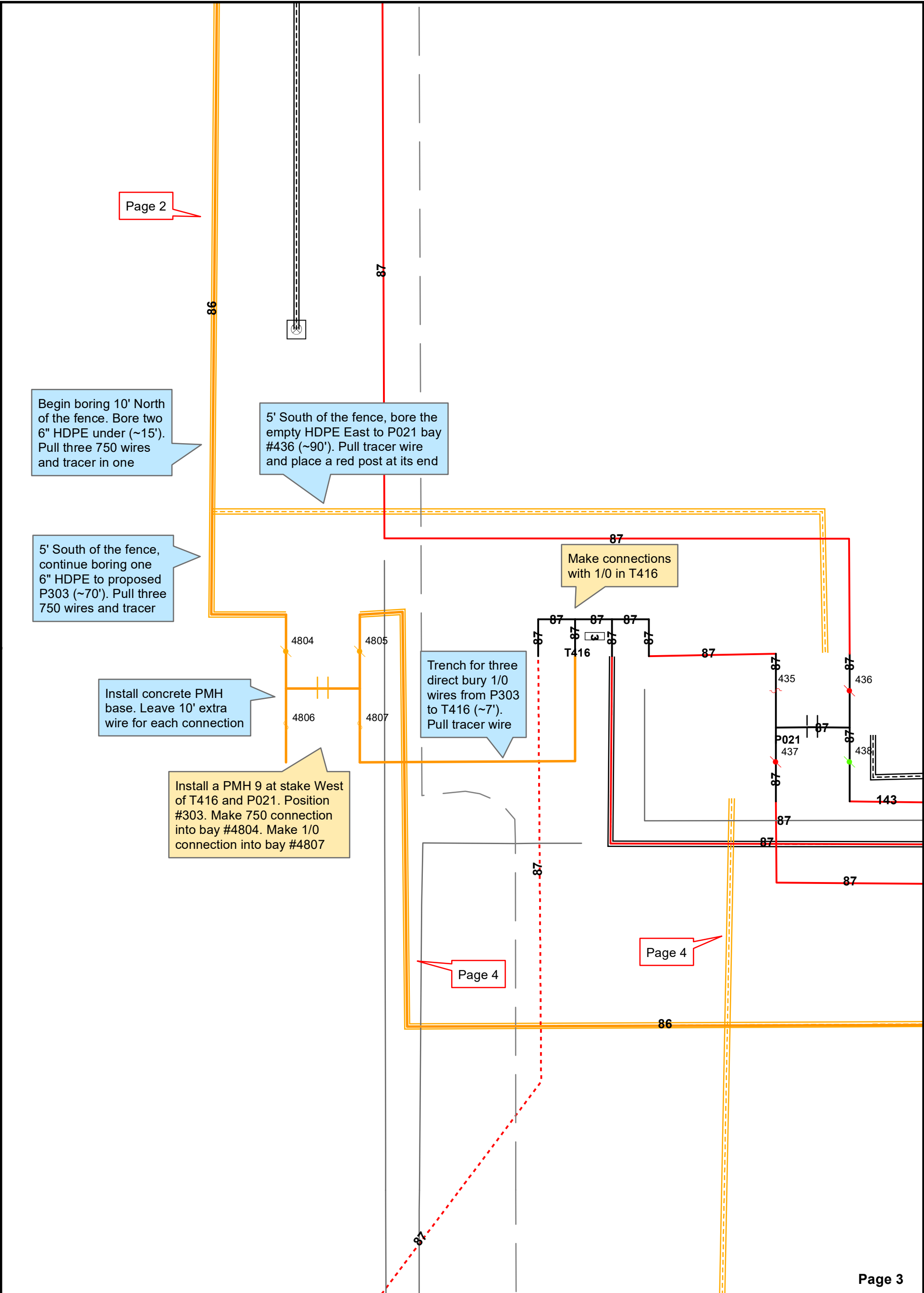




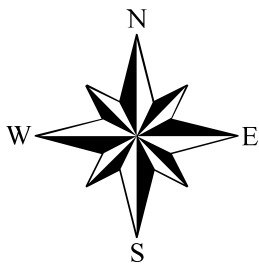
STATUS	DATE/ #	Name	Holland Board of Public Works, 625 Hastings Ave. Holland, MI 49423		
PROPOSED	9/6/2023	mnash	PROJECT TITLE: West Michigan Regional Airport		
AS BUILT CHANGE / NONE			PROJECT NUMBER: L24082		
PROJECT START DATE			COMMENTS:  Prints for Aaron Thelenwood and the Board 4 pages total  Thank you!		
PROJECT COMPLETE DATE					
TOTAL HOURS x # OF PEOPLE					
DISCLAIMER: THIS PRODUCT WAS PREPARED FOR THE CITY OF HOLLAND BOARD OF PUBLIC WORKS' USE. IT IS NOT GUARANTEED FOR OTHER USES.					

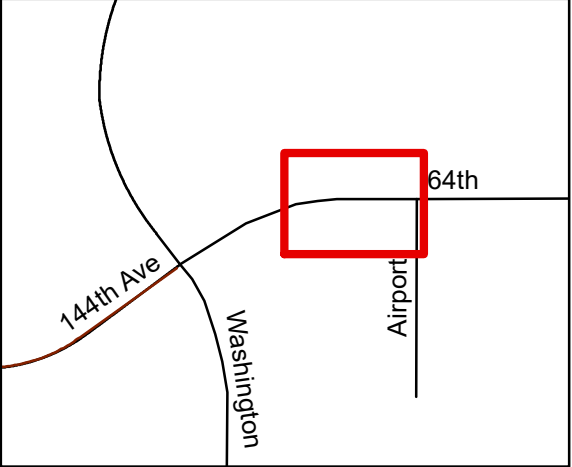
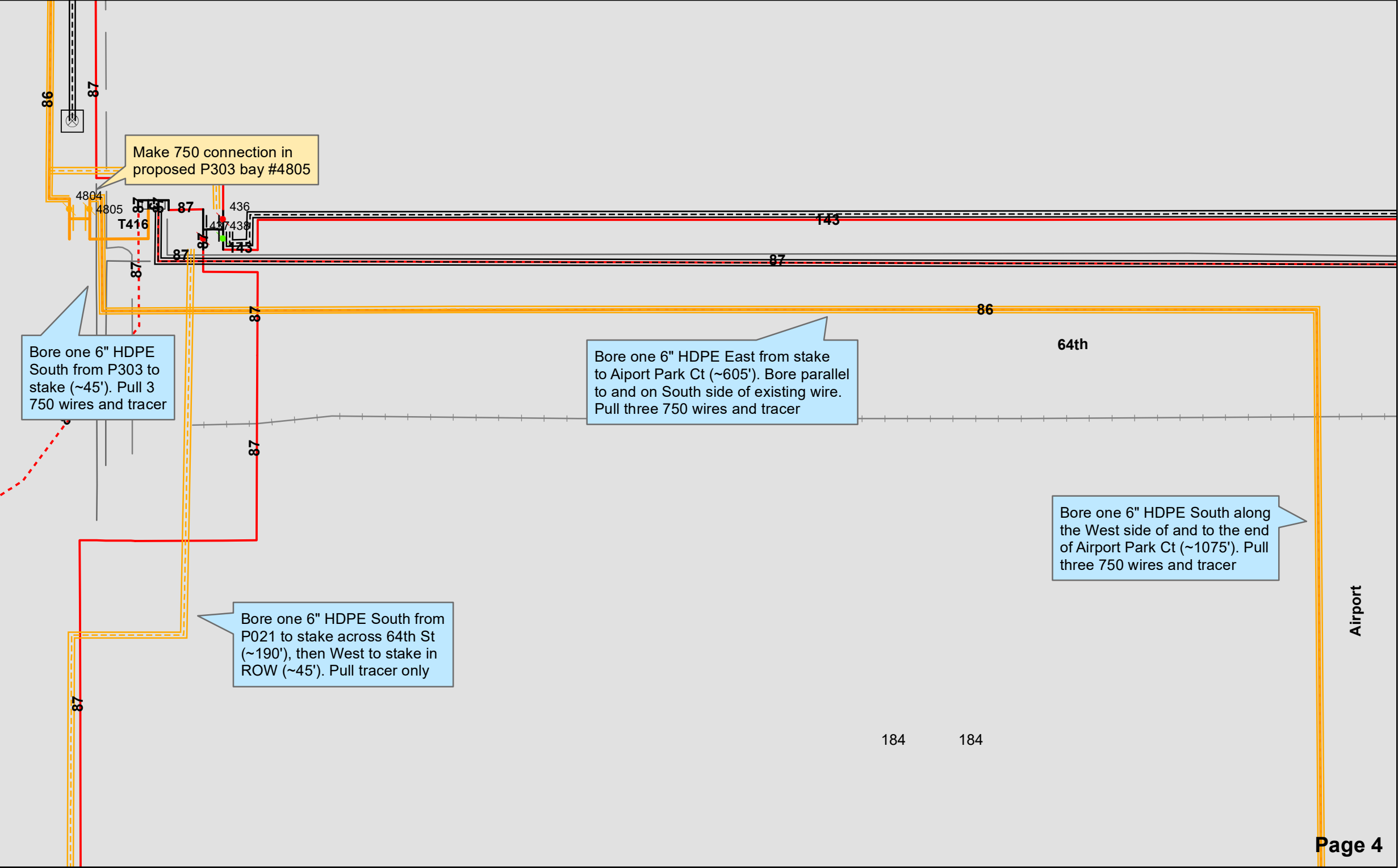






STATUS	DATE/ #	Name	Holland Board of Public Works, 625 Hastings Ave. Holland, MI 49423
PROPOSED	9/6/2023	mnash	PROJECT TITLE: West Michigan Regional Airport
AS BUILT CHANGE / NONE			PROJECT NUMBER: L24082
PROJECT START DATE			COMMENTS:  Prints for Aaron Thelenwood and the Board 4 pages total  Thank you!
PROJECT COMPLETE DATE			
TOTAL HOURS x # OF PEOPLE			
DISCLAIMER: THIS PRODUCT WAS PREPARED FOR THE CITY OF HOLLAND BOARD OF PUBLIC WORKS' USE. IT IS NOT GUARANTEED FOR OTHER USES.			





Legend

LC

Utility

CABINET

3

THREE PHASE TAP STATION, Existing

SWITCHGEAR, Proposed

SWITCHGEAR, Existing

CONDUIT

Existing

Proposed

SWITCHES

UNDERGROUND, Closed, Existing

UNDERGROUND, Closed, Proposed

UNDERGROUND, Open, Existing

CONDUCT

1 PRIMARY LINE, A PHASE:Existing

3 PRIMARY LINE, ABC PHASE:Existing

3 PRIMARY LINE, ABC PHASE:Proposed

ABANDONED 1 PRIMARY LINE:Existing

ABANDONED 3 PRIMARY LINE:Existing

SWITCHGEAR:Existing

SWITCHGEAR:Proposed

TAP STATION:Existing

SECSERV

ABANDONED STREET LIGHT, Existing

STATUS	DATE/ #	NAME	Holland Board of Public Works, 625 Hastings Ave. Holland, MI 49423
PROPOSED	9/6/2023	mnash	PROJECT TITLE: West Michigan Regional Airport
AS BUILT CHANGE / NONE			PROJECT NUMBER: L24082
PROJECT START DATE			COMMENTS: <div>Prints for Aaron Thelenwood and the Board 4 pages total</div>
PROJECT COMPLETE DATE			
TOTAL HOURS x # OF PEOPLE			
DISCLAIMER: THIS PRODUCT WAS PREPARED FOR THE CITY OF HOLLAND BOARD OF PUBLIC WORKS' USE. IT IS NOT GUARANTEED FOR OTHER USES.			

N

W

E

S

Thank you!



Airport Name: West Michigan Regional Airport  
AIP Number: TBD  
Project Name: Construct North Hangar Area Taxilane  
Engineer's Estimate of Probable Construction Cost  
Submittal Type: 60% Design  
Date: 8/25/23. Revised JET



ITEM NO.	SPEC NO.	ITEM DESCRIPTION	UNIT	UNIT \$	PLAN QTY	FINAL COST
100001	C-100	Contractor Quality Control Program (CQCP)	LS	\$30,000.00	1	\$30,000.00
101001	P-101	Remove Asphalt Pavement	SY	\$5.00	227	\$1,135.00
101002	P-101	Remove Concrete Sidewalk	SY	\$25.00	75	\$1,875.00
101003	P-101	Salvage and Reinstall Overhead Light Pole	EA	\$6,000.00	1	\$6,000.00
101004	P-101	Remove Electrical Handhole/Manhole	EA	\$500.00	2	\$1,000.00
101005	X-101	Remove Existing 10' Chain Link Fence	LF	\$10.00	224	\$2,240.00
102001	C-102	Temporary Seeding and Mulching	SY	\$0.50	31,994	\$15,997.00
102002	C-102	Silt Fence, Installed and Removed	LF	\$5.00	1,731	\$8,655.00
102003	C-102	Inlet Protection, Installed and Removed	EA	\$250.00	8	\$2,000.00
102004	C-102	Rock Bags, Installed and Removed	EA	\$15.00	60	\$900.00
105001	C-105	Mobilization	LS	\$140,000.00	1	\$140,000.00
105002	C-105	Safety & Security	LS	\$100,000.00	1	\$100,000.00
105003	C-105	Permits	DLR	\$1.00	10,000	\$10,000.00
108001	L-108	No. 8 AWG, 5 kV, L-824, Type C Cable, Installed in Trench, Duct Bank or Conduit	LF	\$4.00	2,733	\$10,932.00
108002	L-108	No. 10 AWG, 5 kV, L-824, Type C Cable, Installed in Trench, Duct Bank or Conduit	LF	\$3.00	900	\$2,700.00
108003	L-108	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed in Trench, Including Connections/Terminations and Ground Rods	LF	\$3.00	2,329	\$6,987.00
110001	L-110	Non-Encased Electrical Conduit, HDPE, 2" Sch 40 PVC	LF	\$17.00	2,103	\$35,751.00
110002	L-110	Non-Encased Electrical Conduit, HDPE, 3" Sch 40 PVC		\$22.00	185	\$4,070.00
110003	L-110	Concrete Encased Electrical Duct 1-Way, 2" Sch 40 PVC	LF	\$42.50	70	\$2,975.00
110004	L-110	Concrete Encased Electrical Duct 1-Way, 3" Sch 40 PVC	LF	\$47.50	70	\$3,325.00
125001	L-125	Install New MITL on New Base Can	EA	\$1,750.00	25	\$43,750.00
125002	L-125	Install New Taxiway Guidance Sign on New Foundation	EA	\$5,000.00	2	\$10,000.00
125003	L-125	Spare Electrical Parts	LS	\$3,000.00	1	\$3,000.00
152001	P-152	Unclassified Excavation	CY	\$13.50	12,334	\$166,509.00
15200	P-152	Unclassified Excavation (SPONSOR ONLY)	CY	\$13.50	1,582	\$21,357.00
152002	P-152	Subgrade Undercut	CY	\$20.00	1,392	\$27,840.00
154001	P-154	Subbase	CY	\$30.00	3,024	\$90,720.00
154001	P-154	Subbase (SPONSOR ONLY)	CY	\$30.00	1,219	\$36,570.00
162001	F-162	Chain-Link Fence, 10' Tall	LF	\$45.00	1,980	\$89,100.00
162002	F-162	Salvaged Vehicle Gate	EA	\$3,500.00	1	\$3,500.00
162003	F-162	Salvaged Pedestrian Gates	EA	\$7,500.00	1	\$7,500.00
209001	P-209	Crushed Aggregate Base Course	CY	\$125.00	970	\$121,250.00
209001	P-209	Crushed Aggregate Base Course (SPONSOR ONLY)	CY	\$125.00	363	\$45,375.00
401001	P-401	Bituminous Surface Course	TON	\$115.50	1,230	\$142,065.00
401001	P-401	Bituminous Surface Course (SPONSOR ONLY)	TON	\$115.50	431	\$49,780.50
603001	P-603	Emulsified Asphalt Tack Coat	GAL	\$3.15	620	\$1,953.00
603001	P-603	Emulsified Asphalt Tack Coat (SPONSOR ONLY)	GAL	\$3.15	216	\$680.40
620002	P-620	Marking, Yellow, with Reflective Media	SF	\$7.50	878	\$6,585.00
620003	P-620	Marking, Black	SF	\$5.00	878	\$4,390.00
640001	X-640	Asphalt Sawcut	LF	\$5.00	16	\$80.00
640002	X-640	Concrete Sawcut	LF	\$5.00	56	\$280.00
701001	D-701	12 Inch RCP Class V	LF	\$120.00	108	\$12,960.00
701002	D-701	24 Inch RCP Class V	LF	\$150.00	254	\$38,100.00
701003	D-701	36 Inch RCP Class V	LF	\$210.00	200	\$42,000.00
701004	D-701	48 Inch RCP Class V	LF	\$335.00	299	\$100,165.00
705001	D-705	6 Inch Underdrain, Complete	LF	\$25.00	1,722	\$43,050.00
705002	D-705	Airport Underdrain Flushing Riser	EA	\$1,000.00	4	\$4,000.00
705003	D-705	Connect to Storm Sewer Pipe	EA	\$250.00	4	\$1,000.00
751001	D-751	6 ft Manhole	EA	\$7,500.00	1	\$7,500.00
751002	D-751	3 ft x 3 ft Inlet	EA	\$3,000.00	2	\$6,000.00
752002	D-752	24 Inch RCP Endwall Class V	EA	\$2,000.00	2	\$4,000.00
752003	D-752	36 Inch RCP Endwall Class V	EA	\$2,500.00	1	\$2,500.00
752004	D-752	48 Inch RCP Endwall Class V	EA	\$3,000.00	2	\$6,000.00
803001	DOT-803	Sidewalk, Concrete, 4 Inch	SF	\$5.50	582	\$3,201.00
813001	DOT-813	RipRap, Heavy	SY	\$78.00	125	\$9,750.00
901001	T-901	Seeding	AC	\$2,000.00	6.6	\$13,200.00
905001	T-905	Salvaged Topsoil	CY	\$20.00	3,548	\$70,960.00
816001	X-816	Turf Reinforcement Mat	SY	\$7.00	3,200	\$22,400.00
908001	T-908	Hydro-Mulching	AC	\$2,500.00	6.0	\$15,000.00
<b>Subtotal</b>						<b>\$1,660,612.90</b>
<b>Contingency (10%)</b>						<b>\$166,061.29</b>
<b>Construction Admin (10%)</b>						<b>\$182,667.42</b>
						<b>\$2,009,341.61</b>

AIP Subtotal	\$1,528,207.00
Contingency (10%)	\$152,820.70
Construction Admin (10%)	\$152,820.70
<b>AIP Total</b>	<b>\$1,833,848.40</b>
Sponsor Only	\$153,762.90
Contingency (10%)	\$15,376.29
Construction Admin (10%)	\$15,376.29
<b>Sponsor Only Total</b>	<b>\$184,515.48</b>

## ENGINEERING COST ESTIMATE

PROJECT: Construct Hangar Park Taxilane  
LOCATION: West Michigan Regional Airport  
CITY: Holland, Michigan  
DATE: 06/27/2022  
PREPARED BY: JET  
REVIEWED BY: RAL

☐ FINAL DESIGN  
☐ PROJECT PROGRAMMING  
☐ FEASIBILITY STUDY  
☒ STATE PLANNING  
 BASED ON FY **2022** DOLLARS

WORK DESCRIPTION: Development of Corporate Hangar Park. Includes taxilane construction, drainage improvements, edge lighting and grading. Does not include Hangars or Aprons. Airport desires a 50' taxiway, but to date MDOT has agreed to 35'. Additional 15' width to be paid locally.

[illegible]

Note: These costs were developed without the benefit of field surveys or soils investigation. A final cost estimate will be dependent upon development of these items and further design.

# WEST MICHIGAN REGIONAL AIRPORT

## CONSTRUCT NORTH HANGAR AREA TAXILANE

CITY OF HOLLAND: AIP GRANT NO.: X-XX-XXXX-XXXX

AUGUST 25, 2023

### CONSTRUCTION DATA

PRIME CONTRACTOR

MAJOR SUBCONTRACTORS AND/OR SUPPLIERS

WORK COMMENCED \_\_\_\_\_, COMPLETED \_\_\_\_\_

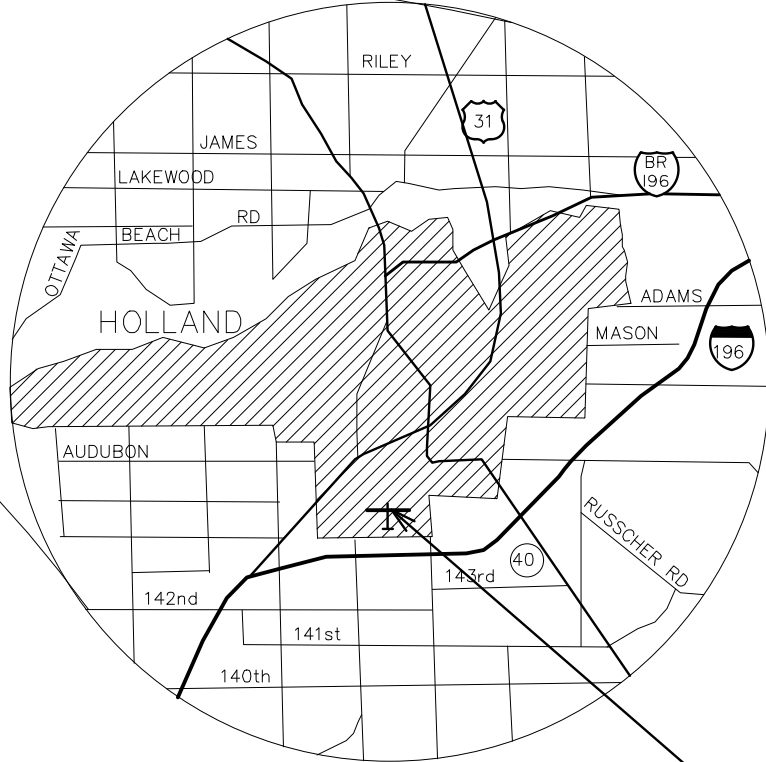
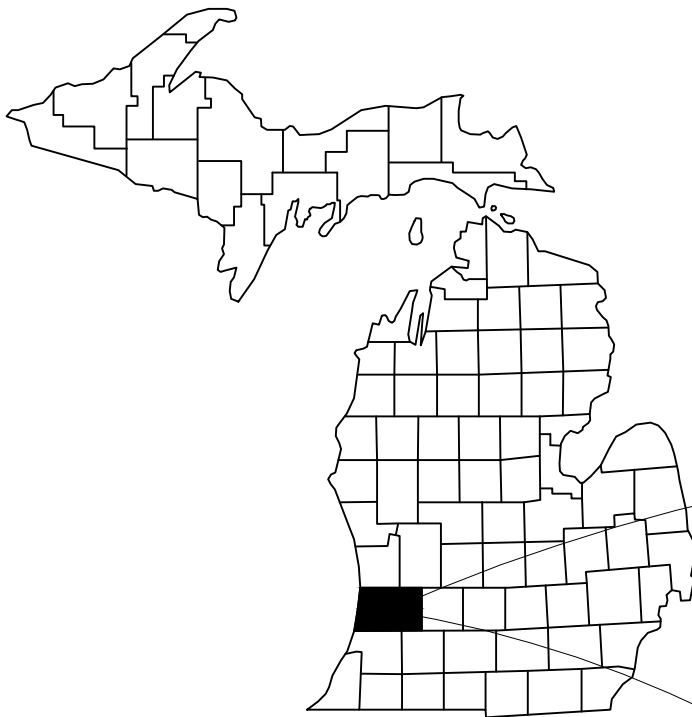
PROJECT ENGINEER

ALL CONSTRUCTION PERFORMED UNDER THIS CONTRACT HAS BEEN COMPLETED IN FULL CONFORMITY WITH THE DRAWINGS, NOTES AND SPECIFICATIONS CONTAINED IN THESE PLANS. ALL CHANGES FROM PLANS AS BID, HAVE BEEN NOTED.

( Certified ) \_\_\_\_\_ PROJECT ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

### Sheet List Table

DWG. NO.	SHEET NO.	SHEET TITLE
1	G-001	TITLE SHEET
2	G-003	LEGEND AND ABBEVIATIONS
3	G-071	CONSTRUCTION SAFETY PHASING PLAN - PHASE 1
4	G-072	SAFETY PHASING NOTES
5	G-073	CONSTRUCTION SAFETY DETAILS
6	G-081	SURVEY CONTROL PLAN
7	G-082	SURVEY CONTROL PLAN - ALIGNMENTS
8	B-151	SOIL BORING LAYOUT
9	B-301	SOIL BORING SHEET
10	B-302	SOIL BORING SHEET
11	B-303	SOIL BORING SHEET
12	B-304	SOIL BORING SHEET
13	V-101	EXISTING CONDITIONS
14	V-301	EXISTING SECTIONS
15	CD-101	DEMOLITION PLAN
16	CU-101	DRAINAGE PLAN
17	CU-351	STORM SEWER PLAN AND PROFILE
18	CU-352	STORM SEWER PLAN AND PROFILE
19	CU-353	STORM SEWER PLAN AND PROFILE
20	CS-101	SITE GEOMETRICS PLAN
21	CG-301	PLAN AND PROFILE
22	CG-601	FENCING PLAN
23	CP-301	PROPOSED SECTIONS AND DETAILS
24	EL-101	AIRFIELD ELECTRICAL LAYOUT
25	CE-101	TEMPORARY AND PERMANENT GRADING & SOIL EROSION PLAN
26	XM-101	PAVEMENT MARKING PLAN



WEST MICHIGAN REGIONAL AIRPORT

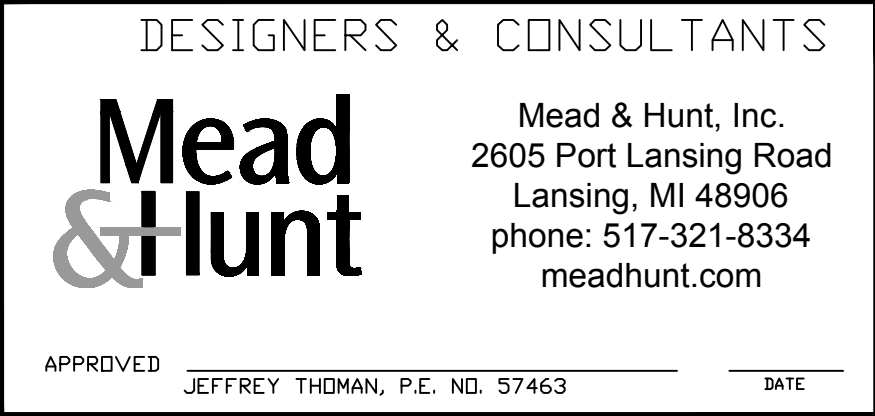
VICINITY MAP



APPROVED \_\_\_\_\_ KEVIN KLYNSTRA, CHAIRMAN  
WEST MICHIGAN AIRPORT AUTHORITY \_\_\_\_\_ DATE \_\_\_\_\_

Mead & Hunt

MEAD & HUNT PROJECT NO.: 0819900-211654.03



Mead & Hunt  
Mead and Hunt, Inc.  
2440 Deming Way  
Middleton, WI 53562  
phone: 608-273-6380  
meadhunt.com

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WEST MICHIGAN REGIONAL AIRPORT  
CONSTRUCT NORTH HANGAR AREA  
TAXILANE  
60 GEURINK BLVD  
HOLLAND, MI 49423

ISSUED

### NOT FOR CONSTRUCTION

AIP NO.: X-XX-XXXX-XX  
MSH NO.: 0819900-211654.03  
DATE: AUGUST 25, 2023  
DESIGNED BY: KAH  
DRAWN BY: DLU  
CHECKED BY: TPD  
DO NOT SCALE DRAWINGS

SHEET CONTENTS  
TITLE SHEET

SHEET NO. 1 of 26

G-001



SYMBOLS

LEGEND:

	BENCHMARK
	AOA BARRICADE
	CONTROL POINT
	BARRIER, JERSEY
	BOLLARD
	CLEANOUT, SANITARY OR STORM
	ELECTRIC MANHOLE
	ELECTRIC METER
	ELECTRIC PEDESTAL BOX
	ELECTRIC TRANSFORMER BOX
	ELECTRIC SERVICE PANEL
	ELECTRIC HANDHOLE (PULLBOX)
	FIBER OPTIC MANHOLE
	FIRE HYDRANT
	FLAGPOLE
	FUEL SHUT OFF VALVE
	FUEL VENT PIPE
	GAS MANHOLE
	GAS METER
	GAS VALVE
	GAS VENT PIPE
	GATE
	GUY ANCHOR
	HANDHOLE, GENERIC
	IRON PIN
	LIGHT BOLLARD
	FLOODLIGHT POLE
	LIGHT POLE (SINGLE)
	LIGHT POLE (DOUBLE)
	MARKER, CABLE
	MARKER, DUCT
	MONITORING WELL
	PIEZOMETER
	POWER POLE
	POWER POLE, DOUBLE
	SANITARY SEPTIC TANK VALVE
	SANITARY SEWER LIFT STATION
	SANITARY SEWER MANHOLE
	SANITARY SEWER VALVE
	SANITARY SEWER WET WELL
	SIGN (SINGLE POST)
	SIGN (DOUBLE POST)
	SOIL BORING
	STORM INLET, CURB
	STORM INLET, ROUND
	STORM INLET, SQUARE
	STORM FLARED END SECTION
	STORM SEWER MANHOLE
	STORM WATER QUALITY MANHOLE
	TELECOMMUNICATIONS MANHOLE
	TELECOMMUNICATIONS PEDESTAL BOX
	CTV PEDESTAL BOX
	TRAFFIC FLOW DIRECTION
	UTILITY CROSSING / CONFLICT or CAUTION
	UNDERDRAIN FLUSHER RISER
	UNDERDRAIN MANHOLE
	VALVE MANHOLE
	WATER AIR RELIEF VALVE
	WATER BLOW OFF VALVE
	WATER MANHOLE
	WATER METER
	WATER PRESSURE VALVE
	WATER REDUCER
	WATER VALVE

	WATER SHUT OFF
	WATER TANK
	WETLAND DATAPOINT
	WATER SURFACE
	SECTION REFERENCE
	ELEVATION REFERENCE
(SEE X-XXX)	SHEET REFERENCE
(SEE XX-XXX)	DETAIL REFERENCE
734.97'	EXISTING SPOT ELEVATION
738.76	FINISHED / PROPOSED SPOT ELEVATION
3:1	FINISHED / PROPOSED SLOPE
2%	FINISHED / PROPOSED SLOPE

PATTERNS

LEGEND:

	DRAINAGE FLOW DIRECTION
	INLET PROTECTION
	TURBIDITY BARRIER
	RIPRAP OUTFALL
	RIPRAP
	STANDING WATER
	AGGREGATE BASE COURSE
	AGGREGATE SUBBASE
	ASPHALT
	ASPHALT OVERLAY
	CONCRETE
	CEMENT-TREATED BASE (CTB)
	STABILIZED CONSTRUCTION ENTRANCE
	EROSION MAT
	GROUND, EXISTING
	GROUND, PROPOSED
	RESTORATION AREA
	WELDED WIRE REINFORCEMENT
	WETLAND
	TRACKING PAD
	BORING HATCH - ASPHALT
	BORING HATCH - BASE COURSE
	BORING HATCH - CLAY
	BORING HATCH - CONCRETE
	BORING HATCH - DOLOMITE
	BORING HATCH - SAND
	BORING HATCH - DENSE SAND
	BORING HATCH - SILTY SAND
	BORING HATCH - SILT CLAY
	BORING HATCH - TOPSOIL
	TIME SENSITIVE WORK AREA

LINES

LEGEND:

	BOUNDARY (PROJECT /CONSTRUCTION LIMITS)
	BOUNDARY 2 (PROJECT /CONSTRUCTION LIMITS)
	CW CHILLED WATER
	CON CONDUIT, GENERIC
	COUNTERPOISE AND GROUND RODS
	DUCT BANK
	G GAS
	OHE ELECTRIC, OVERHEAD
	E ELECTRIC, UNDERGROUND
	EXISTING CONTOUR LINES
	PROPOSED CONTOUR LINES
	x FENCE
	xx FENCE (2)
	xxx CONSTRUCTION SAFETY FENCE
	FOC FIBER OPTIC CABLE
	FM FORCE MAIN
	F FUEL LINE
	GB GRADE BREAK
	GRADING LIMITS
	GROUND
	GUARDRAIL
	o HANDRAIL
	HAUL or TRAFFIC ROUTE
	PROPERTY LINE
	ROW RIGHT-OF-WAY
	SS SANITARY SEWER
	SHEETPILE
	SEN SENSOR CABLE
	S SIGNAL CABLE, UNDERGROUND
	SILT FENCE
	SSSSSSSSSSSSSSSS SEDIMENT LOG
	STONE RETAINING WALL
	SD STORM SEWER / CULVERT
	SWALE
	SWALE
	OHT TELEPHONE, OVERHEAD
	T TELEPHONE, UNDERGROUND
	TV TV CABLE
	UD UNDERDRAIN
	W WATER
	WB WETLAND BOUNDARY
	VEGETATION
	Q100 100YR (Q100) FLOOD LINE
	XXXXXXX LOW PROFILE BARRICADES
	ZZZZZZZZ TYPE 3 BARRICADES

EXISTING

LEGEND:

	BASE CAN L-867, WITH LID
	BASE CAN L-868, WITH LID
	RWY C/L BASE
	RGL (ELEVATED BASE MOUNTED)
	RGL (INSET)
	LIRL (ELEVATED BASE MOUNTED)
	LIRL (ELEVATED STAKE MOUNTED)
	LIRL (INSET)
	MIRL (ELEVATED BASE MOUNTED)
	MIRL (ELEVATED STAKE MOUNTED)
	MIRL (INSET)
	HIRL (ELEVATED BASE MOUNTED)
	HIRL (ELEVATED STAKE MOUNTED)
	HIRL (INSET)
	MITL (ELEVATED BASE MOUNTED)
	MITL (ELEVATED STAKE MOUNTED)
	MITL (INSET)
	TW C/L BIDIRECTIONAL
	TW C/L UNIDIRECTIONAL
	AVIATION CONE
	MALS (ELEVATED BASE MOUNTED)
	MALS (INSET)
	MALS WITH SEQUENCE FLASHER (ELEVATED)
	MALS WITH SEQUENCE FLASHER (INSET)
	PAPI
	REIL
	RETROREFLECTOR
	SEQUENCE FLASHER
	TDZ
	VASI
	ANTENNA
	CABLE MARKER
	DUCT MARKER
	GROUNDING LUG
	TIEDOWN
	WINDCONE
	DISTANCE REMAINING SIGN
	GUIDANCE SIGN
	CONDUIT LABEL (CABLE QTY & CIRCUIT NAME)
	AIRFIELD RATED MANHOLE
	NON-AIRCRAFT RATED MANHOLE
	AIRFIELD RATED HANDHOLE
	NON-AIRCRAFT RATED HANDHOLE
	POLYMER CONCRETE HANDHOLE
	LIGHT POLE
	FLOOD/AREA LIGHT

PROPOSED

LEGEND:

	BASE CAN L-867, WITH LID
	BASE CAN L-868, WITH LID
	RWY C/L BASE
	RGL (ELEVATED BASE MOUNTED)
	RGL (INSET)
	LIRL (ELEVATED BASE MOUNTED)
	LIRL (ELEVATED STAKE MOUNTED)
	LIRL (INSET)
	MIRL (ELEVATED BASE MOUNTED)
	MIRL (ELEVATED STAKE MOUNTED)
	MIRL (INSET)
	HIRL (ELEVATED BASE MOUNTED)
	HIRL (ELEVATED STAKE MOUNTED)
	HIRL (INSET)
	MITL (ELEVATED BASE MOUNTED)
	MITL (ELEVATED STAKE MOUNTED)
	MITL (INSET)
	TW C/L BIDIRECTIONAL
	TW C/L UNIDIRECTIONAL
	AVIATION CONE
	MALS (ELEVATED BASE MOUNTED)
	MALS (INSET)
	MALS WITH SEQUENCE FLASHER (ELEVATED)
	MALS WITH SEQUENCE FLASHER (INSET)
	PAPI
	REIL
	RETROREFLECTOR
	SEQUENCE FLASHER
	TDZ
	VASI
	ANTENNA
	CABLE MARKER
	DUCT MARKER
	GROUNDING LUG
	TIEDOWN
	WINDCONE
	DISTANCE REMAINING SIGN
	GUIDANCE SIGN
	CONDUIT LABEL (CABLE QTY & CIRCUIT NAME)
	AIRFIELD RATED MANHOLE
	NON-AIRCRAFT RATED MANHOLE
	AIRFIELD RATED HANDHOLE
	NON-AIRCRAFT RATED HANDHOLE
	POLYMER CONCRETE HANDHOLE
	LIGHT POLE
	FLOOD/AREA LIGHT

LINES

LEGEND:

