

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

November 13th, 2023

11:30 a.m. – 1:00 p.m.

60 Geurink Blvd. Holland, MI 49423

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

Authority Members

City of Holland

Dave Hoekstra
Scott Corbin
Charles Murray

City of Zeeland

Kevin Klynstra
Beth Blanton
Doug Barese

Park Township

Elisa Hoekwater
Skip Keeter
Ken Brandsen

Ex-officio

Jim Storey
Lucy Ebel

1. Roll Call
2. Public Comment.
3. Approval of Agenda (Action Requested).
4. Consent Agenda (Action Requested):

All items listed under 'Consent Agenda Items' are considered to be routine and have previously been reviewed by Authority Board Members, and will be enacted with one motion, unless requested otherwise by the public or a Board Member, in which event the item will be removed from the consent agenda and placed on as a regular agenda item.
- a. Approval of September 11th Meeting Minutes.
5. Recognition of Dave Hoekstra's Service to the Airport Authority Board. (No Action).
6. Community Engagement and Operations Specialist: Next Steps (Action Requested).
7. Approval of Tulip City Air Repair Signage and Building Improvements (Action Requested).
8. Landing Fee Restructuring & Operational Fee Review (Action Requested).
9. Approval of Director's Contract (Action Requested).
10. Financial Reports.

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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11. Updates from Board.
12. Other Business:
 - A. Millage Campaign Proposals and General Update
 - B. Education Initiatives
 - C. On-field Stakeholder Sustainability Priorities
13. Adjourn.

****After the meeting adjourns, the 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 December 11th, 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

September 11th, 2023

*****11:30 a.m. – 1:00 p.m.*****

60 Geurink Blvd. Holland, MI

PRESENT: Dave Hoekstra, Scott Corbin, Charles Murray, Doug Barensen, Elisa Hoekwater, Skip Keeter, Ken Brandsen, Jim Storey, Lucy Ebel.

ABSENT: Kevin Klynstra, Beth Blanton

OTHERS PRESENT: Aaron Thelenwood (Director), Leanne Schaeffer (Boileau & Co.), Tyler Vandenbrand (Avflight), Ron VanderVeen (Cunningham Dahlman), David Teal (public), Wendy Bloemers – Flight Path (Public).

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

23.09.01 Roll Call

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

23.09.02 Public Comment.

Mr. Teal requested general updates regarding snow removal operations for Winter 2023-24. Ms. Bloemers requested an update on backfilling the open position left by Amanda VanLaar's resignation as the education and event support provided in that role had been invaluable to operations on field. Ms. Bloemers also wanted the Board to be aware of recent complaints on the Michigan Pilots Facebook page from GA pilots regarding the assessment of a \$9.00 landing fee for smaller aircraft.

23.09.03 Moment of Silence in Recognition of September 11th, 2001

Corbin called for a moment of silence to recognize the lives lost during the September 11th 2001 terrorist attacks.

23.09.04 Approval of Agenda (Action Requested).

Murray made a motion with support from Barenese to approve the agenda as presented. Motion carried.

23.09.05 Consent Agenda (Action Requested):

August 14th meeting minutes. Hoekstra made a motion with support from Barenese to approve the consent agenda. Motion carried.

23.09.06 Review Legal Opinion with the Airport's Attorney's Office.

Keeter made a motion, with support from Brandsen for a roll call vote to enter into closed door session to review a legal opinion from legal.

Ayes:

- Hoekstra, Murray, Barenese, Hoekwater, Keeter, Brandsen, Corbin.
- Nays:

Motion Passed

Barenese made a motion with support from Murray to enter into open door session at 11:45 am. Motion Passed.

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

Director Thelenwood presented the Job Description for the Community Engagement and Operations Specialist currently budgeted for in the FY24 operations budget, left vacant following the departure of Amanda VanLaar in July. Murray requested that the job requirements be clarified to justify the proposed salary, stating the need to provide some minimum years of service as well as a college degree. Hoekwater suggested that an HR Committee review the proposal. Since the Authority lacks a standing HR Committee it was recommended that the Directors Contract Committee review the position.

Hoekstra made a motion with support from Keeter to table the discussion. Motion passed.

23.09.08 Avflight Signage Proposal

Director Thelenwood presented proposals from Avflight for updated signage at both the entryway of the terminal from the apron as well as from the road. Additionally Avflight proposed new signage to be located behind the front desk. The proposed signage was reviewed by the Airport Building & Development Committee and recommended for approval by the Board. Proposals received were found to be in alignment with adopted signage standards.

Hoekstra made motion, with support from Murray to approve the signage proposal as presented. Motion carried.

23.09.09 Approval of Avflight Fuel Farm Location MOU

Director Thelenwood presented the Board with a Memorandum of Understanding which would Authorize Avflight to begin due diligence on a preferred site for a new fuel farm location on-field. The current fuel farm is reaching the end of it's useful life and is located in a spot (directly across from an active hangar) which MDOT-Aeronautics has identified as a potential hazard. The new fuel farm proposed by Avflight would substantially increase capacity as well. The proposed location has been reviewed by the Building & Development Committee and recommended for approval by the Airport Authority Board. If Avflight finds no issues with the site, a formal land lease would be presented for at a later date for the Board's consideration, before construction begins.

Brandsen made a motion, with support by Keeter to approve the MOU as presented. Motion carried.

23.09.10 Approval of BPW Site Work

Director Thelenwood presented a request from the Holland Board of Public Works to run new electrical lines to a development south of the Airport, on Airport Ct. This line would also provide critical duplication in the event of the airport losing power off it's existing line. The work proposed is expected to take a week and would require boring 20'+ under the runway, well below the depth of any existing utilities, and work would not interrupt operations on the airfield. This proposal was reviewed by the Building & Development Committee and recommended for consideration of approval by the Board.

Barense made a motion with support from Murray to approve the BPW Site Work as presented. Motion carried.

23.09.11 N. Taxilane Project update: 60% Design

Director Thelenwood presented to 60% Design work for the N. Henagar Taxilane schedule for construction in June 2024 as information. No action was taken.

23.09.12 Action Plan Update

Director Thelenwood provided a brief overview on the status of the Board's Adopted Action Plan for FY24. No Action was taken.

23.09.13 Financial Reports

The Board reviewed Financial Reports developed by the Treasurer's Office. Additionally, the Board reviewed a recommendation to write off an outstanding balance owed by the now defunct charter company Jet It from damages caused when they're aircraft ran off the runway in November 2022.

A motion was made by Hoekstra with support by Keeter to write off the outstanding balance owed by Jet It and to approve the financial reports as presented.

23.09.14 FBO Report

Hoekstra made a motion with support by Brandsen to approve the FBO report presented by Tyler Vandenbrand (Avflight). Motion passed.

23.09.15 Updates from Board

None

23.09.16 Other Business

None

23.09.17 Adjourn

Barense made a motion, with support from Keeter to adjourn the meeting at 1:00pm. Motion carried.

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November 13th, 2023

Report 6

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director.

Subject: Community Engagement & Operations Specialist: Next Steps.

September 11th, 2023, The Board reviewed a revised draft of the Community Engagement and Operations Specialist position during its monthly scheduled Board Meeting. At that time the Board raised questions regarding the job description, focused specifically on duties and experience as it pertains to pay. The attached job description has been updated to reflect those concerns.

During that meeting as well, it was recommended that an HR Committee review the description. The Airport Authority does not currently have a standing HR Committee, so it was recommended the job description be reviewed by the committee currently reviewing the Directors contract. The committee felt it would be overstepping its intended purpose and proposed sending the position back to the Board for consideration of next steps.

The updated position is in line with current budget allocation for FY23 & FY24. The job requirements are inline with the proposed pay and the experience recommendations in the updated job description. The Board must now determine which direction it would like to move forward. It seems there are three possible scenarios for the Board to consider:

1. Approve the position as presented to be posted ASAP;
2. If the Board needs additional information, a formal standing HR Committee should be formed, with members of the Board appointed, as well as outside content experts/members of the community to support; in line with other standing committees of the Board;
3. The Board move to table the discussion of the new role indefinitely.

Staff continue to move forward with educational engagement and community partnerships, while also building upon the data management efforts of the former Sustainability and Operations Coordinator. However, demands continue to grow in these areas and the Directors capacity is limited when considering the wide range of existing priorities and obligations of the role. Conversations with Community Partners, including the Ottawa Area ISD are picking up steam as

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well as strategic partnerships. Further, demand for this position to be filled continues to grow from on-field stakeholders. The Airport Authority is also receiving interest from on-field key users to find areas of collaboration on sustainability initiatives as they face growing industry mandates to adopt sustainably focused operational policies. Further, planning for events like the Tulip Time Fly-in, Aviation Day, and other similar events will need to begin early in the new year.

Recommendation

It is the recommendation of the Director that the Board approve the attached job description to be posted as soon as possible. Otherwise, the Board should determine its preferred course of action from the options outlined above and provide appropriate directive to the Director.

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 Regional Airport

Job Description

11/6/23

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

PAY GRADE: \$25 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, and other regional partners. This role is responsible for planning the Airport's Involvement 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. Exploring Sustainability initiatives and partnerships with on-field partners and in alignment with FAA standards.
- V. Supporting the Director in management of routine airport operations and administrative functions.
- VI. Serve as de facto Director in the Director's absence.

Posting open until filled

ADDITIONAL RESPONSIBILITIES INCLUDE:

- 1. Assist in Managing and Maintaining key operations contracts.
- 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. Preferred three + years related experience.
3. Demonstrated combined experience showing ability to perform the duties of the job as described.
4. Experience using PowerBI or similar database management software.
5. Related experience with Cloud Based/Remote Work based Platforms.
6. 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.
7. Proficient computer skills necessary to utilize basic word processing, spreadsheet, databases, and related applications.
8. 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.
9. Ability to communicate frankly and efficiently in conveying key concepts or ideas.
10. Being confident in conveying important information to leadership, even if it runs contrary to dominant perspectives.
11. Ability to work independently and manage multiple projects and deadlines.
12. 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

- 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

City of Holland Comparable Pay Scales

Our **Sustainability Manager** is on the Professional, Technical, and Office Group (CP) Range C:

Professional, Technical, and Office Group (CP)						
Range	1	2	3	4	5	6
	Start	1 year	2 years	3 years	4 years	5 years
C						
Hourly	33.36	34.53	35.83	37.17	38.56	40.01
Annual	69,389	71,822	74,526	77,314	80,205	83,221

Our **Office Manager** positions are on the Professional, Technical, and Office Group (CP) Range F:

Professional, Technical, and Office Group (CP)						
Range	1	2	3	4	5	6
	Start	1 year	2 years	3 years	4 years	5 years
F						
Hourly	26.84	27.81	28.85	29.90	31.05	32.20
Annual	55,827	57,845	60,008	62,192	64,584	66,976

**West Michigan Airport Authority
Fiscal Projection**

Adjusted to prioritize CIP Projects

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

CPI (per Bureau of Labor Statistics Forecast)

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

6.3% 3.0% 2.5% 2.5% 2.5%

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



November 13th, 2023

Report 7

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director.

Subject: **Approval of Tulip City Air Repair Signage and Building Improvements**

Following the transfer of the FBO agreement earlier this year, the Board also approved a subcontract for Tulip City Air Repair (TCAR) to provide maintenance services and supplemental aircraft storage on field. The existing FBO Agreement requires Avflight to provide on-field maintenance services, which they have chosen to subcontract with TCAR to accomplish. As part of the FBO transfer, the Board also approved the sale of the former "FBO Hangar" to Tulip City Air Repair. Following the closing of the hangar sale, renovations quickly began on the building.

On November 1st, 2023 the Airport Building and Development Committee reviewed the following projects currently underway at the hangar:

1. Reconstruction and increasing height of the hangar door.
2. Renovation of the hangar mezzanine for future development of hangar office spaces.
3. Airfield building signage and road facing awning.

The Building & Development Committee approved all three items. Regarding Item 2, the Committee recommended approval on the contingency that any current or future use, including storage and office space, be aviation related. Under FAA grant requirements, and the existing land lease with TCAR, these obligations are clearly established.

Regarding Airfield signage, the Committee determined that the signage was in-line with current precedent, and recommended approval with the obligation that any lighting not be flashing or distracting and be placed in such a way so as to not be upward facing. Regarding the awning, approval was recommended as it's replacing a previously existing awning and the changing of the text from the prior FBO to TCAR was not significant enough to warrant further review.

If the Board decides to approve the improvements as outlined above, the next step will be for TCAR to request approval from the City of Holland via it's Community & Neighborhood Services Department, Planning Commission, or whichever process is deemed appropriate by the City.

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

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Comprising City of Zeeland, Park Township and City of Holland



Though work has begun, no permits have been issued by the City as review of permitting for construction on airport property is contingent upon approval from the Airport Authority first.

Recommendation

It is recommended that the Airport Authority approve the signage and Building Improvements as presented.

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.

Aaron Thelenwood

From: Sue Lamar <slamar@foggholdco.com>
Sent: Tuesday, September 12, 2023 3:24 PM
To: Aaron Thelenwood
Subject: RE: proposed signs

Sizes have been added to the drawing for your review.

Please let me know if you need anything else.



Thanks,

Susan Lamar

From: Sue Lamar
Sent: Tuesday, September 5, 2023 4:05 PM
To: Aaron Thelenwood <a.thelenwood@wmraa.org>
Subject: proposed signs





Hi Aaron – this is what we are thinking for the hangar on the runway side. Above each door there would be in black letters (24" tall), "Jet Maintenance" and the other door "Piston Maintenance" They may or may not be lit up. Cost is the deciding factor on that.

The Tulip City Air Repair logo will go inbetween both doors in that 18' wide space. The logo, lit, sign will be about 14' in diameter.

On the street side, we are making the existing awning that was there in blue, black to match the building. We want to put our Tulip City Air Repair on the face of that awning just like Flight Level had theirs, centered in that half moon space.

HANGAR MEZZANINE ADDITIONS

WMRA

170 GEURINK AVENUE
HOLLAND, MI 49424

ARCHITECT'S PROJECT # 1406-23

PERMITS & CONSTRUCTION

09.15.2023

ABBREVIATIONS

ABOVE FINISH FLOOR	AFF	GALVANIZED	GALV	QUARRY TILE	QT
ACOUSTICAL TILE	ACT	GAUGE	GA	RADIUS	R
ADJACENT	ADJ	GLASS	GL	REFRIGERATOR	REFRIG
AIR ADMITTANCE VALVE	AAV	GRADE	GR	REINFORCEMENT	REINF
ALUMINUM	AL	GYP SUM BOARD	GYP BD	REQUIRED	REQD
AMERICAN DISABILITIES ACT	ADA	GLAZED MASONRY UNIT	GMU	ROOF DRAIN	RD
ANODIZED	ANOD			ROOF VENT	RV
APPROXIMATELY	APPROX	HAND DRYER	HD	ROOM	RM
AREA DRAIN	AD	HANDICAP	HDGP	ROUGH OPENING	RO
AT	@	HARDWOOD	HDWD	RUBBER FLOOR TILE	RFT
		HEATING	HTG		
BASEMENT	BSMT	HEATING VENTILATING AND		SANITARY	SAN
BEARING	BRG	AIR CONDITION	HVAC	SECTION	SECT
BENCH MARK	BM	HEIGHT	HT	SHEET	SHT
BETWEEN	BTWN	HIGH POINT	HP	SHEET METAL	SHT MTL
BARRIER FREE	B.F.	HIGHWAY	HWAY	SIM	SIM
BLOCK	BLK	HOLLOW METAL	HM	SIMILAR TOO	SIM TO
BOARD	BD	HORIZONTAL	HORIZ	SMART BOARD	SB
BOTTOM OF	BO			SPECIFICATION	SPEC
BOTTOM OF STEEL	BOS	INCLUDE	INCL	SQUARE	SQ
BUILDING	BLDG	INFORMATION	INFO	STAINLESS STEEL	SS
		INSIDE DIMENSION	INSUL	STANDARD	STD
CABINET	CAB	INSULATION		START POINT	SP
CARPET	CFT			STEEL	STL
CATCH BASIN	CB	JANITOR	JAN	STORAGE	STOR
CEILING	CLG	JANITOR CLOSET	JC	STRUCTURAL	STRUCT
CENTER LINE	CL	JOIST	JST	SUSPENDED	SUSP
CLEAN OUT	CO				
COLUMN	COL	LAMINATE	LAM	TACK BOARD	TB
CONCRETE	CONC	LINEAR	LIN	TEMPERED	TEMP
CONCRETE MASONRY UNIT	CMU	LONG LEG VERTICAL	LLV	TONGUE & GROOVE	T & G
CONTINUOUS	CONT	LOW POINT	LP	TOP OF FOOTING	T O FTS
CONTROL JOINT	CJ	LOWER LEVEL	LL	TOP OF FOUNDATION	T O FTS
CUBIC	CU			TOP OF STRUCTURAL	T O S
DEMOLITION	DEMO	MAN HOLE	MH	TOP OF WALL	T O W
DETAIL	DET	MANUFACTURER	MFR	THICK	THK
DIAMETER	DIA	MARKER BOARD	MB	THRU	THRU
DIMENSION	DIM	MASONRY OPENING	MO	TYP.	TYP.
DOWN	DN	MAXIMUM	MAX		
DOWNSPOUT	DS	MECHANICAL	MECH	UNDERWRITER'S LABORATORY	UL
DRAWING	DWG	METAL	MTL	UNLESS NOTED OTHERWISE	UNO
		MINIMUM	MIN		
EACH	EA	MISCELLANEOUS	MISC	VENT THROUGH ROOF	VTR
ELECTRIC	ELEG	MOUNTED	MTD	VENTILATION	VENT
ELECTRIC WATER COOLER	EWAC			VERIFY IN FIELD	V I F
ELEVATION	ELEV	NORMAL	NOM	VERTICAL	VERT
ELEVATOR	ELEV	NOT IN CONTRACT	NIC	VINYL COMPOSITE TILE	VCT
EQUAL	EQ	NUMBER	NUM	VINYL WALL COVERING	VWC
EQUIPMENT	EQUIP			VOLUME	VOL
EXISTING	EXIST	ON CENTER	OC	WALL CLEAN OUT	W C O
EXPANSION	EXP	OPENING	OPNG	WELDED WIRE FABRIC	W W F
EXPANSION JOINT	EJ	OPPOSITE	OPP	WELDED WIRE MESH	W W M
		OPPOSITE HAND	OH	WITH	W
FEET	FT	OUTSIDE DIAMETER	OD	WITHOUT	W/O
FINISHED FLOOR	FIN			WOOD	WD
FIRE EXTINGUISHER	FE	FAIR	FR	WORK POINT	W P
FIRE EXTINGUISHER	FEC	PLASTER CEMENT	PLSC		
CABINET	FL	PLASTER GYPSUM	PLSG	YARD CLEAN OUT	Y C O
FLOOR	FD	PLATE	PLT		
FLOOR DRAIN	FDG	PLYWOOD	PLYND		
FOOTING	FND	PORCELAIN CERAMIC TILE	PCT		
FOUNDATION	FFF	PRESSURE TREATED	PT		
FROM FINISHED FLOOR					

