

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

December 11th, 2023

11:30 a.m. – 1:00 p.m.

60 Geurink Blvd. Holland, MI 49423

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

Authority Members

City of Holland

Scott Corbin
Charles Murray
Vacant

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 November 13th Meeting Minutes.
5. Approval of Community Engagement and Operations Specialist Position (Action Requested).
6. Approval of Airport Annual Audit (Action Requested).
7. Millage Campaign Research Proposals (Action Requested).
8. FBO & Field Operations Report (Action Requested).
9. Financial Reports & Monthly Expenses (Action Requested).
10. Updates from Board.
11. Other Business:

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

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12. Adjourn.

Next Meeting will be held January 11th, 2024

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

November 14th, 2023

*****11:30 a.m. – 1:00 p.m.*****

60 Geurink Blvd. Holland, MI

PRESENT: Klynstra, Blanton, Dave Hoekstra, Scott Corbin, Charles Murray, Elisa Hoekwater, Skip Keeter, Ken Brandsen.

ABSENT: Bareense, Storey, Ebel.

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

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

23.11.01 Roll Call

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

23.11.02 Public Comment.

Mr. Teal & Craig, thanked Avflight for the investments in new equipment as well as the Authority's investments runway deicing chemicals. Mr. Craig asked the Board whether there was any consideration of a pilot or aviation perspective on the Board. Mr. Teal was informed that the Municipalities are responsible for the appointment of members.

23.11.03 Approval of Agenda (Action Requested).

Corbin made a motion, with support from Murray to move item 9 to the top of the agenda and to remove move the Minutes from the consent agenda for review. Motion Passed.

23.11.04 Item 9: Approval of Director's Contract (Action Requested).

Corbin summarized the Contract Review Committees efforts in drafting and negotiating the proposed terms of the Draft Director's Contract. Thelenwood presented a letter outlining additional proposed amendments to the Director's contract. Blanton made a motion, with support by Keeter to approve the Director's contract as presented, with no further amendments. Motion carried.

23.11.05 Recognition of Dave Hoekstra's Service to the Airport Authority (No Action).

The Board took a few moments to recognize Dave Hoekstra for both his career of service to the Airport Authority as well as the City of Holland overall. Mr. Hoekstra is not seeking reelection with the City of Holland, and will be leaving his post with the Airport Authority at the end of November.

23.11.06 Minutes from Consent Agenda (Action Requested).

Corbin wished ensure the September meeting minutes reflected that the discussion around the Community Engagement Specialist Position also included reference to salary ranges provided by City of Holland's HR and include relevant comps for the role. Director Thelenwood confirmed that these items had been included and provided to the Board.

Corbin made a motion, with support from Keeter to approve the minutes, with the recommended change. Motion Carried.

23.11.07 Community Engagement and Operations Specialist: Next Steps (Action Requested).

Director Thelenwood requested direction from the Board regarding the Engagement & Operations Specialist Position. In prior meetings the Board had reviewed the long term budget impact, comparable comps from the City of Holland, and the ongoing project support needed. The Board formed an ad-hock Committee to revise the Job Description and recommend action at the December 11th Board Meeting. The Committee would be comprised of Director Thelenwood, Hoekwater, Klynstra, and Murray.

Corbin made a motion with support from Murray to form the Ad-hock committee and have a recommendation back to the Board by the December 11th meeting. Motion passed.

23.11.08 Tulip City Air Repair Signage (Action Requested)

Director Thelenwood presented proposals from Tulip City Air Repair for new signage to be installed at their hangar. The proposals had been reviewed and recommended for approval by the Building & Development Committee.

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

23.11.09 Landing Fee Restructuring

Director Thelenwood presented to the Board a pressing need to research and revise various fee structures of the Airport Authority. Fees have been adjusted from time to time, and the overall structure of how fees are assessed have not been reviewed since the airport authority was formed. Of particular note, the landing fee structure appears to be out of step commonly adopted models. Thelenwood requested permission from the Board to review the airport's fees, and to provide any recommendations before the end of the Current Fiscal year.

Hoekstra made a motion, with support by Keeter to approve the review of airport fees as presented. Motion carried.

23.11.10 Financial Reports & expenses

Treasurer McCammon presented the monthly financial statements to the Airport Authority. McCammon also noted that the annual financial audit will be presented in December, and that the Current fund balance of the Authority is at 200%. The adopted fund balance policy is to maintain between 75% -120% fund balance level. The Board will need to determine how it wants to proceed with the fund balance during upcoming meetings.

Blanton made a motion with support from Murray to approve the Financial Reports and Monthly expenses as presented. Motion carried.

23.11.11 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.

23.11.12 FBO Report

Mr. Vandenbrand updated the Board on monthly activities of the FBO, as well as outlining the FBO's response to early snow events.

23.11.13 Other Business

These items were moved to December's meeting.

23.11.14 Other Business

None

23.11.15Adjourn

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

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December 11th, 2023

Report 5

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director.

Subject: Approval of Community Engagement & Operations Specialist Position

November 13th, 2023, The Board reviewed a revised draft of the Community Engagement and Operations Specialist position during its monthly scheduled Board Meeting. Director Thelenwood had provided an update on the process up to this point regarding the review of the position, requesting direction from the Board regarding next steps. The Board determined that a subcommittee comprised of the Board Chair, Chuck Murray, and Elisa Hoekwater would meet to revise the final Job Description and provide a recommendation to the Board.

The attached Job Description reflects the revisions proposed by this Committee.

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. Based on the five year budget projection included as well, the projection shows inclusion of this position as written keeps the fund balance at 105% of anticipated budget. This is well within the Board's adopted fund balance policy of maintaining a fund balance 75%-120%.