	ACL
	AIRCRAFT PARKING LIMIT
	AIRPORT OPERATION AREA
	APPROACH SURFACE
	BUILDING RESTRICTION LINE
	DEPARTURE RUNWAY PROTECTION ZONE
	DEPARTURE SURFACE
	FAA
	GLIDE SLOPE CRITICAL AREA
	GROUND CONTROL APPROACH
	GROUNDING WIRE
	OBJECT FREE AREA
	OBJECT FREE ZONE
	RUNWAY GUARD LIGHTS
	RUNWAY OBJECT FREE AREA
	RUNWAY PROTECTION ZONE
	RUNWAY RESTRICTED AREA
	RUNWAY SURFACE APPROACH
	RUNWAY WORK AREA
	SECURITY IDENTIFICATION DISPLAY AREA
	TAXIWAY OBJECT FREE AREA
	TAXIWAY SAFETY AREA
	RUNWAY CIRCUIT
	TAXIWAY CIRCUIT
	PAPI CIRCUIT
	VASI CIRCUIT
	WC CIRCUIT
	APPROACH LIGHTS CIRCUIT

REMOVAL LEGEND:

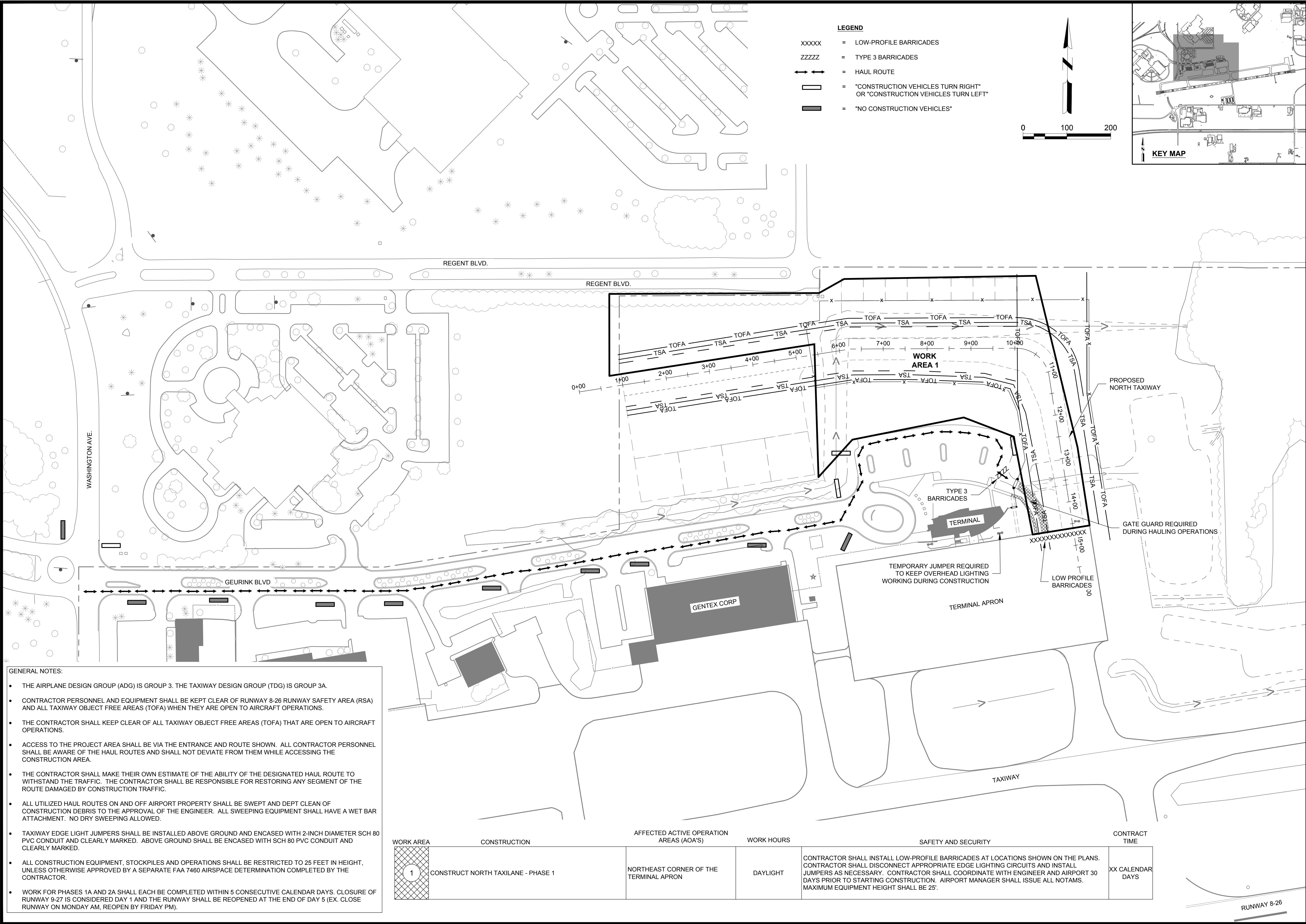
	ABANDON
	ABANDON CONDUIT
	ABANDON ELECTRIC, UNDERGROUND
	ABANDON GAS, UNDERGROUND
	ABANDON SANITARY SEWER
	ABANDON STORM SEWER
	ABANDON WATER
	REMOVE
	REMOVE
	REMOVE CONDUIT
	REMOVE ELECTRIC, UNDERGROUND
	REMOVE ELECTRIC, OVERHEAD
	REMOVE FENCE
	REMOVE FIBER OPTIC CABLE
	REMOVE GAS LINE
	REMOVE SANITARY SEWER
	REMOVE STORM SEWER
	REMOVE UNDER DRAIN
	REMOVE TELEPHONE
	REMOVE WATER LINE
	SAW CUT PAVEMENT
	PULVERIZE ASPHALT
	ASPHALT OVERLAY REMOVAL
	CONCRETE REMOVAL
	REMOVAL PATTERN

NOT FOR CONSTRUCTION

AIP NO.:	X-XX-XXXX-XX
MSH NO.:	0819900-211654.03
DATE:	AUGUST 25, 2023
DESIGNED BY:	KAH
DRAWN BY:	DLU
CHECKED BY:	TPD
DO NOT SCALE DRAWINGS	

SHEET CONTENTS  
LEGEND AND ABBREVIATIONS

X:\08198000\211654.03\TECH\ADG-071 CONSTRUCTION SAFETY PHASING PLAN - PHASE 1.DWG  
8/24/2023 3:00:34 PM



GENERAL NOTES:

- THE AIRPLANE DESIGN GROUP (ADG) IS GROUP 3. THE TAXIWAY DESIGN GROUP (TDG) IS GROUP 3A.
- CONTRACTOR PERSONNEL AND EQUIPMENT SHALL BE KEPT CLEAR OF RUNWAY 8-26 RUNWAY SAFETY AREA (RSA) AND ALL TAXIWAY OBJECT FREE AREAS (TOFA) WHEN THEY ARE OPEN TO AIRCRAFT OPERATIONS.
- THE CONTRACTOR SHALL KEEP CLEAR OF ALL TAXIWAY OBJECT FREE AREAS (TOFA) THAT ARE OPEN TO AIRCRAFT OPERATIONS.
- ACCESS TO THE PROJECT AREA SHALL BE VIA THE ENTRANCE AND ROUTE SHOWN. ALL CONTRACTOR PERSONNEL SHALL BE AWARE OF THE HAUL ROUTES AND SHALL NOT DEVIATE FROM THEM WHILE ACCESSING THE CONSTRUCTION AREA.
- THE CONTRACTOR SHALL MAKE THEIR OWN ESTIMATE OF THE ABILITY OF THE DESIGNATED HAUL ROUTE TO WITHSTAND THE TRAFFIC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING ANY SEGMENT OF THE ROUTE DAMAGED BY CONSTRUCTION TRAFFIC.
- ALL UTILIZED HAUL ROUTES ON AND OFF AIRPORT PROPERTY SHALL BE SWEEPED AND DEPT CLEAN OF CONSTRUCTION DEBRIS TO THE APPROVAL OF THE ENGINEER. ALL SWEEPING EQUIPMENT SHALL HAVE A WET BAR ATTACHMENT. NO DRY SWEEPING ALLOWED.
- TAXIWAY EDGE LIGHT JUMPERS SHALL BE INSTALLED ABOVE GROUND AND ENCASED WITH 2-INCH DIAMETER SCH 80 PVC CONDUIT AND CLEARLY MARKED. ABOVE GROUND SHALL BE ENCASED WITH SCH 80 PVC CONDUIT AND CLEARLY MARKED.
- ALL CONSTRUCTION EQUIPMENT, STOCKPILES AND OPERATIONS SHALL BE RESTRICTED TO 25 FEET IN HEIGHT, UNLESS OTHERWISE APPROVED BY A SEPARATE FAA 7460 AIRSPACE DETERMINATION COMPLETED BY THE CONTRACTOR.
- WORK FOR PHASES 1A AND 2A SHALL EACH BE COMPLETED WITHIN 5 CONSECUTIVE CALENDAR DAYS. CLOSURE OF RUNWAY 9-27 IS CONSIDERED DAY 1 AND THE RUNWAY SHALL BE REOPENED AT THE END OF DAY 5 (EX. CLOSE RUNWAY ON MONDAY AM, REOPEN BY FRIDAY PM).

WORK AREA	CONSTRUCTION	AFFECTED ACTIVE OPERATION AREAS (AOA'S)	WORK HOURS	SAFETY AND SECURITY	CONTRACT TIME
1	CONSTRUCT NORTH TAXILANE - PHASE 1	NORTHEAST CORNER OF THE TERMINAL APRON	DAYLIGHT	CONTRACTOR SHALL INSTALL LOW-PROFILE BARRICADES AT LOCATIONS SHOWN ON THE PLANS. CONTRACTOR SHALL DISCONNECT APPROPRIATE EDGE LIGHTING CIRCUITS AND INSTALL JUMPERS AS NECESSARY. CONTRACTOR SHALL COORDINATE WITH ENGINEER AND AIRPORT 30 DAYS PRIOR TO STARTING CONSTRUCTION. AIRPORT MANAGER SHALL ISSUE ALL NOTAMS. MAXIMUM EQUIPMENT HEIGHT SHALL BE 25'.	XX CALENDAR DAYS

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WEST MICHIGAN REGIONAL AIRPORT  
CONSTRUCT NORTH HANGAR AREA  
TAXILANE

60 GEURINK BLVD  
HOLLAND, MI 49423

ISSUED

NOT FOR CONSTRUCTION

M&H NO.: 0819900-211654.03  
DATE: AUGUST 25, 2023  
DESIGNED BY: KAH  
DRAWN BY: DLU  
CHECKED BY: TPD  
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SHEET CONTENTS  
CONSTRUCTION  
SAFETY PHASING  
PLAN - PHASE 1

SHEET NO. 3 of 26

G-071



X:\08198000\21654\_03\TECH\CDG-071 CONSTRUCTION SAFETY PHASING PLAN - PHASE 1.DWG  
8/24/2023 3:00:35 PM

THE FOLLOWING NOTES ARE IN ACCORDANCE WITH FAA ADVISORY CIRCULAR (AC) 150/5370-2G, OPERATIONAL SAFETY ON AIRPORTS DURING CONSTRUCTION.

DEFINITIONS:  
ATO: AIR TRAFFIC ORGANIZATION  
OCC: OPERATIONS CONTROL CENTER

SSC: SYSTEM SUPPORT CENTER  
ATCT: AIR TRAFFIC CONTROL TOWER

**SAFETY PLAN COMPLIANCE DOCUMENT (SPCD):** THE CONTRACTOR SHALL PREPARE A SPCD DESCRIBING HOW THE REQUIREMENTS OF THE CONSTRUCTION SAFETY PHASING PLAN (CSPP) WILL BE MET. THE SPCD SHALL INCLUDE A CERTIFICATION STATEMENT BY THE CONTRACTOR THAT: 1) INDICATES FULL UNDERSTANDING OF THE OPERATIONAL SAFETY REQUIREMENTS OF CSPP AND 2) ASSERTS NO DEVIATIONS SHALL BE MADE FROM THE APPROVED CSPP AND SPCD UNLESS WRITTEN APPROVAL IS GRANTED BY THE AIRPORT OPERATOR. THE SPCD SHALL ADDRESS THE REQUIREMENTS OF AC 150/5370-2G. THE CONTRACTOR SHALL SUBMIT THE SPCD TO THE PROJECT ENGINEER FOR REVIEW AND APPROVAL BY THE AIRPORT SPONSOR FOURTEEN (14) DAYS PRIOR TO THE ANTICIPATED ISSUE OF THE NOTICE TO PROCEED. COPIES OF THE APPROVED CSPP AND SPCD SHALL BE MAINTAINED AT THE PROJECT SITE.

**GENERAL CONSIDERATIONS:**

AIRPORT OPERATORS, OR TENANTS CONDUCTING CONSTRUCTION ON LEASED PROPERTIES, SHALL USE THE PRE-DESIGN, PRE-BID AND PRE-CONSTRUCTION MEETINGS TO INTRODUCE AIRPORT OPERATIONAL SAFETY DURING CONSTRUCTION. COORDINATE THE FOLLOWING AS REQUIRED:

A. OPERATIONAL SAFETY SHALL BE A STANDING AGENDA ITEM DURING EVERY PROGRESS MEETING.

B. CHANGES IN THE SCOPE OR DURATION OF THE PROJECT MAY REQUIRE REVISIONS TO THE CSPP (AND REVIEW AND APPROVAL BY THE AIRPORT OPERATOR AND FAA).

C. SCHEDULING OF THE SEQUENCED CONSTRUCTION PHASES SET FORTH IN THIS DESIGN SHOULD BE COORDINATED WITH ATC PERSONNEL AND AIRPORT USERS.

**AREAS AND OPERATIONS AFFECTED BY CONSTRUCTION ACTIVITY:**

A. SEE THE CSPP FOR A DEPICTION OF ALL AREAS AFFECTED BY CONSTRUCTION, CLOSED OR PARTIALLY CLOSED RUNWAYS, TAXIWAYS, AND APRONS.

B. IF AFFECTED, ACCESS ROUTES AND DETOURS WILL BE SHOWN FOR AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF) VEHICLES.

C. IF AFFECTED, INTERRUPTIONS OF UNDERGROUND UTILITIES, INCLUDING WATER SUPPLY FOR FIREFIGHTING WILL BE SHOWN.

D. APPROACH/DEPARTURE SURFACES: RUNWAY APPROACH/DEPARTURE AREAS AND CLEARWAYS MUST BE PROTECTED. SEE CSPP DRAWING FOR ALL PLANNED HEIGHTS OF TEMPORARY OBJECTS.

E. CONSTRUCTION AREAS, STORAGE AREAS AND ACCESS ROUTES: SEE DRAWING G-071.

F. THE CSPP ADDRESSES TEMPORARY CHANGES TO RUNWAY AND/OR TAXIWAY OPERATIONS, MAINTENANCE OF ESSENTIAL UTILITIES, AND TEMPORARY CHANGES TO AIR TRAFFIC CONTROL PROCEDURES TO BE COORDINATED WITH THE ATO.

**NAVAIDS:**

A. CRITICAL AREAS FOR NAVAIDS: N/A

B. EFFECTS ON NAVAID PERFORMANCE AND PROTECTION OF NAVAIDS: N/A

C. FAA-ATO TECH OPS COORDINATION: N/A

D. FAA-MAINTAINED NAVAIDS :N/A

**CONTRACTOR ACCESS:**

A. SEE THE CSPP FOR AREAS ACCESSIBLE TO THE CONTRACTOR AND ACCESS ROUTES.

B. AIRPORTS SUBJECT TO 49 CFR PART 1542, AIRPORT SECURITY, SHALL BE REQUIRED TO MEET ALL APPLICABLE STANDARDS. THE CONTRACTOR SHALL PROVIDE A GATE GUARD AT ALL POINTS OF ENTRY USED BY THE CONTRACTOR. GATES MUST BE LOCKED WHEN NOT IN USE OR NOT GUARDED BY THE CONTRACTOR. AIRPORT OPERATORS AND CONTRACTORS MUST TAKE CARE TO MAINTAIN A HIGH LEVEL OF SAFETY AND SECURITY DURING CONSTRUCTION WHEN ACCESS POINTS ARE CREATED IN THE SECURITY FENCING TO PERMIT THE PASSAGE OF CONSTRUCTION VEHICLES OR PERSONNEL. TEMPORARY GATES SHALL BE EQUIPPED SO THEY CAN BE SECURELY CLOSED AND LOCKED TO PREVENT ACCESS BY ANIMALS AND PEOPLE. PROCEDURES SHALL BE IN PLACE TO ENSURE THAT ONLY AUTHORIZED PERSONS AND VEHICLES HAVE ACCESS TO THE AOA AND TO PROHIBIT PIGGYBACKING BEHIND ANOTHER VEHICLE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER OPERATION AND PRESERVATION OF ALL AIRFIELD PERIMETER GATES, EITHER MANUAL OR AUTOMATED, FOR THE PURPOSES OF THIS CONTRACT. ALL FENCING/GATES SHALL BE CONSIDERED PART OF CONTRACTOR HAUL ROUTES. AS SUCH, ANY DAMAGE TO FENCING/GATES AS A RESULT OF CONSTRUCTION TRAFFIC SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

C. SEE CSPP FOR THE LOCATION OF STOCKPILED CONSTRUCTION MATERIALS. STOCKPILED MATERIALS AND EQUIPMENT STORAGE ARE NOT PERMITTED WITHIN THE SAFETY AREA OR OBJECT FREE AREA OF AN OPERATIONAL RUNWAY OR TAXIWAY (OFA STOCKPILES REQUIRE FAA APPROVAL). IF THE CONTRACTOR WISHES TO STOCKPILE MATERIALS OR EQUIPMENT ADJACENT TO AN OFA, HE MUST FIRST COORDINATE WITH THE ENGINEER AND AIRPORT OPERATOR TO ENSURE THAT 1) APPROPRIATE LIGHTING AND BARRICADES ARE IN PLACE, AND 2) THE STOCKPILED MATERIALS DO NOT CREATE A WILDLIFE ATTRACTANT OR FOREIGN OBJECT DEBRIS (FOD) HAZARD. EXCAVATION AND RESULTANT STOCKPILES ADJACENT TO OTHER PAVED SURFACES MUST BE APPROPRIATELY MARKED WITH BARRICADES, AS DIRECTED BY THE ENGINEER.

D. THE CONTRACTORS' EQUIPMENT IS STRICTLY LIMITED TO THE CONSTRUCTION AREAS DURING CONSTRUCTION AND TO THE CONTRACTOR STORAGE AREA DURING NON-CONSTRUCTION PERIODS, EXCEPT AS PROVIDED ON THE PLANS, IN THE CONTRACT SPECIAL PROVISIONS, OR AS MAY BE AUTHORIZED BY THE ENGINEER IN WRITING. CONTRACTOR PARKING SHALL BE LIMITED TO THE STAGING AREA, EXCEPT AS ALLOWED BY THE AIRPORT.

E. HAUL ROUTES AND ACCESS TO THE CONSTRUCTION SITE(S) SHALL BE AS SHOWN ON THE CSPP AND DISCUSSED AT THE PRE-BID MEETING. THE CONTRACTOR IS RESPONSIBLE FOR ANY IMPROVEMENTS TO TEMPORARY HAUL ROUTES NECESSARY FOR TRUCK AND EQUIPMENT TRAFFIC. THE CONTRACTOR IS ALSO RESPONSIBLE FOR RESTORING ALL HAUL ROADS, PLANT SITES, STAGING AND STORAGE AREAS TO ORIGINAL CONDITION OR TO THE SATISFACTION OF THE ENGINEER/AIRPORT. THIS SHALL INCLUDE BUT NOT BE LIMITED TO GRADING (FILLING IF NECESSARY) AND SEEDING AND MULCHING ALL TURF AREAS USED BY THE CONTRACTOR. ANY PAVEMENT AREAS USED BY THE CONTRACTOR AS A HAUL ROUTE WHICH ARE DAMAGED SHALL BE REPAVED AS APPROVED BY THE PROJECT ENGINEER AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL INSPECT ALL HAUL ROUTES PRIOR TO START OF CONSTRUCTION. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR ANY DOCUMENTATION OF EXISTING HAUL ROUTES, EITHER WITH PICTURES OR VIDEO. ANTICIPATED COSTS ASSOCIATED WITH IMPROVING, DOCUMENTING EXISTING CONDITIONS, RECONSTRUCTING OR RESTORING HAUL ROUTES AND STORAGE AREAS, SHALL BE INCLUDED IN MOBILIZATION

F. CONSTRUCTION EQUIPMENT  
ALL CONSTRUCTION EQUIPMENT MUST BE MARKED WITH A 3 FEET BY 3 FEET ORANGE AND WHITE CHECKERED FLAG AND/OR AMBER BEACON, FOR NIGHT CONSTRUCTION. ALL EQUIPMENT MUST BE EQUIPPED WITH AN AMBER BEACON. ALL CONSTRUCTION VEHICLES MUST BE CLEARLY MARKED WITH THE COMPANY NAME/LOGO AT ALL TIMES. MARKING AND LIGHTING SHALL OTHERWISE BE IN ACCORDANCE WITH AC 150/5210-5.

G. THE CONTRACTOR SHALL BE REQUIRED TO ESCORT CONSTRUCTION VEHICLES, OR HAVE A TRAINED FLAG PERSON EQUIPPED WITH AN AIRPORT RADIO OPERATING ON 123.0 MHz TO ESCORT ANY CONTRACTOR VEHICLES WHEN CROSSING ACTIVE AIR OPERATIONS AREAS (AOA'S). COST OF MAINTAINING THE FLAG PERSON SHALL BE INCLUDED IN SAFETY AND SECURITY. KEY CONTRACTOR PERSONNEL MAY BE EXPECTED TO TRAVEL ON OR NEAR ACTIVE AOA'S. THESE INDIVIDUALS MUST COMPLY WITH THE AIRPORT OPERATOR'S RULES AND REGULATIONS BY PARTICIPATING IN ANY APPLICABLE AIRFIELD DRIVER'S TRAINING PROCEDURES PROVIDED BY THE AIRPORT.

H. MAINTENANCE OF THE SECURED AREA: SEE ITEM (B) ABOVE.

**WILDLIFE MANAGEMENT:**

A. THE CSPP AND THE SPCD MUST BE IN COMPLIANCE WITH THE AIRPORT'S WILDLIFE MANAGEMENT PLAN, IF APPLICABLE. CONTRACTORS MUST CAREFULLY CONTROL AND CONTINUOUSLY REMOVE WASTE OR LOOSE MATERIALS THAT CAN CREATE WILDLIFE HAZARDS OR ATTRACTANTS. THESE INCLUDE TRASH, STANDING WATER, TALL GRASS, SCATTERED SEEDS, POORLY MAINTAINED FENCING AND DISRUPTION OF EXISTING HABITAT.

**FOREIGN OBJECT DEBRIS MANAGEMENT:**

A. DEBRIS SHALL NOT BE DEPOSITED ON ANY PORTION OF AN OPERATIONAL RUNWAY, TAXIWAY OR APRON. SHOULD ANY DEBRIS BE ACCIDENTALLY DEPOSITED ON ACTIVE OPERATIONAL AREAS, IT SHALL BE REMOVED IMMEDIATELY. THE CONTRACTOR SHALL HAVE SWEEPING AND/OR VACUUMING CAPABILITIES ON-SITE IN ORDER TO CONTINUOUSLY REMOVE DEBRIS FROM ACTIVE OPERATIONAL AREAS DURING THE CONSTRUCTION PROJECT. PRIOR TO OPENING AIRCRAFT MOVEMENT AREAS CLOSED FOR THIS PROJECT, THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT THE SITE, INCLUDING ADJACENT PAVEMENTS AND HAUL ROUTES, IS CLEAR OF ANY FOREIGN OBJECT DEBRIS (FOD) AND IS ACCEPTABLE TO THE AIRPORT. THE CONTRACTOR SHALL CONDUCT DAILY INSPECTIONS OF THE WORK AND ADJACENT AREAS FOR SAFETY AND CLEANLINESS. THE AIRPORT MAY ALSO PERFORM DAILY INSPECTIONS. UPON COMPLETION OF THIS PROJECT, THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT THE SITE, INCLUDING ADJACENT PAVEMENTS AND HAUL ROUTES, IS RETURNED TO ORIGINAL CONDITION.

B. CONTRACTOR SHALL USE ALL MEANS NECESSARY TO MINIMIZE DUST DURING CONSTRUCTION OPERATIONS. IF THE AIRPORT OR ENGINEER REQUESTS DUST CONTROL IT SHALL BE APPLIED IMMEDIATELY.

**HAZARDOUS MATERIALS MANAGEMENT:**

ANY TYPE OF FUELING SUPPORT FACILITY OR DEVICE USED TO REFUEL CONSTRUCTION EQUIPMENT IS SUBJECT TO LOCAL FIRE INSPECTION. LOCAL FIRE CODES AND SAFETY STANDARDS SHALL BE MET PRIOR TO COMMENCEMENT OF WORK. CONTRACTORS OPERATING CONSTRUCTION VEHICLES AND EQUIPMENT ON THE AIRPORT MUST BE PREPARED TO EXPEDITIOUSLY CONTAIN AND CLEAN UP SPILLS RESULTING FROM FUEL OR HYDRAULIC FLUID LEAKS. TRANSPORT AND HANDLING OF OTHER HAZARDOUS MATERIALS ALSO REQUIRE SPECIAL PROCEDURES (SEE AC 150/5320-15, MANAGEMENT OF AIRPORT INDUSTRIAL WASTE).

**NOTIFICATION OF CONSTRUCTION ACTIVITIES:**

A. THE CONTRACTOR SHALL INCLUDE IN THE SPCD A PROCEDURE FOR IMMEDIATE NOTIFICATION OF THE AIRPORT AND LOCAL FAA OF ANY ADVERSE CONDITIONS AFFECTING SAFETY ON THE AIRPORT.

B. AT THE PRECONSTRUCTION MEETING, THE CONTRACTOR SHALL PROVIDE CONTACT INFORMATION FOR ALL INVOLVED PARTIES AND PROCEDURES FOR CONTACTING THEM 24 HOURS A DAY, 7 DAYS A WEEK. THE CONTRACTOR SHALL PREPARE AND SUBMIT CONTACT INFORMATION FOR LOCAL MEDICAL, FIRE FIGHTING AND POLICE RESPONSE IN CASE OF EMERGENCIES DURING CONSTRUCTION.

C. ESTABLISH THE FOLLOWING CONTACTS, AS REQUIRED:

LOCAL FAA-ATO PERSONNEL: N/A  
ATCT MANAGER ON DUTY: N/A  
AUTHORIZED REPRESENTATIVES TO THE FAA OCC: N/A

D. THE AIRPORT SHALL ISSUE ALL NOTAMS RELEVANT TO THE CONSTRUCTION PROGRESS. THE AIRPORT OPERATOR MAY NEED TO PROVIDE INFORMATION ON CLOSED OR HAZARDOUS CONDITIONS TO THE OCC.

E. THE CONTRACTOR MAY BE REQUIRED TO COORDINATE WITH AIRPORT ARFF PERSONNEL EVEN FOR NON-EMERGENCIES, SUCH AS DEACTIVATION OF WATERLINES, REROUTING OF EMERGENCY ACCESS ROUTES, OR USE OF HAZARDOUS MATERIALS.

F. TO REPORT EMERGENCY IMPACTS TO NAVAIDS, CALL (866) 432-2622.

G. PER 14 CFR PART 77, THIS CSPP HAS BEEN SUBMITTED TO THE FAA BY THE TIME OF CONSTRUCTION. 14 CFR PART 157 IS NOT APPLICABLE TO THIS PROJECT.

H. FAA REIMBURSABLE AGREEMENTS (R.A.'S) AND FLIGHT CHECKS: N/A

**INSPECTION REQUIREMENTS:**

A. AIRPORT SAFETY SELF-INSPECTIONS SHALL BE CONDUCTED BY THE CONTRACTOR AT LEAST DAILY, BUT MORE FREQUENTLY IF NECESSARY TO CONFORM WITH THE CSPP. A SAMPLE DAILY INSPECTION CHECKLIST IS AVAILABLE IN APPENDIX D OF AC 150/5370-2G.

B. A FINAL INSPECTION MEETING WILL ALSO BE HELD FOR THIS PROJECT THAT MUST BE ATTENDED BY THE CONTRACTOR.

**UNDERGROUND UTILITIES:**

A. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTION OF EXISTING AIRPORT UTILITIES, AND ELECTRICAL CIRCUITS, WHETHER OWNED BY THE AIRPORT OR OTHER AGENCIES OPERATING AT THE AIRPORT (SEE GENERAL PROVISION 70-15). LOCATIONS OF EXISTING CABLE SHOWN IN THE PLANS ARE BASED ON AVAILABLE AS-BUILT DATA AND ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL COORDINATE THE LOCATION OF ANY CROSSING OF UNDERGROUND ELECTRICAL CIRCUITS WITH THE AIRPORT PRIOR TO THE START OF ANY CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL PROVIDE TONING EQUIPMENT CAPABLE OF DETECTING A 60 Hz SIGNAL FOR LOCATING CABLES IN THE CONSTRUCTION AREA. WORKING IN CONJUNCTION WITH THE ENGINEER, THE CONTRACTOR SHALL LOCATE EXISTING CABLES PRIOR TO START OF CONSTRUCTION. COST OF LOCATING THE CABLES AND PROVIDING THE TONING EQUIPMENT SHALL BE INCLUDED IN MOBILIZATION. ANY ELECTRICAL CIRCUITS TO BE CROSSED SHALL THEN BE TESTED FOR RESISTANCE TO GROUND BY THE CONTRACTOR UNDER SUPERVISION OF THE ENGINEER AND THE READINGS RECORDED. FOLLOWING CONSTRUCTION, THE CONTRACTOR, UNDER THE SUPERVISION OF THE ENGINEER, SHALL CHECK ALL CIRCUITS CROSSED DURING THE PROJECT. ANY CIRCUITS SHOWING A DECREASE IN RESISTANCE TO GROUND SHALL BE CORRECTED BY THE CONTRACTOR SO AS TO PROVIDE AT LEAST 50 MEGOHMS RESISTANCE IN THAT CIRCUIT. NO ADDITIONAL COMPENSATION SHALL BE MADE FOR ANY CORRECTIVE ELECTRICAL WORK DUE TO CONTRACTOR'S OPERATIONS.

B. A 7-DAY ADVANCE NOTICE SHALL BE GIVEN TO THE SSC MANAGER BEFORE LOCATION OF FAA CABLES IS REQUIRED. FAA SHALL LOCATE CABLES ONLY ONCE DURING CONSTRUCTION. THE CONTRACTOR IS BE RESPONSIBLE FOR RECORDING FAA CABLE LOCATIONS IN THE EVENT THAT MARKS ARE LOST DURING CONSTRUCTION. THE CONTRACTOR SHALL HYDRO-EXCAVATE ONLY WHEN DIGGING WITHIN 5 FEET OF ANY MARKED FAA BURIED CABLE LOCATION. ANY FAA CABLE(S) DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE COMPLETELY REPLACED (NOT SPLICED OR REPAIRED), AT THE CONTRACTOR'S EXPENSE.

**SPECIAL CONDITIONS:**

A. SPECIAL INSURANCE PROVISIONS: SEE THE PROJECT MANUAL FOR INSURANCE REQUIREMENTS.

**RUNWAY & TAXIWAY VISUAL AIDS--MARKING, LIGHTING, SIGNS, AND VISUAL NAVAIDS:**

A. AIRPORT MARKINGS, LIGHTING, SIGNS, AND VISUAL NAVAIDS MUST BE CLEARLY VISIBLE TO PILOTS, NOT MISLEADING, CONFUSING OR DECEPTIVE. ALL MUST BE SECURED IN PLACE TO PREVENT MOVEMENT BY PROP WASH, JET BLAST, WING VORTICES OR OTHER WIND CURRENTS, BUT FRANGIBLE AND CONSTRUCTED OF MATERIALS THAT WOULD MINIMIZE DAMAGE TO AN AIRCRAFT IN THE EVENT OF INADVERTENT CONTACT.

B. THE FOLLOWING ARE APPLICABLE STANDARDS FOR ANY TEMPORARY OR PERMANENT INSTALLATIONS OF THESE RESPECTIVE ITEMS:

AIRPORT MARKINGS: AC 150/5340-1  
LIGHTING: AC 150/5340-30, 150/5345-50, 150/5345-53  
SIGNAGE: AC 150/5345-44, 150/5340-18, 150/5345-45

**MARKING AND SIGNS FOR ACCESS ROUTES:**

A. PAVEMENT MARKINGS AND SIGNS INTENDED FOR CONSTRUCTION PERSONNEL SHALL CONFORM TO AC 150/5340-18, AND WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND/OR STATE HIGHWAY SPECIFICATIONS AS PRACTICAL.

**HAZARD MARKING AND LIGHTING:**

A. IF ANY AIRCRAFT MOVEMENT AREAS MUST BE CLOSED, THE CONTRACTOR SHALL FURNISH AND PLACE PORTABLE BARRICADES ACROSS RUNWAYS OR TAXIWAYS TO KEEP VEHICLES FROM ENTERING ACTIVE OPERATION AREAS AND TO KEEP AIRCRAFT FROM TAXIING INTO CONSTRUCTION AREAS. BARRICADES SHALL BE HIGHLY-REFLECTIVE, MARKED WITH DIAGONAL, ALTERNATING ORANGE AND WHITE STRIPES AND SUPPLEMENTED WITH EITHER FLASHING OR STEADY-BURNING LIGHTS DURING HOURS OF RESTRICTED VISIBILITY OR DARKNESS. LIGHTS SHALL BE BARRICADE TYPE TYPICAL FOR CONSTRUCTION ZONES AND RED IN COLOR, MEETING ALL STATE HIGHWAY REQUIREMENTS. BARRICADES LOCATED WITHIN AIRCRAFT MOVEMENT AREAS (RUNWAYS, TAXIWAYS, APRONS) SHALL BE LOW LEVEL AVIATION BARRICADES (NO HIGHER THAN 18") SPECIFICALLY MANUFACTURED AND DESIGNED FOR SUCH PURPOSE. THEY SHALL BE ALTERNATING ORANGE AND WHITE IN COLOR 10" HIGH AND 96" LONG, MADE OF UV-RESISTANT POLYETHYLENE AS MANUFACTURED BY MULTI-BARRIER (MODEL AR 10x96 HDPE), OR EQUAL. ENOUGH BARRICADES MUST BE PROVIDED TO SAFELY DELINEATE ALL CONSTRUCTION BOUNDARIES, INCLUDING AREAS IN WHICH NO PART OF AN AIRCRAFT MAY ENTER. BARRICADES SHALL BE PLACED CLOSELY ENOUGH TO PREVENT TRAFFIC FROM ENTERING THE CONSTRUCTION AREA, GENERALLY NO MORE THAN 4 FEET APART. BARRICADES SHALL BE FILLED WITH WATER TO PREVENT MOVEMENT BY JET BLAST. BARRICADES LOCATED OUTSIDE OF AIRCRAFT MOVEMENT AREAS MAY BE MADE FROM VARIOUS MATERIALS, INCLUDING RAILROAD TIES, SAWHORSES, JERSEY BARRICADES, BARRELS, OR OTHER STANDARD HIGHWAY BARRICADES. IF BARRICADES ARE SUBJECT TO PROP WASH, JET BLAST, WIND VORTEX OR ANY OTHER SURFACE WIND CURRENTS, THE BARRICADES SHALL BE WEIGHTED OR FASTENED TO THE GROUND TO PREVENT DISPLACEMENT.

B. HAZARDS SUCH AS OPEN MANHOLES, AREAS UNDER REPAIR, STOCKPILE AND WASTE AREAS SHALL ALSO BE MARKED.

C. THE CONTRACTOR MUST ALSO PROVIDE AN EMERGENCY CONTACT AVAILABLE 24 HOURS FOR MAINTENANCE OF CONSTRUCTION LIGHTING AND BARRICADING.

D. USE HIGHLY REFLECTIVE BARRICADES WITH LIGHTS TO CLOSE TAXIWAYS LEADING TO CLOSED RUNWAYS. CLOSE RUNWAY/TAXIWAY INTERSECTIONS WITH BARRICADES EVEN FOR SHORT (TEMPORARY) CLOSURES.

E. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MOVEMENT OF BARRICADES BETWEEN PHASES, OR AS OTHERWISE CRITICAL TO AIRPORT OPERATIONS. ALL BARRICADE LIGHTS MUST BE CHECKED NIGHTLY, AND REPLACED BY THE CONTRACTOR IF NOT FUNCTIONING. CONTRACTOR SHALL BE COMPENSATED FOR COST OF ALL BARRICADES, THEIR MAINTENANCE AND MOVEMENT UNDER SAFETY AND SECURITY.

**WORK ZONE LIGHTING FOR NIGHTTIME CONSTRUCTION:**

LIGHT TOWERS MUST BE POSITIONED AND ADJUSTED TO AIM AWAY FROM ATCT CAB AND ACTIVE RUNWAYS TO PREVENT BLINDING. TOWERS MUST BE REMOVED PRIOR TO REOPENING TO AIRCRAFT OPERATIONS.