CODE REVIEW NOTES

BUILDING: 2015 MICHIGAN BUILDING CODE
MECHANICAL: 2015 MICHIGAN MECHANICAL CODE
PLUMBING: 2018 MICHIGAN PLUMBING CODE
ELECTRICAL: 2017 NATIONAL ELECTRICAL CODE
BARRIER FREE: ICC/ANSI A117.1-2009
FIRE CODE: INTERNATIONAL FIRE CODE 2018
ENERGY CODE: ASHRAE 90.1-2013 W/ AMENDMENTS

BUILDING DATA

BUILDING USE GROUP = 'U' - AIRCRAFT HANGAR
CONSTRUCTION TYPE = IIB
ALLOWABLE AREA = 34,000, 3 STORY
ACTUAL AREA = 34,600 GROSS S.F., 1 STORY
OCCUPANT LOAD MAX. HANGARS - 500SF GROSS/OCC = 64
NUMBER OF EXITS = 2 REQUIRED, EA. SIDE
EXIT TRAVEL DISTANCE = 400 FEET
MAX. COMMON PATH OF EGRESS TRAVEL = 75 FEET
FIRE SUPPRESSION = NFPA-13 REQUIRED - EXISTING
- WILL BE ADDED BELOW NEW MEZZANINES

INDEX OF DRAWINGS

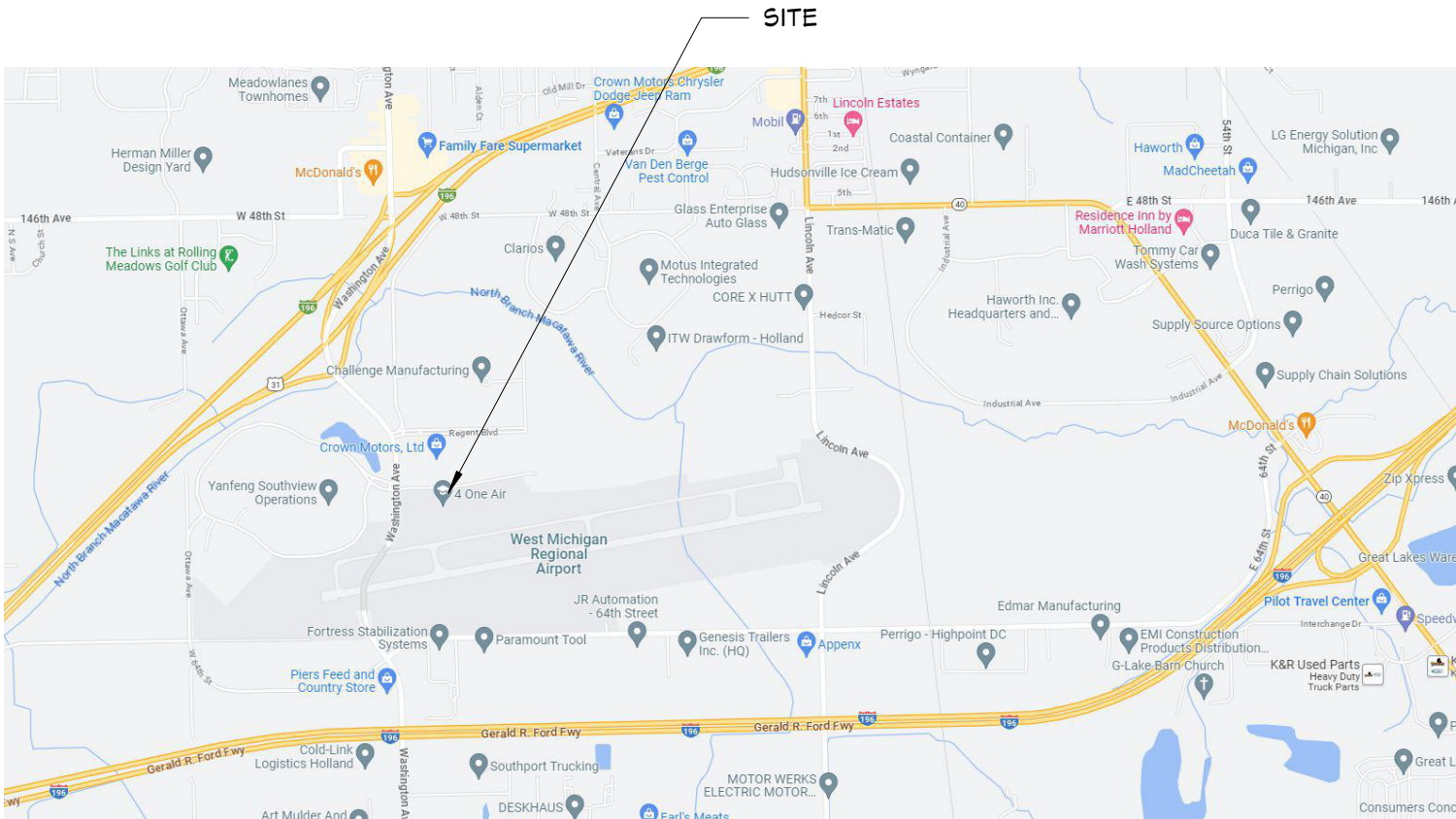
T1.01 COVER

ARCHITECTURAL

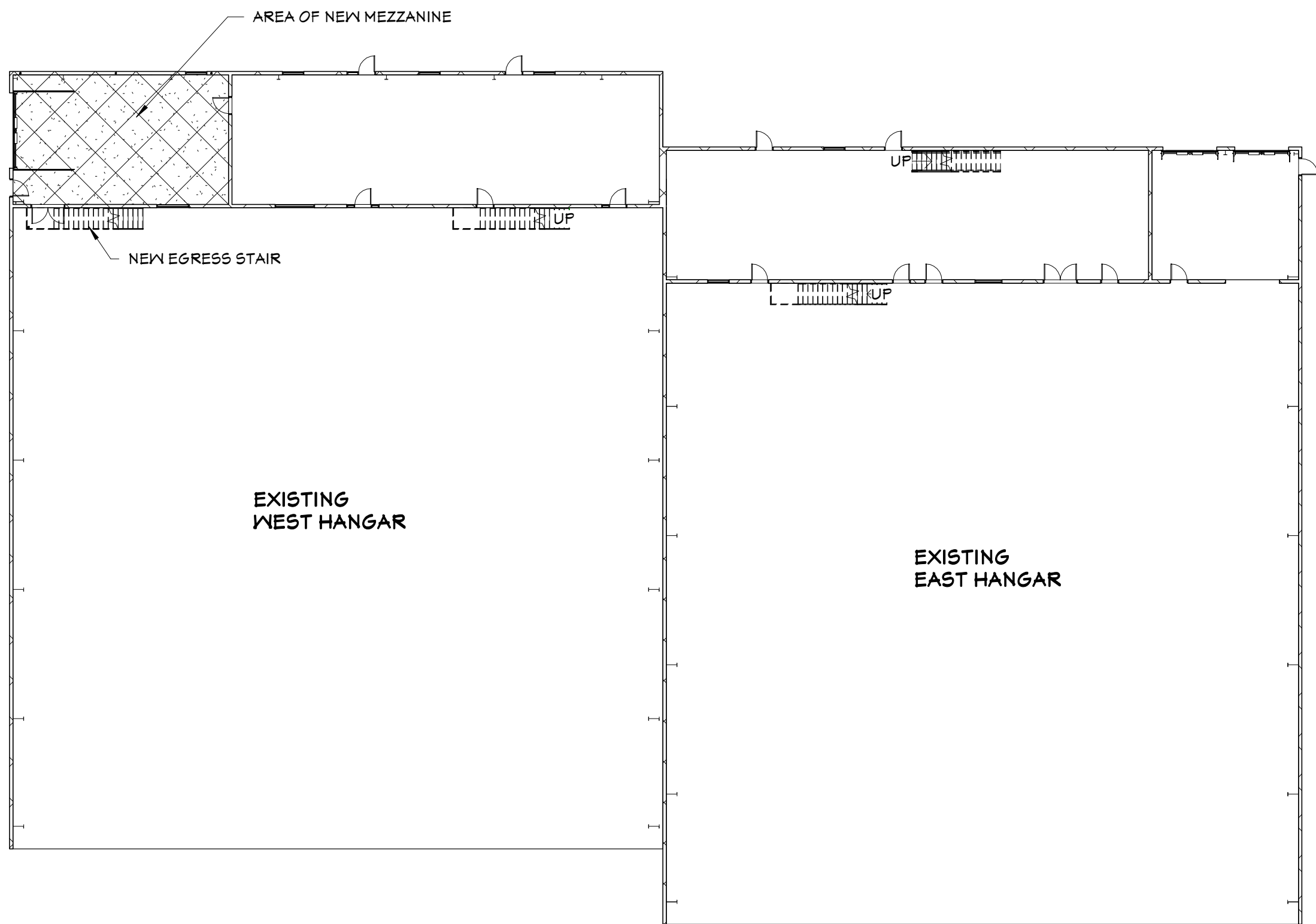
A1.01 FLOOR PLANS - WEST HANGAR
A4.01 BUILDING SECTIONS - WEST HANGAR

STRUCTURAL

S0.01 STRUCTURAL NOTES & SCHEDULES
S1.01 WEST MEZZANINE FRAMING PLAN
S2.01 FRAMING DETAILS



SITE LOCATION MAP

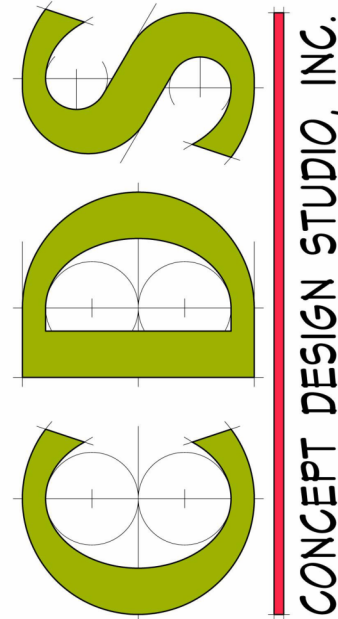


OVERALL HANGAR FIRST FLOOR PLAN

3/64" = 1'-0"



CONCEPT DESIGN STUDIO, INC.
800 E. ELLIS ROAD, SUITE 508
NORTON SHORES, MI 49441
PH. (231) 794-4836
FAX (231) 794-4837



HANGAR MEZZANINE ADDITIONS

WMRA

170 GEURINK AVENUE
HOLLAND, MI 49424

PROJECT # 1406-23

ISSUANCES

PERMITS & CONSTRUCTION 09.15.2023

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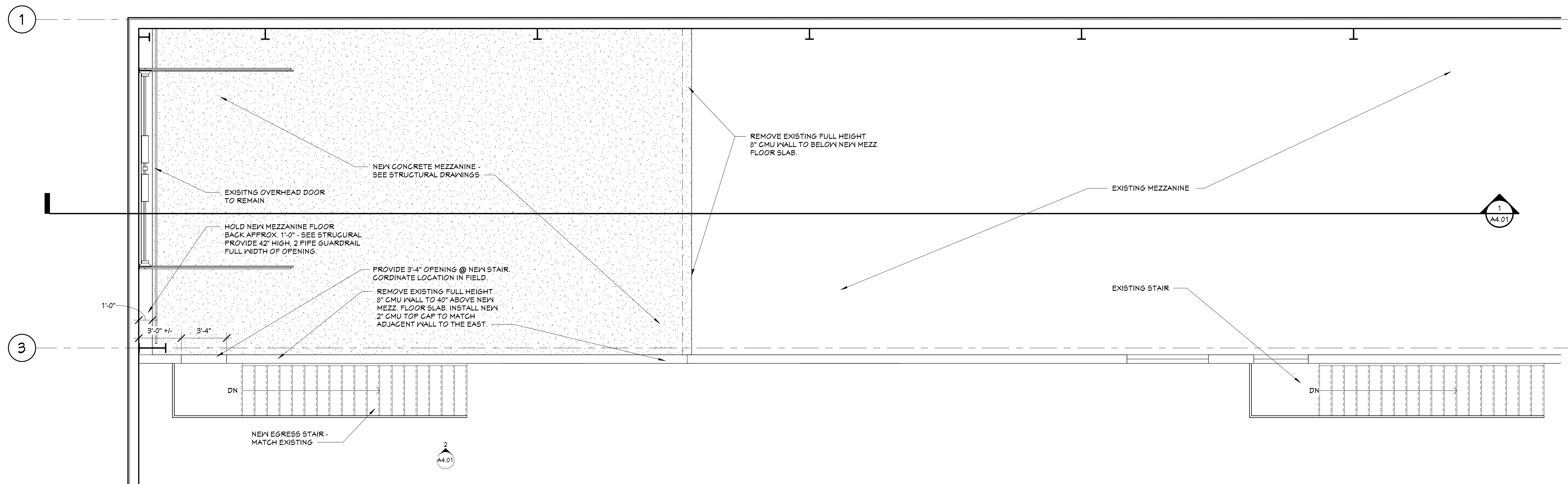
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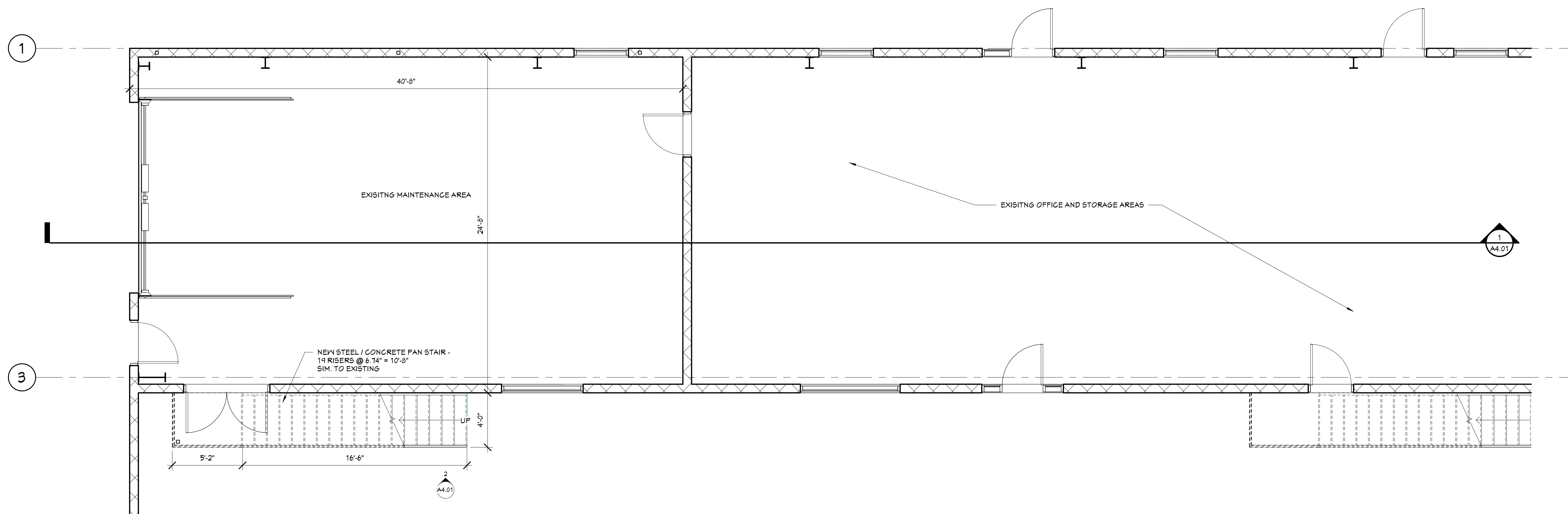
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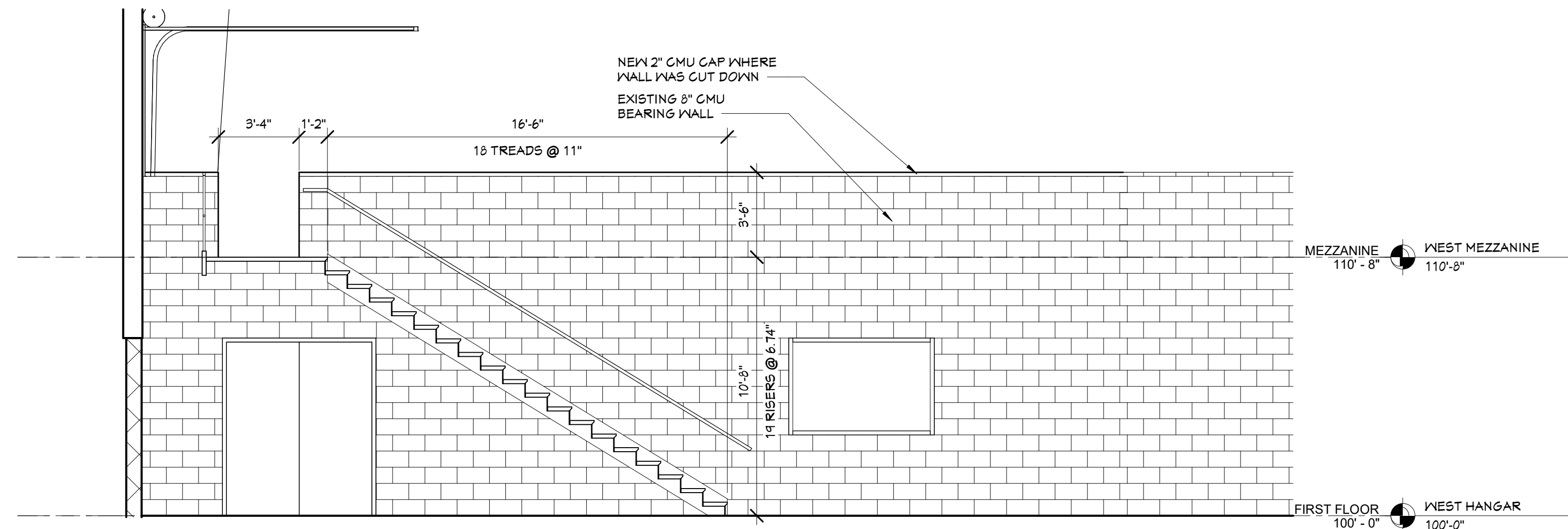
T1.01



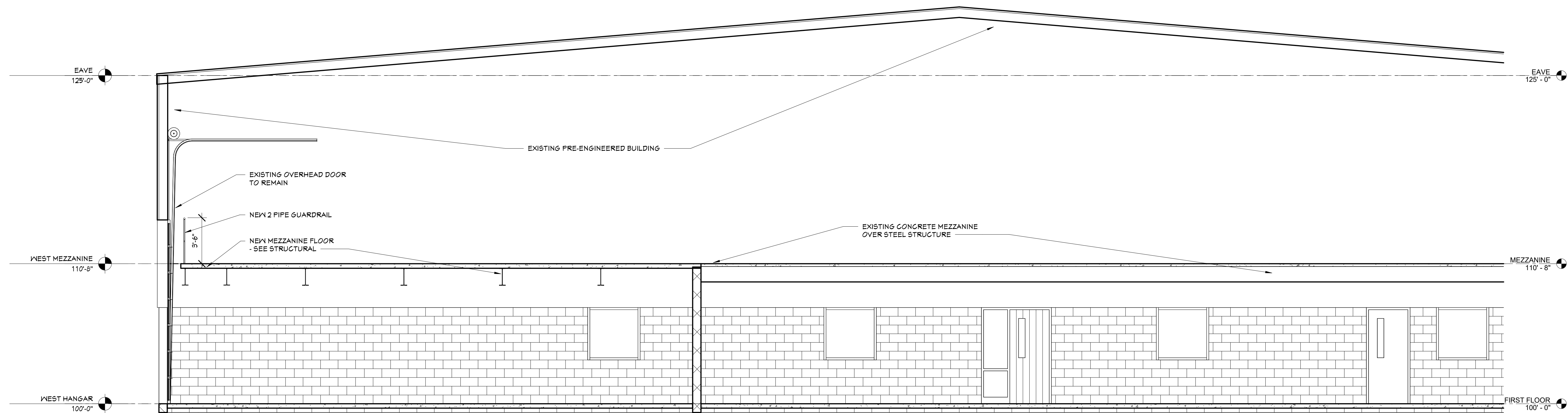
MEZZANINE - WEST HANGAR ENLARGED PLAN
1/4" = 1'-0"



FIRST FLOOR - WEST HANGAR ENLARGED PLAN
1/4" = 1'-0"



2 PARTIAL INTERIOR ELEVATION
A4.01 1/4" = 1'-0"



1 PARTIAL BUILDING SECTION @ NEW MEZZANINE
A4.01 1/4" = 1'-0"

STRUCTURAL ABBREVIATION INDEX	
ABBREV.	ITEM
A/E	Architect/Engineer
AB	Anchor Bolt/Column Anchor Rod
ACIP	Augered Cast In Place
AESS	Architecturally Exposed Structural Steel
AFF	Above Finished Floor
ALT	Alternate
AP	Anchor Plate
ARCH	Architectural
BB	Bond Beam
BC	Bottom Chord
BCX	Bottom Chord Extension
BFF	Below Finished Floor
BL	Brick Ledge
BM	Beam
BO	Bottom of
BOS	Bottom of Steel
BP	Bearing Plate
BRG	Bearing
BT	Bent
C/C	Center-to-Center
CANT	Cantilever
CBP	Column Base Plate
CFMF	Cold Formed Metal Framing
CFMT	Cold Formed Metal Truss
CJ	Construction Joint
CJ	Contraction Joint
CJ	Control Joint
CJP	Complete Joint Penetration Weld
CL	Centerline
CLR	Clear
CMU	Concrete Masonry Unit
COL	Column
CONC	Concrete
CONN	Connection, Connect
CONT	Continuous
COORD	Coordinate
DA	Deck Angle
DB	Deck Bar
DBE	Deck Bearing Elevation
DIA, Ø	Diameter
DP	Deck Plate
DWG	Drawing(s)
EA	Each
EF	Each Face
EL	Elevation
EQ	Equal
ES	Each Side
EW	Each Way
EX	Existing
EXP	Expansion
EXT	Exterior
FD	Floor Drain
FDN	Foundation
FF	Finished Floor
FFE	Finished Floor Elevation
FP	Foundation Pier
FS	Far Side
FTG, F	Footing
FV	Field Verify
GA	Gauge
GALV	Galvanized
GB	Grade Beam
GS	Grout Solid
GT	Girder Truss
HD	Hold Down Anchor
HORZ	Horizontal
HP	High Point
HS	Headed Stud
HT	Height

STRUCTURAL ABBREVIATION INDEX	
ABBREV.	ITEM
ID	Inside Diameter
IF	Inside Face
INT	Interior
JB	Joist Bearing Elevation
L	Lintel
L	Angle
LAT	Lateral
LD	Load
LF	Linear Foot
LG	Long
LLH	Long Leg Horizontal
LLV	Long Leg Vertical
LOCN	Location
LP	Low Point
LT	Light
LW	Long Way
LWB	Laminated Wood Beam
MAX	Maximum
MCJ	Masonry Control Joint
MECH	Mechanical
MIN	Minimum
NS	Near Side
NTS	Not To Scale
O/O	Out-to-Out
OC	On-Center
OD	Outside Diameter
OF	Outside Face
OFD	Overflow Drain
OH	Opposite Hand
P	Pier
PAF	Power Actuated Fastener
PC	Precast
PEMB	Pre-Engineered Metal Building
PERP	Perpendicular
PL	Plate
PT	Pressure Treated
R, RAD	Radius
RD	Roof Drain
RE:	Reference, Refer to
REINF	Reinforce
REM	Remainder
REQ'D	Required
RMW	Reinforced Masonry Wall
RTU	Roof Top Unit
RXN	Reaction
SC	Slip Critical
SF	Step Footing
SIM	Similar
SIP	Structural Insulated Panel
SOG	Slab On Grade
SPCS	Spaces
SS	Stainless Steel
STL	Steel
SW	Short Way
T&B	Top and Bottom
TC	Top Chord
TCX	Top Chord Extension
TO	Top of
TOB	Top of Beam
TOF	Top of Footing
TOL	Top of Ledge
TOM	Top of Masonry
TOS	Top of Steel
TOW	Top of Wall
TYP	Typical
UNO	Unless Noted Otherwise
VERT	Vertical
w/	With
w/o	Without
WF	Wall Footing
WP	Working Point
WWF	Welded Wire Fabric

GENERAL STRUCTURAL NOTES

- All work shall be performed in accordance with the contract documents. In case of a conflict within the contract documents, the more stringent condition shall govern, unless directed otherwise by the engineer of record. Prior to implementation, any discrepancies shall be reported to the architect for clarification.
- In the event that certain details of construction are not indicated or noted in the drawings, details for similar conditions that are indicated or noted shall be utilized, subject to the structural engineer's approval.
- Openings and penetrations through structural elements, and items embedded in structural elements that are not indicated in the structural drawings shall be reviewed by the structural engineer prior to fabrication, erection and/or construction.
- Materials or equipment shall not be placed on unfinished floors or roofs in excess of 20 psf nor on finished floors in excess of the design live loads which are indicated in the structural drawings. Impact loading shall be avoided.
- The structure has been designed for the in-service loads only. The methods, procedures and sequences of construction are the responsibility of the contractor. Contractor shall take all necessary precautions to maintain and ensure the integrity of the structure at all stages of construction. Contractor shall immediately notify the structural engineer of any condition which, in his opinion, might endanger the stability of the structure or cause distress in the structure.
- All existing conditions and all related dimensions indicated in the contract documents shall be field verified prior to fabrication, erection and/or construction. Any condition that differs from that indicated in the contract documents shall be submitted to the architect for review prior to fabrication, erection and/or construction.
- The structure has been designed to meet or exceed serviceability requirements of section 1604.3 of the Michigan Building Code. All non-structural components & their connections that are anchored to the structure shall be designed to allow for the movement of the structure caused by wind, snow, live, thermal, shrinkage/creep and earthquake loads. Non-structural components include items such as non-load bearing walls, MEP components, bulkheads, etc.
- Provide special inspection in accordance with chapter 17 of the Michigan Building Code and with project specifications.
- Unless noted otherwise, all loads specified in these documents are nominal loads and are to be entered into the appropriate strength or allowable stress design load combinations with appropriate factors, as defined by ASCE 7, by the building component engineer in the design of their product. Gravity load shear beam reactions on plan for steel framing represent the combined service load effect from allowable stress design load combinations.
- Post installed anchors shall be the specific product indicated. Where product substitutions are desired, they shall be submitted to engineer for review & approval a minimum of 2 weeks prior to planned installation. Adhesive anchors shall be installed using products that are approved by the supplier for all temperature considerations. Installation shall be in accordance with suppliers published installation instructions.

CONCRETE MASONRY NOTES

- Concrete masonry units shall conform to ASTM C90, below grade units shall be medium or normal weight.
- Mortar shall conform to ASTM C270, and shall be made with Type I portland cement/lime or mortar cement. Mortar shall be Type S.
- Grout shall conform to ASTM C476, with a minimum compressive strength of 2000 psi.
- Reinforcing bars shall conform to ASTM A615, Grade 60, unless noted.
- Horizontal joint reinforcing (continuous wire reinforcing) shall be hot-dipped galvanized ladder type fabricated units with a single pair of 9 gage side rods and 9 gage cross rods at 16" oc fabricated from cold drawn steel wire complying with ASTM A82.
- Horizontal joint reinforcing shall be spaced at 16" oc in all masonry walls and shall be lapped 8", unless noted otherwise on the drawings.
- No chases, risers, conduits or toothing of masonry shall occur in masonry walls within 18" of centerline of beam bearing.
- Reinforcing shall be secured in place before grouting starts.
- Vertical bars shall be held in position at top and bottom of grout lifts, and at intervals not exceeding 200 diameters of the reinforcing bar.
- Vertical cells that will be grouted shall have a vertical alignment to maintain a continuous unobstructed cell area not less than 3" x 4".
- If high lift grouting is selected, cleanouts shall be provided at the base of each reinforced cell and at intervals as prescribed by ACI 530.1 (Section 3.2F).
- Consolidate grout lifts greater than 12" by mechanical means and reconsolidate by mechanical means after initial water loss and settlement. Lifts less than 12" may be consolidated by puddling or by mechanical means.
- All bolts, anchors, etc. inserted into the walls shall be grouted solidly into position.
- Joist and beam bearing plates shall be centered on the member that they support, within a tolerance of 1" on either side of the member centerline.
- Provide "Dur-O-Stop" grout screens (or equal) to terminate grout pours over open cells below, such as at bond beams.
- Coordinate bond beam locations with Architectural & Structural drawings.
- The masonry has been engineered, and shall be inspected in accordance with chapter 1 of TMS 402/ACI 530/ASCE 5 (Building Code Requirements for Masonry Structures). A minimum Level B Quality Assurance program is required. Periodic inspection shall be performed daily with a minimum of one inspection for every 1,500 square feet or portion thereof.
- Masonry has been designed and shall be built in conformance to TMS 402/ACI 530/ASCE 5 (Building Code Requirements for Masonry Structures) and TMS 602/ACI 530.1/ASCE 6 (Specifications for Masonry Structures).
- Contractor shall design and provide all temporary bracing required for strength and stability of the masonry throughout construction. At a minimum, comply with OSHA and local requirements for temporary bracing of walls.

CONCRETE MASONRY SPEC NOTES

- Provide vertical control joints in all CMU walls at a maximum spacing of 24' or two times the wall height, whichever is less. Coordinate joint locations with the bearing plate layout such that no joint is located within 16" from the centerline of a bearing plate. Joint reinforcing shall be stopped either side of vertical joints.
- All reinforced cells shall be grouted solid.
- Spliced reinforcing shall be lapped 48 times the bar diameter, in inches.
- Vertical reinforcing bars shall have a minimum clearance of 3/4 of an inch from the masonry and not less than one bar diameter between bars.
- Grouting shall be stopped 1.5 inches below the top of a course so as to form a key at the pour.
- Bond beams are intended to be open-cell with "Dur-O-Stop" or equivalent grout stop below. Vertical reinforcing shall extend through or into bond beam. All bond beams shall be filled with grout. Refer to Architectural & Structural drawings for locations.

STEEL NOTES

- Structural steel shall be finished as follows:
 - Non-fireproofed interior steel shall be shop painted with min. 1.5 mil dry film thickness of a rust inhibiting primer.
- Erector is to provide temporary bracing sufficient to hold frame in position until all construction necessary for building stability is complete.
- Lintel bearing on concrete and masonry wall shall be 8" unless otherwise shown. Provide beam bearing plates and wall anchors as required.
- Camber beams upward the designated amount indicated on the structural drawings. Beams without a specified camber shall be oriented such that any incidental camber is upward.
- Bolted connections not specified to be slip critical shall be tightened snug tight (all metal surfaces in contact).
- Where aluminum or steel will contact dissimilar metals, protect against galvanic action by painting contact surfaces with primer and applying sealant or tape, or by installing nonconductive spacers as recommended for this purpose.
- All gusset plates to be minimum 3/8" thick. Unless noted otherwise, all column and beam web stiffeners and gusset plates shall be 3/8" thick.
- Miscellaneous steel supplier shall submit shop drawings for all miscellaneous steel stairs, designed and sealed by an engineer registered in the state of Michigan, for review. Coordinate construction details and dimensions with architectural information. Coordinate and detail connections to the primary structural framing with the steel fabricator, and refer to the typical stair stringer/header support detail for support of the main stair elements at CMU or concrete walls

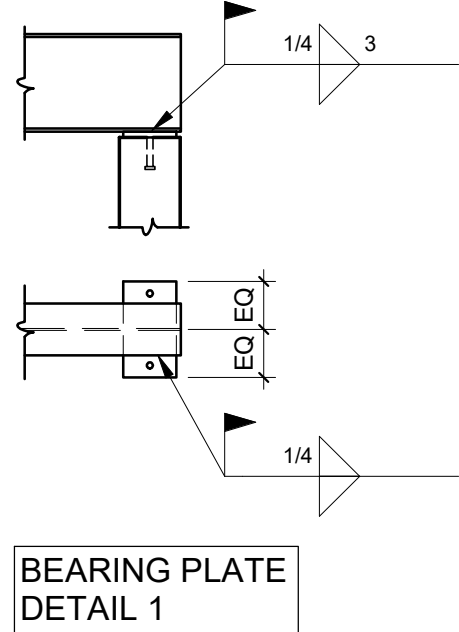
STEEL SPEC NOTES

- All steel shall be fabricated, detailed, and erected in accordance with AISC" Code of Standard Practice", ASTM A6 "Specification for General Requirements for Rolled Steel Plates, Shapes, Sheet Piling, and Bars for Structural Use", and Research Council on Structural Connections (RCSO) "Specifications for Structural Joints Using ASTM A325 or A490 Bolts."
- Provide shop drawing submittal laying out and detailing structural steel, bolts, and metal deck.
- Inspect all steel in accordance with Michigan Building Code and AISC requirements. At a minimum visually inspect all fillet welds, non-destructively test all full penetration welds, inspect all bolted connections, etc.
- All welding shall be done in accordance with AWS D1.1 "Structural Welding - Steel."
- All metal deck shall be in accordance with SDI Standards and Specifications. Floor deck shall be galvanized per ASTM A653/A653M, grade G60. Deck supplier shall provide closures and edge stiffeners as required.
- Deck strengths shall be as follows:
 - Composite floor deck shall be minimum 50 ksi

BEARING PLATE SCHEDULE			
MARK	SIZE	HEADED ANCHORS	DETAIL
BP1	3/4"x6"x12"	(2) 1/2"Ø x8"	1

BEARING PLATE SCHEDULE NOTES

- UNLESS NOTED ON PLAN, PROVIDE:
 - BP1 AT ALL STEEL BEAM BEARING LOCATIONS
- GROUT ALL BEAM POCKETS SOLID.
- ANCHORS SHALL BE SPACED 5" C/C UNLESS NOTED OTHERWISE.
- PROVIDE 1/2" SETBACK OF BEARING PL FROM FACE OF CMU, UNO



ENGINEERING DATA

Design stresses

Steel	W shapes	Fy = 50000 psi
	Rectangular HSS shapes (A500 Gr. C)	Fy = 46000 psi
	Round HSS & Pipe shapes (A500)	Fy = 42000 psi
	All other shapes	Fy = 36000 psi
	Structural bolts	ASTM A325
	Anchor bolts/Column anchor rods	ASTM F 1554 - Grade 36
	Welding electrode	E70XX E80XX (ASTM A706)
Masonry	CMU	f'm = 1500 psi
	Grout	f'c = 2000 psi
Metal Deck	Composite Deck	Fy = 50000 psi
	1.5VL/VLI,	
Structural design requirements	Floor live load (LL reductions used where permitted by code)	
	Stairs	100 psf
	Storage Mezzanine	125 psf
Risk Category		II
Specific Design Loads		
	Mezzanine floor dead loads	
	Slab & deck	39
	Concrete ponding	10
	Structure	5
	Ceiling	3
	M/E/P	3
	Misc	5
		55 psf Total
Design codes		
	General building code	Michigan Building Code 2015
	Concrete	ACI 318
	Steel	AISC 360 - ASD
	Masonry	TMS 402/ACI 530/ASCE 5