**PROTECTION OF RUNWAY AND TAXIWAY SAFETY AREAS:**

A. RUNWAY OR TAXIWAY SAFETY AREAS (RSA/TSA). NO CONSTRUCTION MAY OCCUR WITHIN THE EXISTING SAFETY AREA WHILE OPEN TO AIRCRAFT OPERATIONS. SAFETY AREA DIMENSIONS MAY BE TEMPORARILY ADJUSTED, IF THE RUNWAY/TAXIWAY IS RESTRICTED TO AIRCRAFT OPERATION REQUIRING A SAFETY AREA EQUAL TO THE WIDTH (AND LENGTH) THAT ARE AVAILABLE. THIS ADJUSTMENT MUST BE COORDINATED WITH THE FAA REGIONAL OR DISTRICT OFFICE AND LOCAL AIR TRAFFIC MANAGER BY THE AIRPORT OPERATOR, AND APPROPRIATE NOTAMS ISSUED. OPEN TRENCHES OR EXCAVATIONS ARE NOT PERMITTED WITHIN THE SAFETY AREA WHILE OPEN. OPEN TRENCHES AND EXCAVATIONS WITHIN THE CONSTRUCTION AREA(S) MUST BE PROMINENTLY MARKED WITH RED OR ORANGE FLAGS, AND LIGHTED DURING HOURS OF LOW VISIBILITY/DARKNESS. IF THE RUNWAY/TAXIWAY MUST BE OPENED BEFORE EXCAVATIONS ARE BACKFILLED, THE EXCAVATIONS MUST BE COVERED IN SUCH A WAY AS TO ALLOW THE HEAVIEST AIRCRAFT OPERATING ON THAT PAVEMENT TO CROSS THE COVERING WITHOUT DAMAGE. SOIL EROSION MUST BE CONTROLLED TO MAINTAIN SAFETY AREA STANDARDS (NO POTENTIALLY HAZARDOUS RUTS, HUMPS, DEPRESSIONS, OR OTHER SURFACE VARIATIONS, AND CAPABLE UNDER DRY CONDITIONS OF SUPPORTING SNOW REMOVAL EQUIPMENT (SRE), ARFF, AND THE OCCASIONAL PASSAGE OF AIRCRAFT WITHOUT STRUCTURAL DAMAGE.

IN RARE CIRCUMSTANCES WHERE A SECTION OF TAXIWAY IS INDISPENSABLE FOR AIRCRAFT MOVEMENT, OPEN TRENCHES OR EXCAVATIONS MAY BE PERMITTED IN THE TSA WHILE OPEN IF SUBJECT TO THE FOLLOWING: TAXIING IS LIMITED TO 10 MPH; APPROPRIATE NOTAMS ARE ISSUED; APPROPRIATE LIGHTING AND MARKING ARE IMPLEMENTED; LOW MASS, LOW PROFILE LIGHTED BARRICADES ARE INSTALLED; APPROPRIATE TEMPORARY ORANGE CONSTRUCTION SIGNS ARE INSTALLED.

B. RUNWAY OBJECT FREE AREA (ROFA). CONSTRUCTION, INCLUDING EXCAVATIONS, MAY BE PERMITTED IN THE ROFA. EQUIPMENT MUST BE REMOVED FROM THE ROFA WHEN NOT IN USE, AND MATERIAL SHOULD NOT BE STOCKPILED IN IT IF NOT NECESSARY. STOCKPLING WITHIN THE ROFA REQUIRES SUBMITTAL OF A 7460-1 FORM AND FAA APPROVAL.

C. TAXIWAY OBJECT FREE AREA (TOFA). UNLIKE THE ROFA, NO CONSTRUCTION MAY OCCUR WITHIN THE TOFA WHILE OPEN TO AIRCRAFT OPERATIONS, (UNLESS 1) THE TOFA DIMENSION IS TEMPORARILY ADJUSTED FOR USE BY SMALLER AIRCRAFT ONLY; 2) TEMPORARY OFFSET TAXIWAY MARKINGS ARE USED.

CONSTRUCTION, INCLUDING OPEN EXCAVATIONS, MAY BE ACCOMPLISHED WITHOUT ADJUSTING THE TOFA SUBJECT TO THE FOLLOWING RESTRICTIONS: TAXIING IS LIMITED TO 10 MPH; APPROPRIATE NOTICES TO AIRMEN (NOTAMS) HAVE BEEN ISSUED BY THE AIRPORT; MARKING AND LIGHTING PROVISIONS HAVE BEEN IMPLEMENTED BY THE CONTRACTOR; APPROPRIATE ORANGE CONSTRUCTION SIGNS ARE INSTALLED (IF DESIRED); FIVE-FOOT CLEARANCE BETWEEN EQUIPMENT AND ANY PART OF AN AIRCRAFT IS MAINTAINED (MOVING PERSONNEL, AND EQUIPMENT FOR PASSAGE OF AN AIRCRAFT MAY BE NECESSARY); AND CONTRACTOR'S FLAGGERS ARE UTILIZED TO DIRECT AND CONTROL EQUIPMENT AND PERSONNEL TO A PRE-ESTABLISHED SETBACK DISTANCE. (AIRLINES SHOULD PROVIDE FLAGGERS TO DIRECT THE ACTUAL TAXIING AIRCRAFT.)

D. OBSTACLE FREE ZONE (OFZ). PERSONNEL, MATERIAL, AND/OR EQUIPMENT MAY NOT PENETRATE THE RUNWAY OBSTACLE FREE ZONE (OFZ) WHILE THE RUNWAY IS OPEN. IF WORK IN THE OFZ IS NECESSARY, IT MAY BE POSSIBLE TO CONTINUE AIRCRAFT OPERATIONS THROUGH OPERATIONAL RESTRICTIONS (COORDINATE WITH THE FAA).

E. RUNWAY APPROACH/DEPARTURE AREAS. ALL PERSONNEL, MATERIAL, AND/OR EQUIPMENT MUST REMAIN CLEAR OF APPLICABLE THRESHOLD SITING SURFACES. OBJECTS THAT DO NOT PENETRATE MAY STILL BE OBSTRUCTIONS TO AIR NAVIGATION AND MAY AFFECT STANDARD INSTRUMENT APPROACH PROCEDURES (COORDINATE WITH THE FAA).

F. ADEQUATE DISTANCE FROM BLASTING OPERATIONS:N/A

**OTHER LIMITATIONS ON CONSTRUCTION:**

A. THE FOLLOWING ARE PROHIBITED FROM USE ON THE AIRFIELD: TALL EQUIPMENT BEYOND THE MAXIMUM EQUIPMENT HEIGHT SHOWN ON THE SAFETY/PHASING PLAN, OPEN-FLAME WELDING/TORCH CUTTING (UNLESS PROPER PRECAUTIONS ARE TAKEN AND AIRPORT APPROVAL IS OBTAINED), ELECTRICAL BLASTING CAPS (WITHIN 1000 FEET OF AIRPORT PROPERTY).

**OTHER CONSTRUCTION NOTES:**

CRITICAL AIRCRAFT DURING CONSTRUCTION OPERATIONS: N/A.

CONSTRUCTION IS ANTICIPATED TO BEGIN IN SUMMER, 2024. A PRECISE STARTING DATE MAY BE DEPENDENT UPON THE ARRIVAL OF CURRENT YEAR FEDERAL FUNDING.

THIS PROJECT IS BASED ON WORKING DAYS, WHICH SHALL BE COUNTED CONTINUOUSLY EXCEPT WHERE INTERRUPTED BY OFFICIAL START AND STOP ORDERS TO BE COORDINATED BY THE ENGINEER. THERE SHALL BE xx WORKING DAYS FOR THIS PROJECT.

LIQUIDATED DAMAGES IN THE AMOUNT OF \$1,500.00 SHALL BE ASSESSED FOR EACH WORKING DAY CONSTRUCTION EXCEEDS xx WORKING DAYS FOR THE TOTAL PROJECT.

ALL SAFETY AND SECURITY ITEMS REQUIRED ON THE CSPP OR IN CONSTRUCTION AND SAFETY NOTES SHALL BE INCLUDED IN THE COST FOR SAFETY AND SECURITY UNLESS OTHERWISE STATED.

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2440 Deming Way  
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WEST MICHIGAN REGIONAL AIRPORT  
CONSTRUCT NORTH HANGAR AREA  
TAXILANE  
60 GEURINK BLVD  
HOLLAND, MI 49423

ISSUED

NOT FOR CONSTRUCTION

M&H NO.: 0819900-211654.03  
DATE: AUGUST 25, 2023  
DESIGNED BY: KAH  
DRAWN BY: DLU  
CHECKED BY: TPD  
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SHEET CONTENTS

SAFETY PHASING  
NOTES

SHEET NO. 4 of 26

G-072

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SHEET CONTENTS

CONSTRUCTION  
SAFETY DETAILS

SHEET NO. 5 of 26

G-073



1. METAL FRAME MATERIAL MAY CONSIST OF ANGLE IRON OR PERFORATED SQUARE STEEL TUBING. SIZING OF ANGLE IRON OR PERFORATED STEEL TUBING SHALL MEET MDOT STANDARDS FOR TYPE III BARRICADES.
2. ALL MATERIAL, CONNECTIONS, AND DIMENSIONS SHALL MEET CURRENT MDOT STANDARDS FOR TYPE III BARRICADES.
3. BASE LEGS SHALL EXTEND PERPENDICULAR A DISTANCE OF 2 TO 3 FEET FROM THE FACE OF THE BARRICADE.

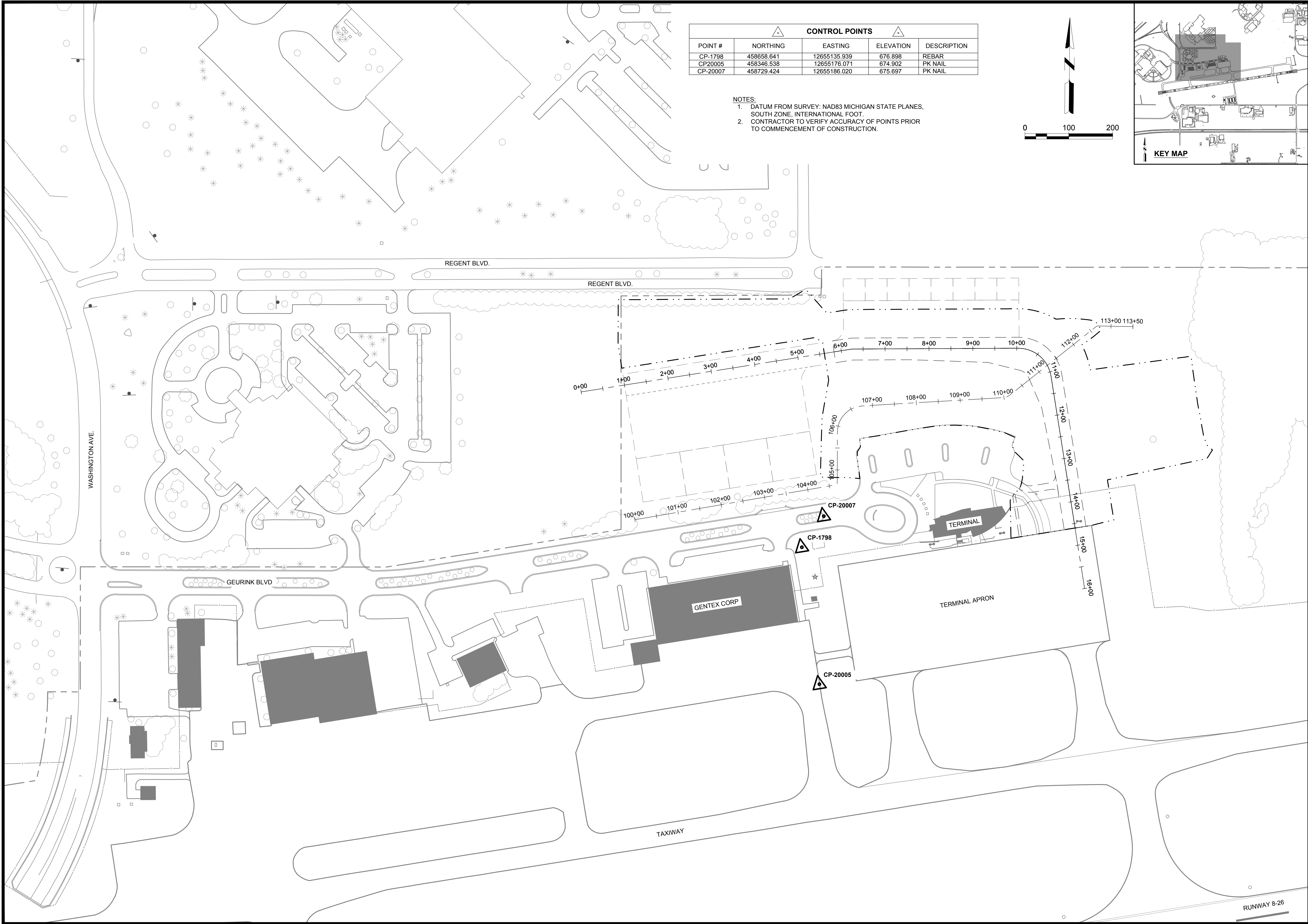
2 MDOT TYPE III BARRICADE  
NOT TO SCALE



1. MAINTENANCE OF LOW-PROFILE LIGHTED BARRICADES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR FOR THE DURATION OF THE PROJECT.
2. BARRICADES SHALL BE FILLED WITH WATER AND CONSTANTLY MONITORED.
3. IF REQUIRED, BARRICADES SHALL BE WEIGHTED BY SANDBAGS OR OTHER MEANS TO KEEP BARRICADE STATIONARY.
4. LOW-PROFILE BARRICADE TO MEET MOST CURRENT EDITION OF FAA AC 150/5370-2.
5. BARRICADES SHALL BE PLACED END-TO-END AND INTERLOCKED TOGETHER.

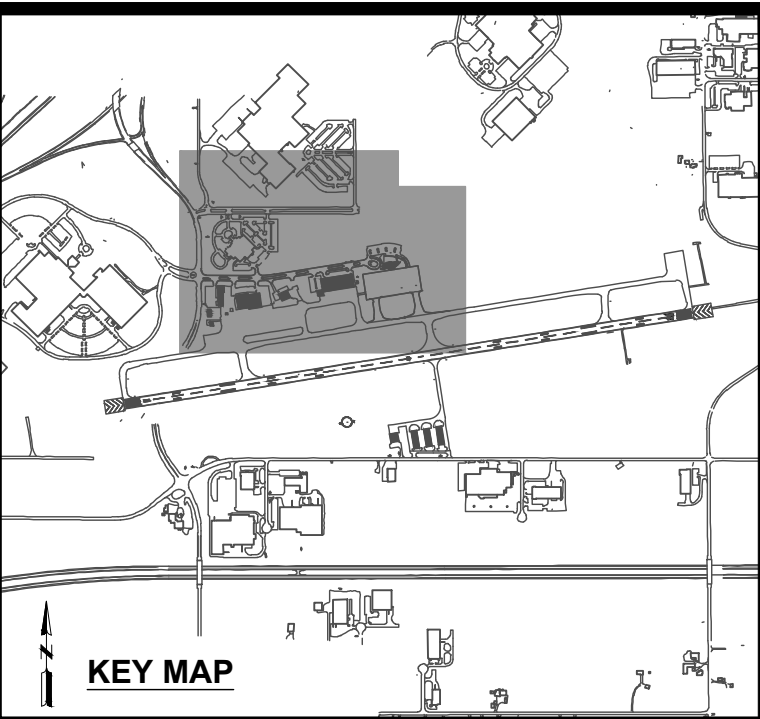
## 1 LOW-PROFILE LIGHTED BARRICADE DETAIL

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CONTROL POINTS				
POINT #	NORTHING	EASTING	ELEVATION	DESCRIPTION
CP-1798	458658.641	12655135.939	676.898	REBAR
CP20005	458346.538	12655176.071	674.902	PK NAIL
CP-20007	458729.424	12655186.020	675.697	PK NAIL

- NOTES:
- DATUM FROM SURVEY: NAD83 MICHIGAN STATE PLANES, SOUTH ZONE, INTERNATIONAL FOOT.
  - CONTRACTOR TO VERIFY ACCURACY OF POINTS PRIOR TO COMMENCEMENT OF CONSTRUCTION.



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60 GEURINK BLVD  
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SHEET CONTENTS  
SURVEY CONTROL  
PLAN

SHEET NO. 6 of 26

G-081



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Alignment: N. Taxilane				
Tangent Data				
Description	PT Station	Northing	Easting	
Start:	0+00.000	459012.5	12654633.46	
End:	6+22.320	459109.89	12655248.11	
Tangent Data				
Parameter	Value	Parameter	Value	
Length:	622.32	Course:	N 80° 59' 48.2858" E	
Curve Point Data				
Description	Station	Northing	Easting	
PC:	6+22.320	459109.89	12655248.11	
RP:		459080.26	12655252.81	
PT:	6+26.892	459110.26	12655252.66	
Circular Curve Data				
Parameter	Value	Parameter	Value	
Delta:	08° 43' 57.8857"	Type:	RIGHT	
Radius:		30 DOC:	190° 59' 09.3600"	
Length:	4.572	Tangent:	2.291	
Mid-Ord:	0.087	External:	0.087	
Chord:	4.568	Course:	N 85° 21' 47.2286" E	
Tangent Data				
Description	PT Station	Northing	Easting	
Start:	6+26.892	459110.26	12655252.66	
End:	10+03.419	459112.04	12655629.19	
Tangent Data				
Parameter	Value	Parameter	Value	
Length:	376.527	Course:	N 89° 43' 46.1715" E	
Curve Point Data				
Description	Station	Northing	Easting	
PC:	10+03.419	459112.04	12655629.19	
RP:		459037.04	12655629.54	
PT:	11+09.805	459048.77	12655703.62	
Circular Curve Data				
Parameter	Value	Parameter	Value	
Delta:	81° 16' 21.5261"	Type:	RIGHT	
Radius:		75 DOC:	76° 23' 39.7440"	
Length:	106.386	Tangent:	64.365	
Mid-Ord:	18.086	External:	23.833	
Chord:	97.688	Course:	S 49° 38' 03.0654" E	
Tangent Data				
Description	PT Station	Northing	Easting	
Start:	11+09.805	459048.77	12655703.62	
End:	16+00.000	458564.61	12655780.28	
Tangent Data				
Parameter	Value	Parameter	Value	
Length:	490.195	Course:	S 08° 59' 52.3024" E	

Alignment: Swale				
Tangent Data				
Description	PT Station	Northing	Easting	
Start:	100+00.000	458721.31	12654755.6	
End:	104+63.810	458800.75	12655212.56	
Tangent Data				
Parameter	Value	Parameter	Value	
Length:	463.81	Course:	N 80° 08' 20.2413" E	
Curve Point Data				
Description	Station	Northing	Easting	
PC:	104+63.810	458800.75	12655212.56	
RP:		458805.67	12655211.7	
PT:	104+70.786	458805.65	12655216.7	
Circular Curve Data				
Parameter	Value	Parameter	Value	
Delta:	79° 56' 35.9782"	Type:	LEFT	
Radius:		5 DOC:	1145° 54' 56.1558"	
Length:	6.976	Tangent:	4.191	
Mid-Ord:	1.168	External:	1.524	
Chord:	6.424	Course:	N 40° 10' 02.2522" E	
Tangent Data				
Description	PT Station	Northing	Easting	
Start:	104+70.786	458805.65	12655216.7	
End:	105+86.047	458920.92	12655217.1	
Tangent Data				
Parameter	Value	Parameter	Value	
Length:	115.261	Course:	N 00° 11' 44.2631" E	
Curve Point Data				
Description	Station	Northing	Easting	
PC:	105+86.047	458920.92	12655217.1	
RP:		458920.71	12655277.1	
PT:	106+76.564	458980.61	12655273.57	
Circular Curve Data				
Parameter	Value	Parameter	Value	
Delta:	86° 26' 13.1146"	Type:	RIGHT	
Radius:		60 DOC:	95° 29' 34.6800"	
Length:	90.517	Tangent:	56.38	
Mid-Ord:	16.275	External:	22.333	
Chord:	82.174	Course:	N 43° 24' 50.8204" E	
Tangent Data				
Description	PT Station	Northing	Easting	
Start:	106+76.564	458980.61	12655273.57	
End:	109+97.492	458999.46	12655593.95	
Tangent Data				
Parameter	Value	Parameter	Value	
Length:	320.928	Course:	N 86° 37' 57.3777" E	
Curve Point Data				
Description	Station	Northing	Easting	
PC:	109+97.492	458999.46	12655593.95	
RP:		459029.41	12655592.19	
PT:	110+15.879	459005.92	12655610.85	
Circular Curve Data				
Parameter	Value	Parameter	Value	
Delta:	35° 07' 00.9871"	Type:	LEFT	
Radius:		30 DOC:	190° 59' 09.3597"	
Length:	18.387	Tangent:	9.493	
Mid-Ord:	1.398	External:	1.466	
Chord:	18.101	Course:	N 69° 04' 26.8842" E	
Tangent Data				
Description	PT Station	Northing	Easting	
Start:	110+15.879	459005.92	12655610.85	
End:	112+66.039	459161.6	12655806.67	
Tangent Data				
Parameter	Value	Parameter	Value	
Length:	250.16	Course:	N 51° 30' 56.3906" E	
Curve Point Data				
Description	Station	Northing	Easting	
PC:	112+66.039	459161.6	12655806.67	
RP:		459157.68	12655809.79	
PT:	112+69.480	459162.68	12655809.87	
Circular Curve Data				
Parameter	Value	Parameter	Value	
Delta:	39° 25' 52.4380"	Type:	RIGHT	
Radius:		5 DOC:	1145° 54' 56.1695"	
Length:	3.441	Tangent:	1.792	
Mid-Ord:	0.293	External:	0.311	
Chord:	3.374	Course:	N 71° 13' 52.6096" E	
Tangent Data				
Description	PT Station	Northing	Easting	
Start:	112+69.480	459162.68	12655809.87	
End:	113+50.000	459161.35	12655890.38	
Tangent Data				
Parameter	Value	Parameter	Value	
Length:	80.52	Course:	S 89° 03' 11.1714" E	

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TAXILANE

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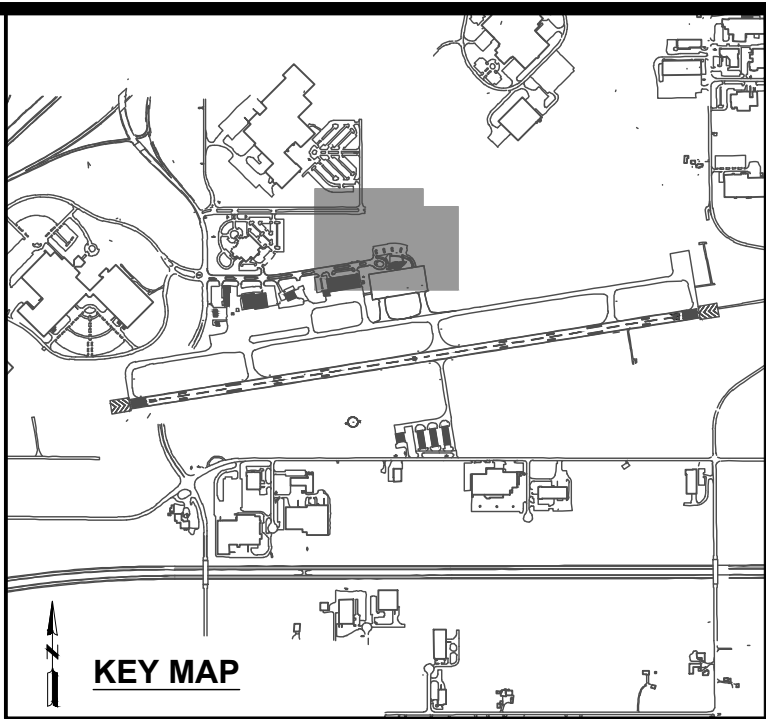
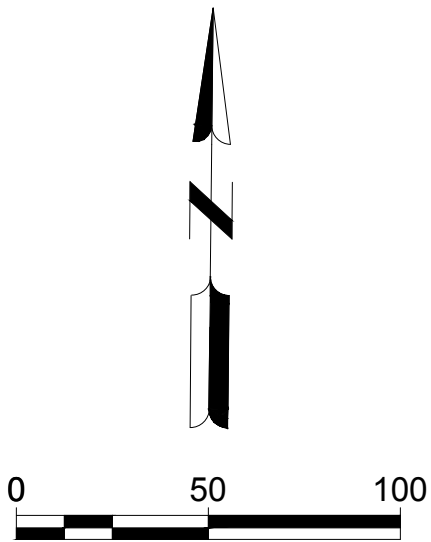
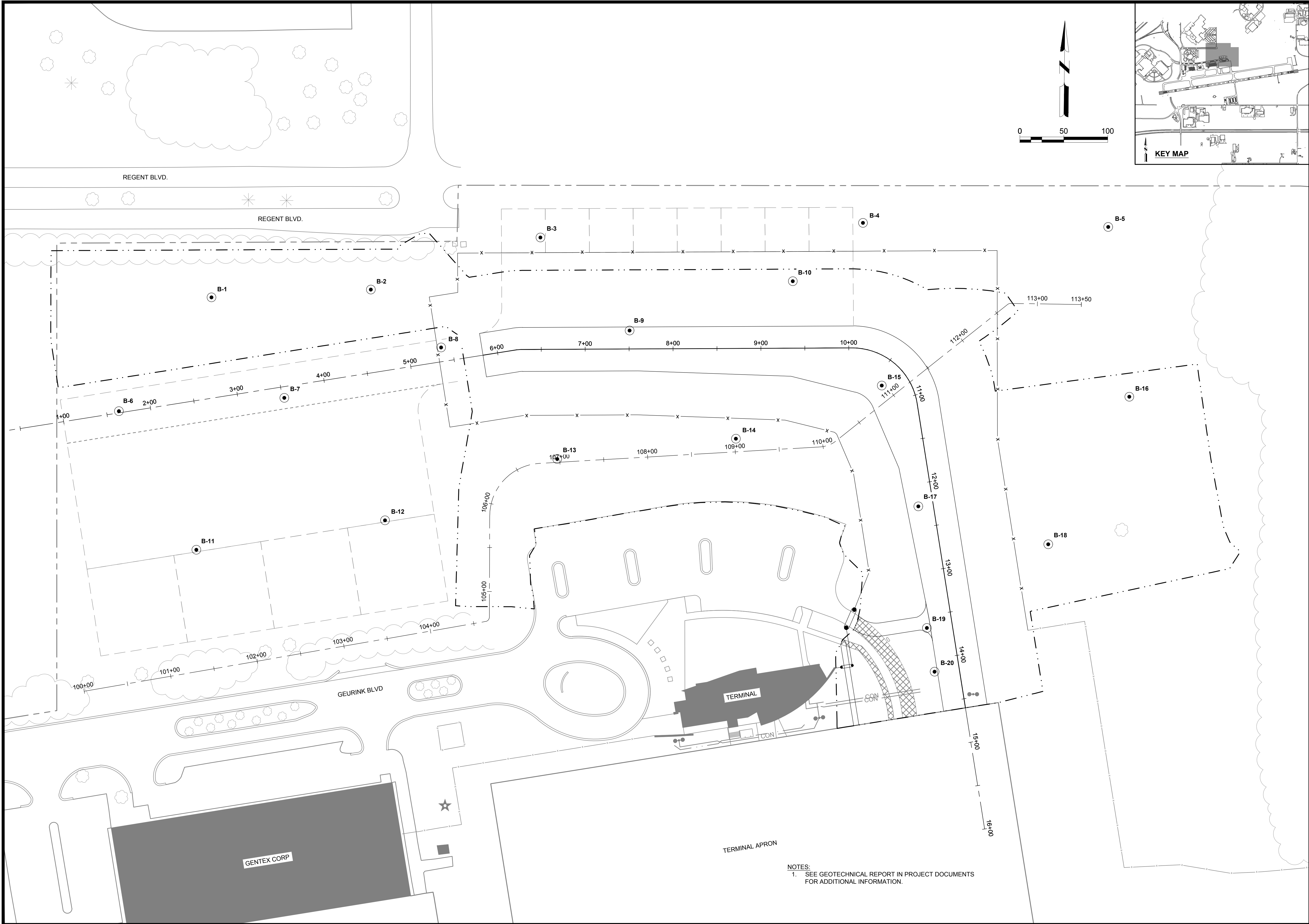
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SHEET CONTENTS  
SURVEY CONTROL  
PLAN - ALIGNMENTS

SHEET NO. 7 of 26

G-082

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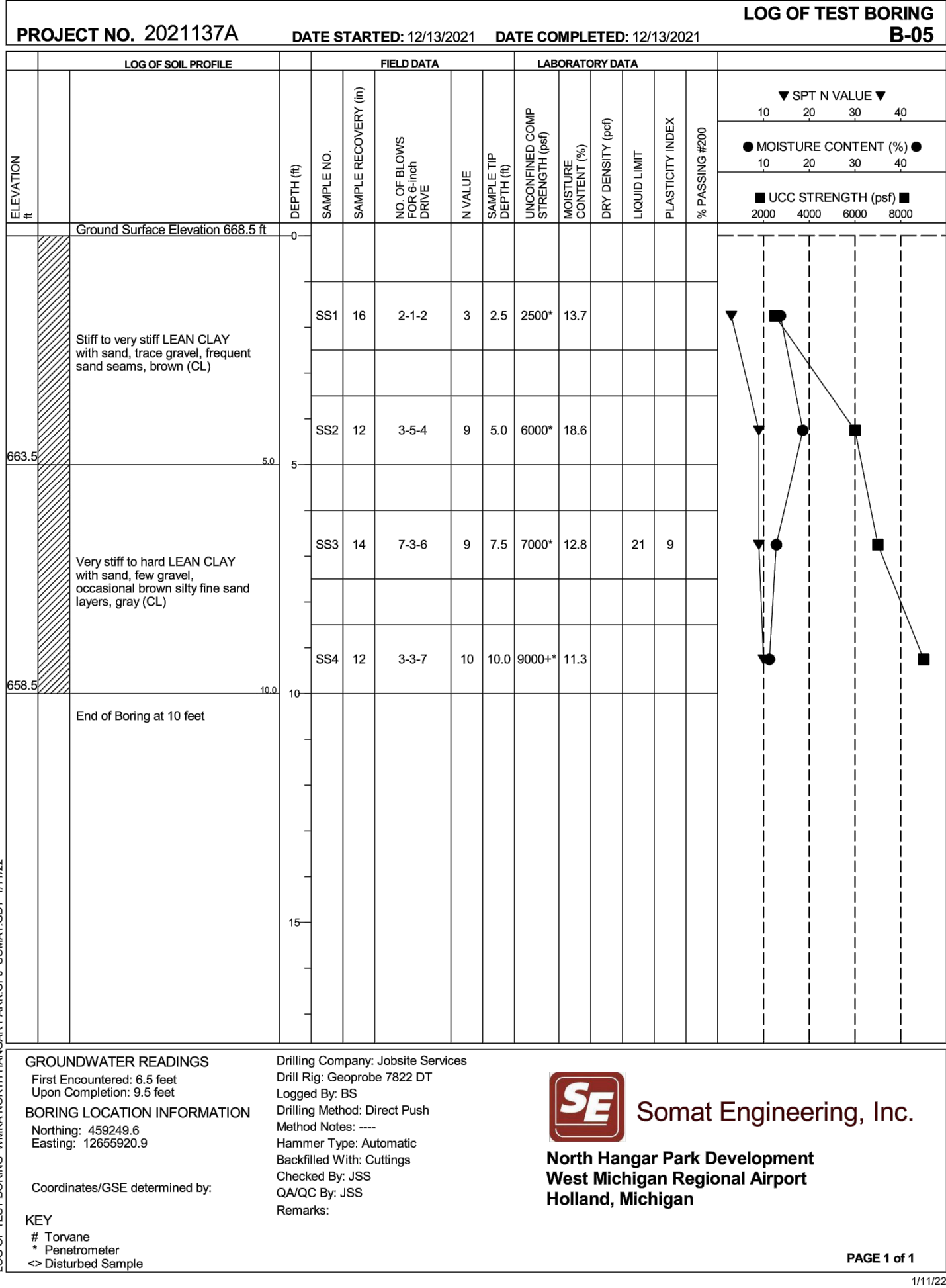
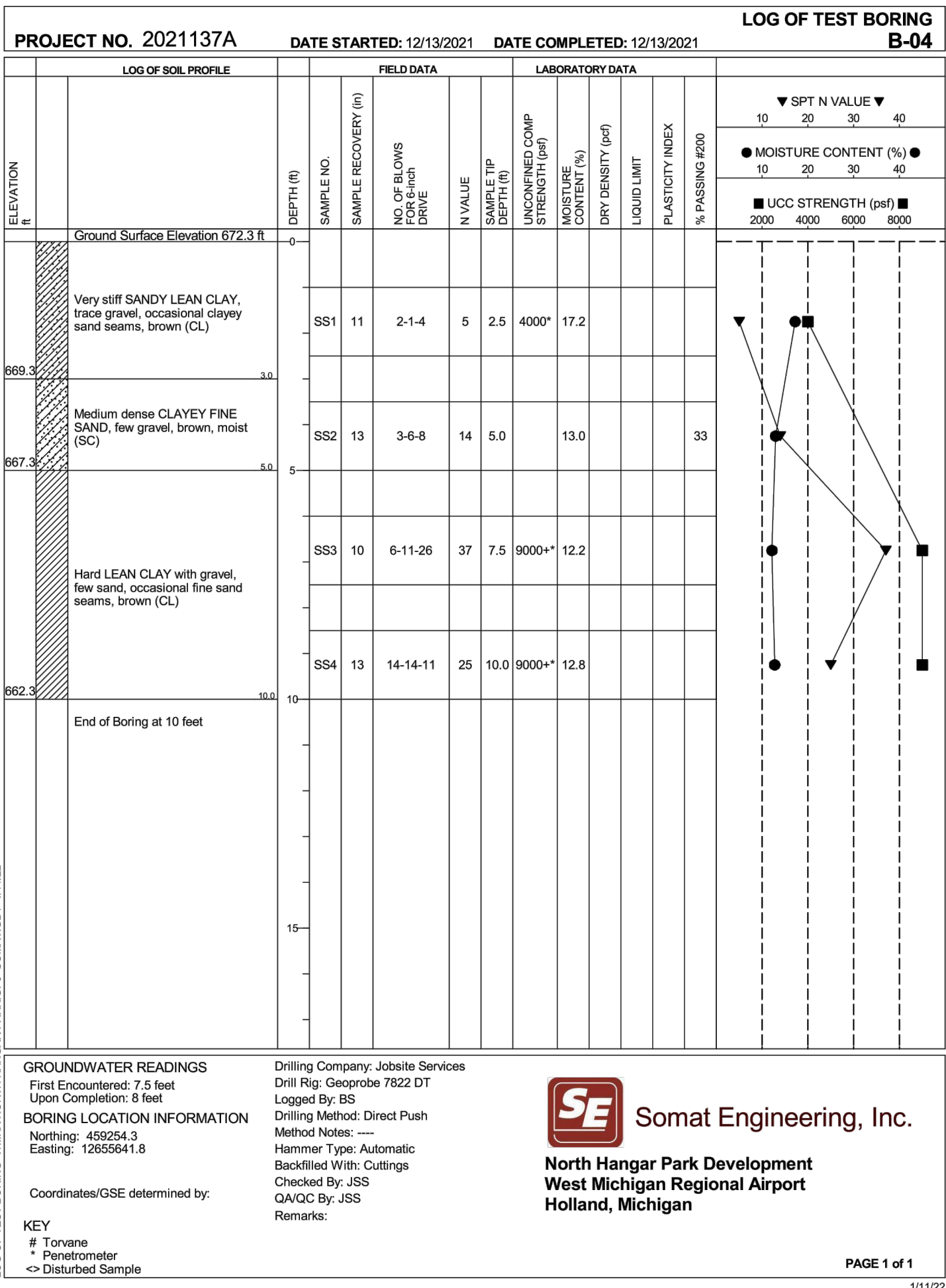
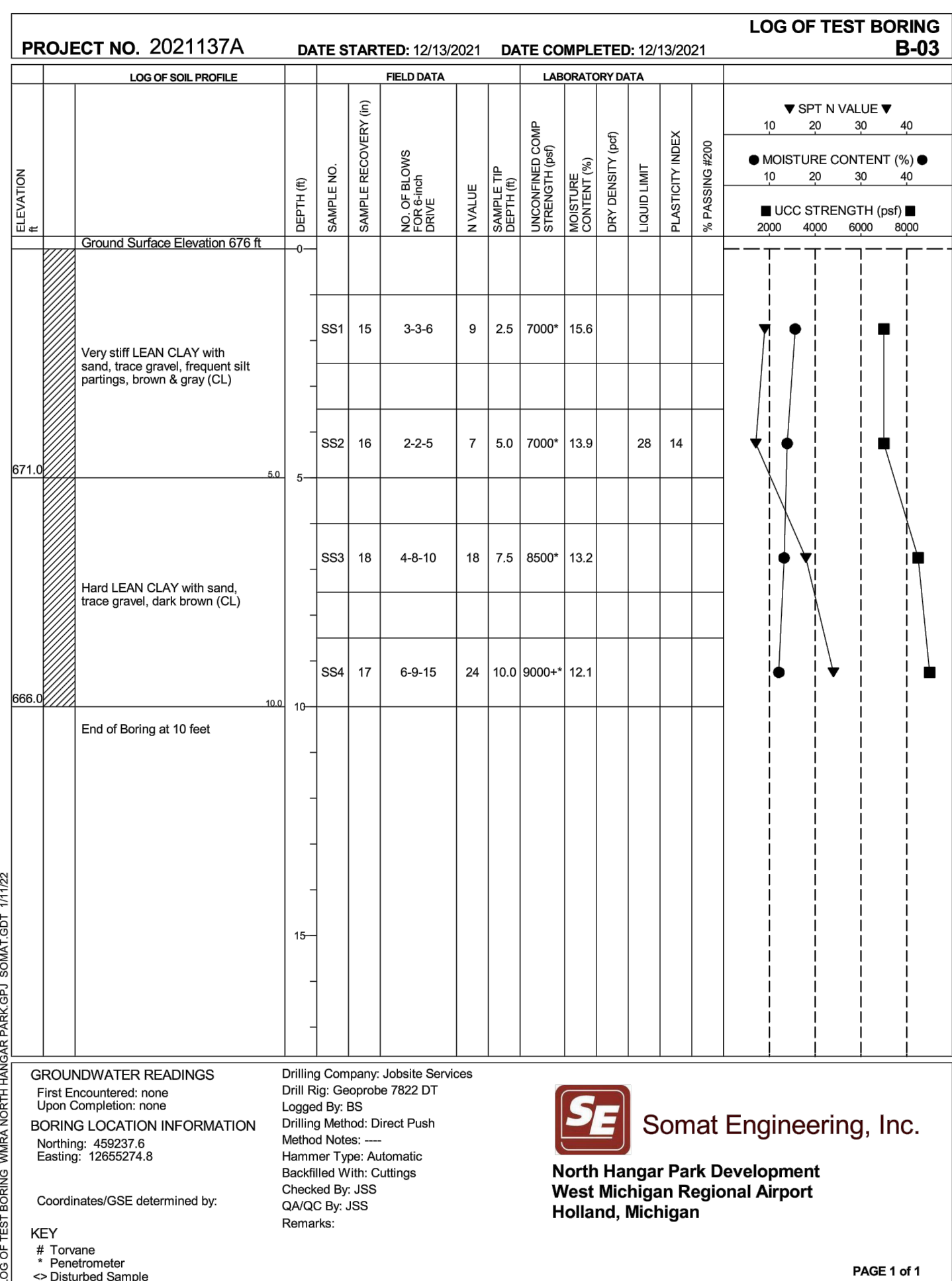
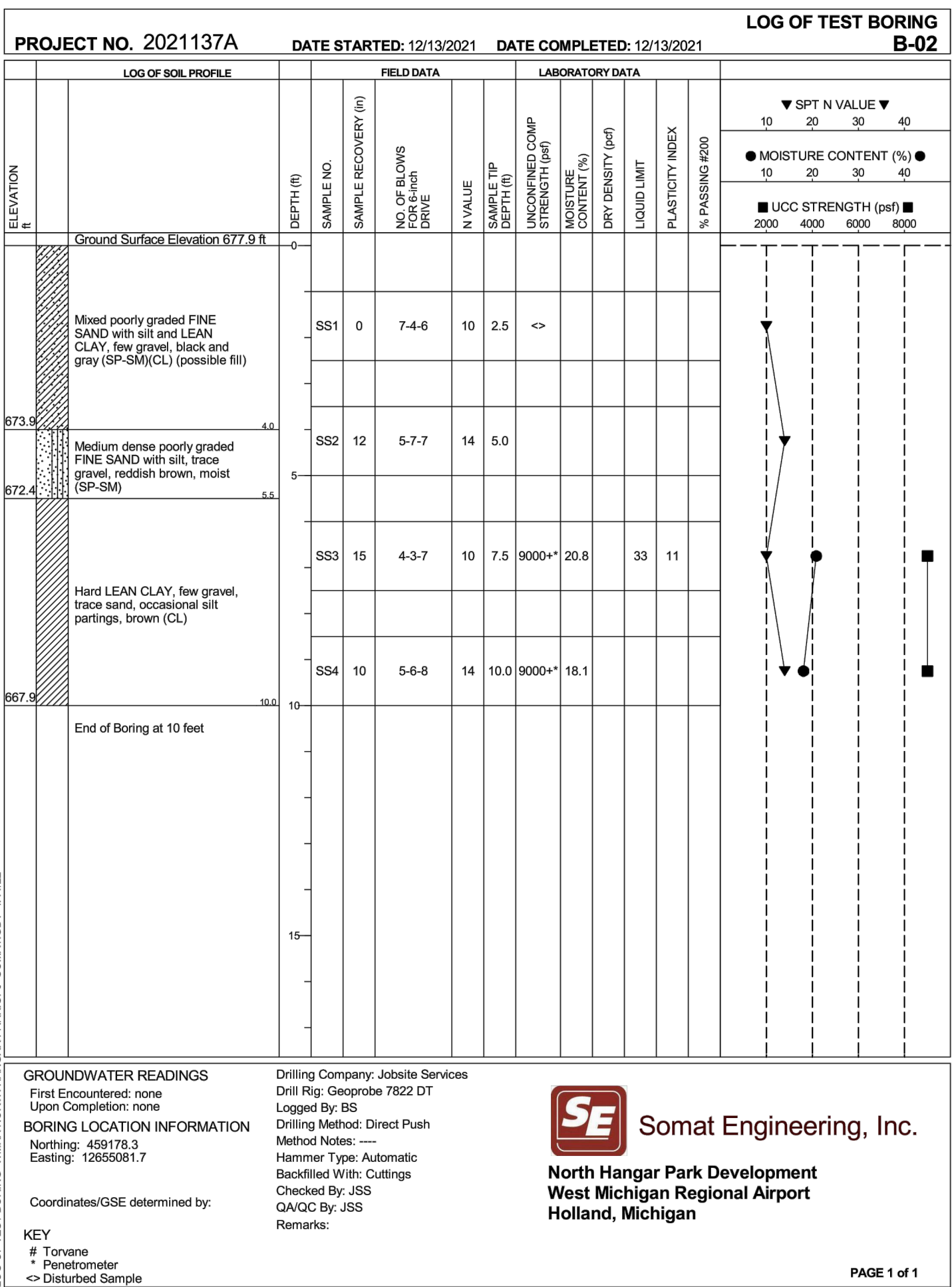
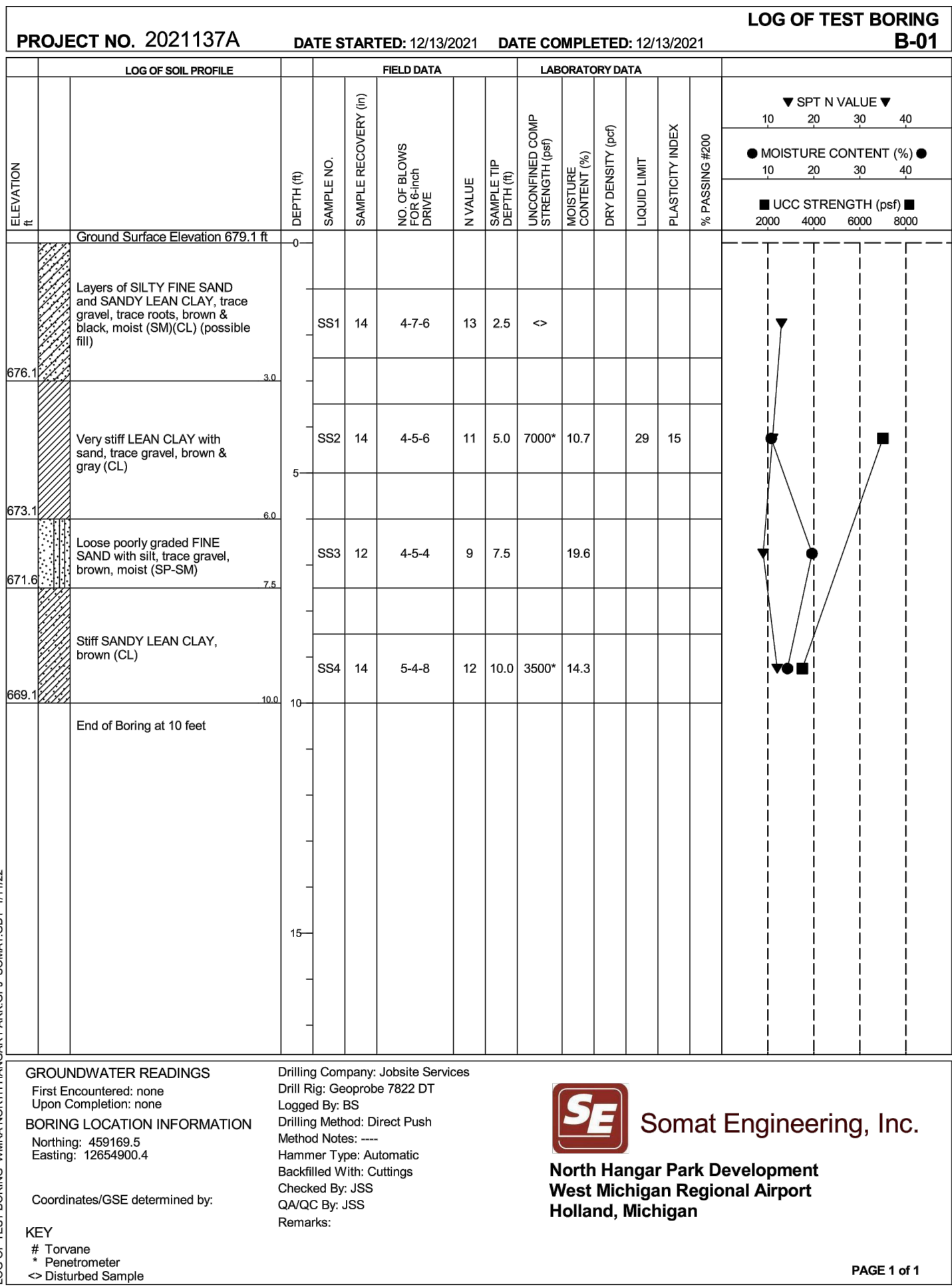
SHEET CONTENTS  
SOIL BORING LAYOUT

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**B-151**

NOTES:  
1. SEE GEOTECHNICAL REPORT IN PROJECT DOCUMENTS FOR ADDITIONAL INFORMATION.





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CONSTRUCT NORTH HANGAR AREA  
TAXILANE

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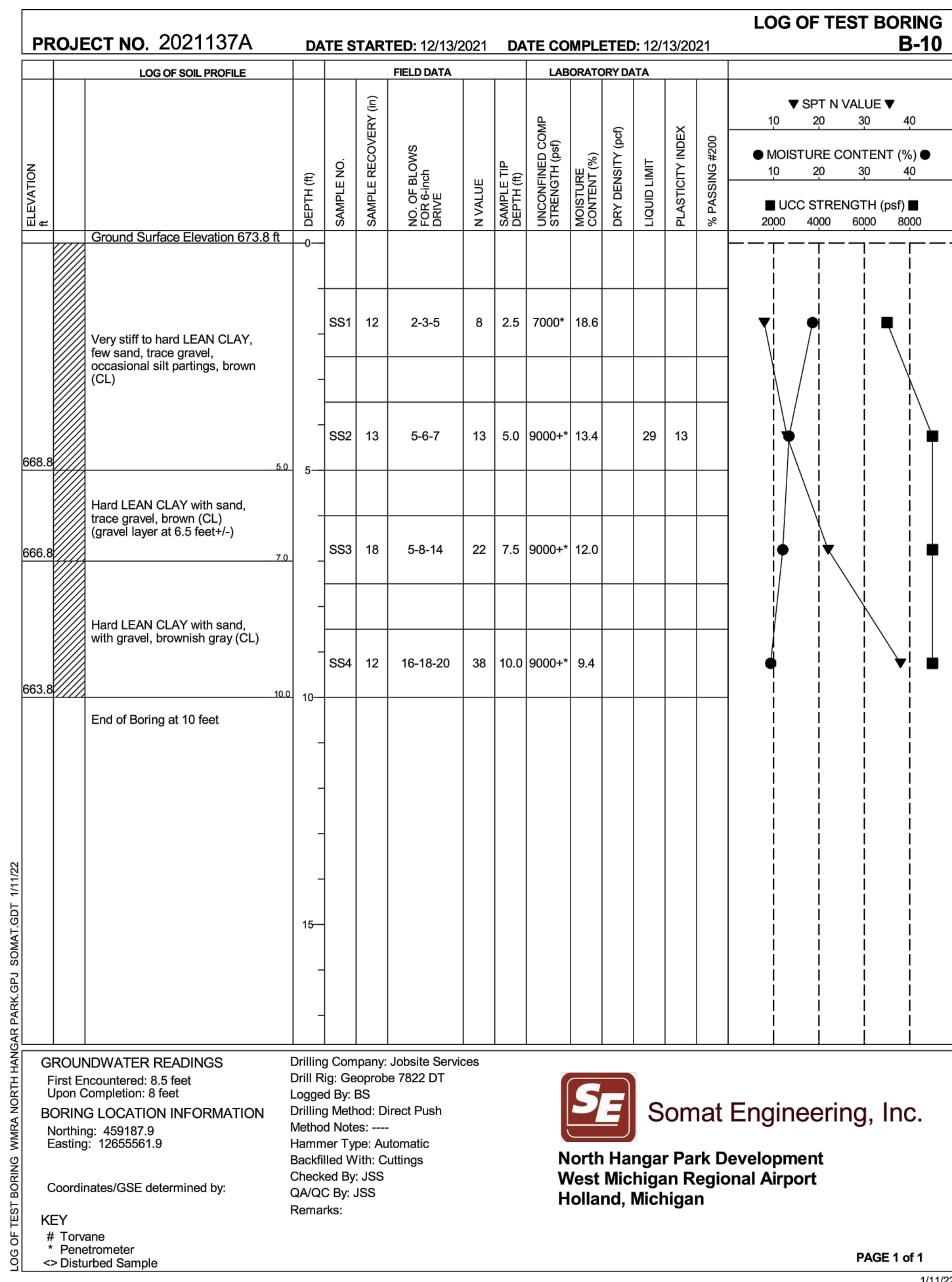
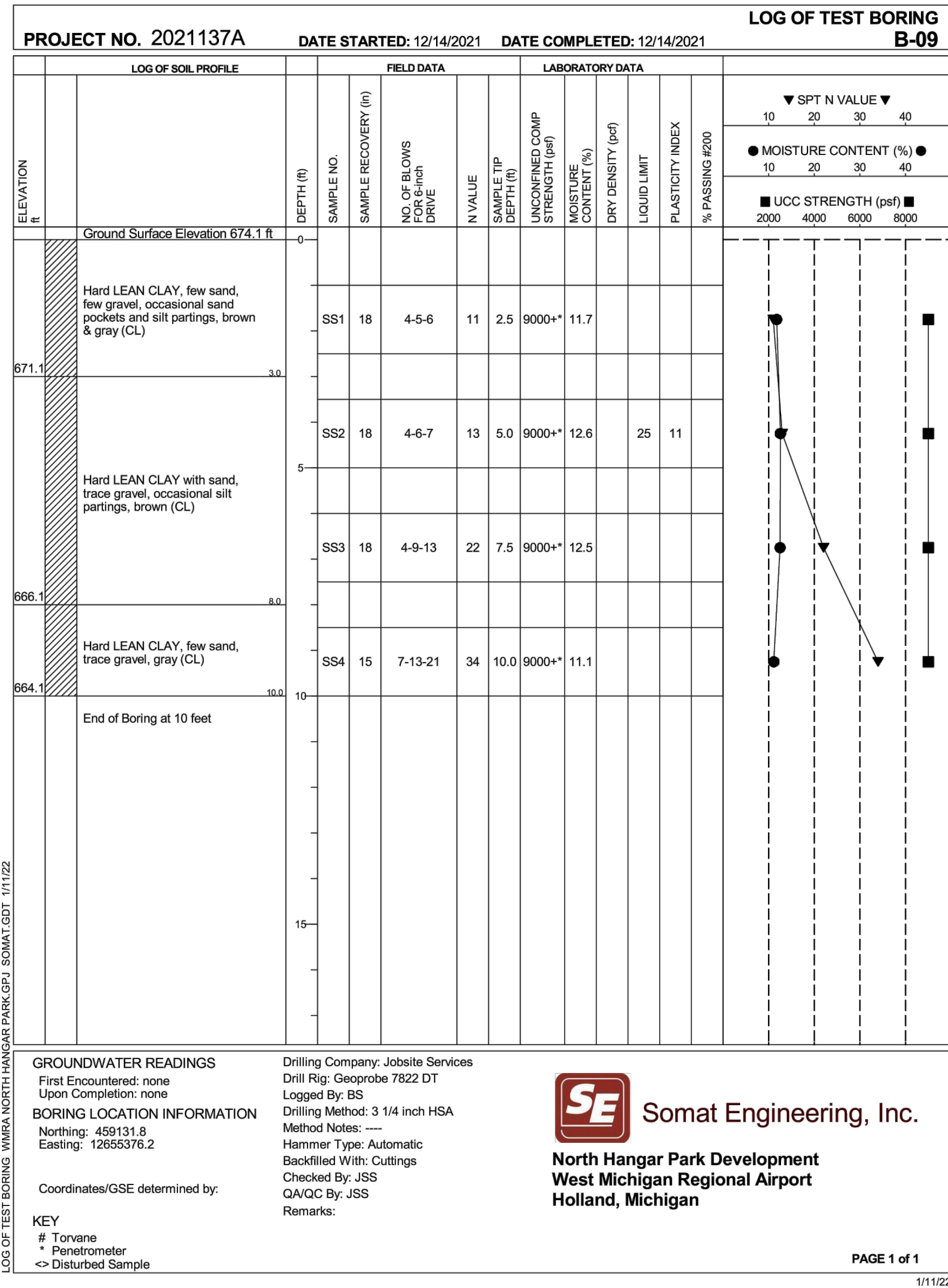
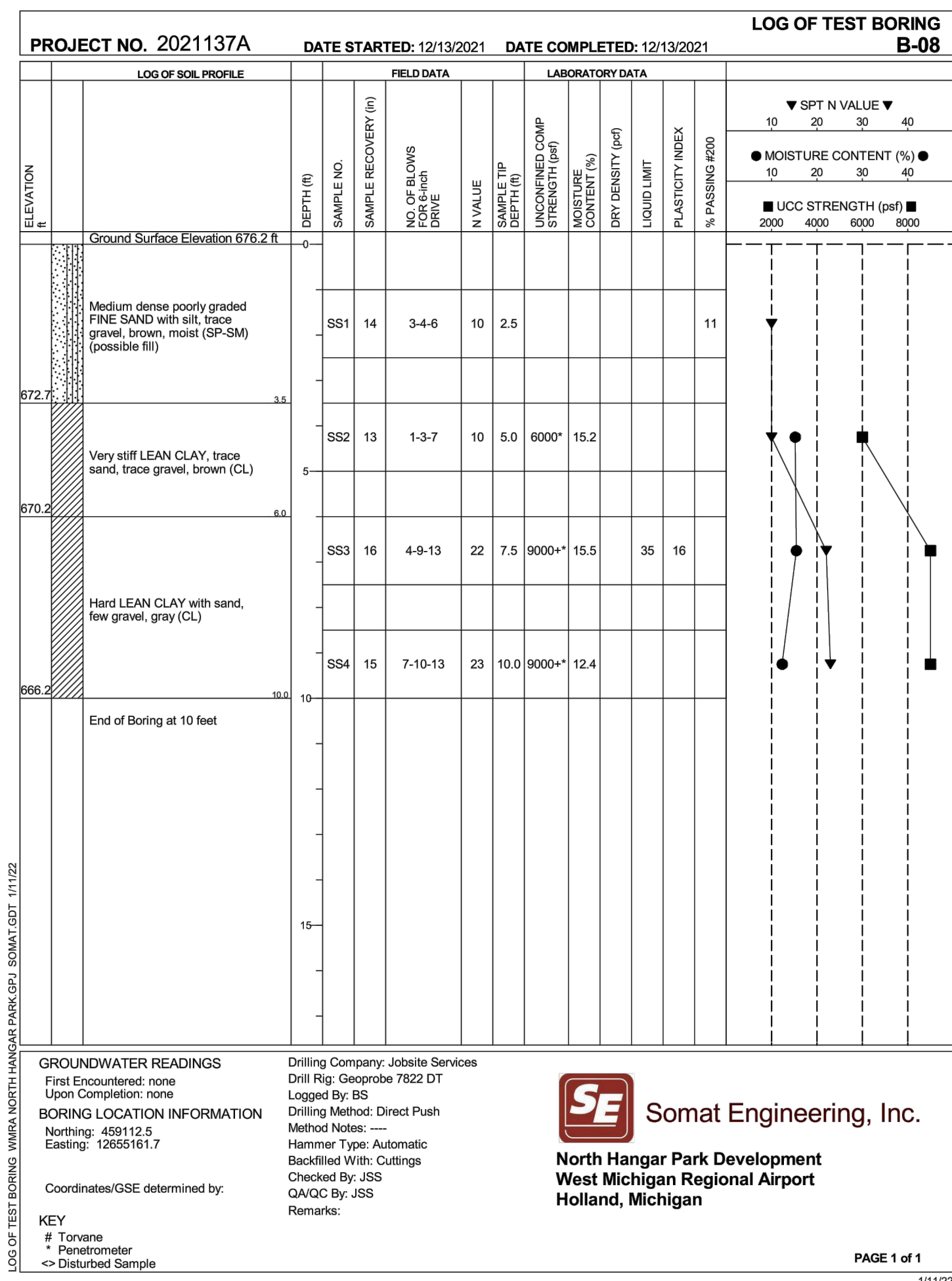
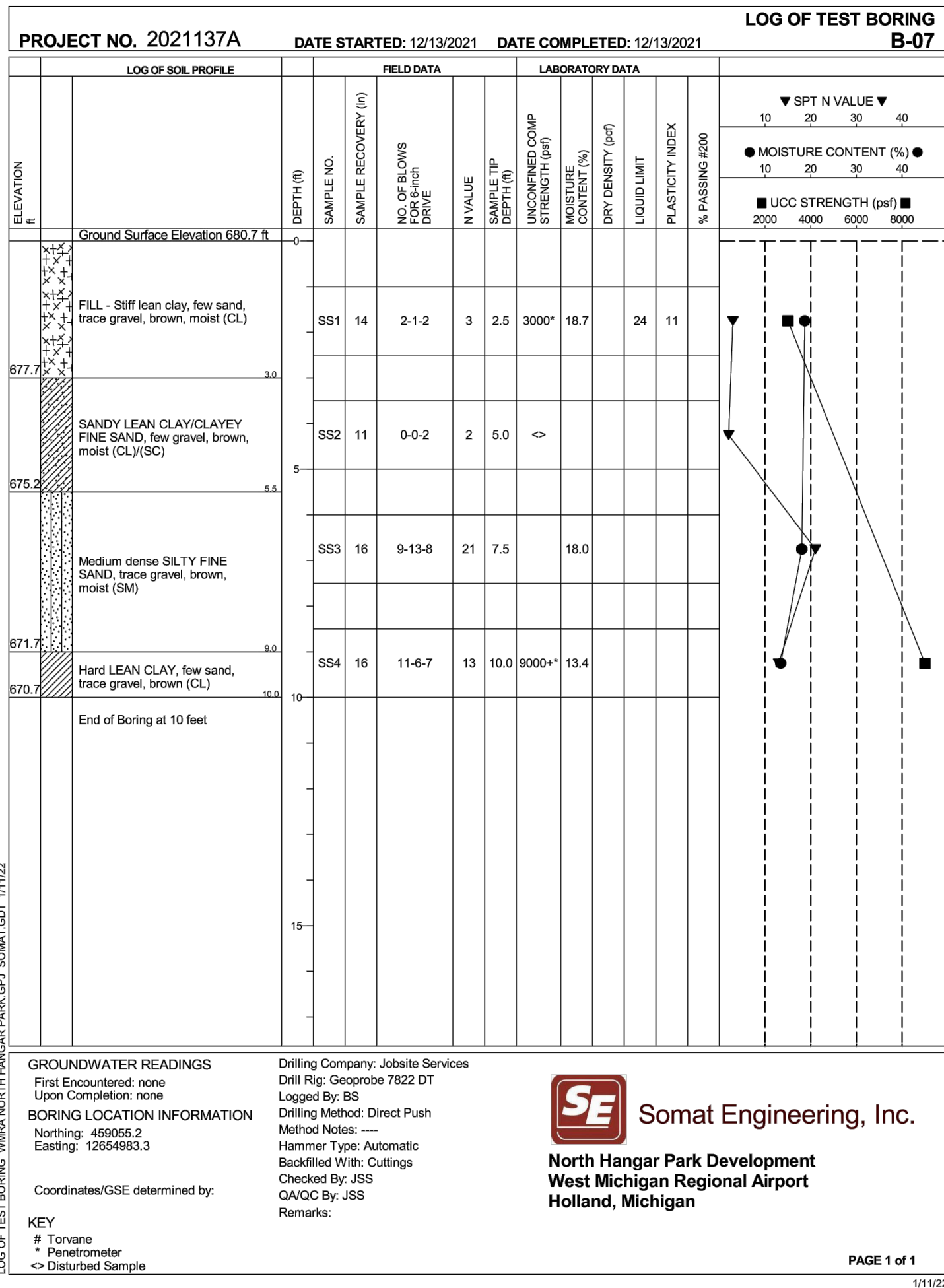
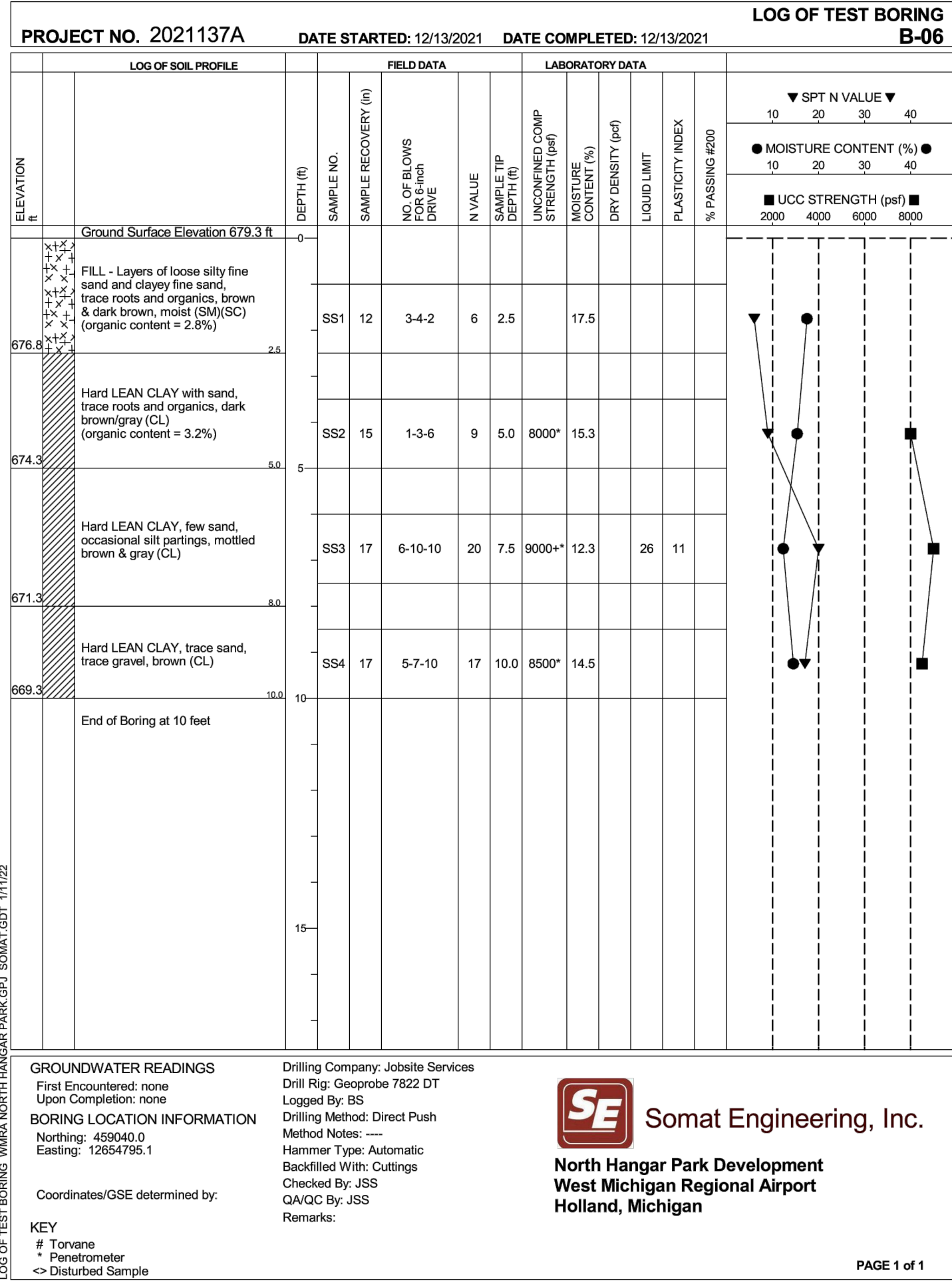
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SOIL BORING SHEET