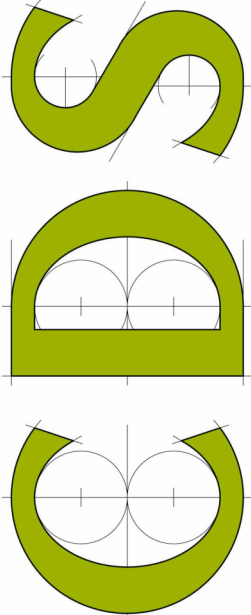
GENERAL POST INSTALLED ANCHOR NOTES

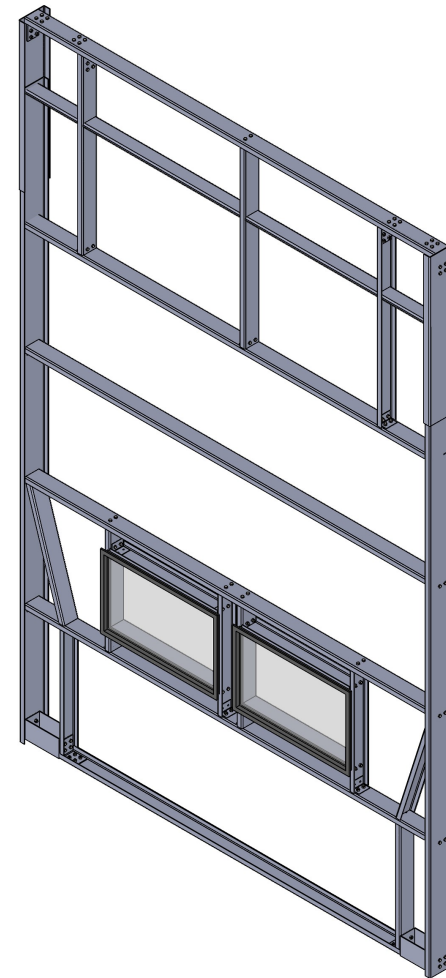
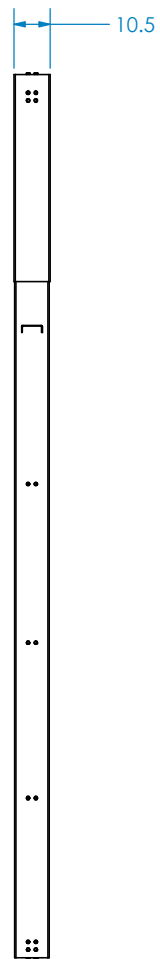
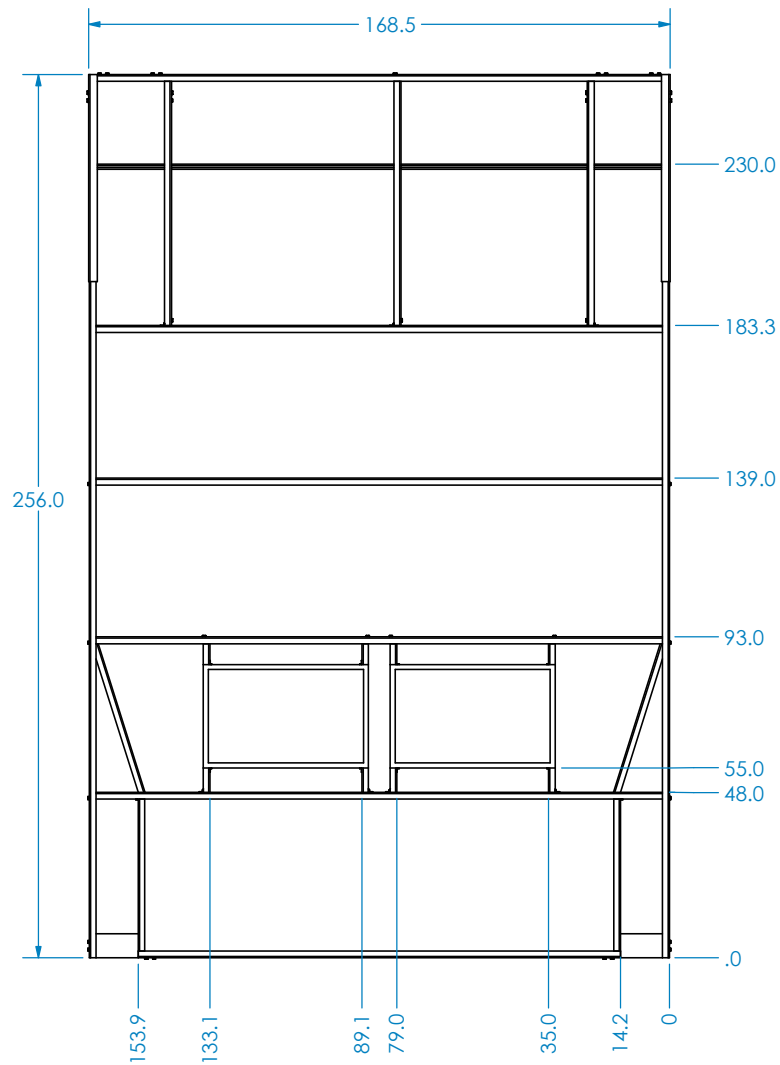
- Post installed anchors shall only be used where specified on the construction documents. The contractor shall obtain approval from the Architect prior to installing post installed anchors in place of missing or misplaced cast-in-place anchors.
- Unless otherwise noted in the drawings all post installed anchors are based on Hilti Corporation product information.
- If the contractor wants to submit an alternate anchor they must provide sealed calculations at least 2 weeks prior to product use. These calculations must show that the strength of the substituted anchor meets or exceeds the strength of the specified anchor at each application in the project where a substituted anchor is proposed, with consideration for combined stress and any applicable reduction factors
- Within contract documents adhesive anchors may be generically referred to as epoxy anchors, where this occurs substitute the word epoxy with adhesive.
- Adhesive anchors shall be installed in concrete having a minimum age of 21 days at time of anchor installation.
- Mechanical anchors shall be installed in concrete having a minimum age of 7 days, and concrete having met minimum concrete compressive strength (f'c).
- Anchorage to concrete shall be done by either expansion anchors or adhesive anchors.
- Anchorage to solid masonry shall be done by either adhesive anchors or screw anchors see details for specific use.
- Anchorage to hollow or multi-wythe masonry shall be done with screen anchors.
- Provide ICC approved adhesive anchors based on the following:
 - Concrete anchors -
 - Automatic hole cleaning Hilti HIT-RE 500-V3 with HAS threaded rod or Hilti HIT HY 200 Safe Set with HY200 HAS threaded rod
 - No hole cleaning - Hilti HIT HY 200 Safe Set with HIT-Z or HIT-Z-R threaded rods
 - Masonry anchor - Hilti HIT HY 270 with HAS-E rods
- Provide ICC approved mechanical anchors based on the following:
 - Torque Control (TC) anchor - Hilti Kwik bolt TZ2
 - Sleeve anchor - Hilti HLC Sleeve anchor
 - Screw anchor - Hilti Kwik HUS-EZ
- See specifications for specific product information and installation instructions, and drawings for application use.
- All installations shall be done by an individual certified by the manufacturer. Certifications shall be submitted to the special inspector prior to commencement of work.
- All anchors shall be inspected as described in specifications.
- Anchor capacity is dependant on anchor spacing and edge distances. Install bolts as detailed.
- If anchors cannot be installed as detailed notify Architect for alternate connection detail.
- Existing reinforcing bars in the concrete may conflict with specific anchor locations. Unless noted otherwise those bars are not to be cut. The contractor shall review the drawings and undertake a method to locate such bars.

POST INSTALLED ANCHOR SPEC NOTES

- All post installed anchors shall be done per ACI 318 & 355, ICC-ES AC01, ICC-ES AC58, ICC-ES AC60, ICC-ES AC106, ICC-ES AC193 and ICC-ES AC308 requirements, and as stated on contract documents.
- Provide submittals for Product Data, ICC reports, and installer certifications.
- All installations must be done by individuals certified by the manufacturer.
- For horizontal and upwardly inclined adhesive installations, the installer shall be certified by an ACI/CRSI Adhesive Anchor Installing Certification Program or equivalent.
- Unless otherwise specified, do not drill holes in concrete or masonry until concrete, mortar, or grout has met Manufacturer's specifications.
- Torque Controlled Anchors and Sleeve Anchors: Protect threads from damage during anchor installation. Set anchors to manufacturer's recommended torque, using a torque wrench. Following attainment of 10% of the specified torque, 100% of the specified torque shall be reached within 7 or fewer complete turns of the nut. If the specified torque is not achieved within the required number of turns, the anchor shall be removed and replaced unless otherwise directed by the Engineer.
- Screw Anchors: Install screw anchors to a snug tight condition unless noted otherwise.
- Adhesive anchors: Clean all holes per manufacturer instructions to remove loose material and drilling dust prior to installation of adhesive. Inject adhesive into holes proceeding from the bottom of the hole and progressing toward the surface in such a manner as to avoid introduction of air pockets in the adhesive. Follow manufacturer recommendations to ensure proper mixing of adhesive components. Sufficient adhesive shall be injected in the hole to ensure that the annular gap is filled to the surface. Remove excess adhesive from the surface. Shim anchors with suitable device to center the anchor in the hole. Do not disturb or load anchors before manufacturer specified cure time has elapsed.
- Continuous special inspection of post-installed anchors shall be provided as required by ICC-ES evaluation reports. This service shall be performed by personnel independent of the Manufacturer or Contractor so as to prevent a conflict of interest.
- The Engineer or Architect of Record may require pullout or shear tests, in addition to Special Inspection, to determine the adequacy of anchors. A field testing program shall be established by the independent test laboratory and/or Engineer of Record and performed in accordance with appropriate ASTM test standards. Field tests shall be non-destructive whenever possible.

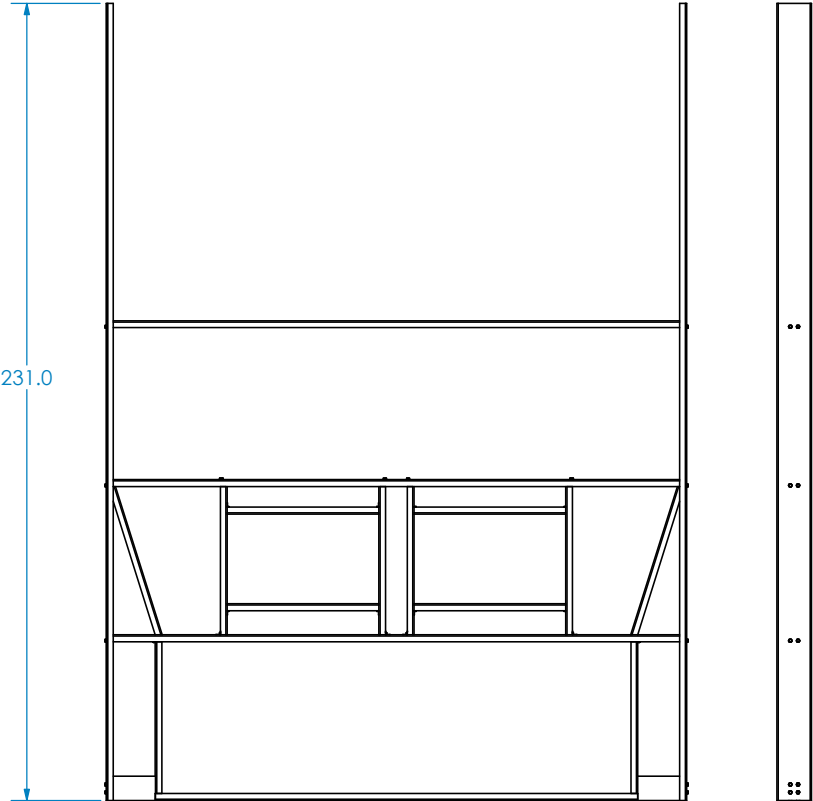
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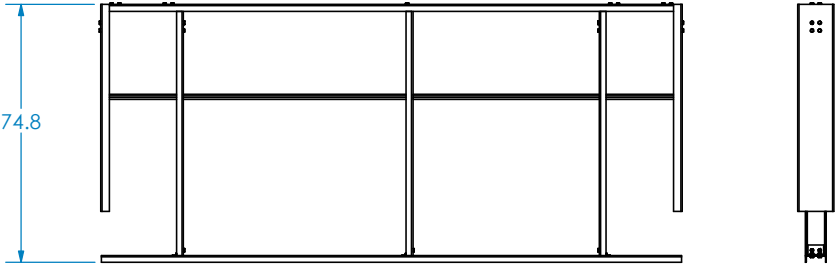


PROPRIETARY AND CONFIDENTIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF AJS INDUSTRIES. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF AJS INDUSTRIES IS PROHIBITED. ALL DRAWINGS AND DATA MUST BE DESTROYED AFTER USE.	UNLESS OTHERWISE SPECIFIED: DIMENSIONS ARE IN INCHES TOLERANCES: FRACTIONAL $\pm 1/32$ ANGULAR: MACH $\pm .25$ BEND ± 1 TWO PLACE DECIMAL $\pm .01$ THREE PLACE DECIMAL $\pm .005$		AJS INDUSTRIES	
	REV.		DRAWING NO.	
	MATERIAL		HANGER DOOR	
	FINISH		DESCRIPTION	
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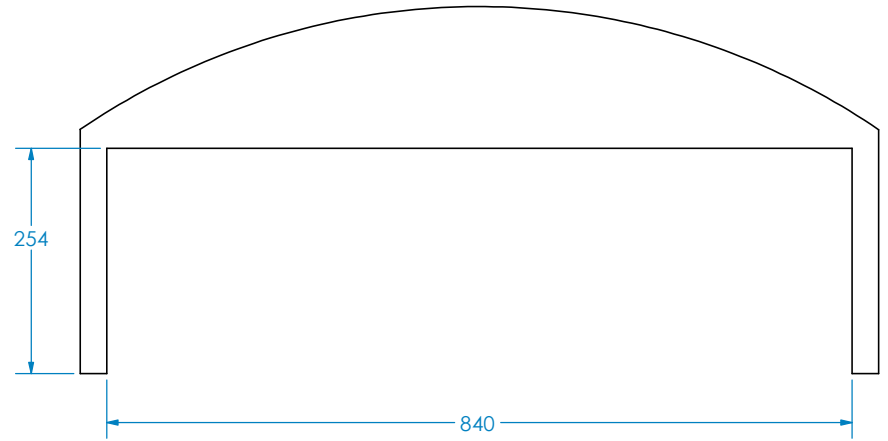
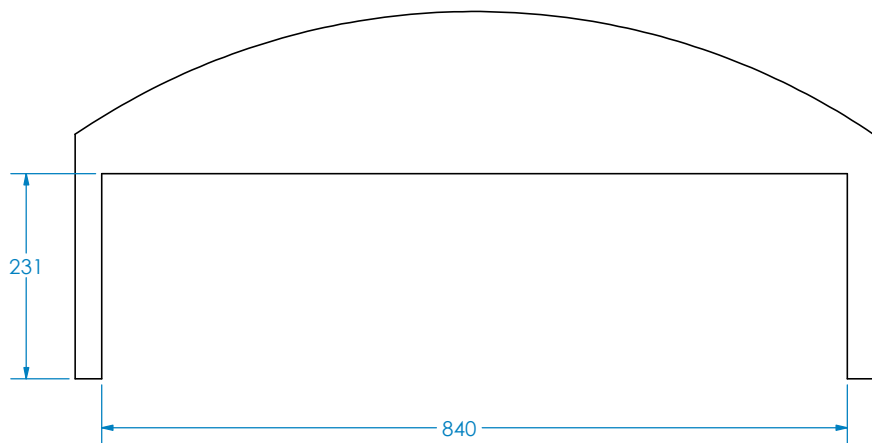
PREVIOUS DOOR COMPONENTS




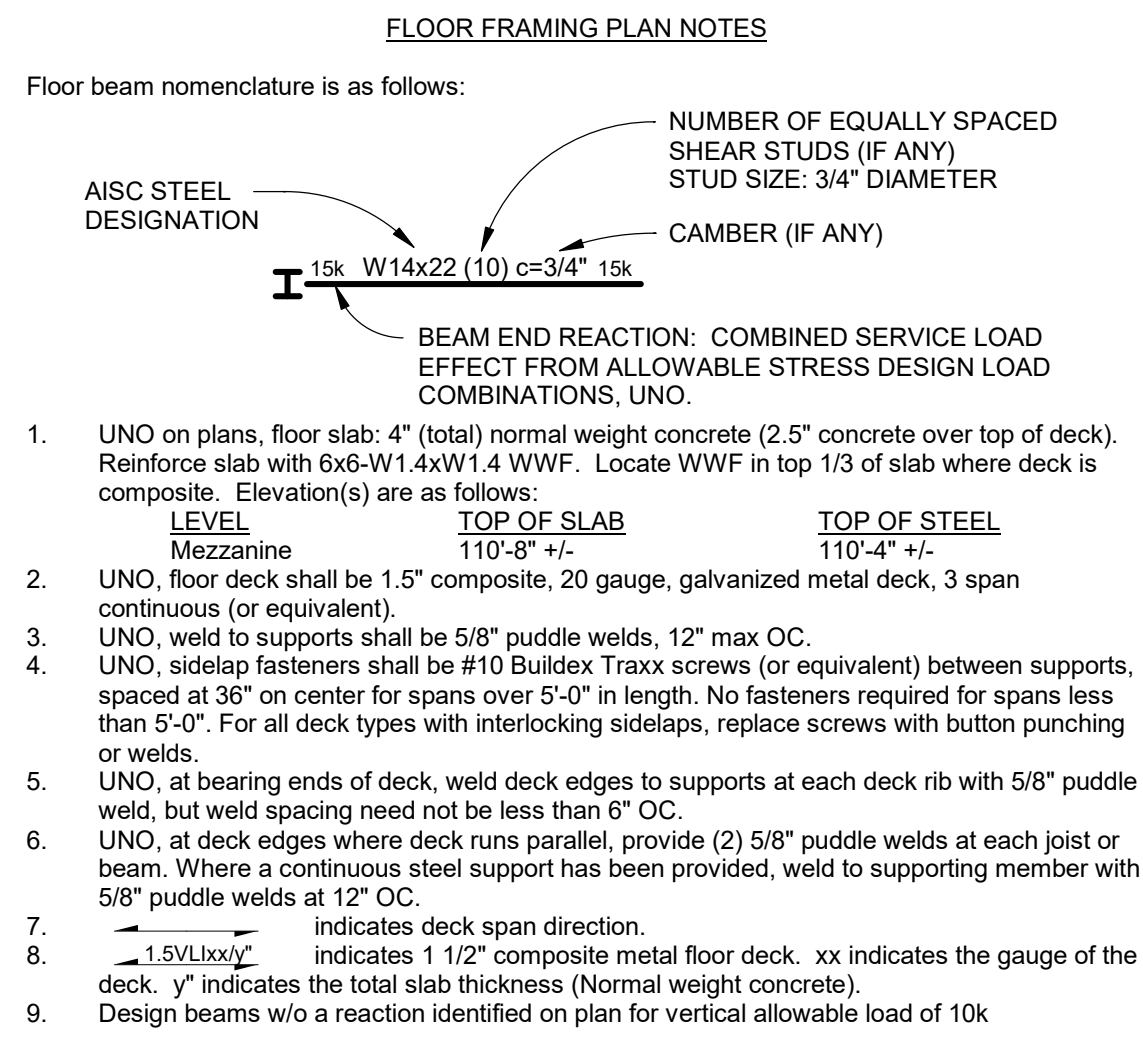
DOOR EXTENSION COMPONENTS



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		DRAWING NO. HANGER DOOR	
<div>REV.</div>		SIZE B	DESCRIPTION
<div>PROPRIETARY AND CONFIDENTIAL THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF AJS INDUSTRIES. ANY REPRODUCTION, IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF AJS INDUSTRIES IS PROHIBITED. ALL DRAWINGS AND DATA MUST BE DESTROYED AFTER USE.</div>		MATERIAL	
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DO NOT SCALE DRAWING		SCALE: 1:36	WEIGHT: SHEET 2 OF 3



<div>REV.</div> <div>PROPRIETARY AND CONFIDENTIAL</div> <div>THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF AJS INDUSTRIES. ANY REPRODUCTION, IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF AJS INDUSTRIES IS PROHIBITED. ALL DRAWINGS AND DATA MUST BE DESTROYED AFTER USE.</div>		<div>UNLESS OTHERWISE SPECIFIED: DIMENSIONS ARE IN INCHES TOLERANCES: FRACTIONAL $\pm 1/32$ ANGULAR: MACH $\pm .25$ BEND ± 1 TWO PLACE DECIMAL $\pm .01$ THREE PLACE DECIMAL $\pm .005$</div> <div>MATERIAL</div> <div>FINISH</div> <div>DO NOT SCALE DRAWING</div>		<div>AJS INDUSTRIES</div> <div>DRAWING NO.</div> <div>HANGER DOOR</div>	
				<div>SIZE</div> <div>B</div>	<div>DESCRIPTION</div>
		SCALE: 1:140		WEIGHT:	SHEET 3 OF 3



West Mezzanine Framing Plan
 SCALE: 1/4" = 1'-0"

WEB OPENING LIMITATIONS

1. Web openings in W16 beams are limited to the following criteria:

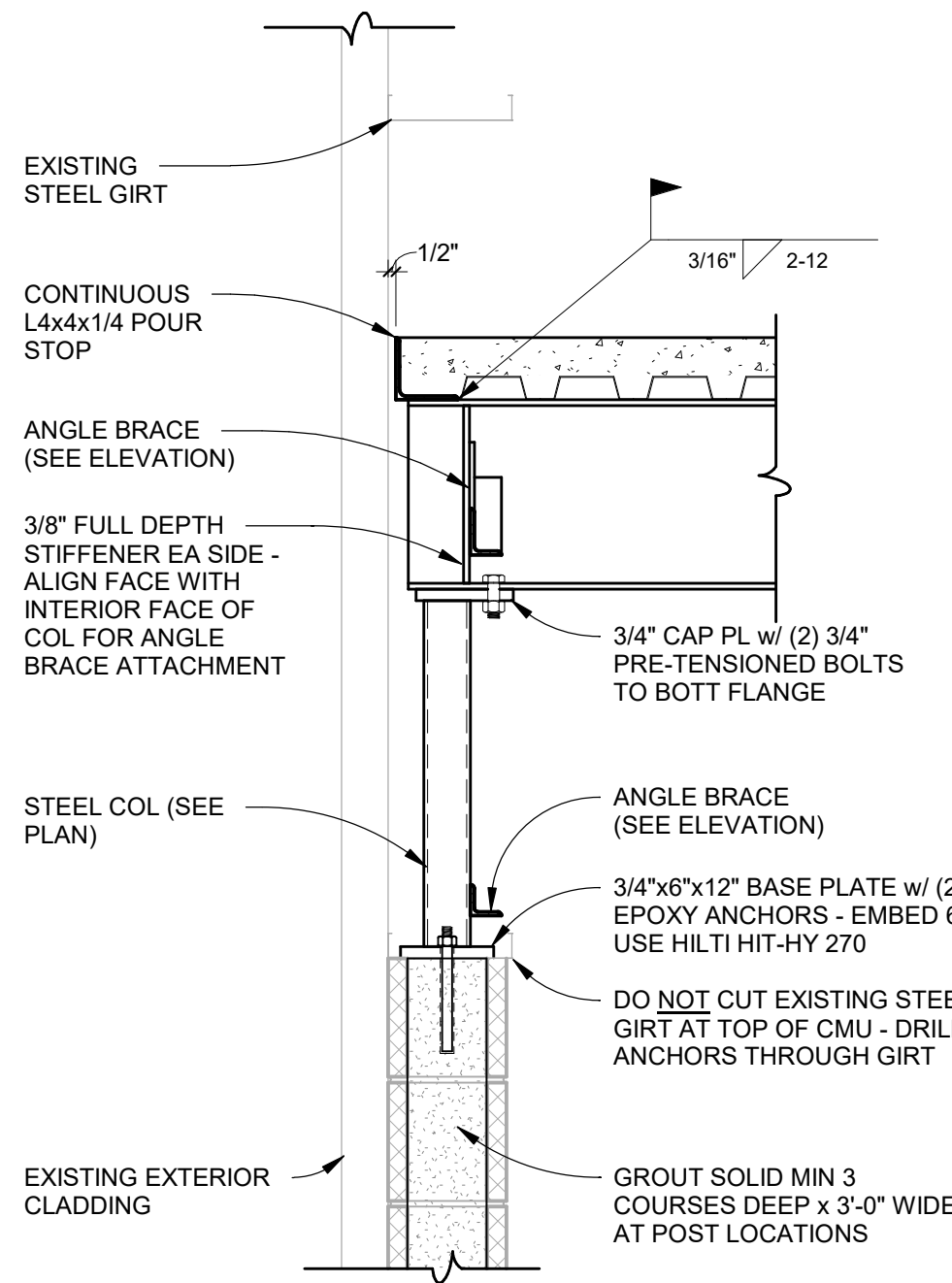
- A. Maximum 10"x10" square or 10"Ø circular
- B. Minimum corner radii = 5/8" for square openings
- C. Minimum spacing = 5'-0"
- D. Must be centered in the beam depth
- E. No openings permitted within 4'-0" of the ends of the beams

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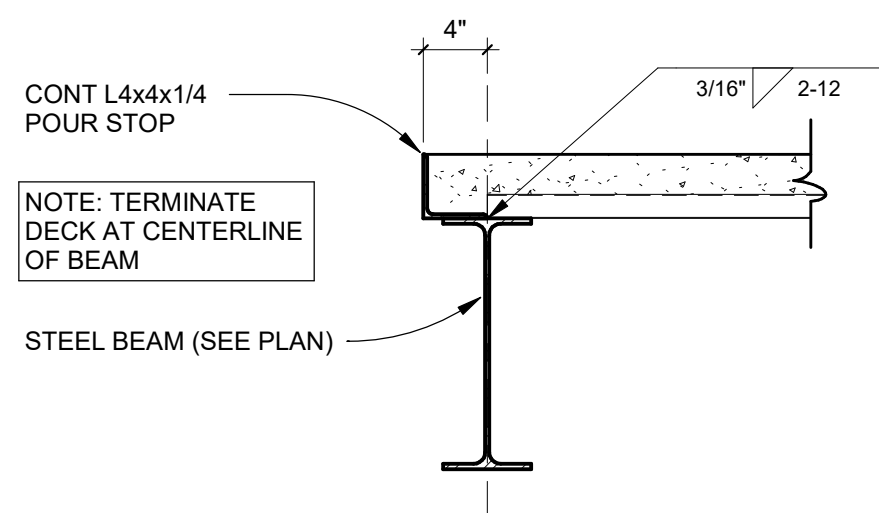
STATE OF MICHIGAN
KEITH
RITSEMA
ENGINEER
No.
8201052697
PROFESSIONAL ENGINEER

Keith Ritsema

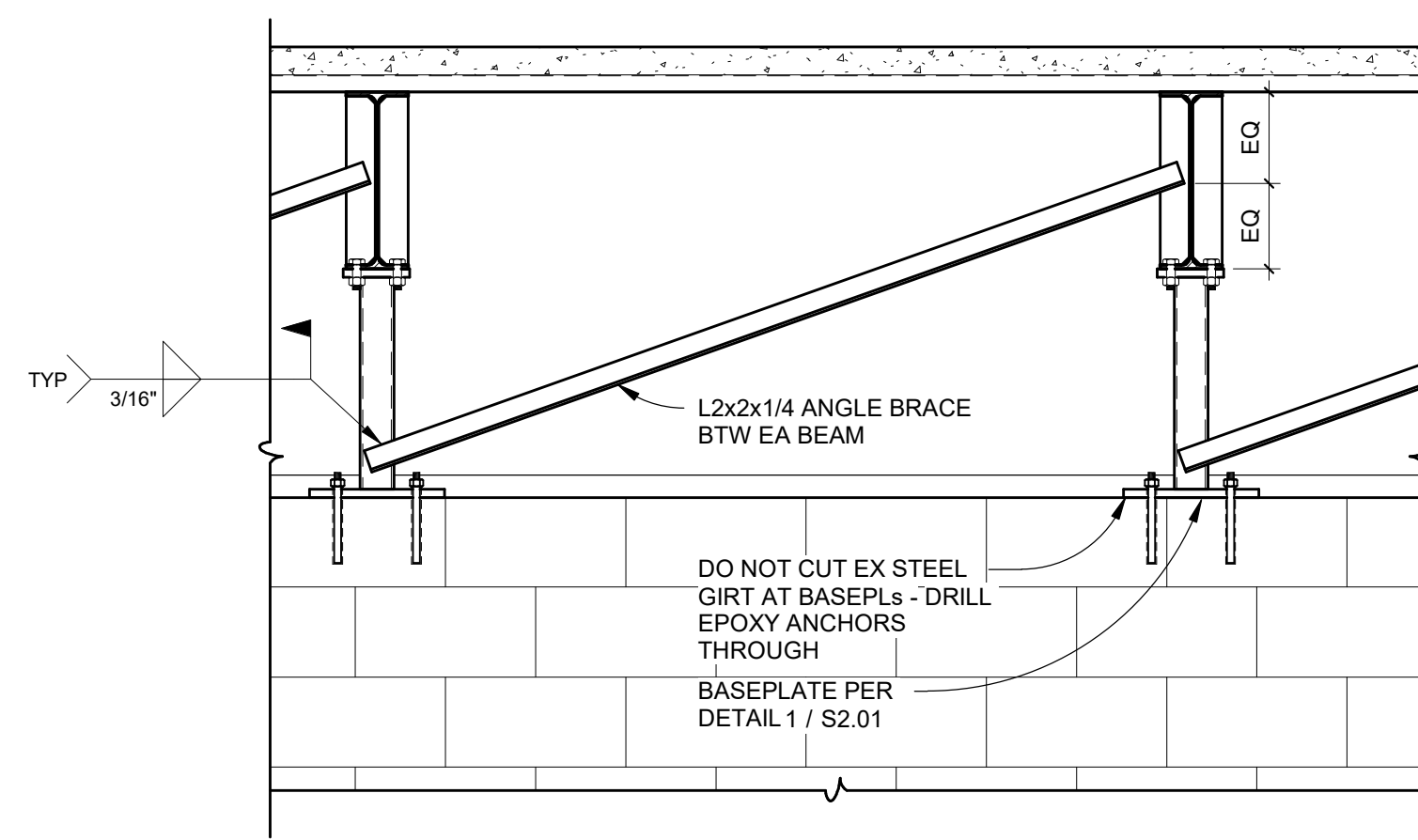
Structural only



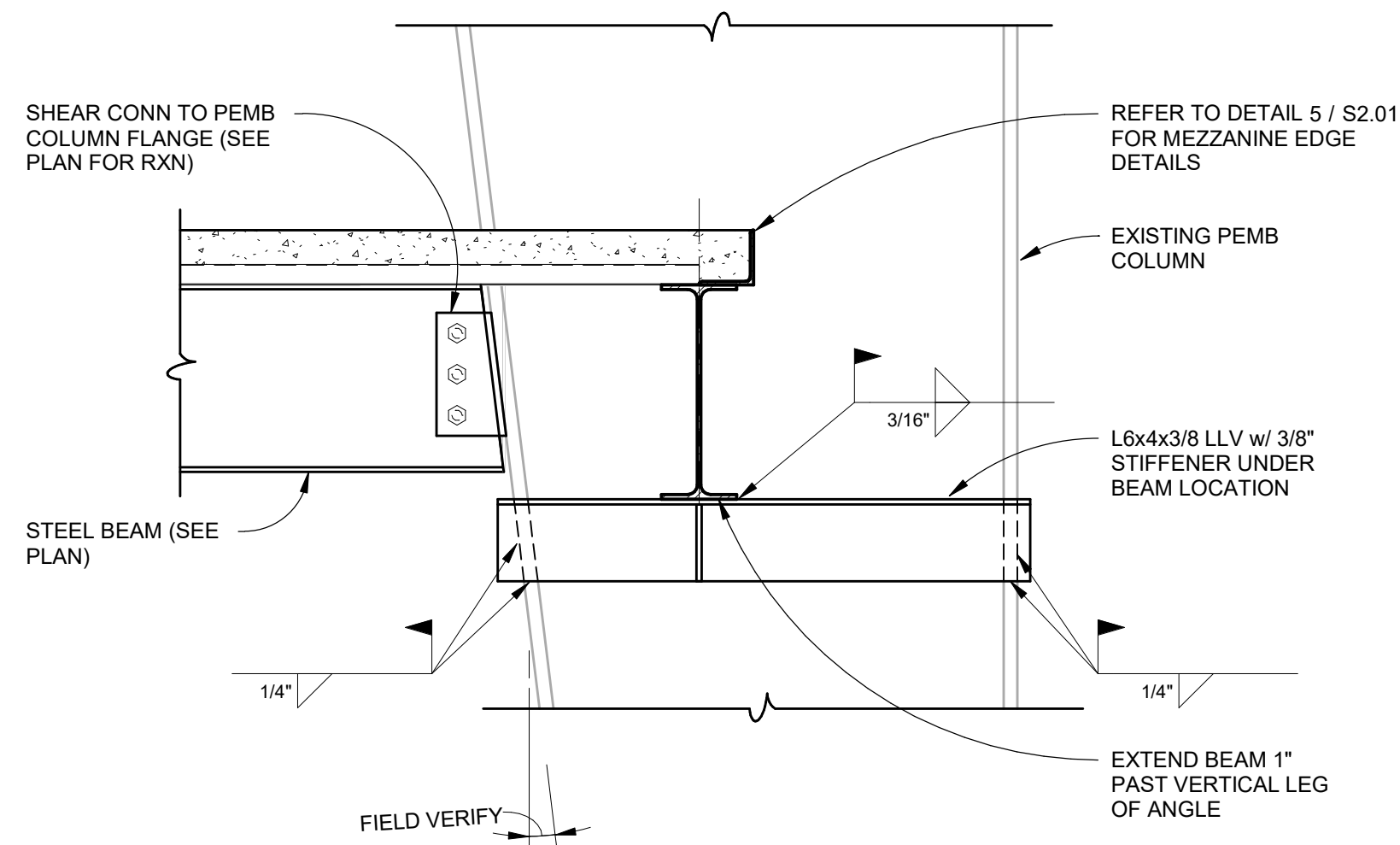
1
MEZZANINE FRAMING
DETAIL
SCALE: 1" = 1'-0"



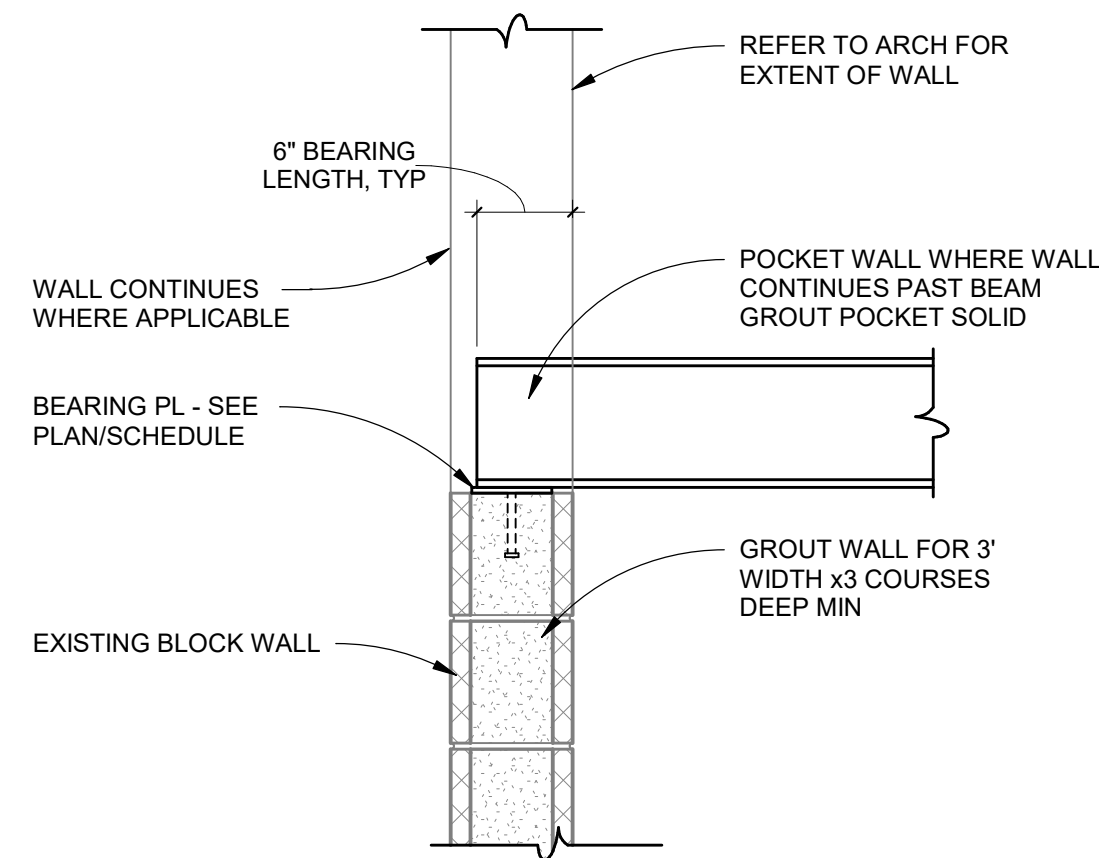
5
MEZZANINE EDGE DETAIL
AT EXTERIOR
SCALE: 1" = 1'-0"



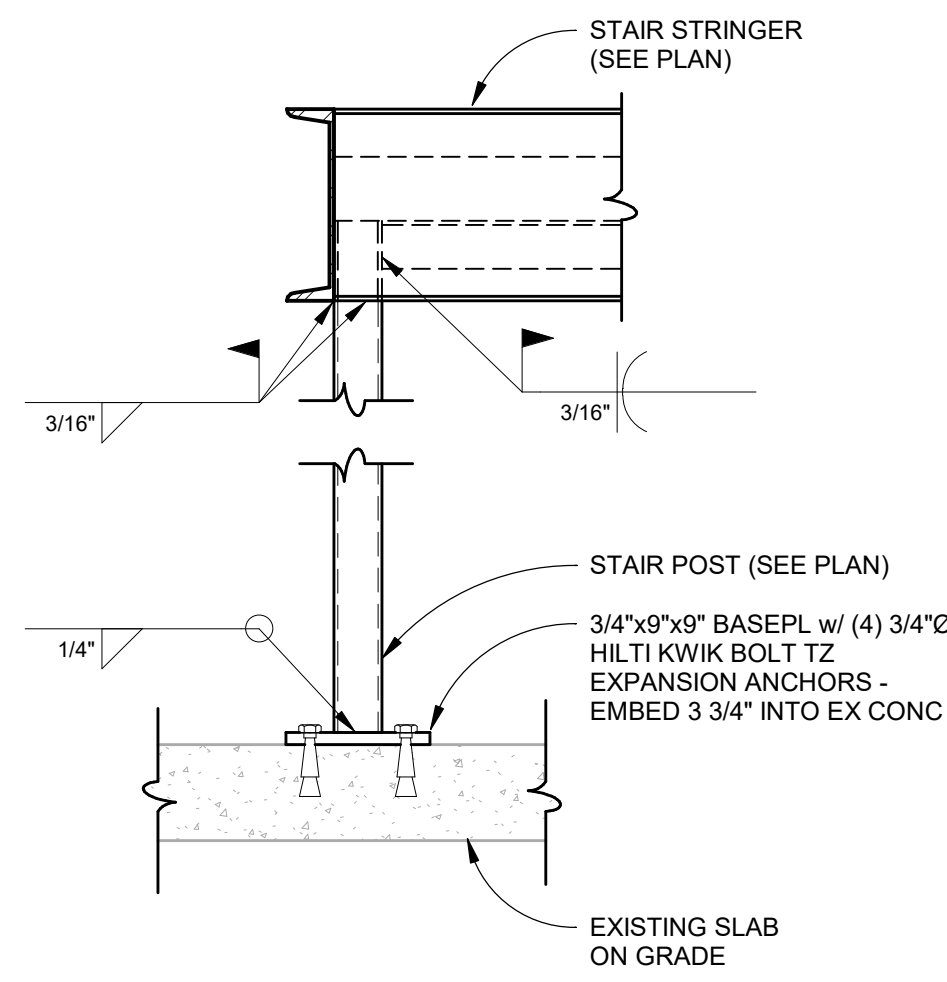
2
MEZZANINE BRACING
DETAIL
SCALE: 3/4" = 1'-0"