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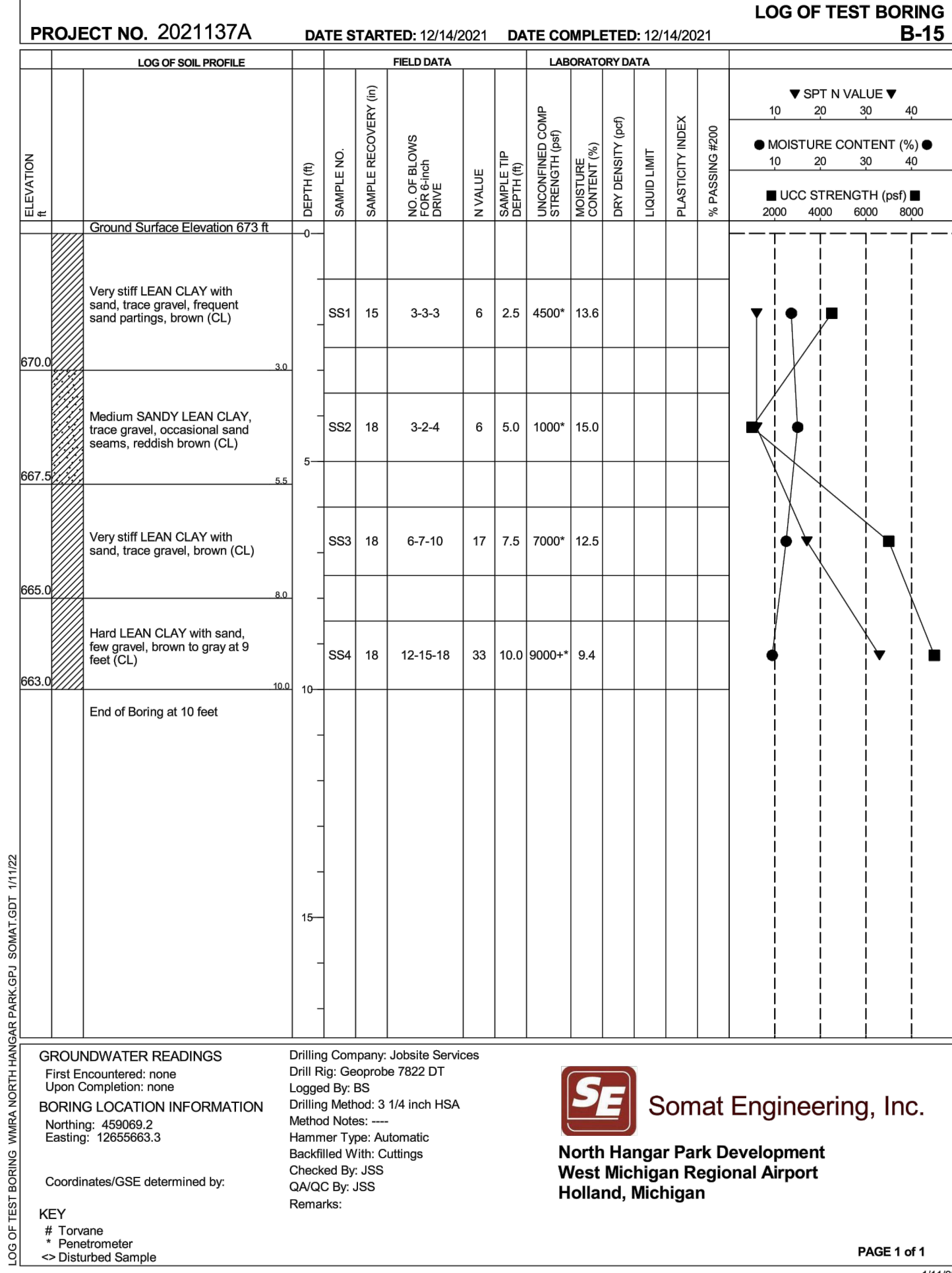
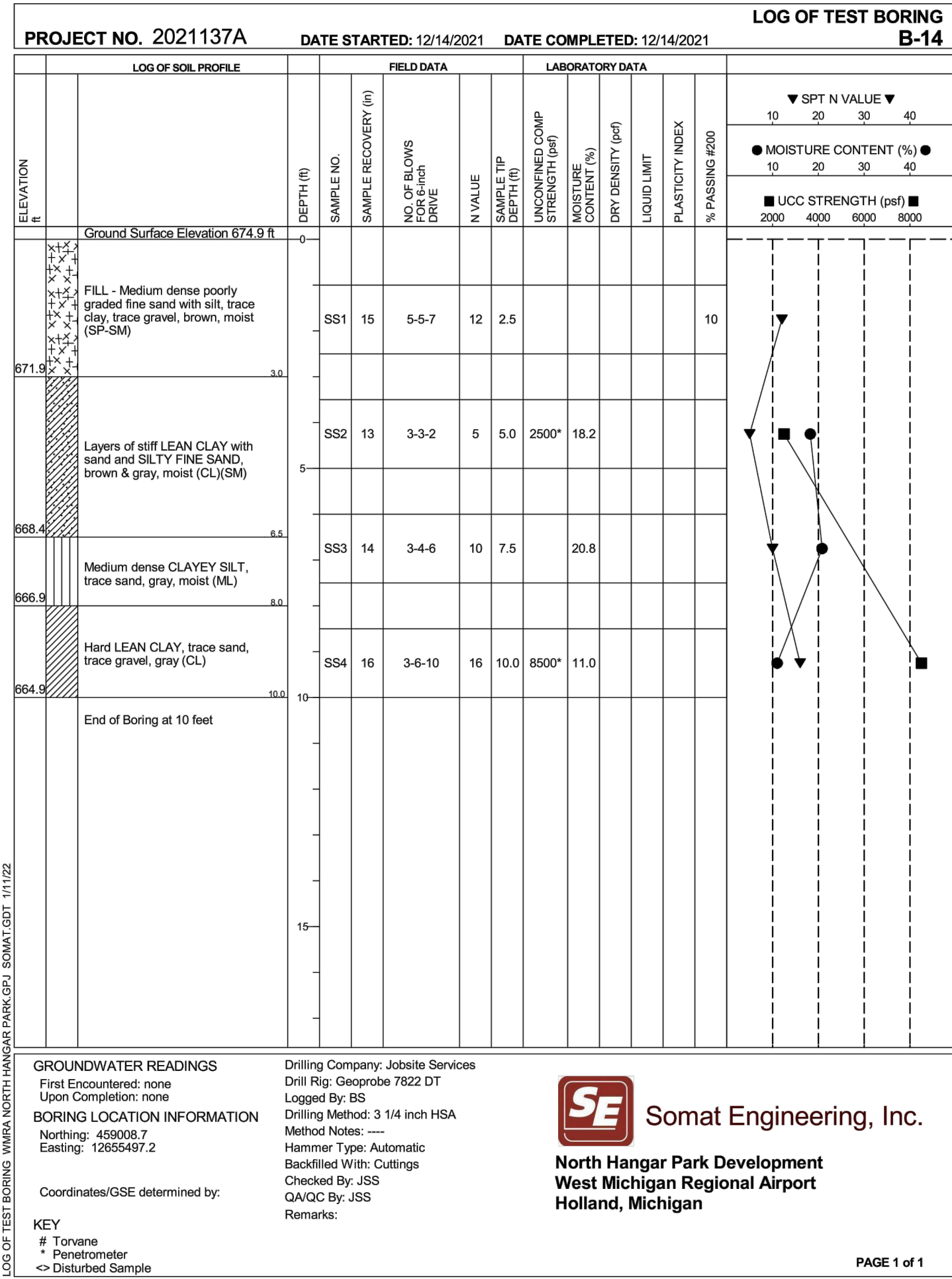
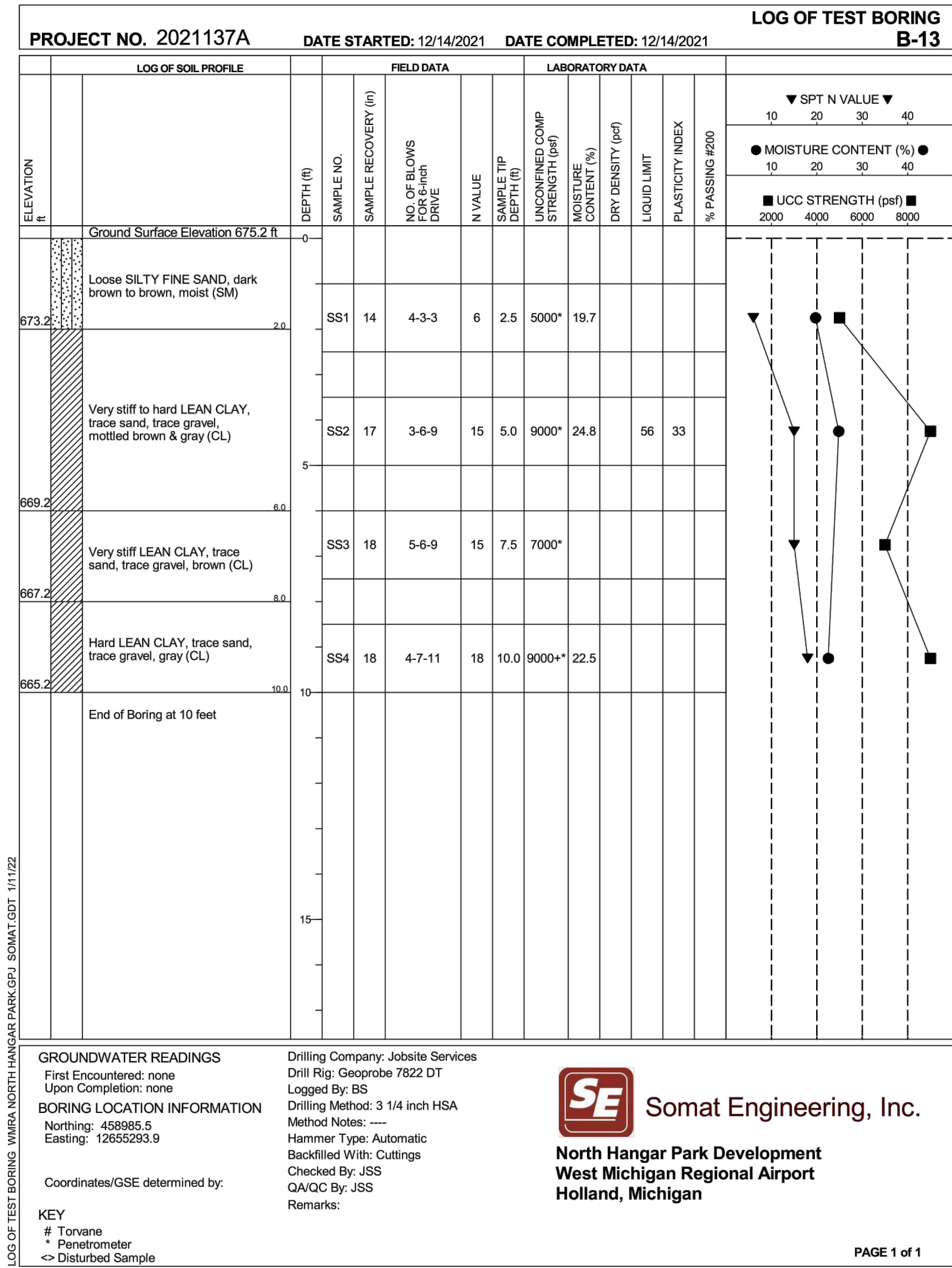
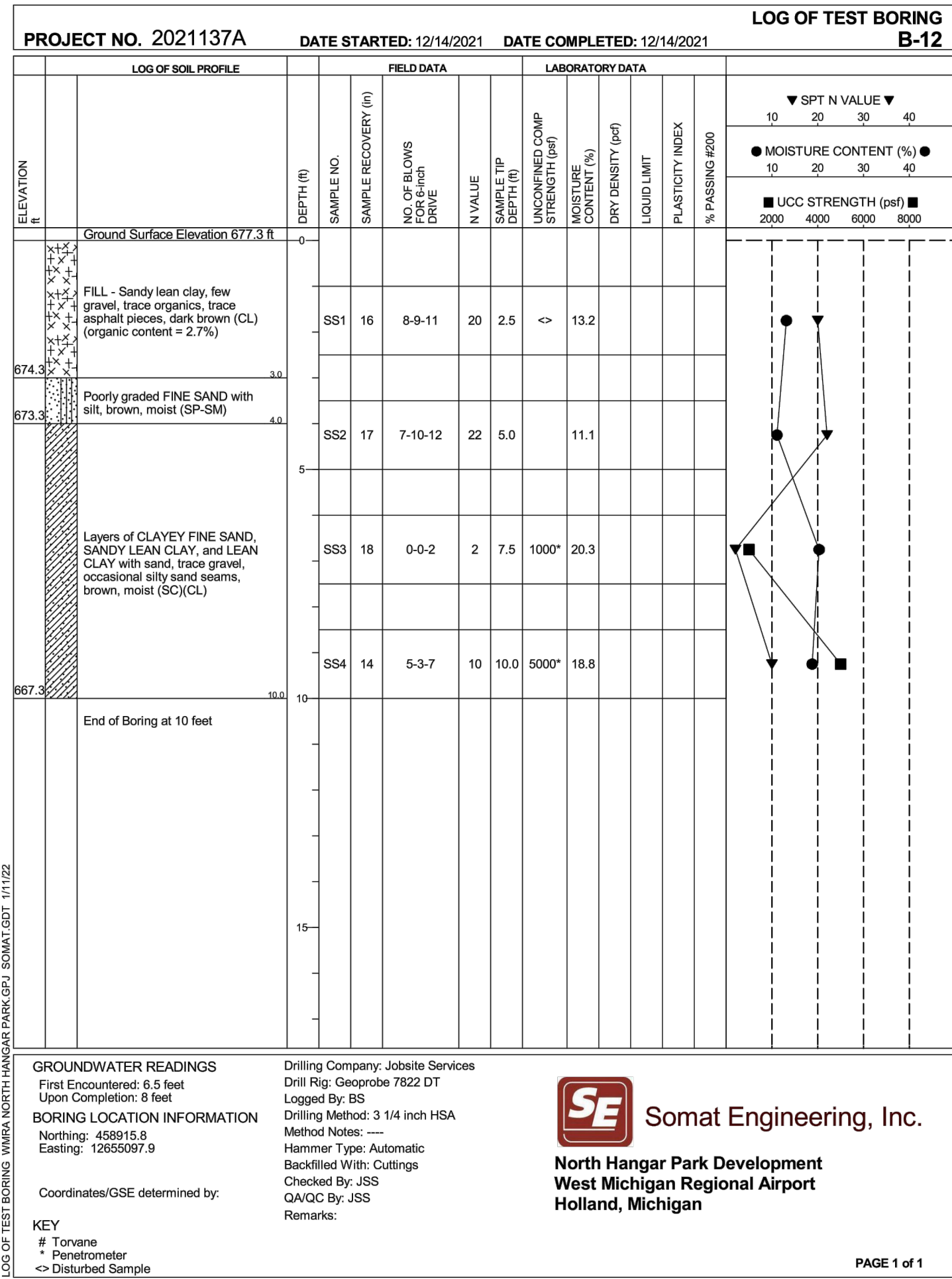
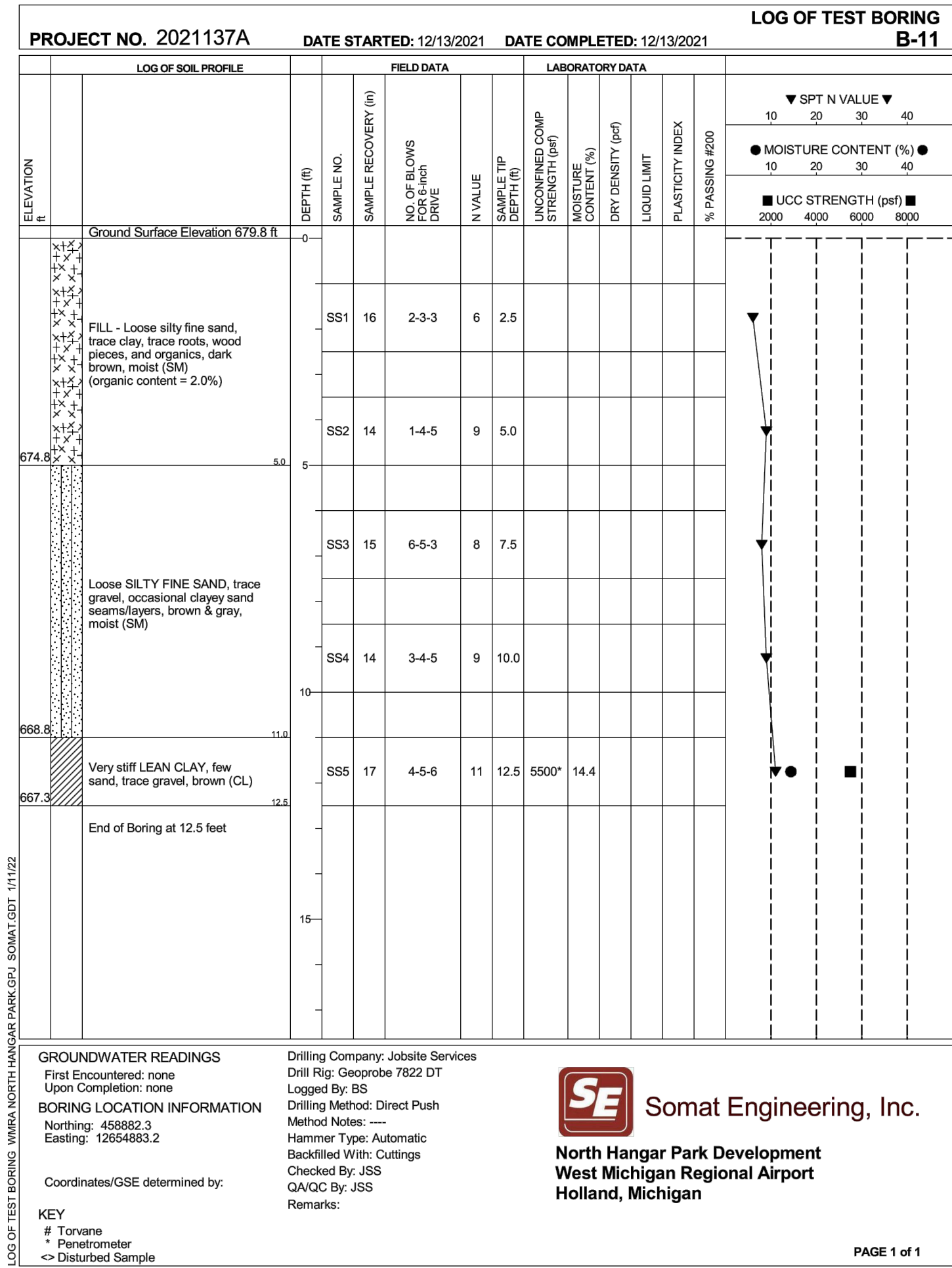
B-301







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TAXILANE

60 GEURINK BLVD  
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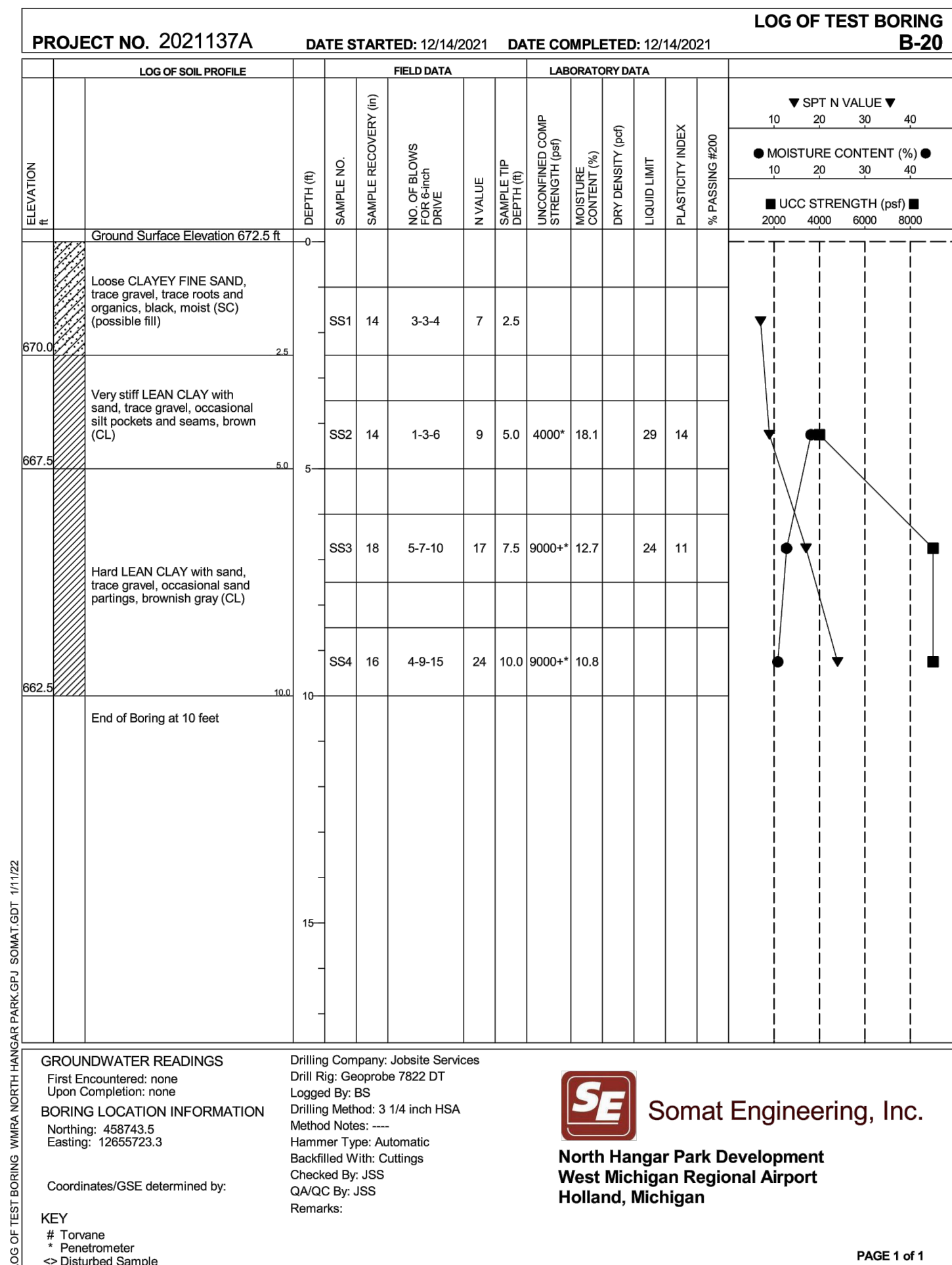
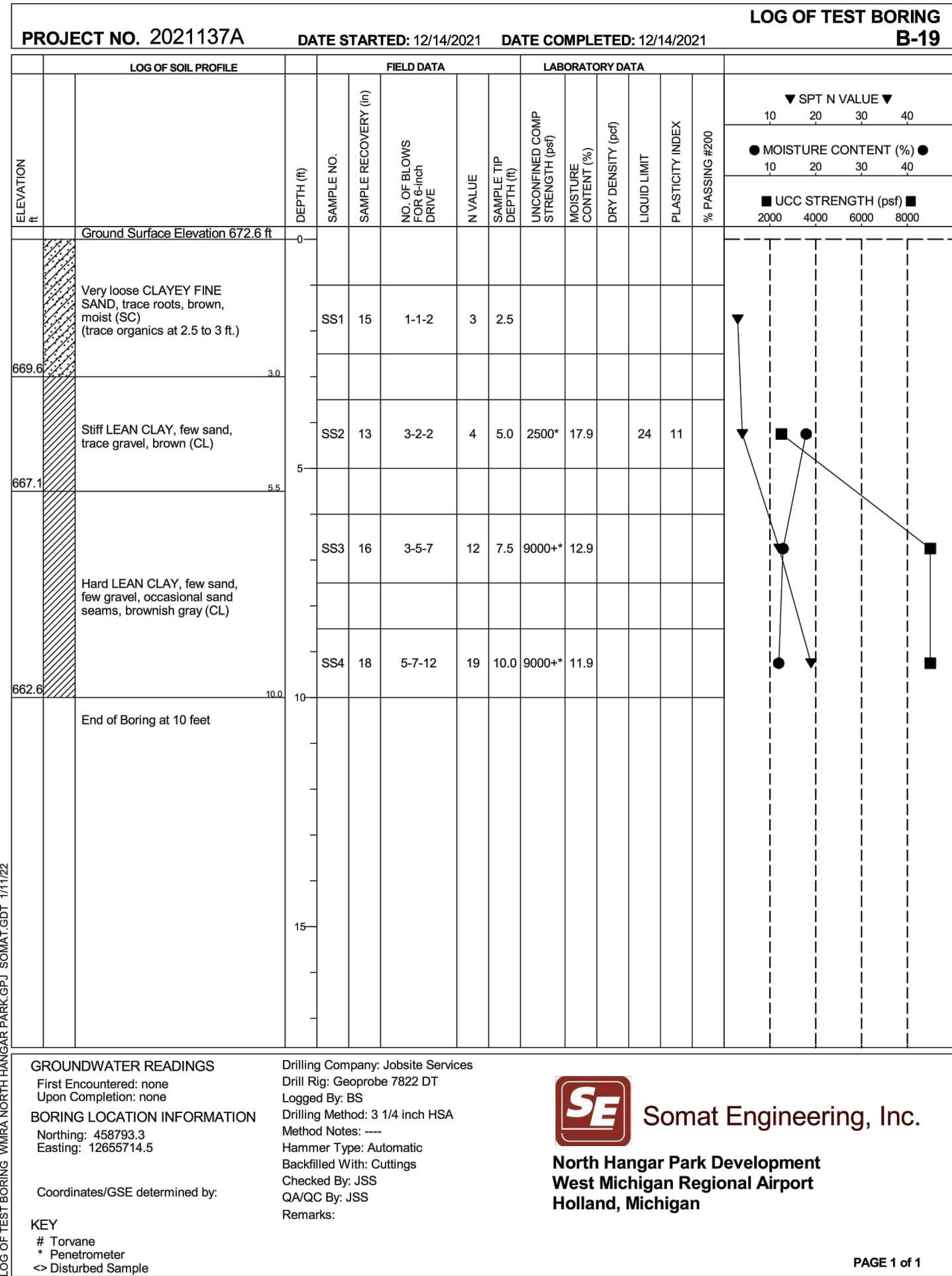
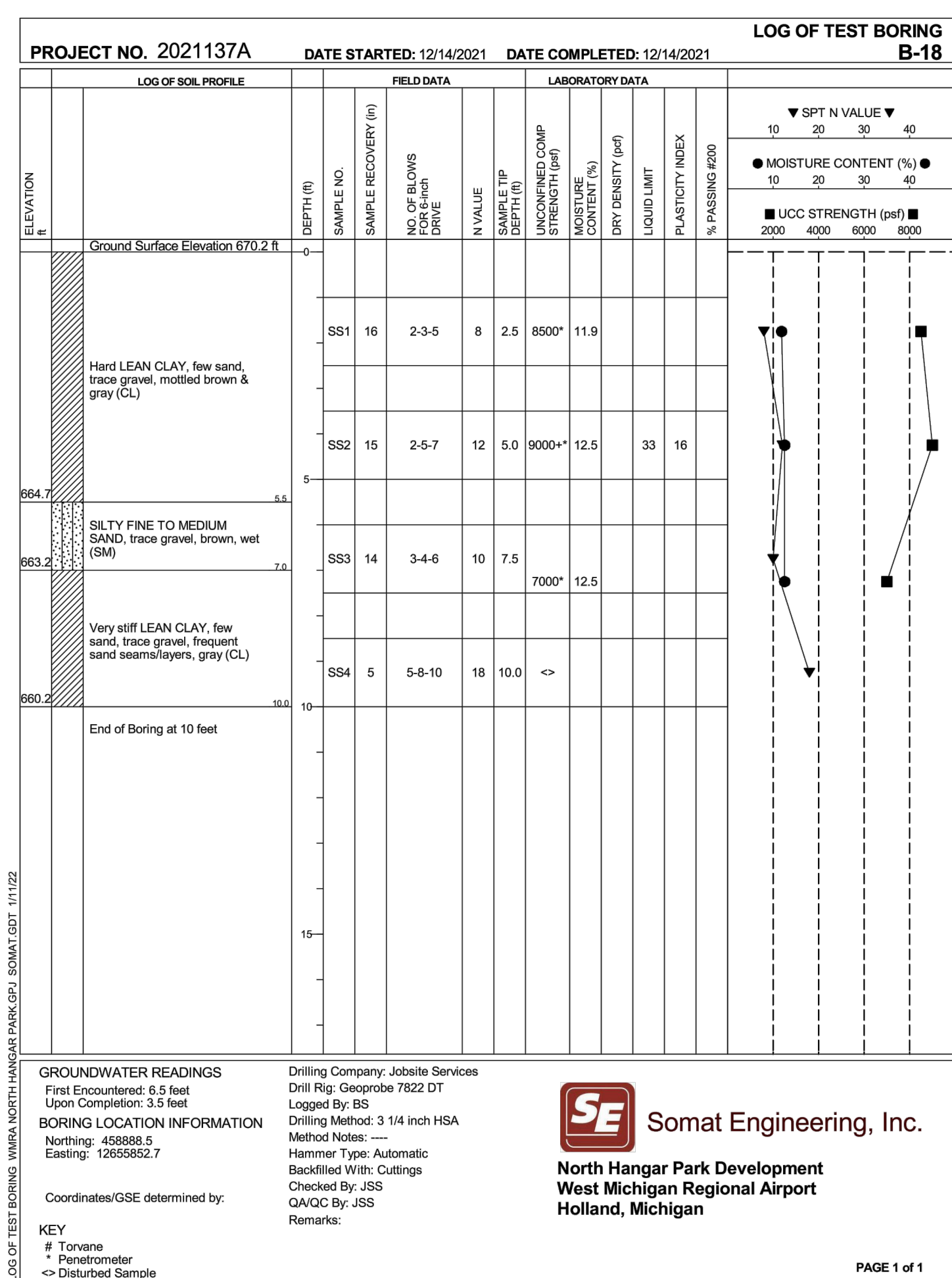
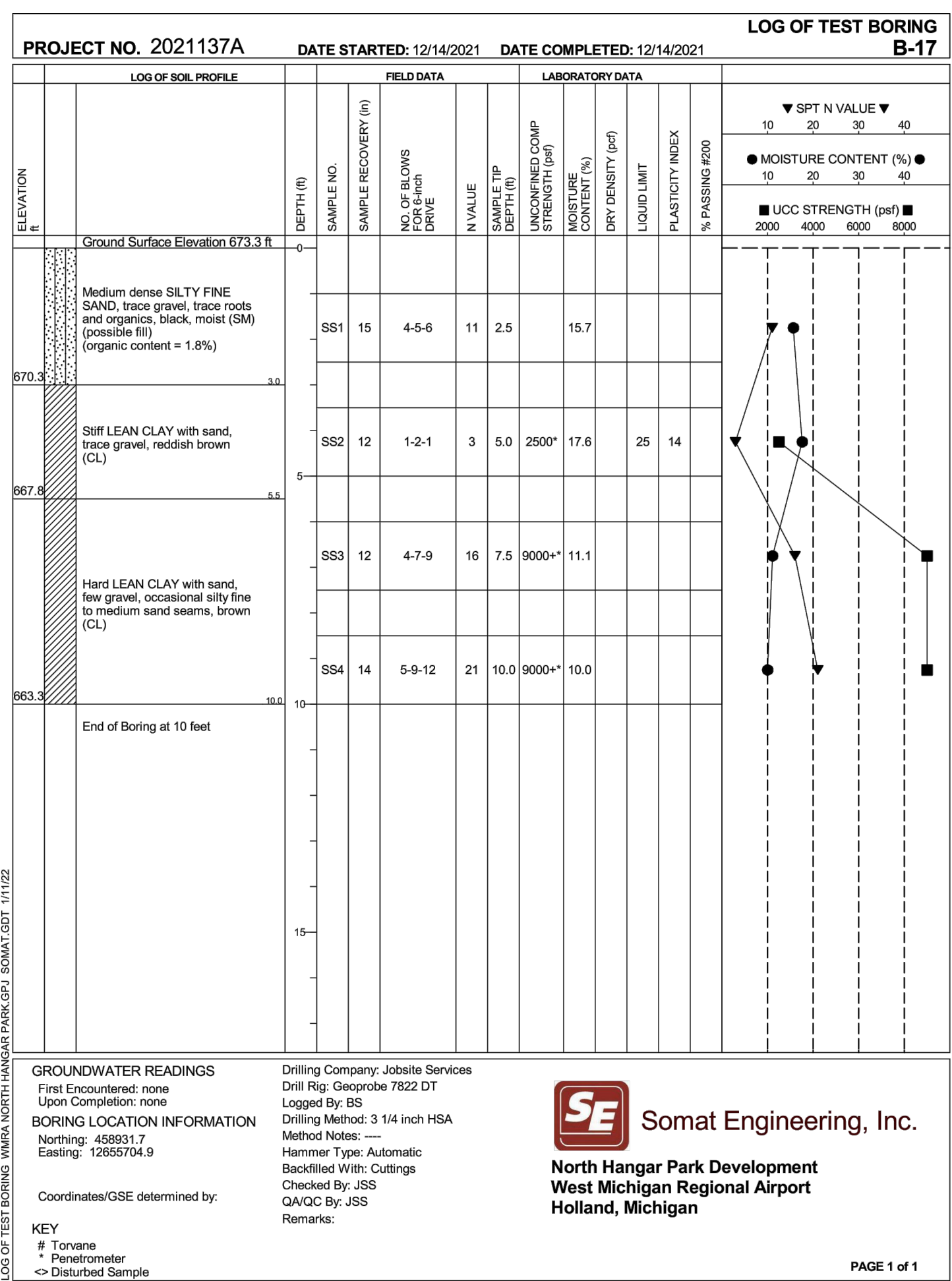
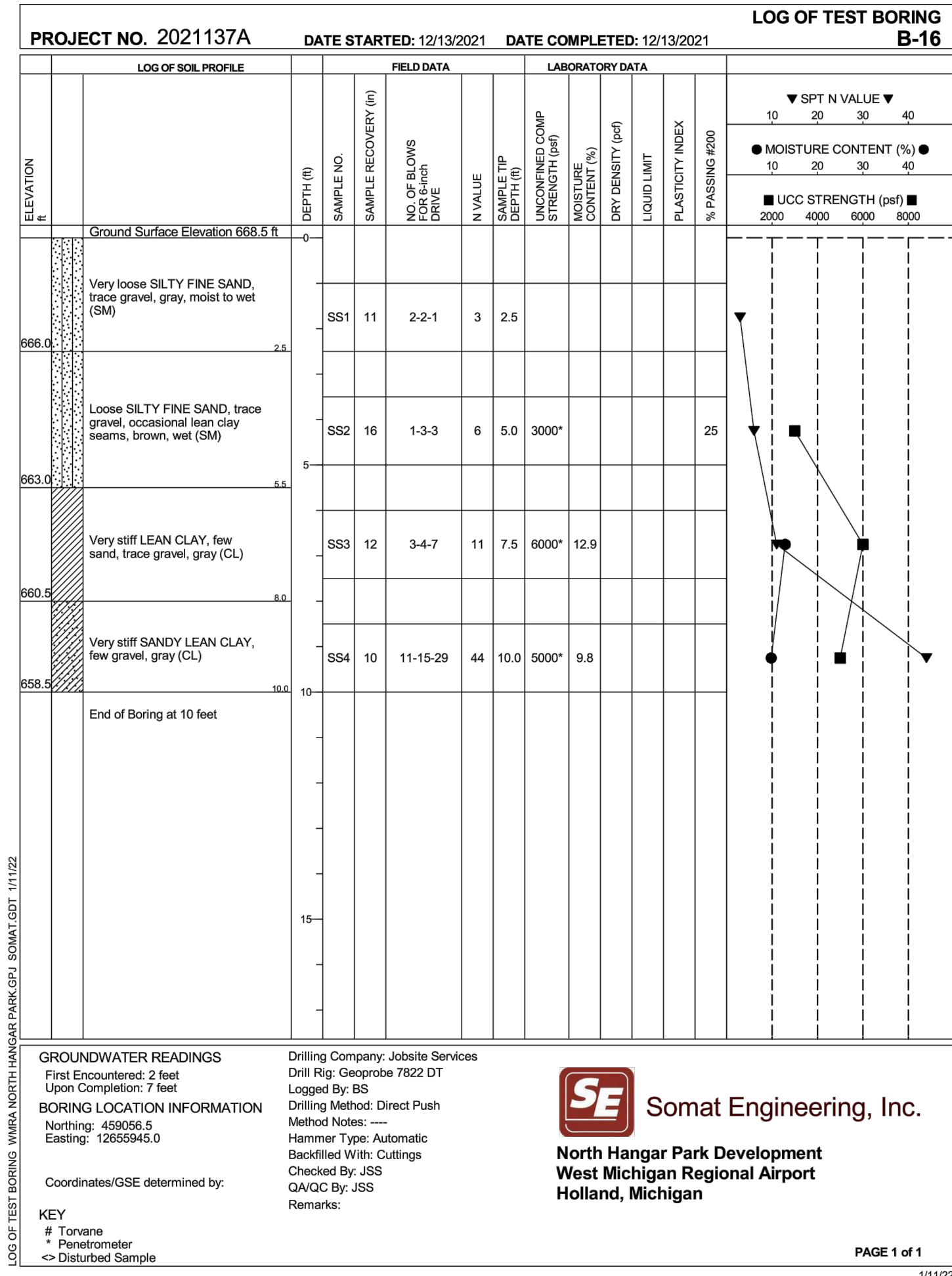
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SOIL BORING SHEET

SHEET NO. 11 of 26

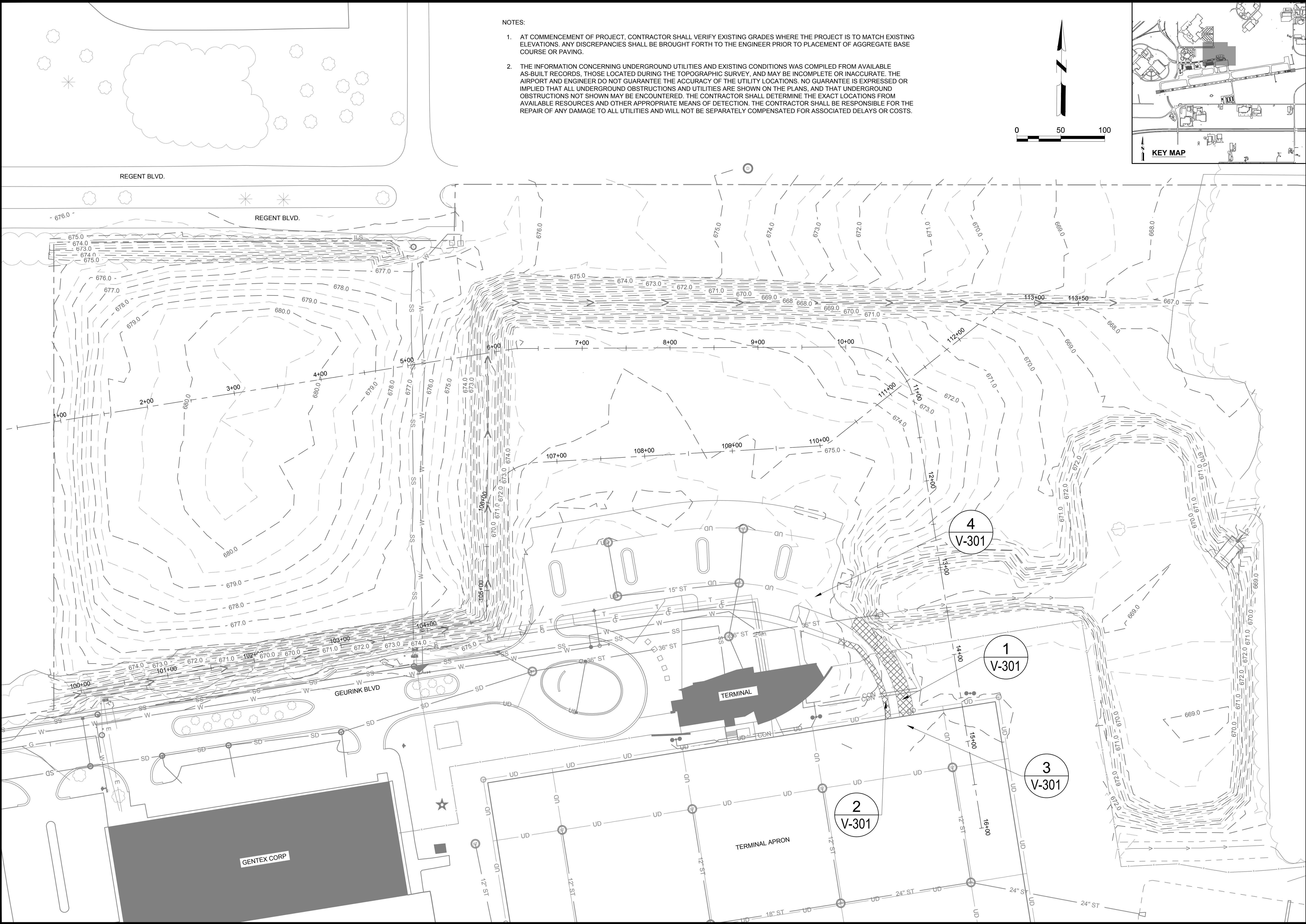
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X:\08199000\211654.03\TECH\CAD\V-101 EXISTING CONDITIONS - AREA 1.DWG  
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NOTES:

1. AT COMMENCEMENT OF PROJECT, CONTRACTOR SHALL VERIFY EXISTING GRADES WHERE THE PROJECT IS TO MATCH EXISTING ELEVATIONS. ANY DISCREPANCIES SHALL BE BROUGHT FORTH TO THE ENGINEER PRIOR TO PLACEMENT OF AGGREGATE BASE COURSE OR PAVING.
2. THE INFORMATION CONCERNING UNDERGROUND UTILITIES AND EXISTING CONDITIONS WAS COMPILED FROM AVAILABLE AS-BUILT RECORDS, THOSE LOCATED DURING THE TOPOGRAPHIC SURVEY, AND MAY BE INCOMPLETE OR INACCURATE. THE AIRPORT AND ENGINEER DO NOT GUARANTEE THE ACCURACY OF THE UTILITY LOCATIONS. NO GUARANTEE IS EXPRESSED OR IMPLIED THAT ALL UNDERGROUND OBSTRUCTIONS AND UTILITIES ARE SHOWN ON THE PLANS, AND THAT UNDERGROUND OBSTRUCTIONS NOT SHOWN MAY BE ENCOUNTERED. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATIONS FROM AVAILABLE RESOURCES AND OTHER APPROPRIATE MEANS OF DETECTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OF ANY DAMAGE TO ALL UTILITIES AND WILL NOT BE SEPARATELY COMPENSATED FOR ASSOCIATED DELAYS OR COSTS.

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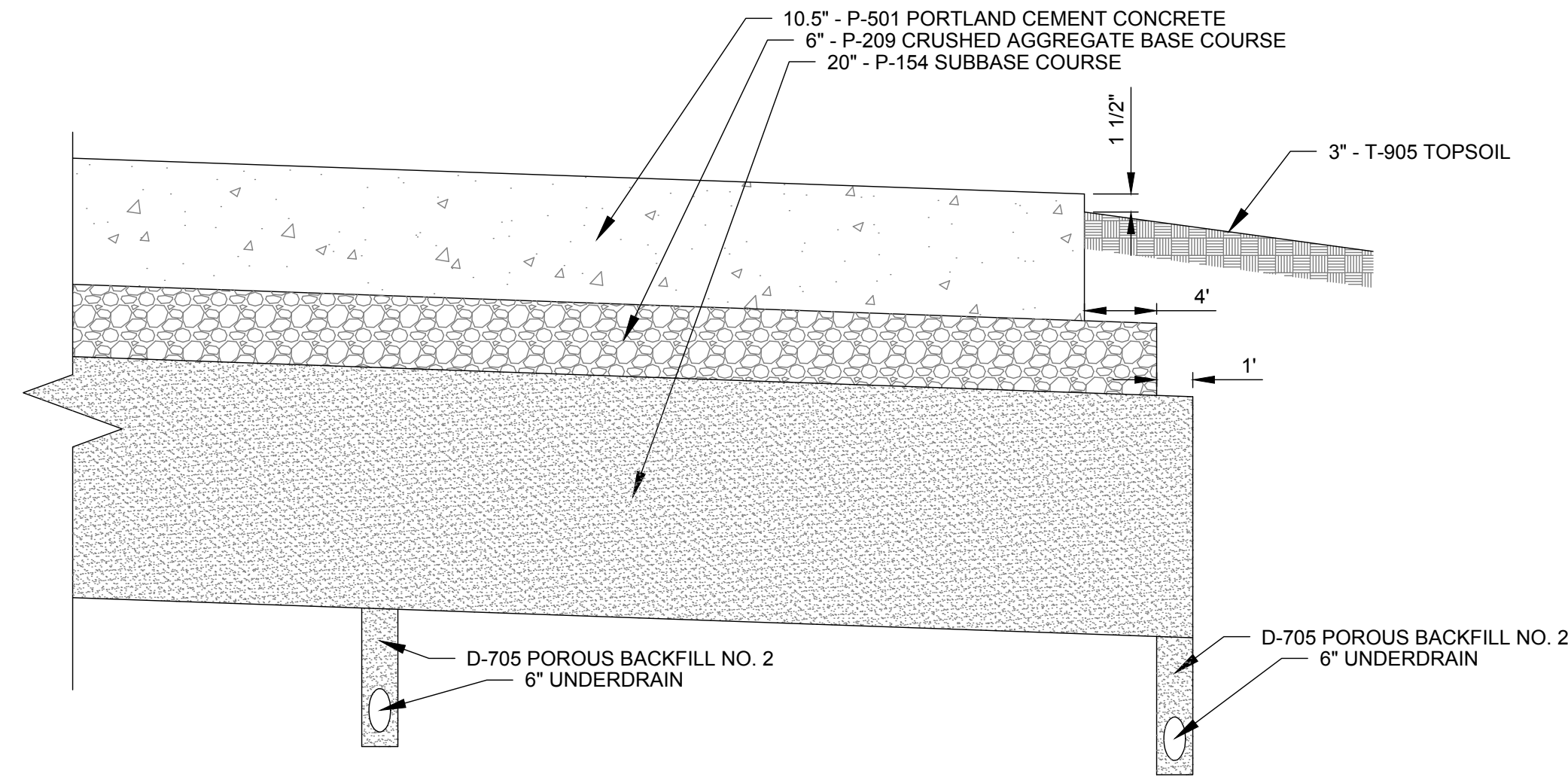
SHEET CONTENTS  
EXISTING  
CONDITIONS

SHEET NO. 13 of 26

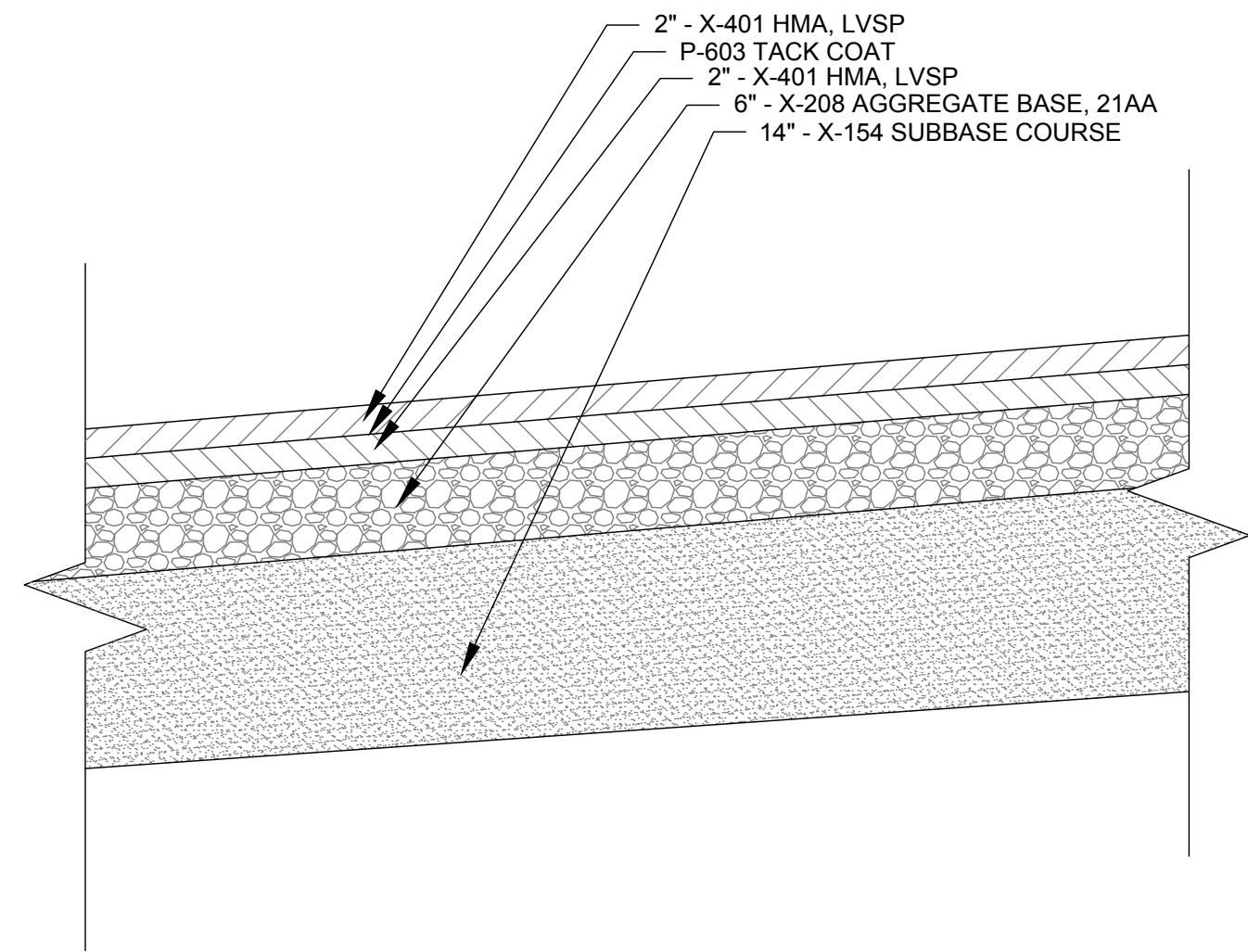
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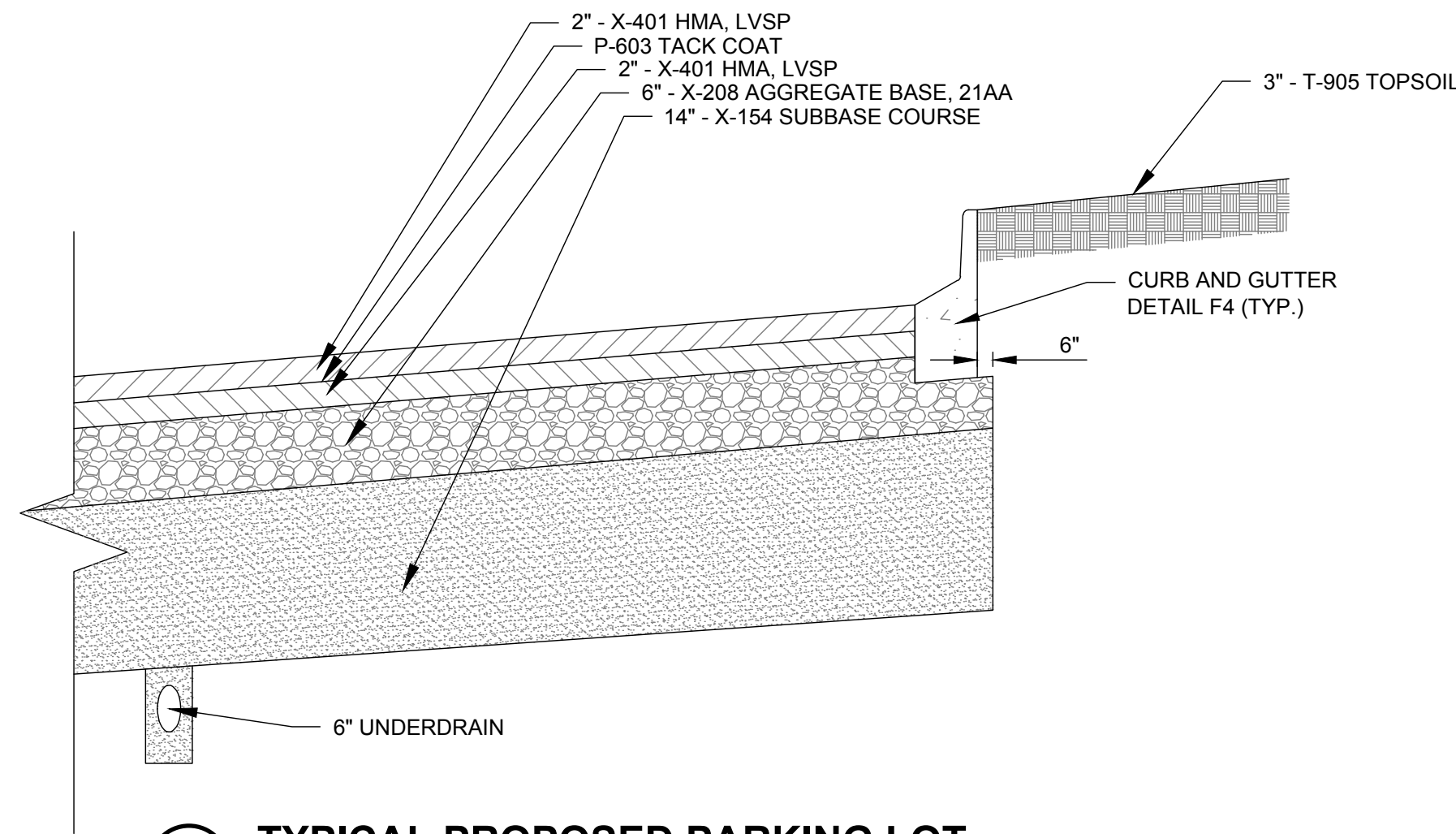
1. SECTIONS SHOWN ARE REPRESENTATIVE OF "TYPICAL" WIDTHS AND GRADES. SLOPES AND WIDTHS MAY NOT MATCH SECTIONS AS SHOWN FOR EVERY LOCATIONS. SEE CS SERIES SHEETS AND CG SERIES SHEETS FOR EXACT GEOMETRY AND GRADING.



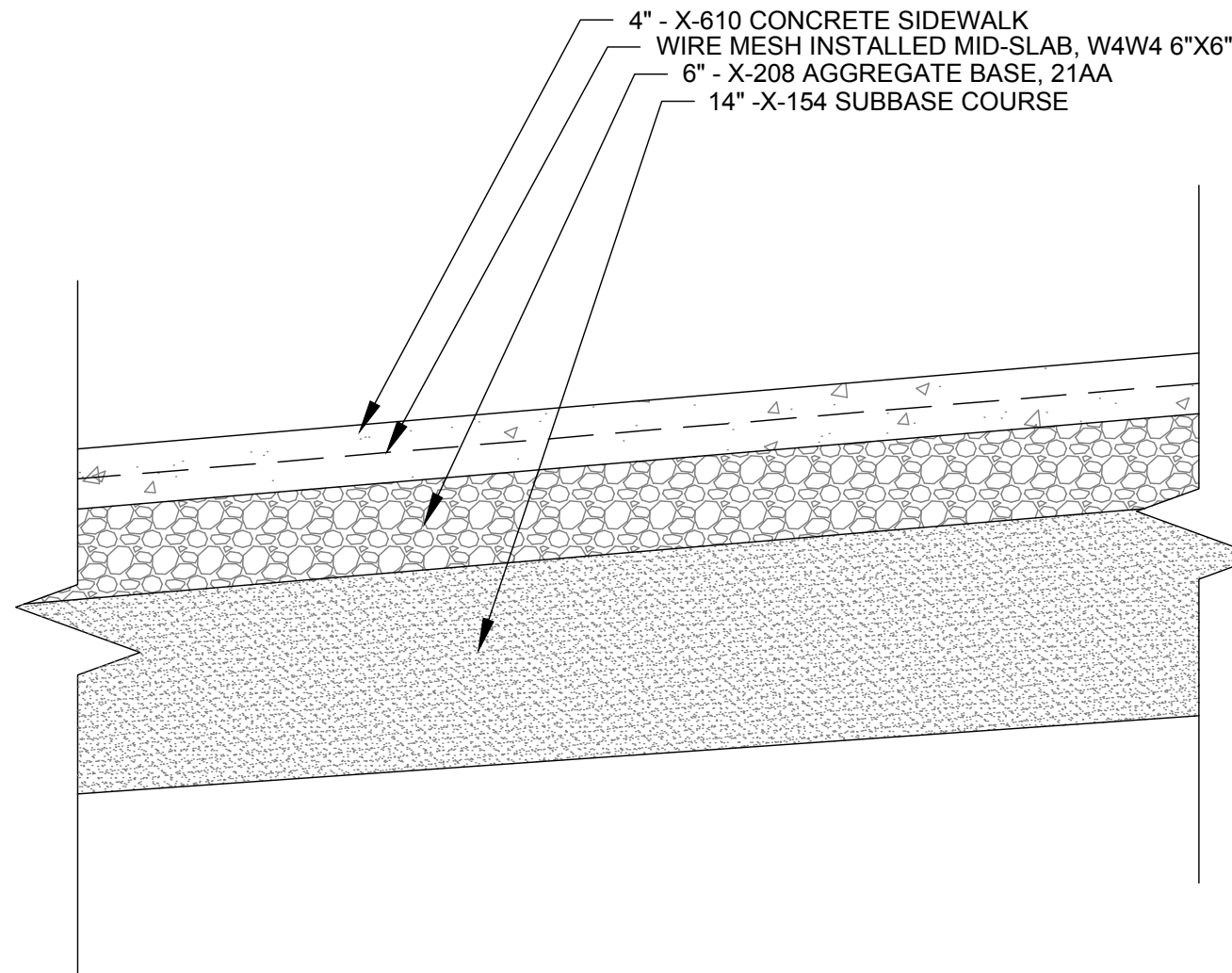
3 TYPICAL PROPOSED APRON CONCRETE PAVEMENT WITH TURF SHOULDERS  
NOT TO SCALE



1 TYPICAL ACCESS ROAD  
NOT TO SCALE



4 TYPICAL PROPOSED PARKING LOT  
NOT TO SCALE



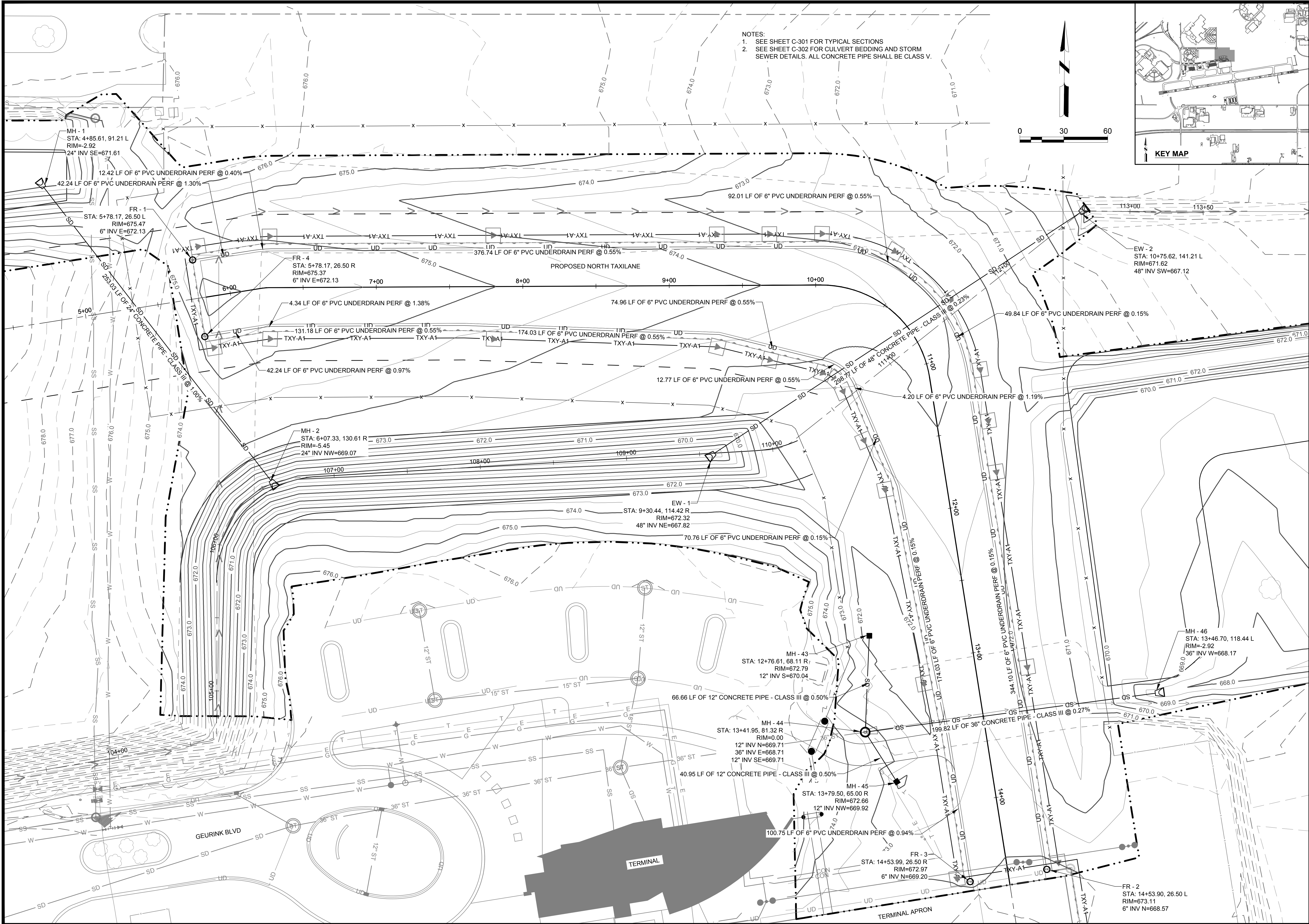
2 TYPICAL 4" PROPOSED SIDEWALK  
NOT TO SCALE



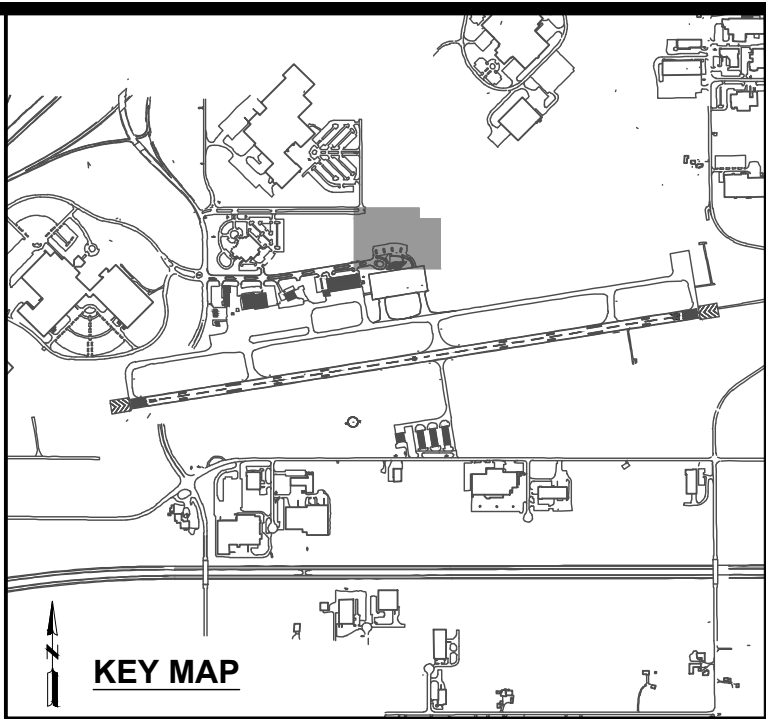




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- NOTES:
1. SEE SHEET C-301 FOR TYPICAL SECTIONS
  2. SEE SHEET C-302 FOR CULVERT BEDDING AND STORM SEWER DETAILS. ALL CONCRETE PIPE SHALL BE CLASS V.



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CONSTRUCT NORTH HANGAR AREA  
TAXILANE**  
60 GEURINK BLVD  
HOLLAND, MI 49423

ISSUED

NOT FOR CONSTRUCTION

M&H NO.: 0819900-211654.03  
DATE: AUGUST 25, 2023  
DESIGNED BY: KAH  
DRAWN BY: DLU  
CHECKED BY: TPD  
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SHEET CONTENTS  
DRAINAGE PLAN

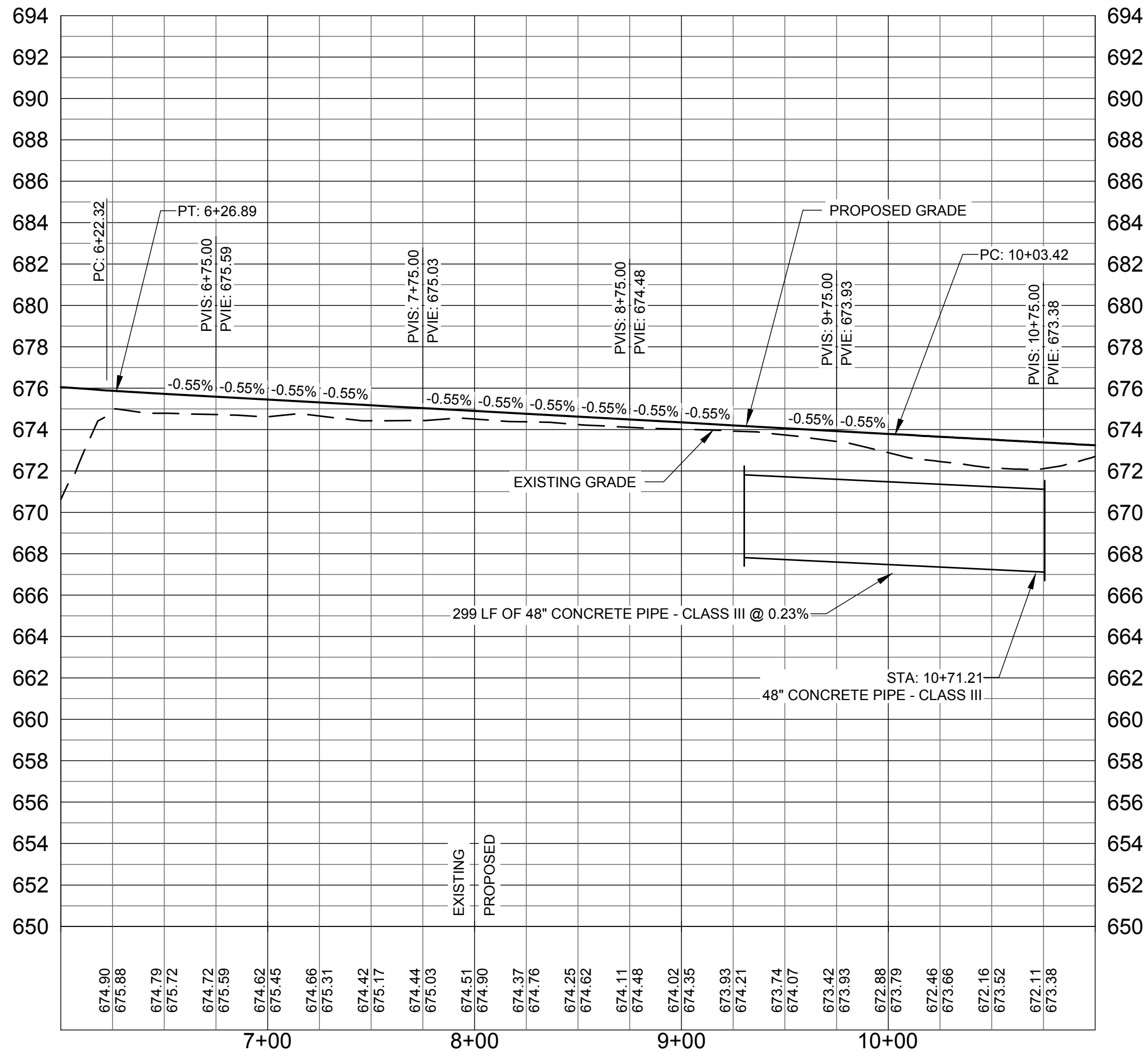
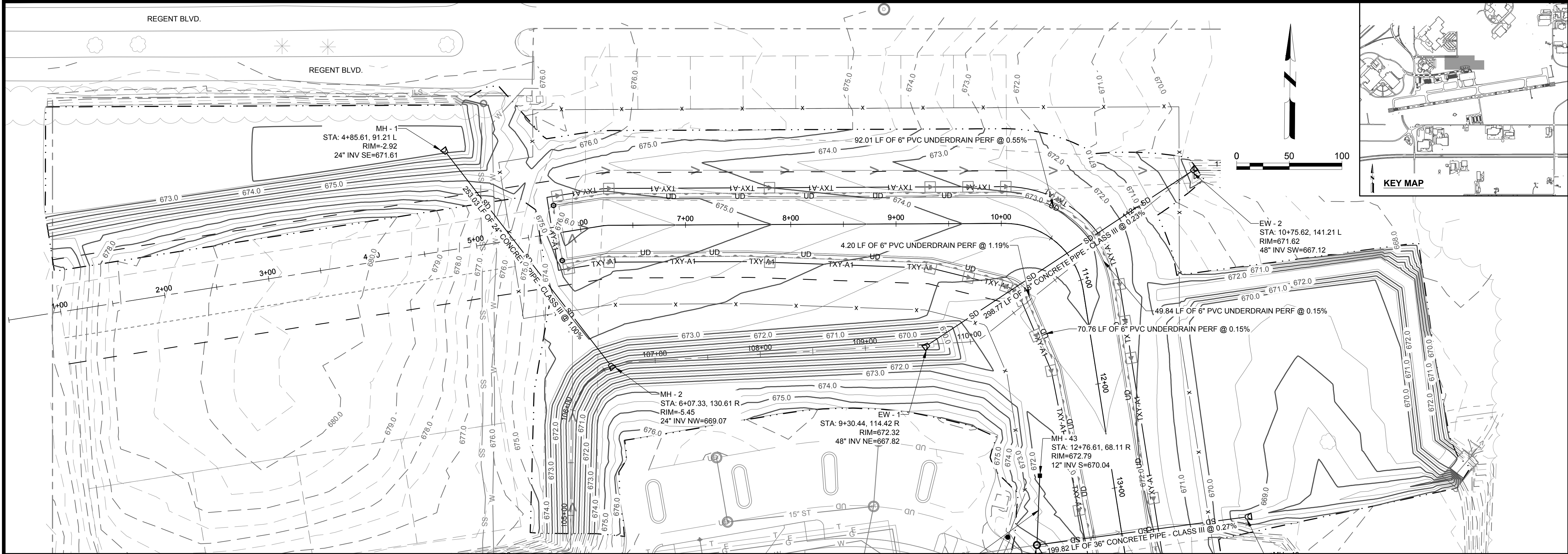
SHEET NO. 16 of 26

**CU-101**





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SHEET CONTENTS  
STORM SEWER PLAN  
AND PROFILE

SHEET NO. 18 of 26

**CU-352**

WEST MICHIGAN REGIONAL AIRPORT  
CONSTRUCT NORTH HANGAR AREA  
TAXILANE

60 GEURINK BLVD  
HOLLAND, MI 49423

SUED

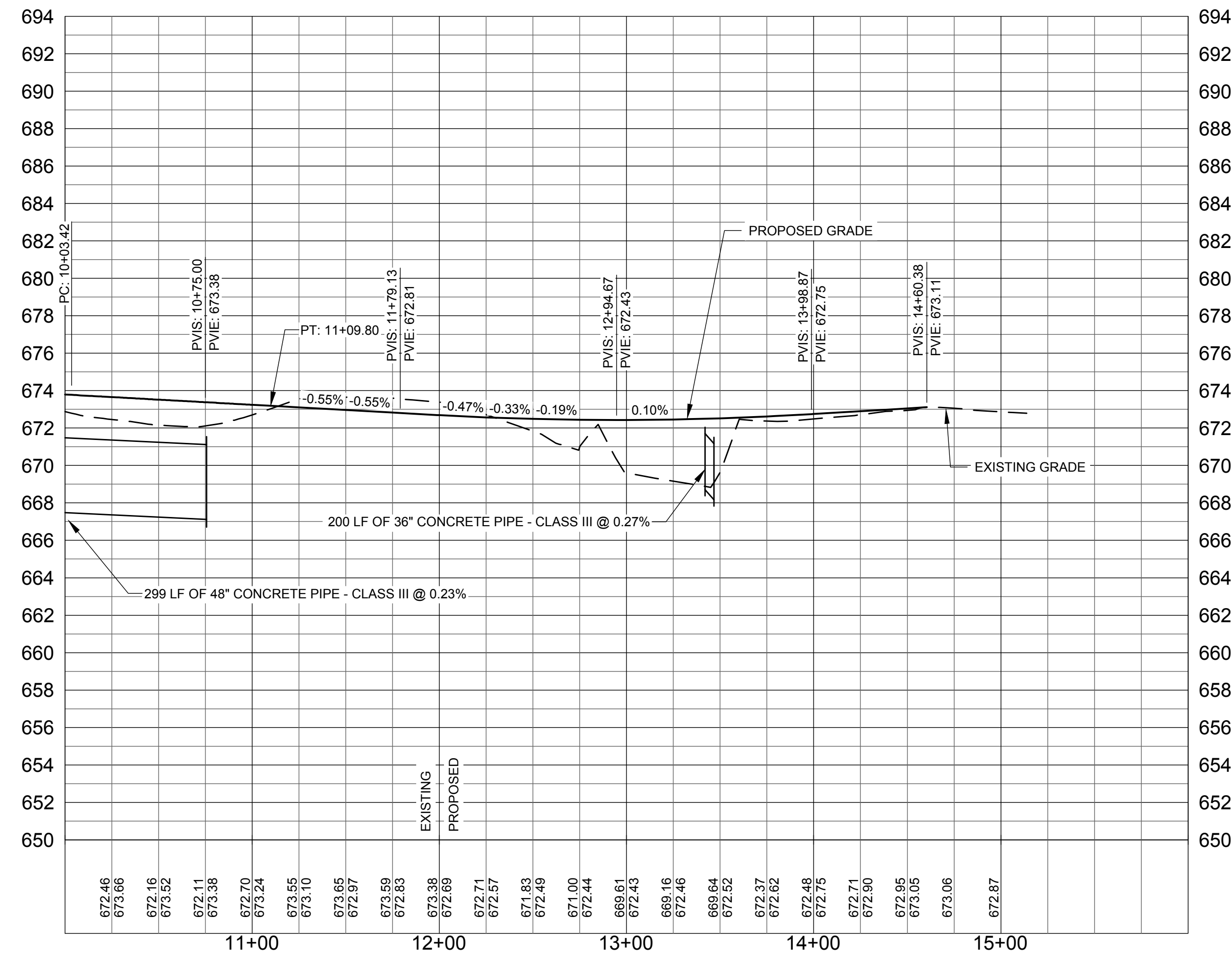
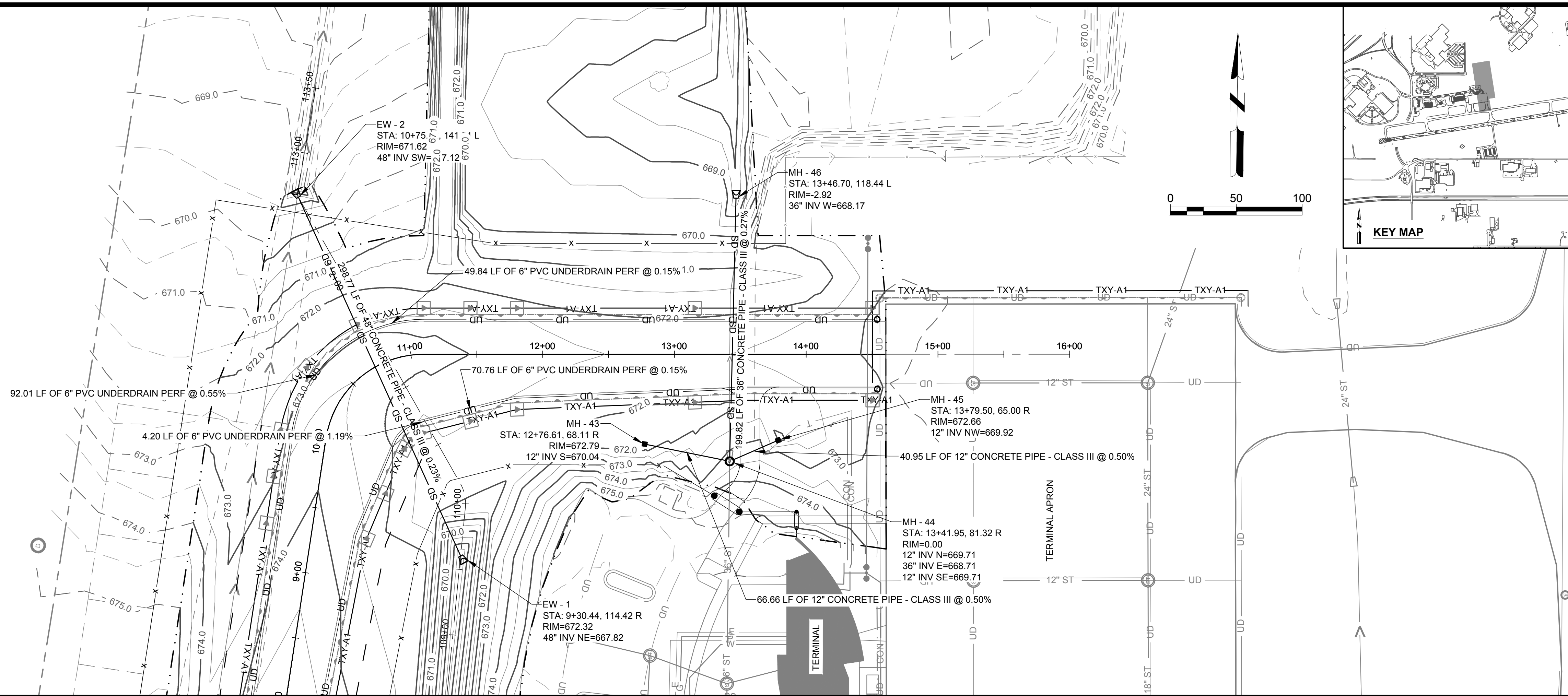
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 DATE: AUGUST 25, 2023  
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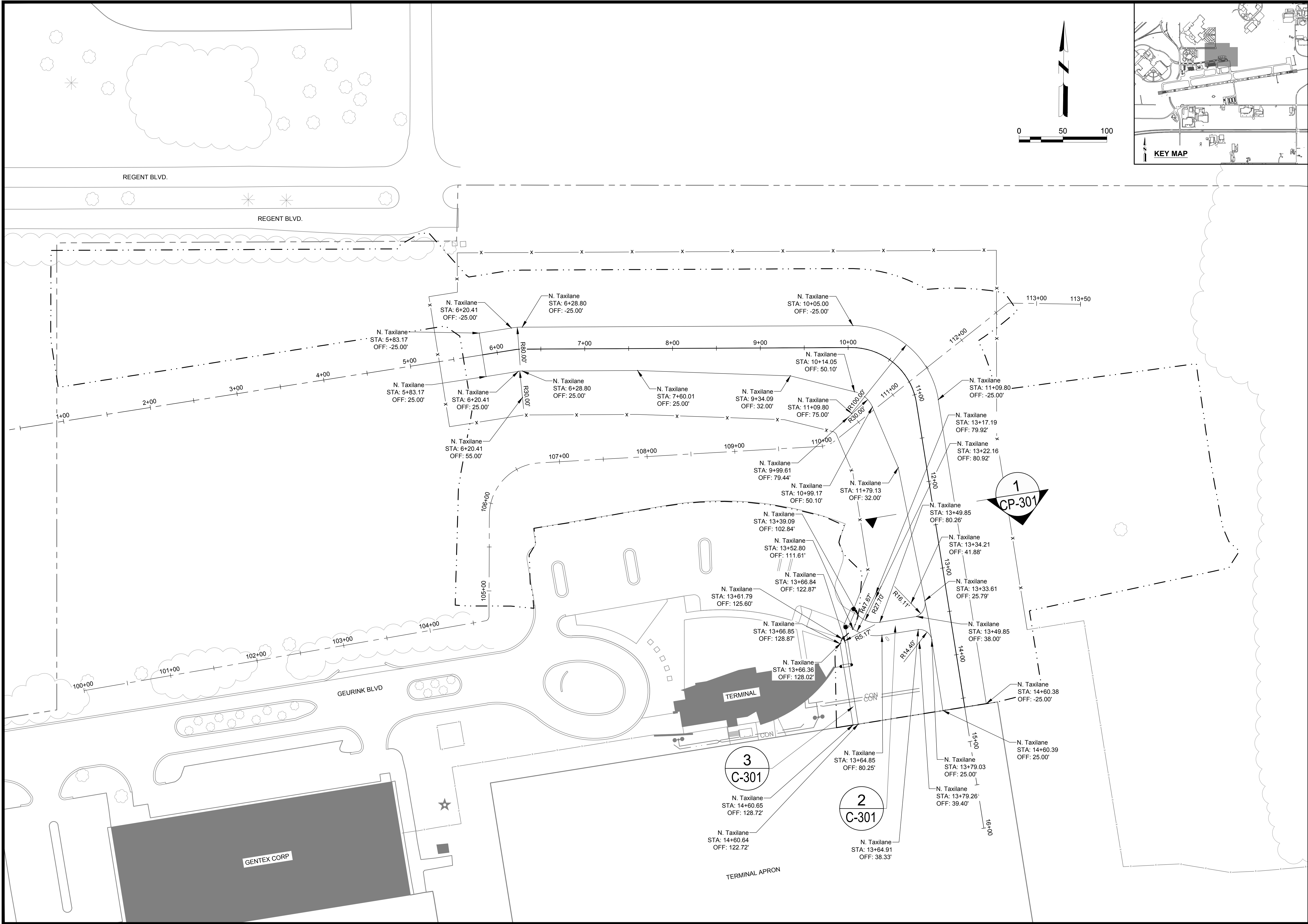
# STORM SEWER PLAN AND PROFILE

SHEET NO. 19 of 26

CU-353



X:\08199000\211654.03\TECH\CAD\CS-101 SITE GEOMETRICS PLAN.DWG  
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SHEET CONTENTS  
SITE GEOMETRICS  
PLAN