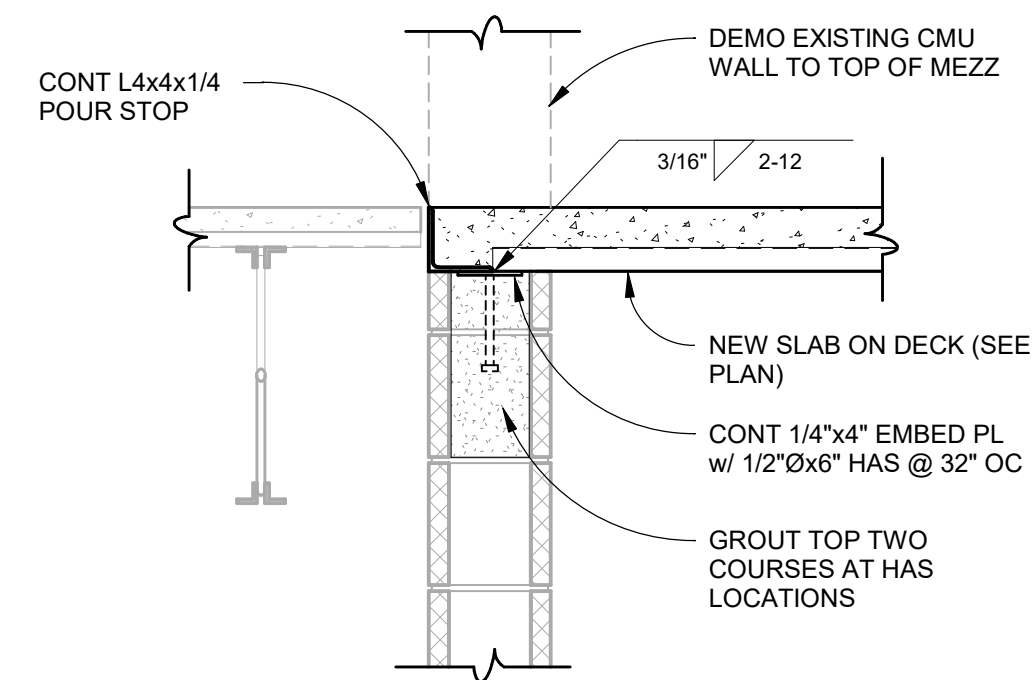
6
BEAM SUPPORT AT PEMB
COLUMN
SCALE: 1" = 1'-0"



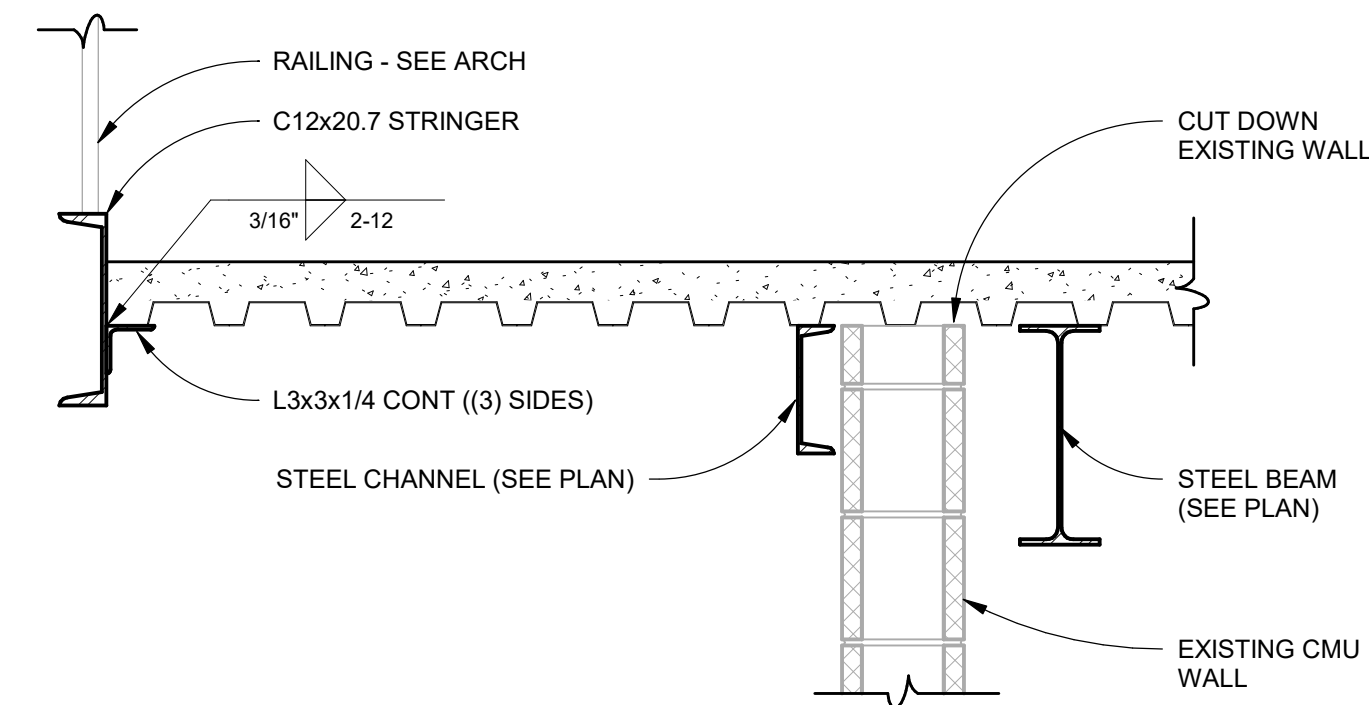
3
TYP BEAM BEARING AT
EXISTING WALL DETAIL
SCALE: 1" = 1'-0"



7
POST BASE DETAIL AT
STAIR
SCALE: 1" = 1'-0"



4
MEZZANINE DETAIL AT CMU
WALL
SCALE: 1" = 1'-0"



8
STAIR LANDING DETAIL
SCALE: 1" = 1'-0"

West Michigan Airport Authority

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

Comprising City of Zeeland, Park Township and City of Holland



November 13th, 2023

Report 8

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Authority Director.
Subject: **Landing Fee Restructuring & Operational Fee review**

From time to time, it is important for the Airport Authority Board to review the structure of its existing fee schedules to ensure that fees which generate revenue to support infrastructure and operations on-field are both in alignment with current industry trends while also meeting the financial obligations of the Airport Authority.

Upon comparing the existing structure of the Airport Authority's Landing Fee schedule to industry standards, it appears WMRAA's fee structure deviates significantly from the norm. This can result in confusion on the user end. We have recently received a handful of complaints from GA pilots regarding the lack of clarity on landing fees.

It's common to find similar airports to WMRAA structuring landing fees by using a relatively simple calculation: \$X.00/1,000lbs of aircraft weight (utilizing the Maximum Takeoff Weight or "MTOW"). Often these airports assess anywhere from \$1- \$3/1,000lbs MTOW. Cherry Capital, for example, charges \$1.46/1,000lbs MTOW for GA aircraft. For example a 737 (171,000lbs MTOW) equals about a \$246.00 landing fee. For a similar aircraft, Muskegon (MKG) charges up to \$225.00. West Michigan Regional's **current landing fee is \$80.00**. Some airports will also put a "floor" on landing fees, to accommodate some smaller, single engine piston aircraft.

WMRAA's fee schedule (attached) does not seem to have a clear rationale as the \$/MTOW structure adopted by many airports. For example, under the current fee structure aircraft of similar size but different make will have differing fees, with even aircraft of higher MTOW paying a lower rate than other smaller aircraft. It is important to recognize that the intent of a landing fee is to help offset the cost of maintenance and repair of the runway surface, so fees should theoretically be structured accordingly based on wear and tear.

The airport authority waives landing fees for based aircraft, military, government, and nonprofit aircraft (which is standard), as well as for aircraft which are owned locally, but *not* based on-field (which is less common).

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In addition to landing fees, the Airport Authority also derives revenues from the following sources:

1. Millage levied in Holland, Zeeland, and Park Township
2. Fuel Flowage fees: \$00.11/gallon (last updated 2017-18)
3. Land leases.

As costs for maintenance and repair of paved surfaces increase, and as state and federal infrastructure grant allocations don't go as far as they used to, it's important that the Airport Authority continues to ensure its revenues are right-sized to meet its financial obligations.

Recommendation

It is the recommended that the Airport Authority Authorize the Director to begin a comprehensive review of existing fees in coordination with the Operations Committee and bring proposals back for Board consideration by early spring, or at such other time the Board deems appropriate.

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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November 13th, 2023

Report 9

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director.

Subject: **Approval of Director's Contract**

As of December 31st, 2023, the current term of the Airport Authority Director's Contract will come to an end. The Airport Authority voted in July 2023 to establish a committee to review, revise, and negotiate the terms of a new agreement with the Current Director. Attached is that agreement.

Key changes to the agreement include removal of the Performance Pay provisions of the prior contract, a proposed six step pay scale based on the inflation rate for property taxes, capped at 5% per year, instead of CPI adjustment, and the initial contract term being six months, subject to renewal in July 2024, to align the contract renewal with the Authority's fiscal year of July 1 through June 30.

The Committee and the Director have both reviewed the draft contract extensively. The Director has submitted a summary report (attached) of additional provisions for the Board to consider before final adoption.

Recommendation

It is recommended that the Airport Authority review the attached contract and the requested revisions from the Director to be considered for adoption as presented.

West Michigan Airport Authority

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November 13th, 2023

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director.

Subject: **Director's Proposed Revisions to the Airport Authority Board Regarding the Restructured Director's Agreement.**

Following the review of the Draft Director's Contract there are four items I would like to propose to the Board for consideration. After having met with the Contract Review Committee, it was advised that these revisions be directed to the Board and that the Committee was not authorized to make such changes to the agreement being presented today. In summary below are the proposed items for consideration:

1. The Board consider revising language in Section 2. Term. It would be my preference that the 6-month term be removed, and the Board adopt a contract for the full term: 2024-2027. The intent behind the 6-month term, as has been described by the Committee, is to align the contract term with the fiscal year. I would prefer the contract to include language specifically stating that the term of the contract will simply be changed to July 1 through June 30 going forward, rather than entering into a 6 month agreement with an option for renewal in July 2024. This change would provide a sense of stability both for myself and the Authority regarding the term of the agreement.
2. The Board consider revising language in Section 4. Salary:
 - Paragraph B. If the Board approves item 1, an anticipated updated pay scale be included for the entirety of the term of the agreement, rather than ending in 2024 – recognizing that the pay scale is still subject to change based on the housing market adjustment proposed.
 - Paragraph C. With the removal of the performance pay elements of the current agreement, and the implementation of the Housing Market adjustment, the newly proposed pay scale effectively equates to an annual cost-of-living adjustment. I'd like the board to consider striking language regarding the ability to withhold an annual adjustment based on performance or consider reimplementing some form of performance pay element which the Board could approve or withhold based on

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performance. If the performance pay element is removed, I would suggest that the Board already has sufficient means for holding the Director accountable for performance, up to and including termination, without needing to withhold a cost-of-living adjustment; which isn't typically contingent on performance.

3. Vacation and Sick Leave: Due to significantly changing life circumstances this coming year, coupled by the lack of family leave time in the current and proposed contract, I would like to request an additional five days (totaling 26 days annually) of PTO. Additionally, I'd like to see clarifying language included that any PTO, over five days, not carried over on an annual basis be paid out to the director which is standard practice.

The intent of these requests is to propose common sense revisions to the draft Director's Agreement that will serve to ensure the agreement remains competitive for the Board while also meeting with my personal priorities and life circumstances, especially considering the significant restructuring of the draft agreement overall.

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made and entered into this _____ day of _____, 2023, by and between the **West Michigan Airport Authority**, a Michigan Community Airport Authority formed in accordance with Act 206 of the Public Acts of 1957, as amended, MCL 259.621, hereinafter called the "Authority" and **Aaron Thelenwood**, hereinafter called "Employee":

WITNESSETH:

WHEREAS, the Authority desires to employ the services of Aaron Thelenwood as the Airport Director and Manager for the Authority; and

WHEREAS, it is the desire of the Authority to provide certain benefits, establish certain conditions of employment, and to set working conditions of Employee; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

SECTION 1. DUTIES:

The Authority employs Aaron Thelenwood as Airport Director and Manager to perform the functions and duties specified in the job description attached as **Exhibit A**, and to perform such other legally permissible and proper duties and functions as the Authority shall from time-to-time assign. The Employee shall devote his full-time efforts to perform the duties and obligations of Airport Director and Manager. It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Authority and to that end Employee shall be allowed to establish an appropriate work schedule. The schedule shall be appropriate to the needs of the Authority and shall allow Employee to faithfully perform his assigned duties and responsibilities.

SECTION 2. TERM:

The term of this Agreement shall commence on January 1, 2024, and shall continue until June 30, 2024 ("Initial Term").

A. In the event 60 days written notice is not given by either party to this Agreement to the other prior to the termination date of the Initial Term as set forth above, this Agreement shall be extended on the same terms and conditions as provided herein, with the exception of compensation and benefit adjustments, for an additional period of ~~three-two~~ (23) years. This Agreement shall continue thereafter for one (1) year terms unless either party hereto gives 60 days written notice to the other party that the notifying party does not wish to extend this Agreement for an additional one (1) year term. If the Authority provides written notice to the Employee that it does not wish to extend this Agreement beyond the Initial Term or any renewal thereof, this Agreement shall be terminated, and the Authority shall have no further duty or obligations pursuant to the terms thereof, except for payment to the extent set forth in Section 3(A).

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Authority to terminate the services of the Employee at any time, subject only to the provisions set forth in Sections 3(A) and 3(B) of this Agreement.

SECTION 3. TERMINATION AND SEVERANCE PAY:

A. In the event Employee is terminated by the Authority before the expiration of the Initial Term of the Agreement or any renewal thereafter, and during such time that Employee is willing and able to perform the duties of the Airport Director, then the Authority agrees to pay Employee a lump sum cash payment equal to three (3) months' of base salary plus any accrued PTO calculated to the effective date of termination pursuant to Section 7; provided, however, that in the event Employee is terminated because of any of the following or combination thereof, no such payment shall be made:

1. The Employee is convicted of any illegal act involving personal gain to him in his capacity as Airport Director or Manager.
2. The voluntary termination of Employee's employment by his resignation.
3. The Employee has been convicted of a criminal offense involving moral turpitude, which shall be construed to mean any act of baseness, vileness, or depravity, or any act contrary to justice, honesty, or good morals, or any act done with deception or through corrupt motives.
4. The Employee has been guilty of insubordination or conduct detrimental to the interests or mission of the Authority and has had reasonable written notice of the charges of misconduct. Insubordination shall be defined as action by the Employee which, in the reasonable judgment of the Authority, is in violation or disregard of a stated policy or directive of the Authority which the Employee has notice of prior to the claimed act of insubordination. Conduct detrimental to the interests or mission of the Authority shall be defined as action by the Employee which, in the reasonable judgment of the Authority, is harmful to the public image or reputation of the Authority or detrimental to the performance of the Authority.
5. The Employee has been absent more than 2 business days without cause.
6. The Employee has failed to return after absence with cause, beyond the expiration of all available personal leave and/or paid time off.
7. The Employee has failed or refused to appear in obedience to lawful process or order of the Authority to answer questions under oath before the Authority or a committee or subcommittee authorized to investigate the Authority, or before any authorized court, office, or tribunal, or before a grand jury involving matters connected with the conduct of official business of the Authority or any

division, department, board, or commission thereof.

B. In the event that the Authority gives notice to Employee of its desire to terminate this Agreement upon expiration of the Initial Term or any renewal term pursuant to Section 2, such notice of termination shall constitute a termination pursuant to Section 3(A) for which a severance payment shall be made, absent the conditions listed in Section 3 (A)(1)-(7).

C. In the event Employee voluntarily resigns his position with the Authority before expiration of the Initial Term of this Agreement, then Employee shall give the Authority sixty (60) days' notice in advance.

SECTION 4. SALARY:

A. The Authority agrees to pay Employee for the performance of services rendered pursuant to Section 1, an annual salary of \$97,730 ([prorated for 6 months during the initial term](#)) payable in equal installments at the same time as other employees of the Authority are paid.

B. The Authority has established 6 step compensation categories for Employee's position [as shown in Exhibit B. Employee is at step 6.](#) The steps will be adjusted annually by the inflation rate as determined under MCL 211.27a (2)(a) for property taxes, but not more than 5% per year. If the inflation rate declines during the adjustment period, the steps shall remain the same.

C. Employee's annual salary shall increase with the applicable step category. So long as the employee's compensation exceeds Employee's step category, Employee's compensation will not increase. If the evaluation of the Employee's performance, as determined by the Board below, is not acceptable, the Board reserves the option to not increase the Employee's annual salary or to limit the increase.

D. The Director's performance review and evaluation shall be conducted by the Authority within thirty (30) days [of before](#) the end of its fiscal year in order to ensure the timely review and definitions of ongoing goals and objectives for the Director's position. Such reviews and evaluations

shall be in accordance with specific criteria developed jointly by the Authority and Employee. Criteria may be added to or deleted from as the Authority may from time to time determine, in consultation with the Employee. Further, the Authority shall provide the Employee with a summary written statement of the findings of the Authority and provide an adequate opportunity for the Employee to discuss his evaluation with the Authority.

E. Annually during Employee's evaluation, the Authority and Employee shall define such goals and performance objectives which they determine necessary for the proper operation of the Authority and in the attainment of the Authority's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. The goals and objectives shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations. The Authority shall review with Employee the performance of these goals and objectives not less than quarterly during the term of this Agreement.

SECTION 5. CELL PHONE:

Employee shall be reimbursed for his smart phone usage at the rate approved by the Authority in the amount of \$100.00 per month. Employee shall complete a Smart Phone Reimbursement Timesheet to obtain reimbursement.

SECTION 6. GENERAL EXPENSES:

The Authority recognizes that certain expenses of a non-personal and job-affiliated nature are incurred by Employee, and hereby agrees to reimburse or to pay said general expenses, subject to the approval of the Authority, Chairperson or Vice-Chairperson, which shall not be unreasonably withheld.

SECTION 7. VACATION AND SICK LEAVE:

The Authority agrees to grant annual paid time off ("PTO") during the term of this agreement in the amount of 6.5 hours per pay period for a total of 169 hours per year (21 days). In the event Employee fails to use the designated PTO, Employee shall be permitted to carry over unused PTO into

the next year of the Agreement however, the Employee may not accumulate and carry over more than 40 hours (5 days) of unused PTO into the next year of the Agreement. Employee shall inform the chair or designee and copy the Authority's fiscal agent normally at least 24 hours in advance for schedule PTO.

SECTION 8. HEALTH, DENTAL, AND DISABILITY INSURANCE:

A. In the event the Employee elects to opt out of the Authority providing a health insurance benefit under this Agreement. Employee shall be paid by the Authority the sum of \$250 per month for an annual payment of \$3,000 relating to the health insurance opt-out. In the event Employee elects a health insurance benefit, Employee shall recommend a plan to the Authority and, if the plan is approved by the Authority, the Authority shall pay 80% of the annual premium costs. The remainder of the cost shall be paid by the Employee.

B. In the event Employee elects a dental insurance benefit, Employee shall recommend a plan to the Authority, and if the plan is approved by the Authority, the Authority shall pay 80% of the annual premium cost. The remainder of the cost shall be paid by Employee.

C. Employee shall further be provided with short term disability insurance, which shall be self-funded by the Authority. The short-term disability benefit shall be 65% of the Employee's then current salary and be payable during the period that the Employee is unable to work due to physical disability. The benefit is limited to 6 months of payment. In the event Employee elects a short-term disability insurance benefit, Employee shall recommend a plan to the Authority and, if the plan is approved by the Authority, the Authority shall pay 80% of the annual premium costs. The remainder of the costs shall be paid by Employee.

D. The Authority will continue the current ~~In the event Employee elects~~ a long-term disability insurance benefit through the Small Business Association of Michigan. ~~Employee shall recommend a plan to the Authority and, if the plan is approved by the Authority, t~~The Authority shall

[continue to](#) pay 80% of the annual premium costs. The remainder of the cost shall be paid by the Employee.

SECTION 9. RETIREMENT PLAN:

The Authority agrees to annually pay and contribute six percent (6%) of the Employee's base salary as defined in Section 4 ("Employee's Salary") to a defined contribution plan with the Michigan Employment Retirement System ("MERS") which benefits the Employee. The Employee's account balance in such plan will vest according to the terms of the defined contribution plan. The beginning date for such plan will commence as defined in the plan documents.

The Employee may establish a 457 Plan with the MERS which benefits the Employee. If Employee contributes to the 457 Plan, the Authority will match the Employee's contribution up to the maximum amount of 2% of Employee's Salary.

SECTION 10. INDEMNIFICATION:

The Authority hereby agrees to save, defend, hold harmless, and indemnify the Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of Airport Director's duties, as long as the Employee is acting within the scope of his employment. This covenant of indemnification shall also include attorney fees and costs incurred in defense of such claim, action, or liability. To the extent permitted and covered by the Authority's liability insurance coverage policy or the terms of other applicable liability coverage, this covenant shall extend past the active employment of the Employee for all matters relating to the duties of the Airport Director within the scope of and during the term of his active employment. The Authority may compromise and settle any such claim or suit and pay the amount of any such settlement or judgment rendered thereon. Whenever the Authority provides any defense required of it under this Section, the Authority may assume exclusive control over the representation of the Employee, and the Employee shall cooperate fully with the

defense. In the event the Authority's liability insurance will not extend coverage to Employee after his active employment, Employee and the Authority will negotiate other available financial security methods to protect Employee.

SECTION 11. GENERAL PROVISIONS:

A. General Terms and Conditions of Employment.

1. The Authority shall fix any such other terms and conditions of employment as it may determine from time to time relating to the performance of the Employee, as Airport Director, provided such terms and conditions are not inconsistent with, or in conflict with, the provisions of this Agreement, or any other law applicable to the Authority.
2. In the event of a breach of this Agreement by the Authority and/or the Employee, and the commencement of litigation, arbitration, or other dispute resolution, the prevailing party in such litigation, arbitration, or dispute resolution shall be entitled to collect reasonable attorney fees and costs incurred in connection with the prosecution and/or defense of its case.
3. This Agreement shall be binding upon and inure for the benefit of the heirs-at-law and personal representatives of Employee.
4. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or any portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
5. This Agreement has been jointly drafted by the Authority and the Employee, and the parties have had the opportunity to consult with legal counsel for the review of the terms and conditions of the Agreement. No interpretation or construction

of this Agreement shall be made based upon the drafting of the document and the parties acknowledge joint draftsmanship and review.

SECTION 12. NOTICES:

Notices pursuant to this Agreement shall be given [in writing](#) by personal service or by deposit in the custody of the United States Postal Service by certified mail, return receipt requested and postage prepaid, addressed as follows:

If to the Authority:

West Michigan Airport Authority
Attention: Chairperson
60 Geurink Boulevard
Holland, Michigan 49423

With a copy to:

Cunningham Dalman, PC
Attn: Rachel Hillegonds
321 Settlers Rd, PO Box 1767
Holland, Michigan 49422-1767

If to the Authority:

Aaron Thelenwood
5824 Walnut Ridge Drive, SW
Wyoming, Michigan 49418

Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 13. AMENDMENTS:

This Agreement may only be amended at any time during its term upon signed written agreement between the Authority and Employee.

SECTION 14. COMPLETE AGREEMENT:

This Agreement is the complete agreement between the parties and supersedes all prior agreements, representations and negotiations between the parties.

{Signatures on next page}

IN WITNESS WHEREOF, the Authority has caused this Agreement to be signed and executed on its behalf by its Chairperson and the Employee has signed and executed this Agreement the day and year first above written.

WEST MICHIGAN AIRPORT AUTHORITY

Dated: _____, 2023

By: _____

Its: _____ Chairperson

APPROVED AS TO FORM:
West Michigan Airport Authority

By: _____
Ron VanderVeen, Attorney

Date: _____

EMPLOYEE:

Dated: _____, 2023

Aaron Thelenwood

Exhibit A
Duties, Qualifications and Working Conditions

West Michigan Regional Airport

Airport Authority Director & Manager

Contract Period: Jan. 2024-June 2024

Summary:

Formed in 2008, the West Michigan Regional Airport Authority is comprised of three (3) units of government, Holland City, Park Township, and the City of Zeeland. The Airport Authority is responsible for all operations and capital projects of the West Michigan Regional Airport, as well as stewardship of the public interest of its member communities. The Director is appointed by the and reports directly to the Airport Authority Board.

This job description is intended to describe the generalized level of work being performed by a person assigned 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.

PRIMARY DUTIES & RESPONSIBILITIES:

- 1) Maintain Airport Manager Certification.
- 2) Represent interests and execute directives of the Airport Authority Board by strategically increasing development on Airport property and meeting the needs of the airport's users, tenants, and Airport Authority Member Communities.
- 3) Seek to maintain strong relationships with the airport's users. Employee shall invite the airport's users to at least 2 meetings per year to discuss matters related to the airport.
- 4) To promote the Airport Authority by providing information on airport functions, services, and economic benefits through presentations to special interest groups, community organizations, local governments, general public members, the media, etc. The Airport Authority Director is expected to work locally, regionally, across the state, and nationally (when necessary) in promoting the West Michigan Regional Airport.
- 5) On an annual basis, maintain partnerships that will support the airport in meeting its strategic goals.
- 6) Actively engage with outside organizations and attend West Coast Chamber of Commerce meetings, Lakeshore Advantage, and other similarly related organizations that directly benefit airport operations.

- 7) Provide strategic oversight regarding expanding public/private use of current airport facilities and identify potential future opportunities.
- 8) Provide strategic insight into expanding current relationships and engaging new partners in the regional business community.
- 9) Serve as liaison for the airport to state, federal, and local transportation officials.
- 10) Maintain communication & engagement with the Federal Aviation Administration (FAA), Michigan Department of Transportation Aeronautics (MDOT-A), and Authority governmental Member Units.
- 11) Represent the Airport Authority on relevant associations (ex: the Michigan Association of Airport Executives) and attend appropriate training, seminars, and conferences on behalf of the Airport Authority Board.
- 12) Oversee airport community engagement & outreach strategy.
- 13) Participate in joint events between the Airport Authority and the Airport's FBO.
- 14) Manage Airport Contracts & Leases, including Fixed Base Operator (FBO) Agreements, Airport Management Agreements, land leases, private fuel facilities, and other similar agreements.
- 15) Facilitate the regular Airport Authority Board meetings and occasional special meetings.
- 16) Providing support to the Airport Authority Board and its sub-committees.
- 17) Facilitate standing subcommittee meetings (Operations, Communications, or Building & Development) and schedule meetings as needed.
- 18) Oversee personnel management functions, including recruiting, interviewing, hiring, training, assigning responsibilities, evaluating performance, addressing performance issues, etc.
- 19) Work to maintain, expand, and diversify revenue sources for the Airport.
- 20) Develop annual budgets, contracts, certified resolutions, and capital expenditures and monitors federal and state grants. Creates and presents monthly financial reports, policies, procedures, and other related operational items for presentation and adoption by the Airport Authority Board.
- 21) Prepare, apply for, and manage federal and state grant applications.

- 22) Negotiate contracts and implement fees established by the Airport Authority Board for leases, landing fees, and other related fees.
- 23) Manage and update the Airport Capital Improvement Plan.
- 24) Maintain the Airport Emergency Operation Plan.
- 25) Ensure facilities are maintained, and repairs are made promptly.
- 26) Ensure field conditions are reported in a timely manner to all relevant agencies, including Notices to Airmen (NOTAMS) are updated regularly and removed when appropriate.
- 27) Complete regular inspections of facilities on field, including runway, taxilanes, taxiways, lighting, ILS, Weather Monitoring Equipment, flight tracking systems, and all other relevant tracking ensuring they are in working order.
- 28) Ensure snow and ice removal is completed in a timely manner.
- 29) Ensure field conditions are reported in a timely manner to all relevant agencies, including Notices to Airmen (NOTAMS) are updated regularly and removed when appropriate.
- 30) Oversee preventative maintenance and manages maintenance schedules.
- 31) Ensure Airport is in compliance with all relevant FAA, state, and local regulations and guidelines.
- 32) Execute required stormwater monitoring reporting and maintenance of Stormwater Pollution Prevention Plan (SWPPP) and Spill Prevention, Control and Countermeasure (SPCC) plan.
- 33) Ensure Airport Layout Plan (ALP) [and Airport Approach Plan \(AAP\)](#) ~~is~~are maintained up to date.
- 34) Ensure site plan reviews are completed in alignment with local zoning requirements as they pertain to the airport overlay district, as well as ALP [and AAP](#) restrictions.
- 35) Ensure airspace protections are maintained and works quickly to resolve any potential issues or risks.
- 36) Ensure Compliance with relevant federal, state, and local regulations about airport operations.
- 37) Other duties as determined and assigned by the Airport Authority Board.

QUALIFICATIONS:

Bachelor's degree in Aviation Management, Public Administration, Business Administration, or a related field. Master's Degree is preferred.

Candidates should have 3-5 years of relevant experience in the following areas:

- Aviation
- Business Development
- Community Economic Development
- Community Engagement Outreach

Or a combination of similarly related experiences as outlined above.

Demonstrated experience in public speaking, presenting to boards, commissions, or similar governing bodies, and engaging with members of the public.

A successful candidate will be a dynamic leader and dedicated public servant who is innovative, motivated, self-directed, able to develop an evolving vision for the airport, have an intrinsic sense of accountability and responsibility to the public they represent and serve, and value diverse perspectives, experiences, backgrounds, and ideas.

OTHER REQUIREMENTS:

The successful candidate will be expected to participate in and complete the West Coast Chamber Leadership program if hired.

The candidate will be expected to make contact and establish a working relationship with leaders of the Airport Authority's member communities within the first year of employment.

The candidate will work diligently and creatively in finding ways to diversify the airport's revenue streams.

WORKING CONDITIONS:

Typical office environment with occasional work ~~out~~ outdoors.

Occasional offsite travel for meetings, with travel expenses covered by the Airport Authority.

Exhibit B

Compensation Steps through July 2023

Proposed Wage Table - Based on CPI tied to Property Tax Increase ^(a)							
	COLA	1 (Start) ^(b)	2 (1 Year)	3 (2 Year)	4 (3 Year)	5 (4 Year)	6 (5 Year) ^(c)
7/1/2021		70,000	72,800	75,712	78,740	81,890	85,166
7/1/2022	3.30%	72,310	75,202	78,210	81,339	84,592	87,976
7/1/2023	5.00%	75,926	78,963	82,121	85,406	88,822	92,375

Notes:

^(a) Proposed contract includes annual adjustment (COLA) measured as the Inflation Rate Multiplier as calculated by the Michigan Department of Treasury for property tax Headlee millage reduction fraction formula

^(b) Beginning step reflects advertised starting rate for the position

^(c) Step range from beginning to end is 20%, consistent with City of Holland step, or 4%/year for 5 years

West Michigan Airport Authority

Meeting Date: November 13, 2023

Agenda Item:

Subject: Financial Reports for 10/31/2023-Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The West Michigan Airport Authority is four months into fiscal year 2024. The prior fiscal year audit (FY2023) is wrapping up and the audited financial reports will be available within the next month.

Attached are Budget Performance Reports for the four months ended October 31, 2023 (33.33% of year), and the Trial Balance Listing and Fund Equity Reports through October 31, 2023.

GENERAL FUND

Revenues

Operating revenues for the first four months totaled \$378,926. October operating revenues are composed of tax revenues collected from the City of Holland and the City of Zeeland, franchise fees, quarterly hangar rentals invoiced, and quarterly/semi-annual hangar land leases billed out.

Expenses

Operating expenses for the first four months totaled \$166,754, or 25% of budget, and are in line with expectations.

CAPITAL FUND

Revenues

Capital revenues for the first four 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

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.

BALANCE SHEET/COMBINED FUND EQUITY

The West Michigan Airport Authority began FY 2024 with a combined fund balance of \$2,116,155.

General Fund Assets totaled \$1,726,418.14 at October 31st, comprised mostly of cash. General Fund Liabilities totaled \$11,503.35 at October 31st, and primarily represents unearned revenue (prepaid lease).

The combined General and Capital funds balance at October 31 is \$2,281,151.

WMAA Fund Balance as of 6/30/2023 - unaudited	\$ 2,116,154.87
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	Operating	Capital 999/Z403	EEC Project (546)	Capital Funds (999)	
Year to date Revenues	378,925.68	-	-	-	\$ 378,925.68
Year to date Expenses	166,754.31	46,292.54	-	-	\$ 213,046.85

Estimated Combined Fund Balance as of 10/31/2023	<u>\$ 2,282,033.70</u>
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	Budget	YTD	
Remaining Operating Revenues	697,000.00	378,925.68	\$ 318,074.32

	Budget	YTD	Encumbrances	
Remaining Operating Expenses (excluding contingences)	675,470.00	166,754.31	-	<u>\$ 508,715.69</u>

Contingency Account (Reserves for Capital Projects):

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

Estimated Combined Ending Fund Balance as of 6/30/2024	<u>\$ 2,041,392.33</u>
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Other Expected Expenses:

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

Ending Fund balance after expected capital expenses	<u>\$ 2,041,392.33</u>
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Budget Performance Report

Fiscal Year to Date 10/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 000 - General Revenues										
440573	State-Reim Local PPT Tax Loss	15,000.00	.00	15,000.00	14,180.70	.00	14,180.70	819.30	95	13,019.73
450582.C	Contributions from Other Govts From City of Holland	125,000.00	.00	125,000.00	159.76	.00	126,754.06	(1,754.06)	101	118,597.98
450582.P	Contributions from Other Govts From Park Township	120,000.00	.00	120,000.00	.00	.00	3.07	119,996.93	0	4.76
450582.Z	Contributions from Other Govts From City of Zeeland	80,000.00	.00	80,000.00	86.76	.00	52,962.54	27,037.46	66	59,423.65
460654.1	Franchise Fees FBO Franchise Fees	27,600.00	.00	27,600.00	2,289.93	.00	11,532.73	16,067.27	42	6,869.79
460654.5	Franchise Fees Fuel Flowage Fee	82,000.00	.00	82,000.00	2,722.61	.00	20,872.30	61,127.70	25	28,138.00
460654.7	Franchise Fees Landing Fees	30,000.00	.00	30,000.00	.00	.00	9,455.90	20,544.10	32	11,829.15
480665.0	Investment Income General	15,000.00	.00	15,000.00	.00	.00	11,305.37	3,694.63	75	5,516.94
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	2,651.78	(2,651.78)	+++	.00
480669.A	Rental Airport Business Center	8,900.00	.00	8,900.00	804.39	.00	4,051.14	4,848.86	46	2,413.17
480669.24	Rental Hangar Land Lease	120,000.00	.00	120,000.00	997.52	.00	97,056.09	22,943.91	81	25,394.93
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	13,400.00	.00	28,100.00	31,900.00	47	28,960.00
Department 000 - General Revenues Totals		\$697,000.00	\$0.00	\$697,000.00	\$34,641.67	\$0.00	\$378,925.68	\$318,074.32	54%	\$300,168.10
REVENUE TOTALS		\$697,000.00	\$0.00	\$697,000.00	\$34,641.67	\$0.00	\$378,925.68	\$318,074.32	54%	\$300,168.10
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	121,800.00	.00	121,800.00	7,329.66	.00	27,204.32	94,595.68	22	24,679.90
710707.0	Payroll-Temporary Help General	63,700.00	.00	63,700.00	.00	.00	3,126.17	60,573.83	5	6,585.00
711702.0	Payroll-Vacation/PTO General	.00	.00	.00	187.94	.00	2,820.66	(2,820.66)	+++	2,926.64
711703	Payroll-Holidays	.00	.00	.00	.00	.00	991.76	(991.76)	+++	698.90
711716.1	Insurance Health	6,000.00	.00	6,000.00	250.00	.00	1,000.00	5,000.00	17	1,000.00
711718.1	Retirement Contribution MERS	13,400.00	.00	13,400.00	601.40	.00	2,322.91	11,077.09	17	2,264.44
711720	Insurance-Income Protection	120.00	.00	120.00	81.49	.00	125.98	(5.98)	105	(74.00)
712715	Employer FICA/Medicare Contribution	12,800.00	.00	12,800.00	594.22	.00	2,688.43	10,111.57	21	2,745.64
712724	Workers Comp Insurance	300.00	.00	300.00	.00	.00	.00	300.00	0	94.00
721730.0	Postage General	100.00	.00	100.00	.00	.00	.00	100.00	0	18.70
721740.0	Operating Supplies General	2,000.00	.00	2,000.00	10.59	.00	429.85	1,570.15	21	479.26
721740.CAP	Operating Supplies Controlled Items-Capital Type	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
721931.0	Bldg & Grnds Maint General	9,800.00	.00	9,800.00	.00	.00	411.10	9,388.90	4	6,920.81
721933.0	Equipment Maintenance General	6,000.00	.00	6,000.00	2,000.00	.00	3,098.00	2,902.00	52	4,000.00
721933.ILS	Equipment Maintenance ILS Landing	16,000.00	.00	16,000.00	4,000.00	.00	4,000.00	12,000.00	25	.00
722801.9010	Contr-Printing Advertising/Promotional	45,000.00	.00	45,000.00	3,806.68	.00	13,442.76	31,557.24	30	17,649.77
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	2,275.50	.00	13,322.50	6,677.50	67	14,965.00
722805.1	Contractual-Finance Independent Audit	8,700.00	.00	8,700.00	.00	.00	7,470.00	1,230.00	86	7,290.00
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	438.00	.00	1,359.50	13,640.50	9	3,137.00
722807.5	Contractual-Architect/Engineer Engineering	.00	.00	.00	.00	.00	.00	.00	+++	52,526.40