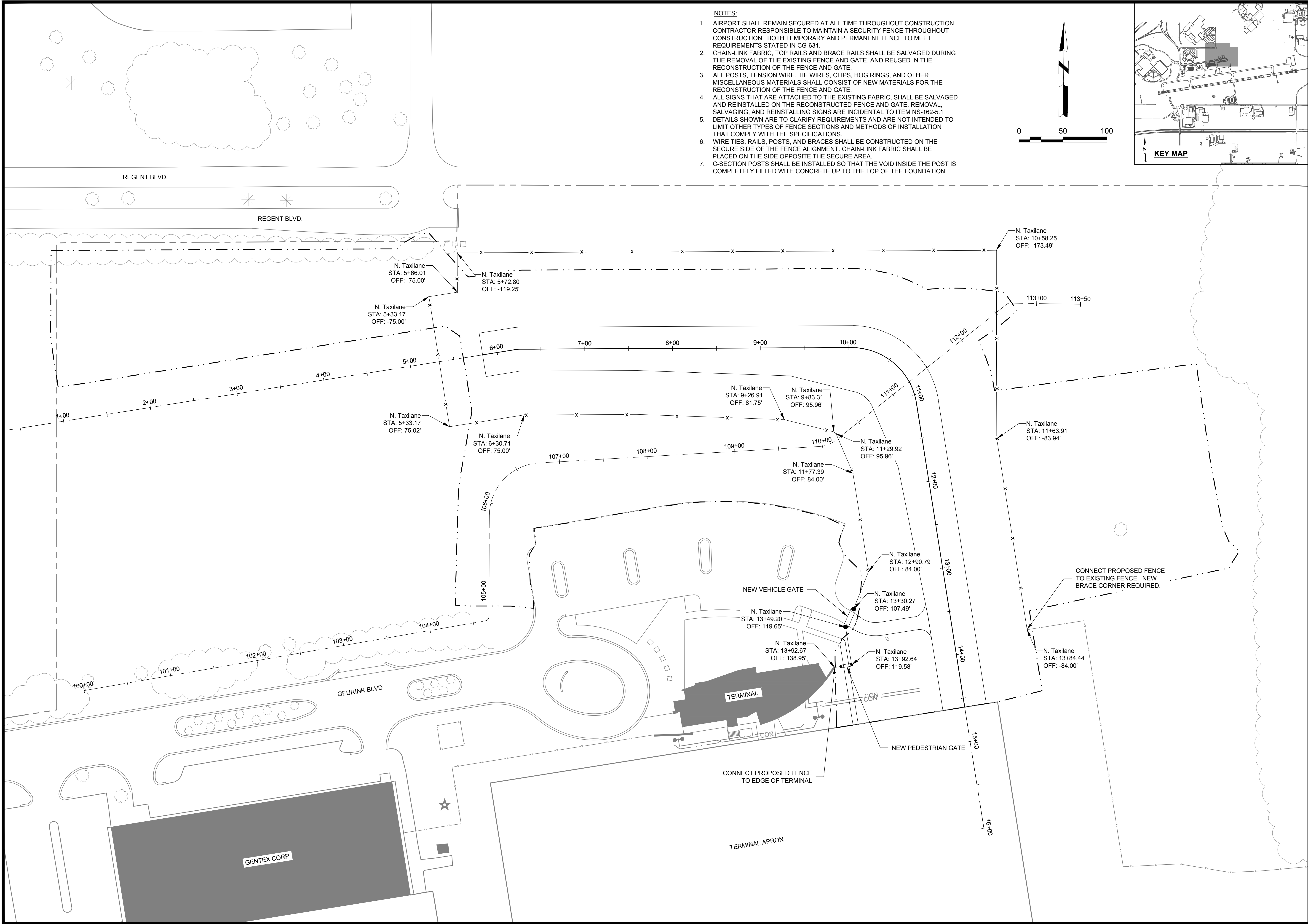
SHEET NO. 20 of 26

**CS-101**

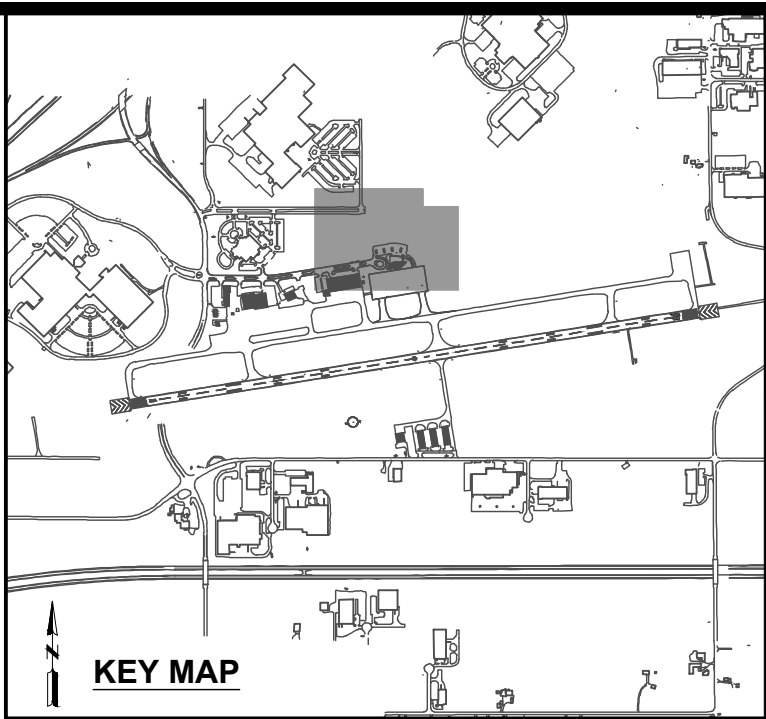
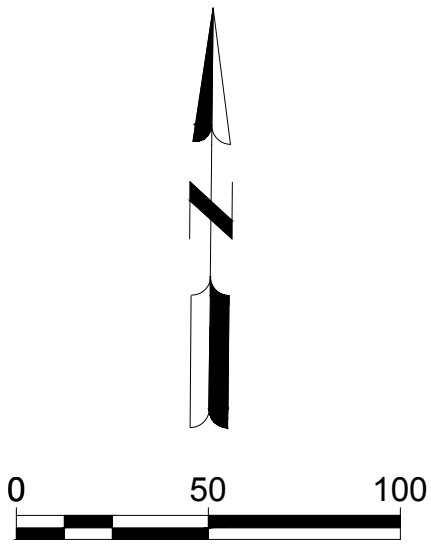




X:\0819900\211654.03\TECH\CD\CG-601 FENCING PLAN.DWG  
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- NOTES:
- AIRPORT SHALL REMAIN SECURED AT ALL TIME THROUGHOUT CONSTRUCTION. CONTRACTOR RESPONSIBLE TO MAINTAIN A SECURITY FENCE THROUGHOUT CONSTRUCTION. BOTH TEMPORARY AND PERMANENT FENCE TO MEET REQUIREMENTS STATED IN CG-631.
  - CHAIN-LINK FABRIC, TOP RAILS AND BRACE RAILS SHALL BE SALVAGED DURING THE REMOVAL OF THE EXISTING FENCE AND GATE, AND REUSED IN THE RECONSTRUCTION OF THE FENCE AND GATE.
  - ALL POSTS, TENSION WIRE, TIE WIRES, CLIPS, HOG RINGS, AND OTHER MISCELLANEOUS MATERIALS SHALL CONSIST OF NEW MATERIALS FOR THE RECONSTRUCTION OF THE FENCE AND GATE.
  - ALL SIGNS THAT ARE ATTACHED TO THE EXISTING FABRIC, SHALL BE SALVAGED AND REINSTALLED ON THE RECONSTRUCTED FENCE AND GATE. REMOVAL, SALVAGING, AND REINSTALLING SIGNS ARE INCIDENTAL TO ITEM NS-162-5.1 DETAILS SHOWN ARE TO CLARIFY REQUIREMENTS AND ARE NOT INTENDED TO LIMIT OTHER TYPES OF FENCE SECTIONS AND METHODS OF INSTALLATION THAT COMPLY WITH THE SPECIFICATIONS.
  - WIRE TIES, RAILS, POSTS, AND BRACES SHALL BE CONSTRUCTED ON THE SECURE SIDE OF THE FENCE ALIGNMENT. CHAIN-LINK FABRIC SHALL BE PLACED ON THE SIDE OPPOSITE THE SECURE AREA.
  - C-SECTION POSTS SHALL BE INSTALLED SO THAT THE VOID INSIDE THE POST IS COMPLETELY FILLED WITH CONCRETE UP TO THE TOP OF THE FOUNDATION.



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TAXILANE**  
60 GEURINK BLVD  
HOLLAND, MI 49423

ISSUED

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SHEET CONTENTS  
FENCING PLAN

SHEET NO. 22 of 26

**CG-601**



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CONSTRUCT NORTH HANGAR AREA  
TAXILANE

60 GEURINK BLVD  
HOLLAND, MI 49423

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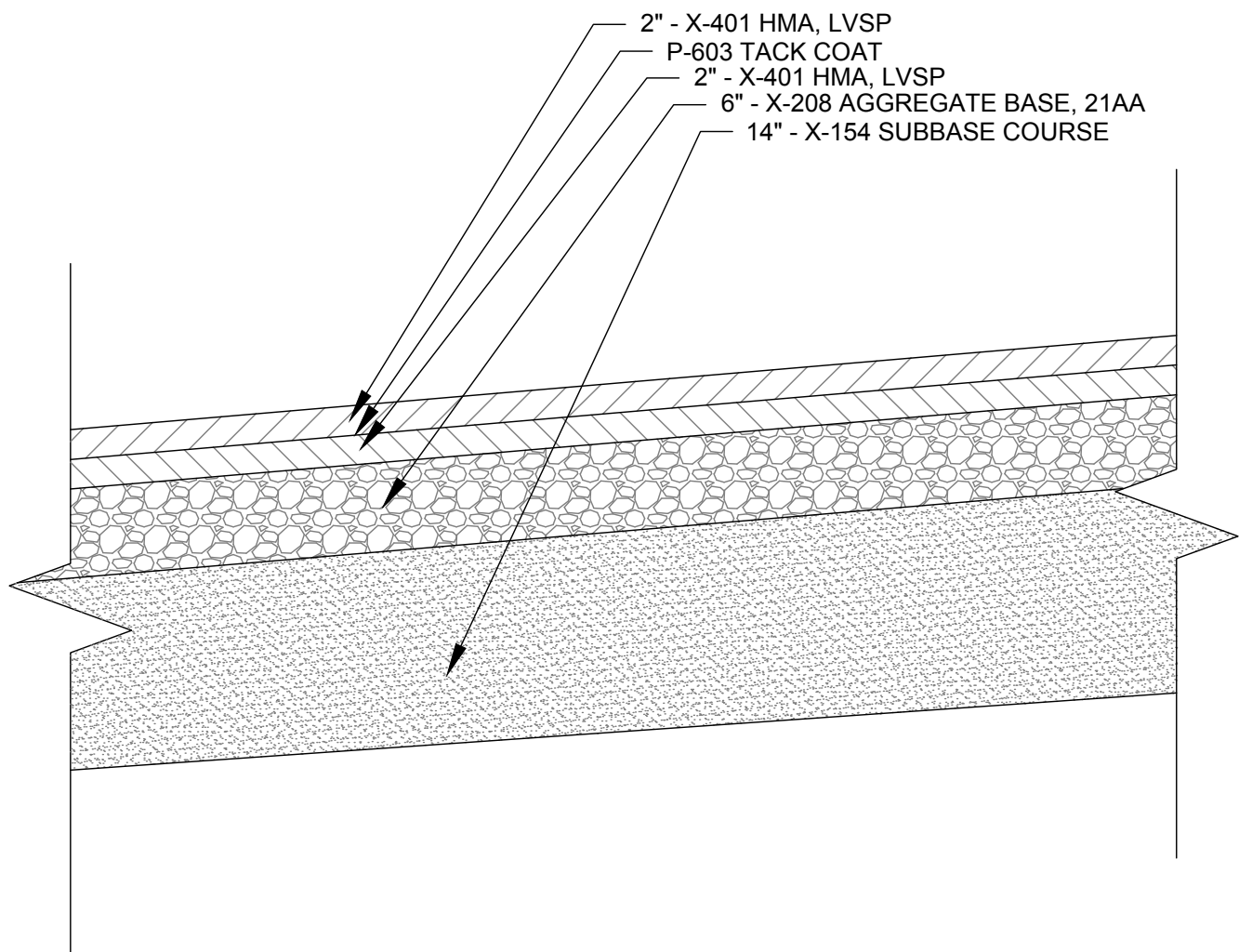
SHEET CONTENTS  
PROPOSED SECTIONS  
AND DETAILS

SHEET NO. 23 of 26

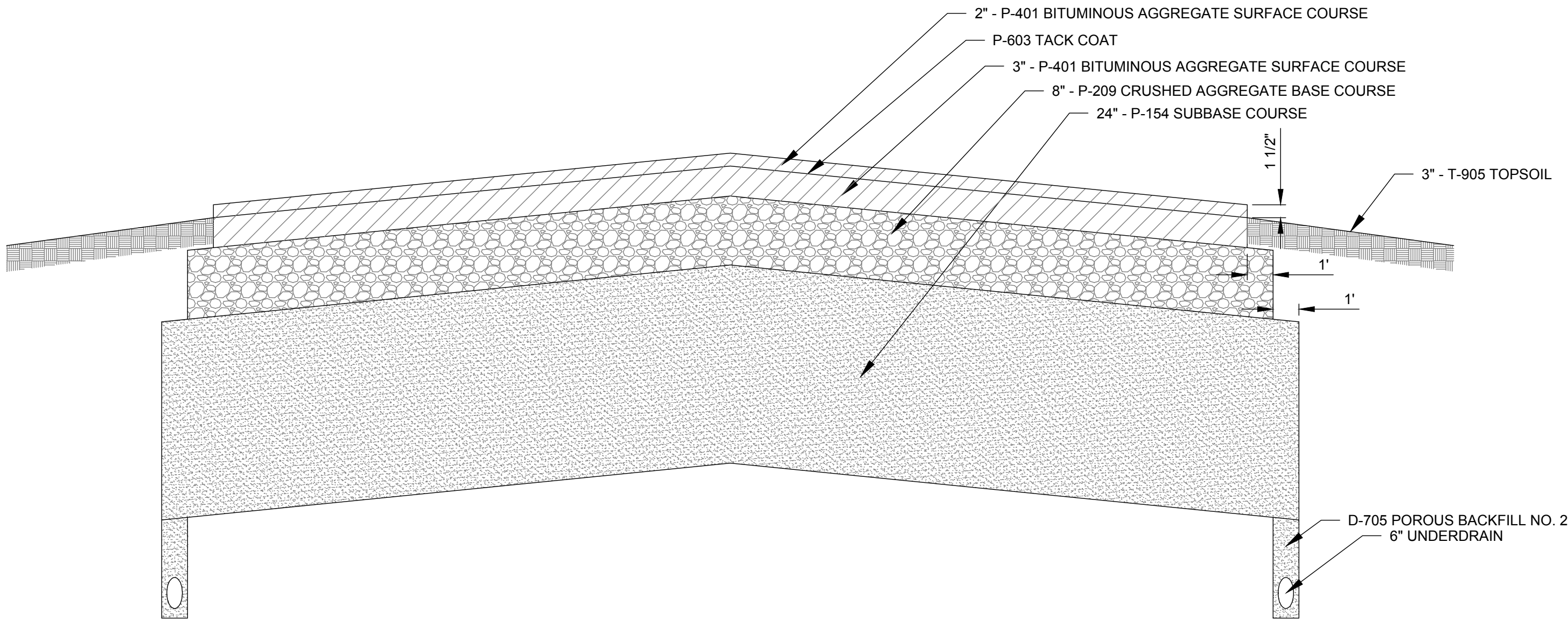
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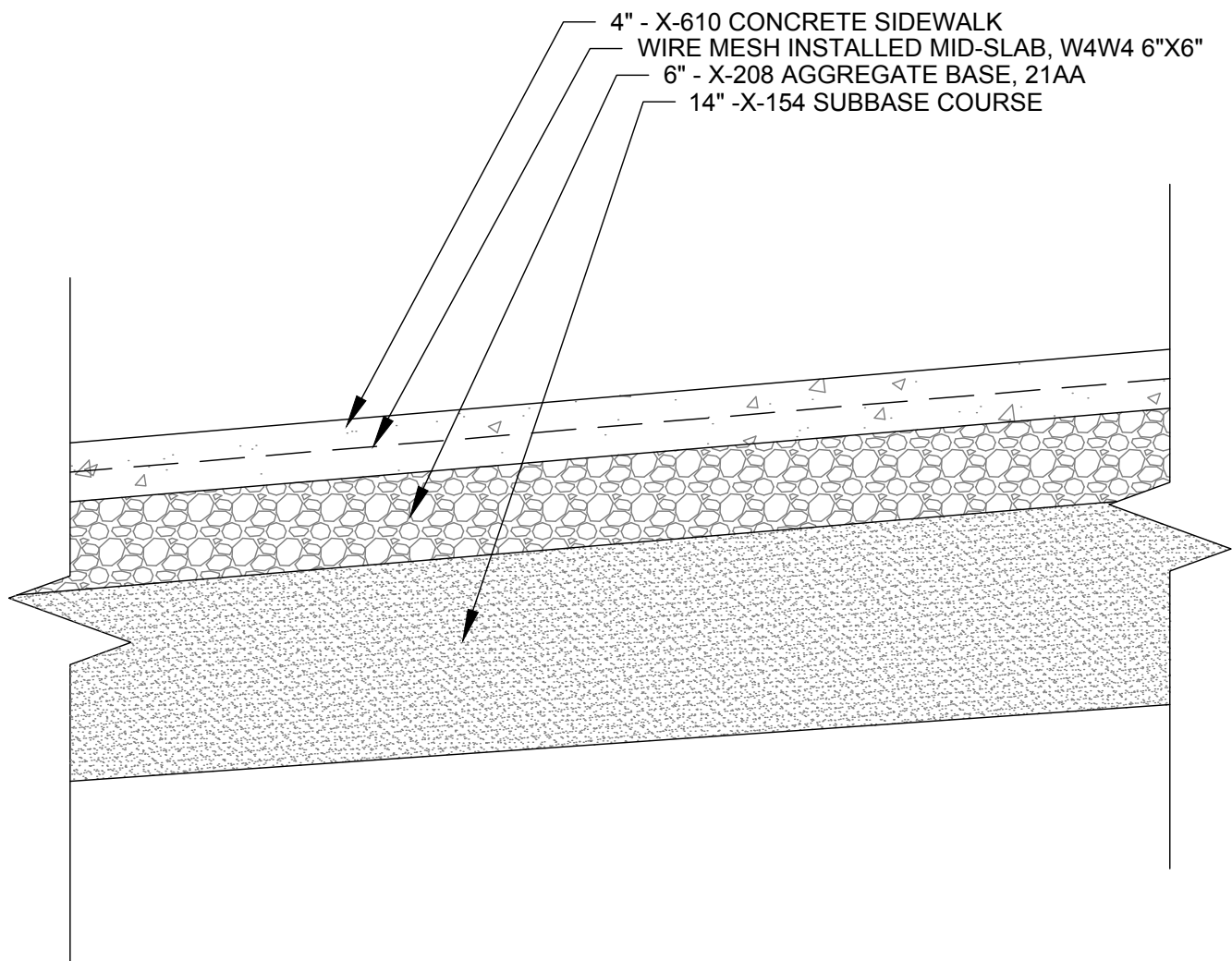
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2 TYPICAL ACCESS ROAD  
NOT TO SCALE

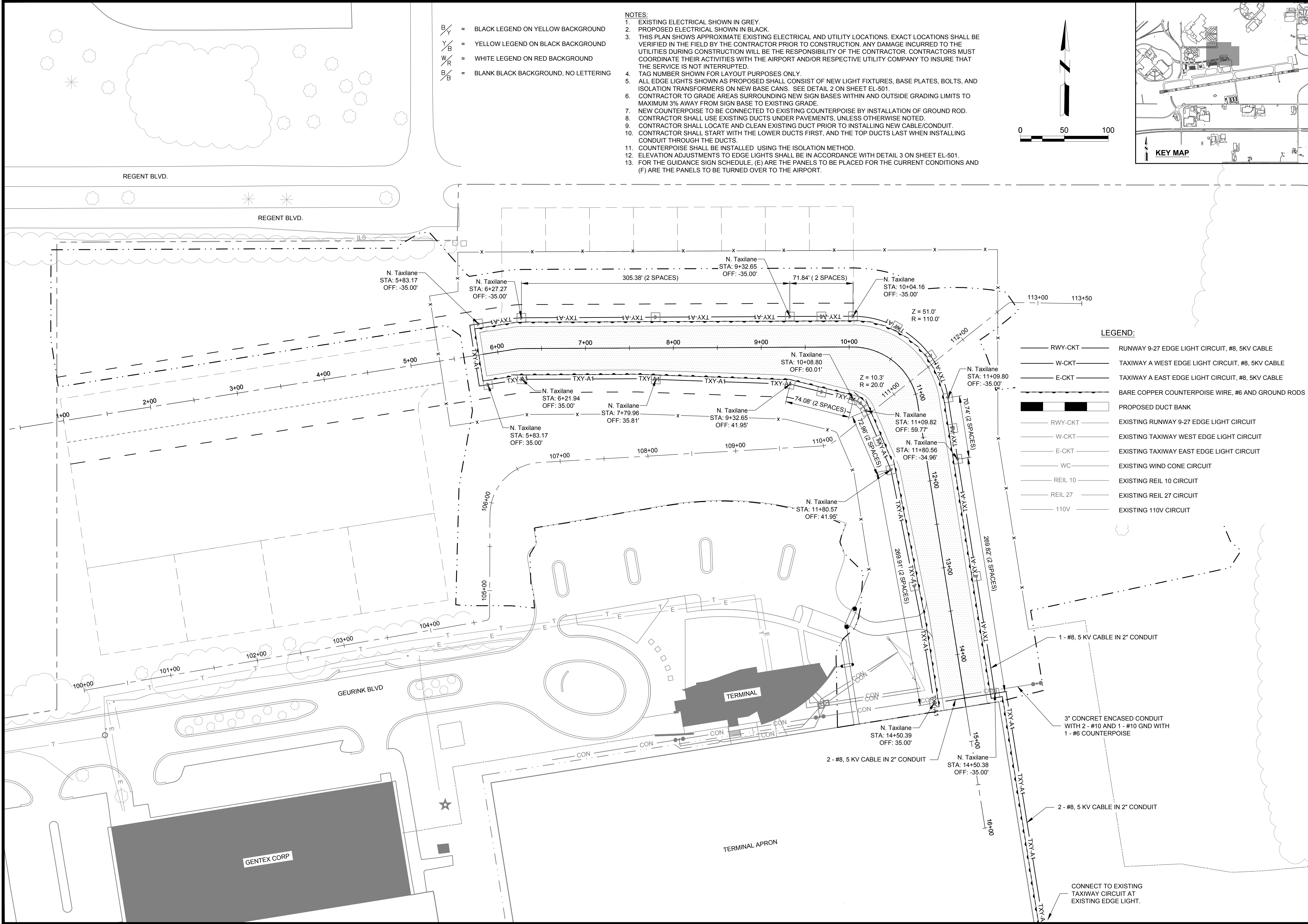


1 TYPICAL PROPOSED TAXILANE  
NOT TO SCALE



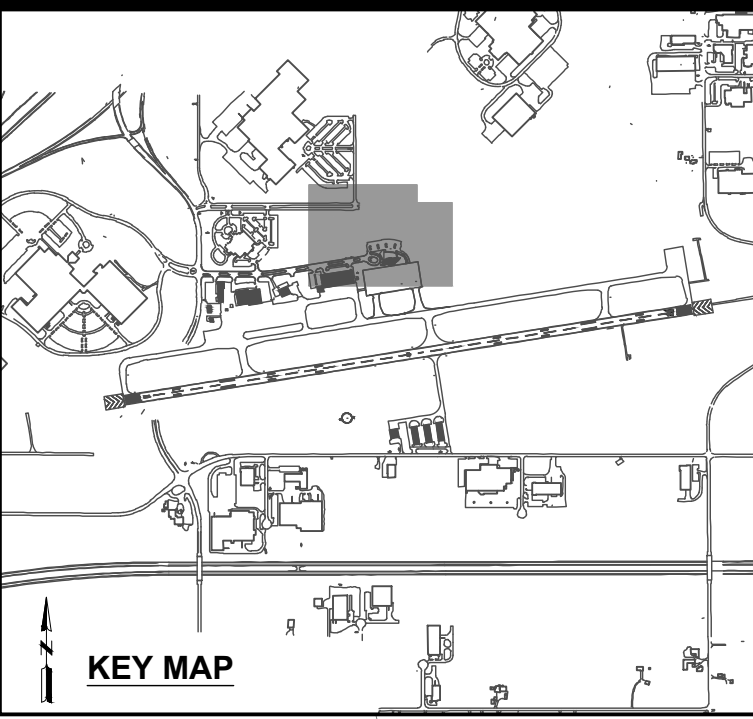
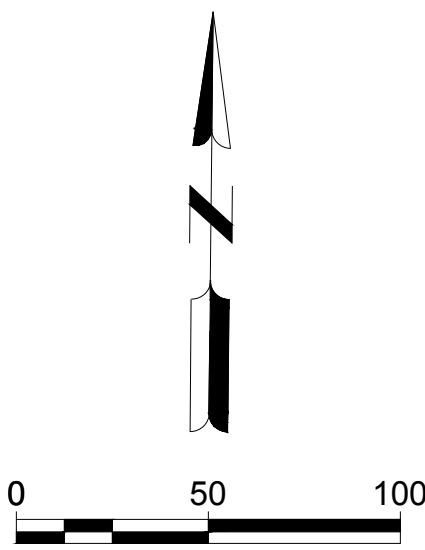
3 TYPICAL 4" PROPOSED SIDEWALK  
NOT TO SCALE

X:\0819900\211654.03\TECH\CADEL-101 AIRFIELD ELECTRICAL LAYOUT.DWG  
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- B/Y = BLACK LEGEND ON YELLOW BACKGROUND  
Y/B = YELLOW LEGEND ON BLACK BACKGROUND  
W/R = WHITE LEGEND ON RED BACKGROUND  
B/B = BLANK BLACK BACKGROUND, NO LETTERING

- NOTES:  
1. EXISTING ELECTRICAL SHOWN IN GREY.  
2. PROPOSED ELECTRICAL SHOWN IN BLACK.  
3. THIS PLAN SHOWS APPROXIMATE EXISTING ELECTRICAL AND UTILITY LOCATIONS. EXACT LOCATIONS SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR PRIOR TO CONSTRUCTION. ANY DAMAGE INCURRED TO THE UTILITIES DURING CONSTRUCTION WILL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTORS MUST COORDINATE THEIR ACTIVITIES WITH THE AIRPORT AND/OR RESPECTIVE UTILITY COMPANY TO INSURE THAT THE SERVICE IS NOT INTERRUPTED.  
4. TAG NUMBER SHOWN FOR LAYOUT PURPOSES ONLY.  
5. ALL EDGE LIGHTS SHOWN AS PROPOSED SHALL CONSIST OF NEW LIGHT FIXTURES, BASE PLATES, BOLTS, AND ISOLATION TRANSFORMERS ON NEW BASE CANS. SEE DETAIL 2 ON SHEET EL-501.  
6. CONTRACTOR TO GRADE AREAS SURROUNDING NEW SIGN BASES WITHIN AND OUTSIDE GRADING LIMITS TO MAXIMUM 3% AWAY FROM SIGN BASE TO EXISTING GRADE.  
7. NEW COUNTERPOISE TO BE CONNECTED TO EXISTING COUNTERPOISE BY INSTALLATION OF GROUND ROD.  
8. CONTRACTOR SHALL USE EXISTING DUCTS UNDER PAVEMENTS, UNLESS OTHERWISE NOTED.  
9. CONTRACTOR SHALL LOCATE AND CLEAN EXISTING DUCT PRIOR TO INSTALLING NEW CABLE/CONDUIT.  
10. CONTRACTOR SHALL START WITH THE LOWER DUCTS FIRST, AND THE TOP DUCTS LAST WHEN INSTALLING CONDUIT THROUGH THE DUCTS.  
11. COUNTERPOISE SHALL BE INSTALLED USING THE ISOLATION METHOD.  
12. ELEVATION ADJUSTMENTS TO EDGE LIGHTS SHALL BE IN ACCORDANCE WITH DETAIL 3 ON SHEET EL-501.  
13. FOR THE GUIDANCE SIGN SCHEDULE, (E) ARE THE PANELS TO BE PLACED FOR THE CURRENT CONDITIONS AND (F) ARE THE PANELS TO BE TURNED OVER TO THE AIRPORT.



LEGEND:

- RWY-CKT — RUNWAY 9-27 EDGE LIGHT CIRCUIT, #8, 5KV CABLE  
— W-CKT — TAXIWAY A WEST EDGE LIGHT CIRCUIT, #8, 5KV CABLE  
— E-CKT — TAXIWAY A EAST EDGE LIGHT CIRCUIT, #8, 5KV CABLE  
— — BARE COPPER COUNTERPOISE WIRE, #6 AND GROUND RODS  
— — PROPOSED DUCT BANK  
— RWY-CKT — EXISTING RUNWAY 9-27 EDGE LIGHT CIRCUIT  
— W-CKT — EXISTING TAXIWAY WEST EDGE LIGHT CIRCUIT  
— E-CKT — EXISTING TAXIWAY EAST EDGE LIGHT CIRCUIT  
— WC — EXISTING WIND CONE CIRCUIT  
— REIL 10 — EXISTING REIL 10 CIRCUIT  
— REIL 27 — EXISTING REIL 27 CIRCUIT  
— 110V — EXISTING 110V CIRCUIT

WEST MICHIGAN REGIONAL AIRPORT  
CONSTRUCT NORTH HANGAR AREA  
TAXILANE

60 GEURINK BLVD  
HOLLAND, MI 49423

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SHEET CONTENTS  
AIRFIELD ELECTRICAL  
LAYOUT

SHEET NO. 24 of 26

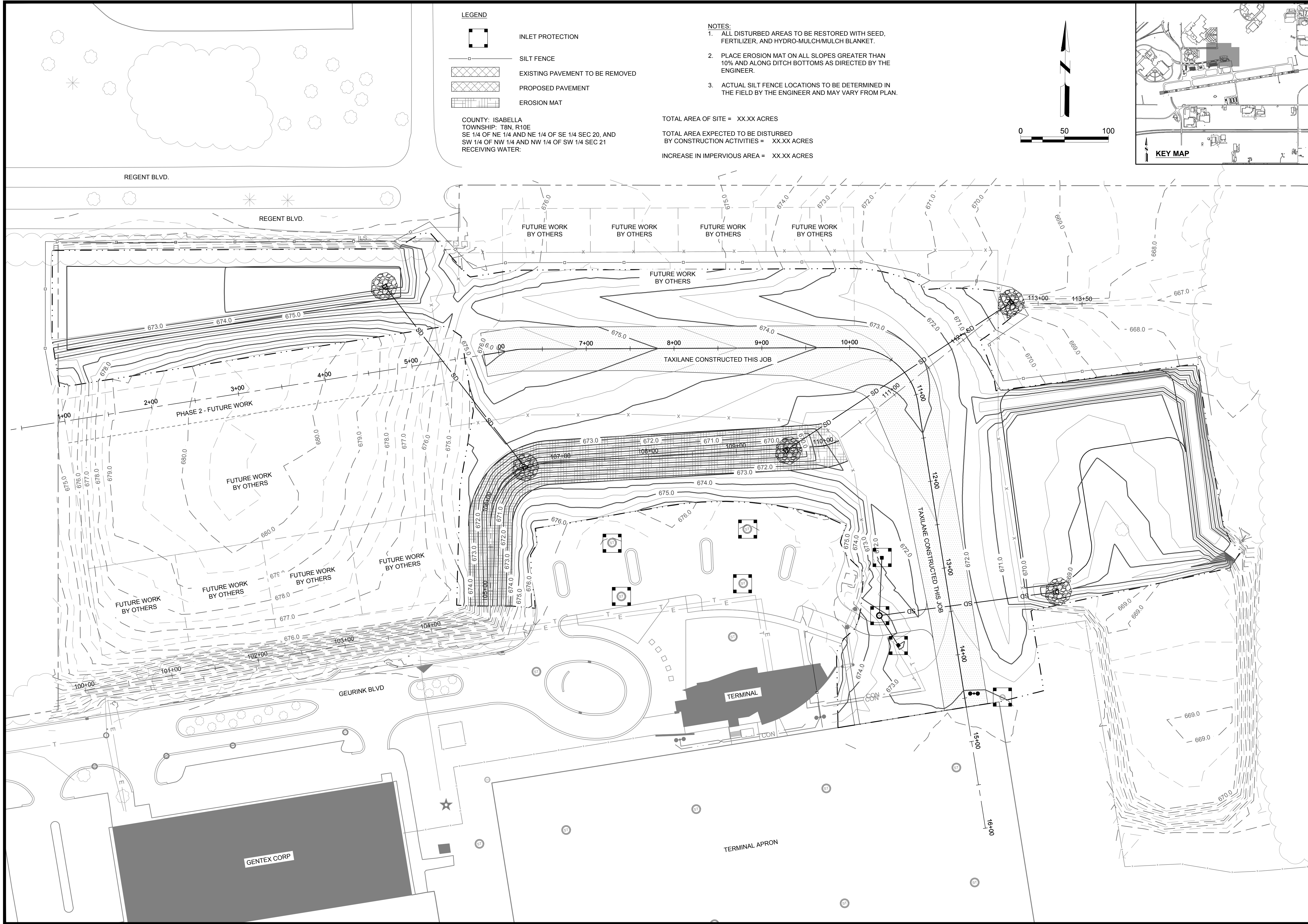
EL-101

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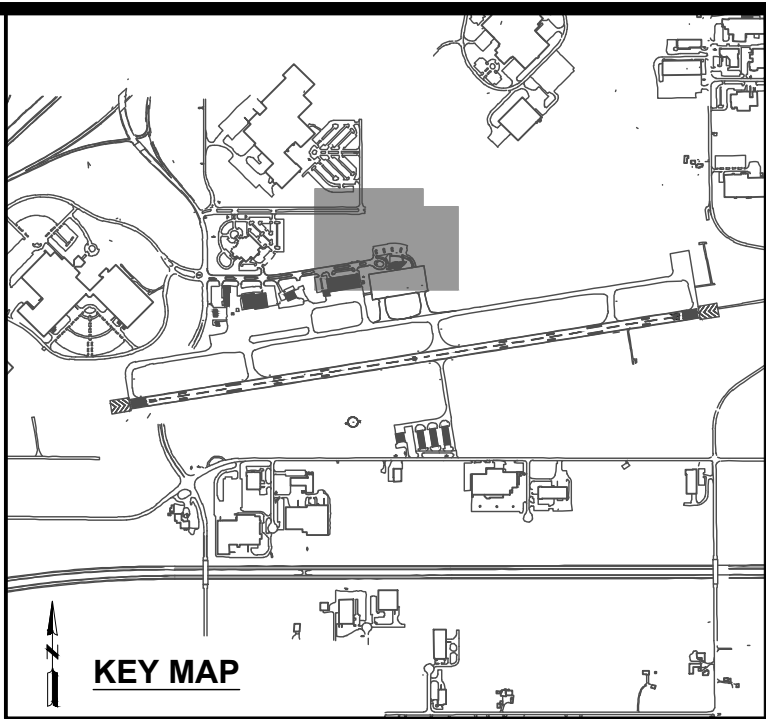
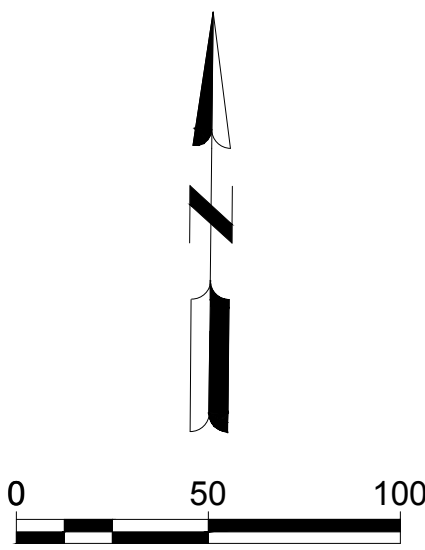
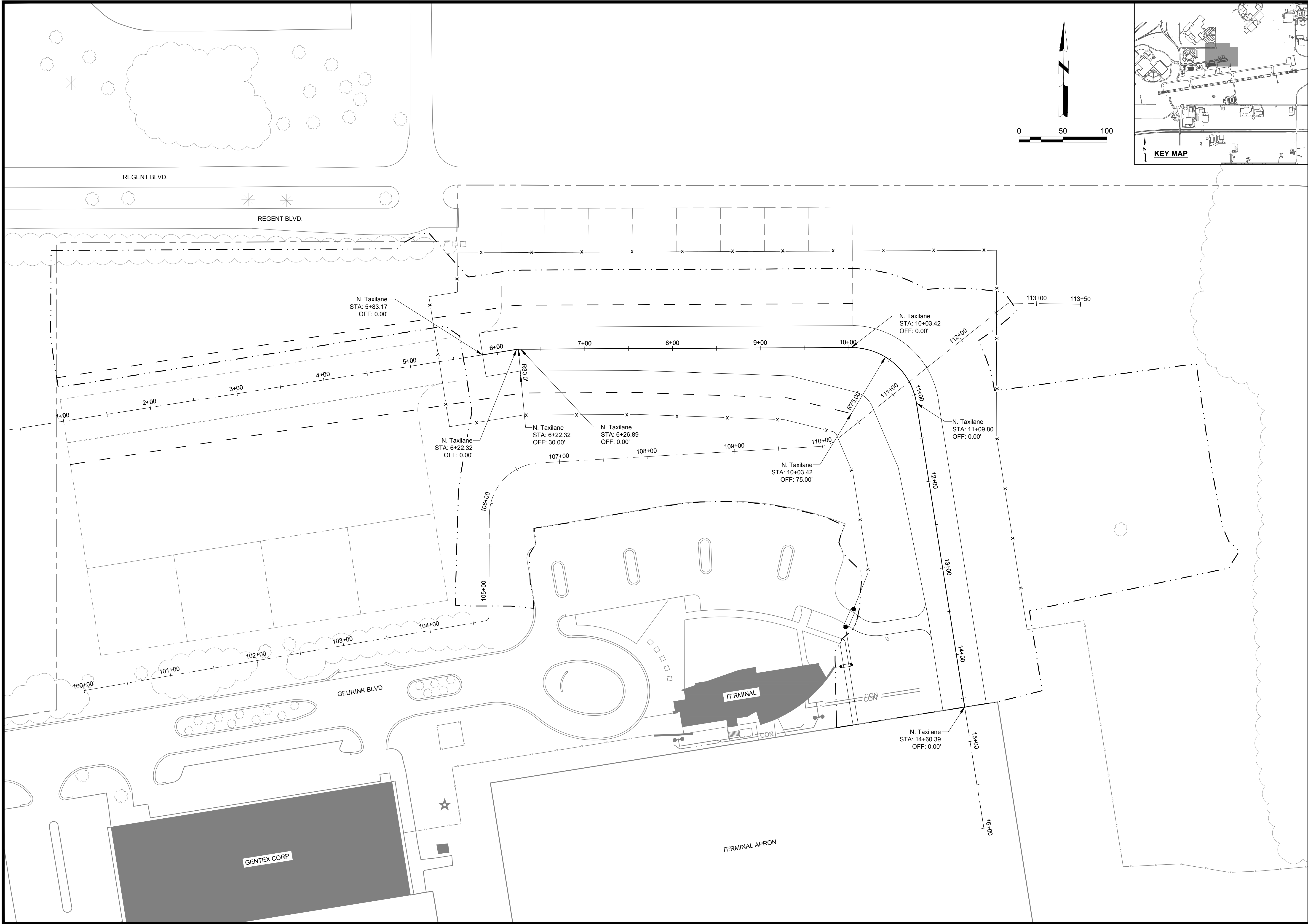
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X:\08199000\211654.03\TECH\CADICE-101 TEMPORARY AND PERMANENT GRADING & SOIL EROSION PLAN.DWG  
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SHEET CONTENTS  
PAVEMENT MARKING  
PLAN