Budget Performance Report

Fiscal Year to Date 10/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 540 - Airport Operations										
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	.00	.00	146.77	(146.77)	+++	.00
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	16,497.07	28,502.93	37	24,938.64
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,000.00	.00	25,000.00	581.06	.00	1,189.65	23,810.35	5	7,624.87
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	5,176.00	.00	13,021.00	18,379.00	41	12,932.64
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	937.53	1,062.47	47	400.50
723850.0	Communications Telephone	600.00	.00	600.00	.00	.00	(76.00)	676.00	-13	147.97
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	385.00	.00	585.00	2,615.00	18	3,078.23
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	.00	.00	86.09	413.91	17	173.70
723920.LAND	Public Utilities Landing Lights & System	3,500.00	.00	3,500.00	.00	.00	491.95	3,008.05	14	1,405.87
723920.PLOT	Public Utilities Parking Lot Lights	750.00	.00	750.00	.00	.00	106.54	643.46	14	210.76
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	.00	.00	820.60	5,179.40	14	1,644.43
723920.THAN	Public Utilities T-Hangars	6,000.00	.00	6,000.00	.00	.00	862.56	5,137.44	14	1,509.41
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	178.54	.00	1,006.52	993.48	50	1,721.44
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	633.98	1,566.02	29	1,339.94
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.27	.00	6.33	(6.33)	+++	471.06
770956.0	Contingency General	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
Department 540 - Airport Operations Totals		\$624,070.00	\$0.00	\$624,070.00	\$27,896.35	\$0.00	\$155,201.53	\$468,868.47	25%	\$240,359.28
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	612.24	.00	2,634.76	2,365.24	53	1,430.58
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	258.00	.00	2,349.20	2,650.80	47	.00
722808.1	Contr-Bldgs&Grnds Janitorial	10,000.00	.00	10,000.00	.00	.00	2,471.75	7,528.25	25	3,467.72
723850.0	Communications Telephone	3,800.00	.00	3,800.00	.00	.00	240.00	3,560.00	6	960.00
723850.WIFI	Communications WIFI Internet Connection	2,900.00	.00	2,900.00	.00	.00	312.50	2,587.50	11	1,802.50
723920.BPW	Public Utilities BPW	15,600.00	.00	15,600.00	.00	.00	3,395.12	12,204.88	22	6,089.57
723920.GAS	Public Utilities Natural Gas	9,100.00	.00	9,100.00	51.56	.00	149.45	8,950.55	2	214.89
Department 541 - Business Center Totals		\$51,400.00	\$0.00	\$51,400.00	\$921.80	\$0.00	\$11,552.78	\$39,847.22	22%	\$13,965.26
EXPENSE TOTALS		\$675,470.00	\$0.00	\$675,470.00	\$28,818.15	\$0.00	\$166,754.31	\$508,715.69	25%	\$254,324.54
Fund Z01 - WMAA (Airport) General Fund Totals										

Budget Performance Report

Fiscal Year to Date 10/31/23

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
	REVENUE TOTALS	697,000.00	.00	697,000.00	34,641.67	.00	378,925.68	318,074.32	54%	300,168.10
	EXPENSE TOTALS	675,470.00	.00	675,470.00	28,818.15	.00	166,754.31	508,715.69	25%	254,324.54
Fund	Z01 - WMAA (Airport) General Fund Totals	\$21,530.00	\$0.00	\$21,530.00	\$5,823.52	\$0.00	\$212,171.37	(\$190,641.37)		\$45,843.56
Grand Totals										
	REVENUE TOTALS	697,000.00	.00	697,000.00	34,641.67	.00	378,925.68	318,074.32	54%	300,168.10
	EXPENSE TOTALS	675,470.00	.00	675,470.00	28,818.15	.00	166,754.31	508,715.69	25%	254,324.54
	Grand Totals	\$21,530.00	\$0.00	\$21,530.00	\$5,823.52	\$0.00	\$212,171.37	(\$190,641.37)		\$45,843.56

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 999 - Airport Capital Projects										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	14,876.57	(14,876.57)	+++	.00
Division 045 - Runway										
730974.0	Land Improvements General	.00	.00	.00	2,467.58	.00	31,415.97	(31,415.97)	+++	550.00
Division 045 - Runway Totals		\$0.00	\$0.00	\$0.00	\$2,467.58	\$0.00	\$31,415.97	(\$31,415.97)	+++	\$550.00
Department 999 - Airport Capital Projects Totals		\$0.00	\$0.00	\$0.00	\$2,467.58	\$0.00	\$46,292.54	(\$46,292.54)	+++	\$550.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$2,467.58	\$0.00	\$46,292.54	(\$46,292.54)	+++	\$550.00
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		.00	.00	.00	2,467.58	.00	46,292.54	(46,292.54)	+++	550.00
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$0.00	\$0.00	(\$2,467.58)	\$0.00	(\$46,292.54)	\$46,292.54		(\$550.00)
Fund Z403 - WMAA (Airport) Capital Projects										
EXPENSE										
Department 595 - Airport Projects										
Division 045 - Runway										
730974.0	Land Improvements General	323,805.00	.00	323,805.00	.00	.00	.00	323,805.00	0	.00
Division 045 - Runway Totals		\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
Department 595 - Airport Projects Totals		\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
EXPENSE TOTALS		\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
Fund Z403 - WMAA (Airport) Capital Projects Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		323,805.00	.00	323,805.00	.00	.00	.00	323,805.00	0%	.00
Fund Z403 - WMAA (Airport) Capital Projects Totals		(\$323,805.00)	\$0.00	(\$323,805.00)	\$0.00	\$0.00	\$0.00	(\$323,805.00)		\$0.00
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		323,805.00	.00	323,805.00	2,467.58	.00	46,292.54	277,512.46	14%	550.00
Grand Totals		(\$323,805.00)	\$0.00	(\$323,805.00)	(\$2,467.58)	\$0.00	(\$46,292.54)	(\$277,512.46)		(\$550.00)



Trial Balance Listing

Through 10/31/23
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	Z01 - WMAA (Airport) General Fund					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	1,597,687.72	402,918.30	286,475.19	1,714,130.83	1,360,737.33
113040.0	Accounts Receivable General	32,614.47	174,069.56	194,422.41	12,261.62	23,930.17
114026.2015	Taxes Receivable 2015	.00	.00	.00	.00	.10
114026.2016	Taxes Receivable 2016	.21	.00	.00	.21	.88
114026.2017	Taxes Receivable 2017	.37	.00	.00	.37	35.33
114026.2018	Taxes Receivable 2018	17.82	.00	.00	17.82	28.19
114026.2019	Taxes Receivable 2019	27.90	.00	.00	27.90	36.03
114026.2020	Taxes Receivable 2020	36.06	.00	.00	36.06	39.05
114026.2021	Taxes Receivable 2021	39.13	.00	.00	39.13	17.56
114026.2022	Taxes Receivable 2022	62.81	.00	1.64	61.17	.00
114031	Allowance for Uncollectible Taxes	(156.97)	.00	.00	(156.97)	(190.64)
119073.2	Due from Local Govt Units Due from Park Township	6.05	3.07	9.12	.00	.00
119073.3	Due from Local Govt Units Due from Zeeland City	2,458.82	52,962.54	55,421.36	.00	10,058.54
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	.00	.00	.00	.00	5,187.79
11D062	Lease Receivable	.00	.00	.00	.00	2,612,568.00
	<i>CURRENT ASSETS Totals</i>	\$1,632,794.39	\$629,953.47	\$536,329.72	\$1,726,418.14	\$4,012,610.84
	<i>CURRENT LIABILITIES</i>					
210202.0	Accounts Payable General	(65,370.97)	227,990.68	162,671.27	(51.56)	(61,346.20)
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>	(\$83,758.43)	\$234,926.35	\$162,671.27	(\$11,503.35)	(\$81,363.44)
	<i>OTHER LIABILITIES</i>					
230365	Deferred Inflow of Resources-Lease	.00	.00	.00	.00	(2,647,004.00)
	<i>OTHER LIABILITIES Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,647,004.00)
	<i>FUND BALANCE</i>					
341390.ABC	Fund Balance - Assigned (By Action) Business Center Maintenance	(125,000.00)	.00	.00	(125,000.00)	(125,000.00)
342390	Fund Balance-Unassigned	(1,113,949.84)	.00	.00	(1,113,949.84)	(1,113,949.84)
	<i>FUND BALANCE Totals</i>	(\$1,238,949.84)	\$0.00	\$0.00	(\$1,238,949.84)	(\$1,238,949.84)
	P/Y Fund Equity Adjustment	(310,086.12)	.00	.00	(310,086.12)	.00
	Fund Revenues	.00	3,003.64	381,929.32	(378,925.68)	(300,168.10)
	Fund Expenses	.00	214,291.87	1,245.02	213,046.85	254,874.54
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	\$1,082,175.33	\$1,082,175.33	\$0.00	\$0.00



Trial Balance Listing

Through 10/31/23
Detail Balance Sheet Listing
Exclude Rollup Account

Grand Totals	\$0.00	\$1,082,175.33	\$1,082,175.33	\$0.00	\$0.00
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Trial Balance Listing

Through 10/31/23
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	Z403 - WMAA (Airport) Capital Projects					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	567,019.79	.00	.00	567,019.79	.00
119078.1	Due from State of Michigan Due from State- Aeronautics	99.12	.00	.00	99.12	.00
	<i>CURRENT ASSETS Totals</i>	\$567,118.91	\$0.00	\$0.00	\$567,118.91	\$0.00
	P/Y Fund Equity Adjustment	(567,118.91)	.00	.00	(567,118.91)	.00
Fund	Z403 - WMAA (Airport) Capital Projects Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Grand Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Holland
Payment Batch Register
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
Batch Date: 09/21/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	09/21/2023	82446 Accounts Payable	AUTOMATIC DOOR SERVICE		1,024.95
	Invoice	Date	Description	Check Sort Code	Amount
	0000030966	09/21/2023	AIRPORT - SERVICE CALL AND DUAL CONTROL		1,024.95
Check	09/21/2023	82447 Accounts Payable	BOILEAU & CO.		4,158.87
	Invoice	Date	Description	Check Sort Code	Amount
	25702	09/21/2023	AIRPORT - AUGUST SERVICES		4,158.87
Check	09/21/2023	82448 Accounts Payable	BRV VENTURES LLC		96.00
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000765	09/21/2023	AIRPORT - AUGUST PEST CONTROL		96.00
Check	09/21/2023	82449 Accounts Payable	FENCE CONSULTANTS OF WEST MICHIGAN INC		125.00
	Invoice	Date	Description	Check Sort Code	Amount
	57123	09/21/2023	AIRPORT - SERVICE CALL TO ADJUST GATE		125.00
Check	09/21/2023	82450 Accounts Payable	MICHIGAN WEST COAST CHAMBER OF COMMERCE		375.00
	Invoice	Date	Description	Check Sort Code	Amount
	11057	09/21/2023	WMAA MEMBERSHIP DUES		375.00
Check	09/21/2023	82451 Accounts Payable	QUALITY AIR HEATING & COOLING INC		785.00
	Invoice	Date	Description	Check Sort Code	Amount
	91054930	09/21/2023	AIRPORT - SERVICE AGREEMENT 9/1/23-11/30/23		785.00
Check	09/21/2023	82452 Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		99.99
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000767	09/21/2023	AIRPORT - OCTOBER SERVICES SBAM AND CID 234212		99.99
Check	09/21/2023	82453 Accounts Payable	CRAIN'S GRAND RAPIDS BUSINESS		59.00
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000766	09/21/2023	WMAA - ACCT 00008181 SOURCE CODE R2322DPI		59.00
EFT	09/21/2023	11199 Accounts Payable	AVFLIGHT HOLLAND CORPORTATION - ACH	072000096 / 1851600500	12,118.01

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 09/21/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
EFT	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000764	09/21/2023	AIRPORT - AUGUST 2023 MOWING, MTCE AND MGT		12,118.01
	09/21/2023	11200 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	29,322.39
	Invoice	Date	Description	Check Sort Code	Amount
EFT	354137	09/21/2023	AIRPORT - AUGUST SERVICES		374.00
	354372	09/21/2023	AIRPORT - AUGUST SERVICES		5,020.65
	354138	09/21/2023	AIRPORT - AUGUST SERVICES		23,927.74
	09/21/2023	11201 Accounts Payable	REHMANN ROBSON PC - ACH	072000326 / 651933178	7,470.00
EFT	Invoice	Date	Description	Check Sort Code	Amount
	RR815924	09/21/2023	AIRPORT - PAYMENT 1 FOR 6/30/23 AUDIT SERVICES		7,470.00
	09/21/2023	11202 Accounts Payable	WEST MICHIGAN UNIFORM - ACH	072413104 / 6038050	281.25
	Invoice	Date	Description	Check Sort Code	Amount
	383965	09/21/2023	AIRPORT - AUGUST STMT		281.25
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 12		\$55,915.46
Checks:		8	\$6,723.81		
EFTs:		4	\$49,191.65		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 09/28/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	09/28/2023	82674 Accounts Payable	CUNNINGHAM DALMAN P.C.		4,639.50
	Invoice	Date	Description	Check Sort Code	Amount
	328552	09/28/2023	AIRPORT LEGAL SERVICES		55.50
	328553	09/28/2023	AIRPORT LEGAL SERVICES		2,247.00
	328554	09/28/2023	AIRPORT LEGAL SERVICES		759.00
	328555	09/28/2023	AIRPORT LEGAL SERVICES		320.00
	328340	09/28/2023	AIRPORT LEGAL SERVICES		92.50
	328339	09/28/2023	AIRPORT LEGAL SERVICES		1,165.50
Check	09/28/2023	82675 Accounts Payable	MICHIGAN ASSOCIATION OF AIRPORT EXECUTIVES		200.00
	Invoice	Date	Description	Check Sort Code	Amount
	01578	09/28/2023	AIRPORT BALANCE DUE EVENT REGISTRATION		200.00
Check	09/28/2023	82676 Accounts Payable	VHM ENTERPRISES INC.		594.50
	Invoice	Date	Description	Check Sort Code	Amount
	18181	09/28/2023	AIRPORT - OCTOBER JANITORIAL SERVICES		594.50
EFT	09/28/2023	11297 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	934.82
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000830	09/28/2023	AIRPORT AUGUST CREDIT CARD STMT		934.82
EFT	09/28/2023	11298 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	46.03
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000831	09/28/2023	AIRPORT - SEPTEMBER READ DATE		46.03
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 5		\$6,414.85
Checks:	3		\$5,434.00		
EFTs:	2		\$980.85		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 10/05/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	10/05/2023	82678 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,837.33
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000959	09/30/2023	AIRPORT - UTILITIES DUE 10/8/23		2,837.33
Check	10/05/2023	82679 Accounts Payable	HOLLAND CITY TREASURER		510.18
	Invoice	Date	Description	Check Sort Code	Amount
	2024-27	09/30/2023	AIRPORT SEPTEMBER 2023 GROUNDS MAINTENANCE SERVICES		510.18
EFT	10/05/2023	11299 Accounts Payable	AVFLIGHT HOLLAND CORPORTATION - ACH	072000096 / 1851600500	5,704.18
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00000958	09/30/2023	AIRPORT - JULY 12-31, 2023 MAINTENANCE, MOWING AND MRG AGREEMENT		5,704.18
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 3		\$9,051.69
Checks:	2		\$3,347.51		
EFTs:	1		\$5,704.18		

City of Holland
Payment Batch Register
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
Batch Date: 10/19/2023

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON						
Check	10/19/2023	82903	Accounts Payable	BOILEAU & CO.		3,806.68
	Invoice		Date	Description	Check Sort Code	Amount
		25760	10/19/2023	AIRPORT - SEPTEMBER SERVICES		3,806.68
Check	10/19/2023	82904	Accounts Payable	BREWER'S CITY DOCK INC		581.06
	Invoice		Date	Description	Check Sort Code	Amount
		B48598	10/19/2023	AIRPORT - CONCRETE SAND		581.06
Check	10/19/2023	82905	Accounts Payable	CUNNINGHAM DALMAN P.C.		2,275.50
	Invoice		Date	Description	Check Sort Code	Amount
		330104	10/19/2023	LEGAL SERVICES		1,609.50
		330059	10/19/2023	LEGAL SERVICES		666.00
Check	10/19/2023	82906	Accounts Payable	EMERGENCY RESPONSE TRAINING LLC		258.00
	Invoice		Date	Description	Check Sort Code	Amount
		82631-1	10/19/2023	AIRPORT - AED SUPPLIES AND SERVICES		258.00
Check	10/19/2023	82907	Accounts Payable	HARRIS AIRPORT SYSTEMS		4,000.00
	Invoice		Date	Description	Check Sort Code	Amount
		647	10/19/2023	AIRPORT - 2023 4TH QUARTER MAINTENANCE FEE		4,000.00
Check	10/19/2023	82908	Accounts Payable	HOLLAND CITY TREASURER		2,333.14
	Invoice		Date	Description	Check Sort Code	Amount
		2024-1	10/19/2023	AIRPORT - FY2024 TECH SERVICES		2,000.00
		2024-19	10/19/2023	AUGUST BLDG AND GROUNDS MAINTENANCE		333.14
Check	10/19/2023	82909	Accounts Payable	PERMA GREEN		175.50
	Invoice		Date	Description	Check Sort Code	Amount
		128626	10/19/2023	AIRPORT - FERTILIZER AND WEED CONTROL		175.50
Check	10/19/2023	82910	Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		99.99
	Invoice		Date	Description	Check Sort Code	Amount
		2024-00001105	10/19/2023	NOV 2023 SERVICES SBAM ID 234212 CID 234212		99.99
Check	10/19/2023	82911	Accounts Payable	USDA, APHIS, GENERAL		2,561.00

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 10/19/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
EFT	Invoice	Date	Description	Check Sort Code	Amount
	3004730042	10/19/2023	AIRPORT - SERVICES THROUGH 9/30/23		2,561.00
	10/19/2023	11394 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	2,467.58
EFT	Invoice	Date	Description	Check Sort Code	Amount
	356036	10/19/2023	AIRPORT - SEPTEMBER SERVICES		2,467.58
	10/19/2023	11395 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	438.00
EFT	Invoice	Date	Description	Check Sort Code	Amount
	356017	10/19/2023	AIRPORT - SEPTEMBER SERVICES		438.00
	10/19/2023	11396 Accounts Payable	WEST MICHIGAN UNIFORM - ACH	072413104 / 6038050	103.60
	Invoice	Date	Description	Check Sort Code	Amount
	385795	10/19/2023	AIRPORT - SEPTEMBER STMT		103.60
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 12		\$19,100.05
Checks:		9	\$16,090.87		
EFTs:		3	\$3,009.18		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 11/02/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
EFT	11/02/2023	11475 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	51.56
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00001218	10/31/2023	AIRPORT OCTOBER READ DATE FOR SEMCO		51.56
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 1		\$51.56
EFTs:	1		\$51.56		

City of Holland
Payment Batch Register
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
Batch Date: 11/09/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	11/09/2023	83315 Accounts Payable	ACCIDENT FUND INSURANCE CO OF AMERICA		311.00
	Invoice	Date	Description	Check Sort Code	Amount
	1000973884	10/31/2023	AIRPORT - ACCT A010060441		311.00
Check	11/09/2023	83316 Accounts Payable	BRV VENTURES LLC		96.00
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00001312	10/31/2023	AIRPORT - OCTOBER PEST CONTROL		96.00
Check	11/09/2023	83317 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,417.67
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00001313	10/31/2023	AIRPORT - UTILITIES DUE 11/8/23		2,417.67
Check	11/09/2023	83318 Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN		99.99
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00001314	11/09/2023	AIRPORT - DECEMBER SERVICES SBAM 234212 CID 234212		99.99
Check	11/09/2023	83319 Accounts Payable	STATE OF MICHIGAN		50.00
	Invoice	Date	Description	Check Sort Code	Amount
	591-11162981	10/31/2023	AIRPORT LICENSE FEE		50.00
Check	11/09/2023	83320 Accounts Payable	VHM ENTERPRISES INC.		594.50
	Invoice	Date	Description	Check Sort Code	Amount
	18210	11/09/2023	NOVEMBER CLEANING - AIRPORT		594.50
EFT	11/09/2023	11575 Accounts Payable	WEST MICHIGAN UNIFORM - ACH	072413104 / 6038050	187.50
	Invoice	Date	Description	Check Sort Code	Amount
	387497	10/31/2023	AIRPORT OCTOBER STMT		187.50
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 7		\$3,756.66
	Checks:	6	\$3,569.16		
	EFTs:	1	\$187.50		