SHEET NO. 26 of 26

XM-101

## 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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## **West Michigan Airport Authority**

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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

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**AVFLIGHT HOLLAND CORPORATION**

---

Fuel Flowage Fee

Aug-23

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

**Jet Fuel Sold (Gallons)** 52,375.00

LESS

Swift @ \$0.10/GAL

-

Total: 52,375.00

Flow Fees @ \$0.10/GAL: -

Flow Fees @ \$0.11/GAL: \$5,761.25

**Avgas Fuel Sold (Gallons)** 4,349.30

LESS Use

Total: 4,349.30

Flow Fees @ \$0.11/GAL: \$478.42

**TOTAL Flow Fees Due: \$6,239.67**

### Avflight BIV August 2023 Landing Fees

Transaction Number	Date	Aircraft	Customer	Quantity	Price	Extended
BIV23-000322	8/1/2023			2	15	30
BIV23-000324	8/1/2023			1	9	9
BIV23-000326	8/1/2023			1	35	35
BIV23-000334	8/2/2023			1	12	12
BIV23-000341	8/2/2023			1	9	9
BIV23-000347	8/2/2023			1	25	25
BIV23-000358	8/2/2023			1	9	9
BIV23-000355	8/3/2023			1	35	35
BIV23-000361	8/3/2023			1	35	35
BIV23-000364	8/3/2023			1	12	12
BIV23-000372	8/4/2023			1	9	9
BIV23-000384	8/5/2023			1	25	25
BIV23-000391	8/7/2023			1	35	35
BIV23-000395	8/7/2023			1	45	45
BIV23-000396	8/7/2023			1	30	30
BIV23-000398	8/7/2023			1	35	35
BIV23-000401	8/7/2023			1	30	30
BIV23-000408	8/7/2023			1	35	35
BIV23-000413	8/7/2023			1	35	35
BIV23-000420	8/8/2023			1	30	30
BIV23-000423	8/8/2023			1	9	9
BIV23-000424	8/8/2023			1	35	35
BIV23-000427	8/8/2023			1	25	25
BIV23-000428	8/8/2023			1	9	9
BIV23-000431	8/8/2023			1	35	35
BIV23-000433	8/9/2023			1	45	45
BIV23-000436	8/9/2023			1	45	45
BIV23-000439	8/9/2023			1	15	15
BIV23-000443	8/9/2023			1	30	30
BIV23-000444	8/9/2023			1	45	45
BIV23-000445	8/9/2023			1	45	45
BIV23-000447	8/9/2023			1	30	30
BIV23-000492	8/9/2023			1	12	12
BIV23-000456	8/10/2023			1	15	15
BIV23-000457	8/10/2023			1	15	15
BIV23-000458	8/10/2023			1	40	40
BIV23-000470	8/10/2023			1	30	30
BIV23-000471	8/10/2023			1	9	9
BIV23-000474	8/10/2023			1	45	45
BIV23-000475	8/10/2023			1	45	45
BIV23-000477	8/11/2023			1	9	9
BIV23-000479	8/11/2023			1	60	60
BIV23-000485	8/11/2023			1	45	45
BIV23-000487	8/11/2023			1	25	25
BIV23-000489	8/11/2023			1	9	9
BIV23-000495	8/11/2023			1	12	12
BIV23-000496	8/12/2023			1	30	30
BIV23-000502	8/13/2023			1	9	9
BIV23-000503	8/13/2023			1	25	25
BIV23-000504	8/13/2023			1	25	25
BIV23-000505	8/13/2023			1	35	35
BIV23-000507	8/13/2023			1	50	50

BIV23-000510	8/13/2023	1	45	45
BIV23-000511	8/13/2023	1	70	70
BIV23-000515	8/14/2023	1	50	50
BIV23-000516	8/14/2023	1	45	45
BIV23-000523	8/14/2023	1	35	35
BIV23-000526	8/14/2023	1	45	45
BIV23-000535	8/15/2023	1	50	50
BIV23-000538	8/15/2023	1	45	45
BIV23-000542	8/15/2023	1	25	25
BIV23-000551	8/16/2023	1	25	25
BIV23-000552	8/16/2023	1	15	15
BIV23-000563	8/16/2023	1	35	35
BIV23-000568	8/16/2023	1	45	45
BIV23-000565	8/17/2023	1	45	45
BIV23-000571	8/17/2023	1	70	70
BIV23-000572	8/17/2023	1	15	15
BIV23-000574	8/17/2023	1	9	9
BIV23-000575	8/17/2023	1	9	9
BIV23-000576	8/17/2023	1	9	9
BIV23-000579	8/18/2023	1	9	9
BIV23-000585	8/18/2023	1	45	45
BIV23-000586	8/18/2023	1	25	25
BIV23-000592	8/18/2023	1	45	45
BIV23-000598	8/19/2023	1	9	9
BIV23-000608	8/20/2023	1	40	40
BIV23-000609	8/20/2023	1	9	9
BIV23-000617	8/21/2023	1	15	15
BIV23-000618	8/21/2023	1	25	25
BIV23-000627	8/21/2023	1	25	25
BIV23-000628	8/21/2023	1	45	45
BIV23-000629	8/21/2023	1	9	9
BIV23-000635	8/21/2023	1	45	45
BIV23-000734	8/21/2023	1	12	12
BIV23-000638	8/22/2023	1	45	45
BIV23-000639	8/22/2023	1	35	35
BIV23-000661	8/22/2023	1	30	30
BIV23-000663	8/22/2023	1	9	9
BIV23-000666	8/22/2023	1	30	30
BIV23-000670	8/22/2023	1	45	45
BIV23-000664	8/23/2023	1	25	25
BIV23-000665	8/23/2023	1	25	25
BIV23-000671	8/23/2023	1	9	9
BIV23-000672	8/23/2023	1	25	25
BIV23-000676	8/23/2023	1	25	25
BIV23-000678	8/23/2023	1	45	45
BIV23-000680	8/24/2023	1	50	50
BIV23-000682	8/25/2023	1	25	25
BIV23-000684	8/25/2023	1	9	9
BIV23-000685	8/25/2023	1	25	25
BIV23-000687	8/25/2023	1	35	35
BIV23-000688	8/25/2023	1	35	35
BIV23-000689	8/25/2023	1	30	30
BIV23-000691	8/25/2023	1	25	25
BIV23-000699	8/26/2023	1	30	30
BIV23-000701	8/26/2023	1	45	45

BIV23-000705	8/27/2023	1	30	30
BIV23-000706	8/27/2023	1	30	30
BIV23-000707	8/27/2023	1	9	9
BIV23-000716	8/28/2023	1	12	12
BIV23-000727	8/28/2023	1	25	25
BIV23-000729	8/28/2023	1	25	25
BIV23-000731	8/29/2023	1	9	9
BIV23-000732	8/29/2023	1	12	12
BIV23-000739	8/29/2023	1	35	35
BIV23-000740	8/29/2023	1	45	45
BIV23-000744	8/30/2023	1	30	30
BIV23-000745	8/30/2023	1	12	12
BIV23-000747	8/30/2023	1	9	9
BIV23-000756	8/30/2023	1	25	25
BIV23-000759	8/30/2023	1	35	35
BIV23-000762	8/30/2023	1	9	9
BIV23-000765	8/31/2023	1	9	9
BIV23-000768	8/31/2023	1	50	50
BIV23-000769	8/31/2023	1	9	9
BIV23-000770	8/31/2023	1	50	50
BIV23-000777	8/31/2023	1	9	9
BIV23-000778	8/31/2023	1	9	9
BIV23-000784	8/31/2023	1	25	25
BIV23-000785	8/31/2023	1	25	25

**\$ 3,673.00**

<b>To Avflight</b>	<b>15%</b>	<b>\$ 550.95</b>
<b>To Airport</b>	<b>85%</b>	<b>\$ 3,122.05</b>

## West Michigan Airport Authority

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

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



September 11<sup>th</sup>, 2023

## Report 14

**To:** West Michigan Airport Authority Board.  
**From:** Aaron Thelenwood, Authority Director.  
**Subject:** **Jet It – Invoice for Damages: Write Off**

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In November of 2022, a Honda Jet owned by the charter operator Jet It ran off the runway, ultimately getting stuck in the mud which took the better part of 12 hours to get removed resulting in the runway being shut down the entirety of this time, in addition to damaging a number of runway lights.

Total damages to the Airport Authority were \$2,702.96 for the replacement of damaged lights and the rental of lighted X's for each end of the runway, necessary to fully close the runway, especially into the evening hours. This does not include Airport Authority staff time from assisting with the removal of the aircraft.

FBO time, and the cost of the wrecker to remove the aircraft was billed directly to Jet It and therefore is not reflected in the attached invoice.

City Finance has been working to get resolution on this outstanding balance, I have personally called multiple times to attempt to resolve the balance, and the airport's attorney has also submitted written directives to pay as well.

On August 10<sup>th</sup>, 2023 I attempted to follow-up again with Jet It, only to discover all of their phone lines were deactivated. Doing a quick Google search, I found the attached Forbes article outlining the company's financial troubles and bankruptcy. After reviewing the situation with the Airport's Treasurer and Attorney it was determined that it would be highly unlikely the Airport Authority could expect to be reimbursed for the outstanding balance. As such, the Airport Authority would need to take formal action to write off the remaining balance.

### **Recommendation**

It is recommended the Board approve writing off the balance of \$2,702.96 from damages caused by Jet It, due to the company's pending bankruptcy.

FORBES &gt; LIFESTYLE &gt; TRAVEL

# Fractional HondaJet Operator Jet It Shuts Down After Grounding Its Fleet

**Doug Gollan** Contributor ⓘ*I write about private aviation and the business of luxury travel*[Follow](#) 0

May 27, 2023, 12:20pm EDT

[Listen to article](#) 7 minutes

Jet It, the [12<sup>th</sup> largest U.S. private jet operator](#) measured by fractional and charter flight hours, is shutting down after grounding its fleet a week earlier.

According to [Flying magazine](#), the HondaJet operator told employees their jobs were permanently terminated late yesterday.

The report also said the company was closing, although no bankruptcy was mentioned.





A HondaJet on display during the European Business Aviation Conference & Exhibition earlier this ... [+] DOUG GOLLAN

Glenn Gonzales, the CEO of Jet It, replied to the story by saying, “Following the response received from Honda, we needed to give people the chance to receive federal benefits while we work with them to determine a path forward.”

The possible end came one week after the relatively new player – it launched in 2018 – had grounded its fleet of HondaJets, citing [safety concerns](#) following a series of [runway excursions](#), including three by aircraft that were part of its program.

In a call with its fractional owners during the week that included the owner of *Flying*, who is a customer of the program, Gonzales continued to cite safety concerns.

However, as the days passed, questions about Jet It’s financial health before what he termed a safety stand down started to emerge.

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Yesterday, *Flying* wrote, “The problem is that the safety issue doesn’t appear to be the cause of Jet It’s sudden service disruption—but cash does.”

Last October, *Private Jet Card Comparisons* [reported](#) an investor presentation outlining a move to Embraer’s Phenom 300 platform, projected the company would lose \$23.2 million in 2022 following a \$2.6 million loss in 2021.

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[Posts](#) on the job website Glassdoor told of company [credit cards](#) being declined and calls from vendors looking to be paid.

The news of Jet It’s potentially final landing by *Flying* CEO Craig Fuller told a tale of airplanes being held by repair shops due to unpaid bills, that the company had been locked out of its primary hangar after falling behind on rent, and that the operator owes Honda Aircraft more than \$1.6 million.

Speaking earlier today, Gonzales disputed the characterization about hangar access. He said, “Airport access was returned to the hangar owner in conjunction with the furlough as the airports are controlled areas.”

Gonzales’ explanation of Jet It’s decision to ground its HondaJet fleet for safety concerns following an accident the day before in South Carolina by a private owner immediately raised eyebrows.

The runway length and conditions would not have allowed operators like Jet It, which flies under Part 135 rules, to land. In other words, it would have needed to divert.

Jet It has been at odds with the OEM publicly since Gonzales [wrote to owners](#) last November, blaming bad service on lack of support from the manufacturer.

He told his fractional owners, “We have done our best to shield you from Honda’s ineptitude, but our shield has worn through.”

The CEO added, “As a believer in the Honda brand, I am incredibly disappointed by the uptime of the HondaJet and the grossly inadequate support we (and by extension you, our member) have been subjected to by Honda Aircraft Company.”

However, he didn’t raise any safety concerns.

In fact, the former salesman for Honda Aircraft, who then chose the aircraft he was selling as Jet It’s platform, referred to the very light jet “as a fine piece of engineering.”

The attempt to blame safety as the reason for Jet It was grounding its HondaJet fleet was rebuffed by two other fractional programs, Jet Token and Volato, which both said they disagreed with the move.

Honda responded with a statement, stating, “Jet It’s decision to ground their HondaJet fleet was made independently by Jet It. Importantly, neither Honda Aircraft Company nor any aviation authority has recommended this grounding. Therefore, we have no comment about the decision by Jet It to ground its fleet.”

Gonzales also raised the ire of the HondaJet Operators & Pilots Association. In a Monday email to owners, he claimed HJOPA had also called for a safety stand down via a [video](#).

However, HJOPA Executive Director Julie Hughes said she was blindsided, [telling](#) *Private Jet Card Comparisons*, “We have not communicated with Jet It on this issue and were surprised to see them inaccurately characterize our position. We do not want to ground the airplane. We believe the airplane is safe. We want to use data from the incidents as a basis for enhancing pilot training and decision-making. In no way do we think the HondaJet should be grounded.”

Whether Jet It can take flight again remains in serious doubt.

Jet It owners were flying for as little as \$1,600 per hour, a price some say was unsustainable. Some contracts also prevented the operator from adding a mandatory fuel surcharge.

In fact, while owners were complaining about cancelations and lack of availability, and Jet It was complaining about the reliability and availability of its HondaJet fleet, charter brokers say they were chartering flights from Jet It for their clients at net rates of more than \$5,000 per hour as the industry struggled last year with availability against record demand.

Jet It’s [website](#) currently has no mention that it is not flying.

For program owners, they now have the difficult path of figuring out what's next with their shared airplanes parked on airport ramps across the country.

Chris Pratt, a business aviation veteran, posting on LinkedIn, wrote, "One of the complicating factors in these situations is whether the original engines are on the aircraft. Programs often swap engines from a pool or use rentals while the original are in for service. Tracking down the correct serial numbers for each aircraft engine and putting the original engines with the correct aircraft can tie up ownership disputes for quite some time. This was a major factor in the [Avantair debacle](#), and that case dragged on for years. Don't assume selling the jets will be easy."

In fact, Jet It owns shares in some of the aircraft giving it a say in what's next.

Aviation attorney David Hernandez of Vedder Price recommends to owners, "Determine all available options based on the relevant circumstances, create a resolution plan, and immediately execute the plan. Act fast because available rights and remedies evolve rapidly in a crisis situation, and those who delay may be left with nothing."

He also cautioned against "relying on the advice of brokers or consultants because their primary concern is not to protect your rights under the program agreements."

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**Doug Gollan**

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I'm Editor of [Private Jet Card Comparisons](#), a buyer's guide comparing [jet card programs](#), [private jet charter](#), and [fractional ownership](#). It... **Read More**

# West Michigan Airport Authority

**Meeting Date:** September 11, 2023

**Agenda Item:**

**Subject:** Financial Reports for 08/31/2023-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 two months ended August 31, 2023 (16.67% of the year), and the Trial Balance Listing and Fund Equity Reports through August 31, 2023.

## Revenues

Operating revenues for the first two months totaled \$164,469.05. August operating revenues are composed of tax revenues collected from the City of Zeeland, franchise fees, quarterly hangar rentals invoiced, and quarterly/semi-annual hangar land leases billed out.

Capital revenues for the first two months do not reflect activity as funding information will be obtained from MDOT at fiscal year-end and the related transactions will be recorded then.

## Expenses

Operating expenses for the first two months totaled \$83,942.81. August 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 a combined funds cash balance of \$2,194,667.23 and unaudited ending fund balances as follows:

- General Fund: \$1,423,247.63
- Capital Projects Fund: \$698,267.33

Assets totaled \$1,500,349.09 at August 31<sup>st</sup>, comprised mostly of accounts receivable. The current combined funds cash balance totals \$2,194,667.23. Liabilities totaled \$11,451.79 at August 31<sup>st</sup> and primarily represents unearned revenue.

The significant decreases in total assets and liabilities from July to August are due to an auditing adjustment made to reflect a new GASB 87 interpretation of FAA regulated leases. This new interpretation essentially reversed the prior year entry on the financials. Instead, the footnotes to the audit will reflect the future lease receivable amounts.



WMAA Fund Balance as of 6/30/2023 - unaudited \$ 1,238,949.84

	Operating	Capital 999/Z403	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	164,469.05	-	-	-	\$ 164,469.05
Year to date Expenses	83,942.81	14,876.57	-	-	\$ 98,819.38
Prior Year End Equity Adjustment					<u>\$ 882,565.12</u>

Estimated Combined Fund Balance as of 8/31/2023 \$ 2,187,164.63

	Budget	YTD	
Remaining Operating Revenues	697,000.00	164,469.05	\$ 532,530.95

	Budget	YTD	Encumbrances	
Remaining Operating Expenses (excluding contingences)	675,470.00	83,942.81	-	<u>\$ 591,527.19</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 \$ 2,078,168.39

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>

Ending Fund balance after expected capital expenses \$ 2,078,168.39



# Budget Performance Report

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund <b>Z01 - WMAA (Airport) General Fund</b>										
<b>REVENUE</b>										
Department <b>000 - General Revenues</b>										
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	116,424.46
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	18,001.59	.00	52,097.91	27,902.09	65	46,894.62
460654.1	Franchise Fees FBO Franchise Fees	27,600.00	.00	27,600.00	.00	.00	.00	27,600.00	0	2,289.93
460654.5	Franchise Fees Fuel Flowage Fee	82,000.00	.00	82,000.00	4,106.00	.00	4,106.00	77,894.00	5	9,747.54
460654.7	Franchise Fees Landing Fees	30,000.00	.00	30,000.00	2,390.20	.00	2,390.20	27,609.80	8	3,978.94
480665.0	Investment Income General	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	1,815.93
480669.A	Rental Airport Business Center	8,900.00	.00	8,900.00	.00	.00	.00	8,900.00	0	804.39
480669.24	Rental Hangar Land Lease	120,000.00	.00	120,000.00	81,597.30	.00	91,724.94	28,275.06	76	17,094.51
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	50.00	.00	14,150.00	45,850.00	24	15,680.00
Department <b>000 - General Revenues Totals</b>		\$697,000.00	\$0.00	\$697,000.00	\$106,145.09	\$0.00	\$164,469.05	\$532,530.95	24%	\$214,730.32
<b>REVENUE TOTALS</b>		\$697,000.00	\$0.00	\$697,000.00	\$106,145.09	\$0.00	\$164,469.05	\$532,530.95	24%	\$214,730.32
<b>EXPENSE</b>										
Department <b>540 - Airport Operations</b>										
710701.0	Payroll-Regular General	121,800.00	.00	121,800.00	10,242.73	.00	12,732.94	109,067.06	10	8,037.35
710707.0	Payroll-Temporary Help General	63,700.00	.00	63,700.00	1,791.17	.00	3,126.17	60,573.83	5	2,460.00
711702.0	Payroll-Vacation/PTO General	.00	.00	.00	1,740.00	.00	2,632.72	(2,632.72)	+++	2,446.15
711703	Payroll-Holidays	.00	.00	.00	.00	.00	615.88	(615.88)	+++	349.45
711716.1	Insurance Health	6,000.00	.00	6,000.00	250.00	.00	500.00	5,500.00	8	500.00
711718.1	Retirement Contribution MERS	13,400.00	.00	13,400.00	819.41	.00	1,120.11	12,279.89	8	866.64
711720	Insurance-Income Protection	120.00	.00	120.00	(18.50)	.00	(37.00)	157.00	-31	(37.00)
712715	Employer FICA/Medicare Contribution	12,800.00	.00	12,800.00	1,072.83	.00	1,499.99	11,300.01	12	1,055.18
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	109.05	.00	109.05	1,890.95	5	416.95
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	411.10	.00	411.10	9,388.90	4	3,339.27
721933.0	Equipment Maintenance General	6,000.00	.00	6,000.00	1,098.00	.00	1,098.00	4,902.00	18	.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	5,095.90	.00	5,477.21	39,522.79	12	796.06
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	6,407.50	.00	6,407.50	13,592.50	32	17.50
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	2,000.00
722807.2	Contractual-Architect/Engineer Plan Development	15,000.00	.00	15,000.00	547.50	.00	547.50	14,452.50	4	3,000.00
722807.5	Contractual-Architect/Engineer Engineering	.00	.00	.00	.00	.00	.00	.00	+++	3,244.95
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	.00	.00	146.77	(146.77)	+++	.00



# Budget Performance Report

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund <b>Z01 - WMAA (Airport) General Fund</b>										
EXPENSE										
Department <b>540 - Airport Operations</b>										
722808.8	Contr-Bldgs&Grnds Tree Clearing	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
722808.MOW	Contr-Bldgs&Grnds Mowing	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	7,492.13
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	5,580.19
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	5,230.00	26,170.00	17	5,295.16
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	(76.02)	676.02	-13	73.94
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	546.41
723910.0	Commercial Insurance Premiums General	34,000.00	.00	34,000.00	.00	.00	34,072.00	(72.00)	100	31,794.00
723920.GAS	Public Utilities Natural Gas	.00	.00	.00	.00	.00	.00	.00	+++	58.36
723920.GATE	Public Utilities Fence Gates	500.00	.00	500.00	42.73	.00	42.73	457.27	9	85.08
723920.LAND	Public Utilities Landing Lights & System	3,500.00	.00	3,500.00	252.02	.00	252.02	3,247.98	7	511.08
723920.PLOT	Public Utilities Parking Lot Lights	750.00	.00	750.00	53.33	.00	53.33	696.67	7	104.73
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	406.99	.00	406.99	5,593.01	7	806.05
723920.THAN	Public Utilities T-Hangars	6,000.00	.00	6,000.00	483.86	.00	483.86	5,516.14	8	778.96
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	.00	2,000.00	128.37	.00	203.37	1,796.63	10	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	.00	.00	199.98	2,000.02	9	650.96
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	6.06	.00	6.06	(6.06)	+++	.00
770956.0	Contingency General	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
Department <b>540 - Airport Operations Totals</b>		\$624,070.00	\$0.00	\$624,070.00	\$33,555.05	\$0.00	\$78,262.26	\$545,807.74	13%	\$83,924.10
Department <b>541 - Business Center</b>										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	1,294.34	.00	1,512.34	3,487.66	30	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	594.50	.00	1,877.25	8,122.75	19	1,107.35
723850.0	Communications Telephone	3,800.00	.00	3,800.00	.00	.00	240.00	3,560.00	6	240.00
723850.WIFI	Communications WIFI Internet Connection	2,900.00	.00	2,900.00	.00	.00	312.50	2,587.50	11	865.00
723920.BPW	Public Utilities BPW	15,600.00	.00	15,600.00	1,686.60	.00	1,686.60	13,913.40	11	3,183.78
723920.GAS	Public Utilities Natural Gas	9,100.00	.00	9,100.00	51.86	.00	51.86	9,048.14	1	.00
Department <b>541 - Business Center Totals</b>		\$51,400.00	\$0.00	\$51,400.00	\$3,627.30	\$0.00	\$5,680.55	\$45,719.45	11%	\$5,879.96
EXPENSE TOTALS		\$675,470.00	\$0.00	\$675,470.00	\$37,182.35	\$0.00	\$83,942.81	\$591,527.19	12%	\$89,804.06
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>										
REVENUE TOTALS		697,000.00	.00	697,000.00	106,145.09	.00	164,469.05	532,530.95	24%	214,730.32

# Budget Performance Report

Fiscal Year to Date 08/31/23

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
	<b>EXPENSE TOTALS</b>	675,470.00	.00	675,470.00	37,182.35	.00	83,942.81	591,527.19	12%	89,804.06
Fund	<b>Z01 - WMAA (Airport) General Fund Totals</b>	\$21,530.00	\$0.00	\$21,530.00	\$68,962.74	\$0.00	\$80,526.24	(\$58,996.24)		\$124,926.26
	Grand Totals									
	<b>REVENUE TOTALS</b>	697,000.00	.00	697,000.00	106,145.09	.00	164,469.05	532,530.95	24%	214,730.32
	<b>EXPENSE TOTALS</b>	675,470.00	.00	675,470.00	37,182.35	.00	83,942.81	591,527.19	12%	89,804.06
	Grand Totals	\$21,530.00	\$0.00	\$21,530.00	\$68,962.74	\$0.00	\$80,526.24	(\$58,996.24)		\$124,926.26

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<b>Fund Z01 - WMAA (Airport) General Fund</b>										
<b>EXPENSE</b>										
Department <b>999 - Airport Capital Projects</b>										
730974.0	Land Improvements General	.00	.00	.00	10,888.61	.00	14,876.57	(14,876.57)	+++	.00
	Department <b>999 - Airport Capital Projects Totals</b>	\$0.00	\$0.00	\$0.00	\$10,888.61	\$0.00	\$14,876.57	(\$14,876.57)	+++	\$0.00
	<b>EXPENSE TOTALS</b>	\$0.00	\$0.00	\$0.00	\$10,888.61	\$0.00	\$14,876.57	(\$14,876.57)	+++	\$0.00
Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>										
	<b>REVENUE TOTALS</b>	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>EXPENSE TOTALS</b>	.00	.00	.00	10,888.61	.00	14,876.57	(14,876.57)	+++	.00
	Fund <b>Z01 - WMAA (Airport) General Fund Totals</b>	\$0.00	\$0.00	\$0.00	(\$10,888.61)	\$0.00	(\$14,876.57)	\$14,876.57		\$0.00
<b>Fund Z403 - WMAA (Airport) Capital Projects</b>										
<b>EXPENSE</b>										
Department <b>595 - Airport Projects</b>										
Division <b>045 - Runway</b>										
730974.0	Land Improvements General	323,805.00	.00	323,805.00	.00	.00	.00	323,805.00	0	.00
	Division <b>045 - Runway Totals</b>	\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
	Department <b>595 - Airport Projects Totals</b>	\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
	<b>EXPENSE TOTALS</b>	\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
Fund <b>Z403 - WMAA (Airport) Capital Projects Totals</b>										
	<b>REVENUE TOTALS</b>	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>EXPENSE TOTALS</b>	323,805.00	.00	323,805.00	.00	.00	.00	323,805.00	0%	.00
	Fund <b>Z403 - WMAA (Airport) Capital Projects Totals</b>	(\$323,805.00)	\$0.00	(\$323,805.00)	\$0.00	\$0.00	\$0.00	(\$323,805.00)		\$0.00
Grand Totals										
	<b>REVENUE TOTALS</b>	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>EXPENSE TOTALS</b>	323,805.00	.00	323,805.00	10,888.61	.00	14,876.57	308,928.43	5%	.00
	Grand Totals	(\$323,805.00)	\$0.00	(\$323,805.00)	(\$10,888.61)	\$0.00	(\$14,876.57)	(\$308,928.43)		\$0.00



# Trial Balance Listing

Through 08/31/23  
Detail Balance Sheet Listing  
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	<b>Z01 - WMAA (Airport) General Fund</b>					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	1,464,075.90	198,932.37	171,697.04	1,491,311.23	1,361,352.30
113040.0	Accounts Receivable General	35,317.43	114,371.14	145,798.20	3,890.37	24,256.27
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	17.89
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	2,458.82	52,097.91	54,556.73	.00	1,088.81
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	.00	.00	.00	.00	2,612,568.00
	<i>CURRENT ASSETS Totals</i>	<b>\$1,507,006.06</b>	<b>\$365,401.42</b>	<b>\$372,058.39</b>	<b>\$1,500,349.09</b>	<b>\$4,036,016.72</b>
	<i>CURRENT LIABILITIES</i>					
210202.0	Accounts Payable General	(65,370.97)	136,334.50	70,963.53	.00	(5,119.38)
211202	Contracts Payable	(134.20)	134.20	.00	.00	.00
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>	<b>(\$83,758.43)</b>	<b>\$143,270.17</b>	<b>\$70,963.53</b>	<b>(\$11,451.79)</b>	<b>(\$25,136.62)</b>
	<i>OTHER LIABILITIES</i>					
230365	Deferred Inflow of Resources-Lease	.00	.00	.00	.00	(2,647,004.00)
	<i>OTHER LIABILITIES Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,647,004.00)</b>
	<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>	<b>(\$1,238,949.84)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,238,949.84)</b>	<b>(\$1,238,949.84)</b>
	P/Y Fund Equity Adjustment	(184,297.79)	.00	.00	(184,297.79)	.00
	Fund Revenues	.00	2,000.00	166,469.05	(164,469.05)	(214,730.32)
	Fund Expenses	.00	99,427.40	608.02	98,819.38	89,804.06
Fund	<b>Z01 - WMAA (Airport) General Fund Totals</b>	<b>\$0.00</b>	<b>\$610,098.99</b>	<b>\$610,098.99</b>	<b>\$0.00</b>	<b>\$0.00</b>





# Trial Balance Listing

Through 08/31/23  
Detail Balance Sheet Listing  
Exclude Rollup Account

Grand Totals	\$0.00	\$610,098.99	\$610,098.99	\$0.00	\$0.00
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Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	<b>Z403 - WMAA (Airport) Capital Projects</b>					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	703,356.00	.00	.00	703,356.00	.00
119078.1	Due from State of Michigan Due from State-Aeronautics	(5,088.67)	.00	.00	(5,088.67)	.00
	<i>CURRENT ASSETS Totals</i>	\$698,267.33	\$0.00	\$0.00	\$698,267.33	\$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	(698,267.33)	.00	.00	(698,267.33)	.00
	Fund Revenues	.00	.00	.00	.00	.00
	Fund Expenses	.00	.00	.00	.00	.00
Fund	<b>Z403 - WMAA (Airport) Capital Projects Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Grand Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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
<b>Bank Account:</b> CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	07/13/2023	81231 Accounts Payable	ARR AVIATION BIV		552.50
	Invoice	Date	Description	Check Sort Code	Amount
	23-009845	07/13/2023	AIRPORT PHONES AND INTERNET JULY 2023		552.50
Check	07/13/2023	81232 Accounts Payable	QUALITY AIR HEATING & COOLING INC		218.00
	Invoice	Date	Description	Check Sort Code	Amount
	91052540	07/13/2023	AIRPORT - SERVICE CALL		218.00
Check	07/13/2023	81233 Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		99.99
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000033	07/13/2023	AIRPORT - AUGUST SERVICES SBAM ID 234212		99.99
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 3		\$870.49
Checks:		3	\$870.49		

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
<b>Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON</b>					
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: 08/24/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account:</b> CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	08/24/2023	81956 Accounts Payable	BOILEAU & CO.		3,786.01
	Invoice	Date	Description	Check Sort Code	Amount
	25655	08/24/2023	AIRPORT - JULY SERVICES		3,786.01
Check	08/24/2023	81957 Accounts Payable	CUNNINGHAM DALMAN P.C.		3,003.50
	Invoice	Date	Description	Check Sort Code	Amount
	327127	08/24/2023	LEGAL		1,893.50
	327369	08/24/2023	LEGAL		185.00
	327368	08/24/2023	LEGAL		925.00
Check	08/24/2023	81958 Accounts Payable	GIVE 'EM A BRAKE SAFETY LLC		1,098.00
	Invoice	Date	Description	Check Sort Code	Amount
	126672	08/24/2023	AIRPORT- RUNWAY EQUIPMENT RENTAL		1,098.00
Check	08/24/2023	81959 Accounts Payable	HOLLAND CITY TREASURER		943.34
	Invoice	Date	Description	Check Sort Code	Amount
	2024-12	07/31/2023	GROUND MAINTENANCE SERVICES 7/23		943.34
Check	08/24/2023	81960 Accounts Payable	KERKSTRA PORTABLE RESTROOM SERVICE INC		495.00
	Invoice	Date	Description	Check Sort Code	Amount
	13187	08/24/2023	AIRPORT - PORTABLE RESTROOMS		495.00
Check	08/24/2023	81961 Accounts Payable	MACATAWA PLUMBING INC		225.02
	Invoice	Date	Description	Check Sort Code	Amount
	46989	08/24/2023	AIRPORT - REPAIRED BROKEN TOILET IN HANGER		225.02
Check	08/24/2023	81962 Accounts Payable	PERMA GREEN		175.50
	Invoice	Date	Description	Check Sort Code	Amount
	125365	08/24/2023	AIRPORT - FERTILIZER SERVICES		175.50
Check	08/24/2023	81963 Accounts Payable	PROMO AGENCY COMPANY		1,309.89
	Invoice	Date	Description	Check Sort Code	Amount
	BS97007197A	08/24/2023	AIRPORT - LAPEL PINS		1,309.89
EFT	08/24/2023	11036 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	11,436.11

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON  
 Batch Date: 08/24/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Invoice	Date	Description	Check Sort Code		Amount
352809	08/24/2023	N HANGER AREA TAXILANE			10,888.61
352557	08/24/2023	AIRPOR T- STRATEGIC PLANNING			547.50
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 9		\$22,472.37
Checks:	8	\$11,036.26			
EFTs:	1	\$11,436.11			

City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON  
 Batch Date: 08/31/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account:</b> CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	08/31/2023	82123 Accounts Payable	CUNNINGHAM DALMAN P.C.		3,404.00
	Invoice	Date	Description	Check Sort Code	Amount
	327417	08/31/2023	AIRPORT LEGAL SERVICES		2,516.00
	327418	08/31/2023	AIRPORT LEGAL SERVICES		888.00
Check	08/31/2023	82124 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,925.53
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000525	08/31/2023	AIRPORT - UTILITIES DUE 9/8/23		2,925.53
Check	08/31/2023	82125 Accounts Payable	PERMA GREEN		175.50
	Invoice	Date	Description	Check Sort Code	Amount
	121149	08/31/2023	AIRPORT - FERTILIZER SERVICES		175.50
Check	08/31/2023	82126 Accounts Payable	VHM ENTERPRISES INC.		594.50
	Invoice	Date	Description	Check Sort Code	Amount
	18149	08/31/2023	AIRPORT - SEPTEMBER 2023 SERVICES		594.50
EFT	08/31/2023	11069 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	423.50
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000524	08/31/2023	JULY AIRPORT CREDIT CARD SYSTEM		423.50
EFT	08/31/2023	11070 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	51.86
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000526	08/31/2023	AIRPORT - AUGUST READ DATE		51.86
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 6		\$7,574.89
Checks:		4	\$7,099.53		
EFTs:		2	\$475.36		



City of Holland  
**Payment Batch Register**  
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON  
 Batch Date: 09/07/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account:</b> CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	09/07/2023	82226 Accounts Payable	THELENWOOD , AARON		600.00
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000614	09/07/2023	REISSUE CELL PHONE REIMBURSEMENT - LOST CHECK		600.00
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 1		\$600.00
Checks:	1		\$600.00		