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 Director's 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 well as other strategic partnerships. Further, demand for this position to be filled continues to grow from on-field stakeholders. Additionally, 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 recommended that the Board approve that the attached job description to be posted as soon as possible.

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

12/11/2023

JOB TITLE: Community Engagement and Operations Specialist

PAY GRADE: **\$18-\$22 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 Community Engagement initiatives at West Michigan Regional Airport while supporting the Director with certain operational objectives required under MDOT & FAA Grant Assurances or as prioritized by the Airport Authority.

Ideal candidate will be innovative, adaptive with a project management mindset. Importantly, the candidate must be willing to learn and grow and have a mindset toward strategic planning, economic development, and public service. Familiarity with operations in a General Aviation Airport setting is a plus. Proficiency in using PowerBI, or other data modeling platforms, is preferred.

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 and supporting 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 and making certain

information publicly available through the community engagement dashboard.

- III. Planning and management of Community Engagement and Airport Events, including the annual Tulip Time Fly-in and Aviation Day, while also identifying additional opportunities for engagement on-field and throughout the community with regional partners and stakeholders.
- IV. Exploring Sustainability initiatives and partnerships with on-field partners and in alignment with FAA standards.
- V. Supporting the Director in administrative duties related to routine airport operations and administrative functions.
- VI. Supporting Airport operations and functions in the Director's absence, within a defined scope of authority, or seeking direction and guidance from appropriate authority.

ADDITIONAL RESPONSIBILITIES MAY 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. Support the research, review, and drafting of 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 projects and duties as necessary.
- 3. Serve as key point of contact for all Airport related inquiries in the Director's Absence.
- 4. Perform other duties as assigned.

JOB QUALIFICATIONS:

1. College Degree in Public Administration, Business Administration, Project Management, Airport Management, or other similarly related field. Bachelor's preferred.
2. Preferred (3) three + years related experience.
3. Demonstrated 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/Hybrid 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. Hybrid 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. 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 a.thelenwood@wmaraa.org

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

Posting open until filled

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.

**West Michigan Airport Authority
Fiscal Projection**

Adjusted to prioritize CIP Projects

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

CPI (per Bureau of Labor Statistics Forecast)

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

6.3%

3.0%

2.5%

2.5%

2.5%

2.5%

West Michigan Airport Authority

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P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



December 11th, 2023

REPORT 6

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Director.
Subject: **Fiscal Year 2023 Audit.**

Rehmann Robson has completed the Fiscal Year (FY) 2023 financial audit of the West Michigan Airport Authority. The Authority contracts with the City of Holland for financial services and the City staff worked closely with Rehmann to provide the information necessary for this audit.

Once again, the FY2023 audit indicates the sound financial position of the Authority. The Authority strives to be an excellent steward of the finances provided by various revenue sources, including the taxpayers of Park Township and the cities of Holland and Zeeland. The FY23 audit reflects this position.

At this point, the Authority has been able to save for capital projects, manages its potential risks by purchasing appropriate insurance policies, and conducts its day to day operations in a financially responsible manner.

The audit notes a fund balance of \$1,549,036, as of June 30, 2023, an increase of \$310,089 from the prior year. It is this balance that the Authority draws-down on as it funds its share of capital projects. This fund balance does not consider other capital projects planned for the next five years.

The 2022 audit also notes:

- Assets exceed liabilities by \$12,559,473. This is due largely to the capital assets of the Authority.
- The Authority does not have any debt.
- The Authority invests a portion of its fund balance with the City of Holland pooled investments.

Recommendation: It is recommended that the Authority Board accept the Fiscal Year 2023 Audit as presented by Rehmann Robson.

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.

INDEPENDENT AUDITORS' COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

November 16, 2023

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

We have audited the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority") as of and for the year ended June 30, 2023, and have issued our report thereon dated November 16, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 21, 2023, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Authority solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding internal control over financial reporting and compliance noted during our audit in a separate letter to you dated November 16, 2023.



Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter and in our meeting about planning matters on October 17, 2023.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

We have identified the risks of management override of internal control, revenue recognition, and the completeness of subscription-based information technology arrangements (SBITAs) as significant risks, and have obtained an understanding of the Authority's related controls, including control activities, relevant to such risks.

Qualitative Aspects of the Authority's Significant Accounting Practices*Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Authority is included in Note 1 to the financial statements.

There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during the year.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements were:

- Management's estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. We did not identify any misstatements during our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Authority's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in Attachment B to this letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Authority, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Authority's auditors.

Upcoming Changes in Accounting Standards

Generally accepted accounting principles (GAAP) are continually changing in order to promote the usability and enhance the applicability of information included in external financial reporting. While it would not be practical to include an in-depth discussion of every upcoming change in professional standards, Attachment A to this letter contains a brief overview of recent pronouncements of the Governmental Accounting Standards Board (GASB) and their related effective dates. Management is responsible for reviewing these standards, determining their applicability, and implementing them in future accounting periods.

This information is intended solely for the use of the governing body and management of the West Michigan Airport Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Lehmann Lohman LLC". The signature is written in a cursive, flowing style.

WEST MICHIGAN AIRPORT AUTHORITY

■ Attachment A – Upcoming Changes in Accounting Standards / Regulations

For the June 30, 2023 Audit

The following pronouncements of the Governmental Accounting Standards Board (GASB) have been released recently and may be applicable to the Authority in the near future. We encourage management to review the following information and determine which standard(s) may be applicable to the Authority. For the complete text of these and other GASB standards, visit www.gasb.org and click on the “Standards & Guidance” tab. If you have questions regarding the applicability, timing, or implementation approach for any of these standards, please contact your audit team.

GASB 100 ■ Accounting Changes and Error Corrections

Effective 06/15/2024 (your FY 2024)

This standard clarifies the presentation and disclosure requirements for prior period adjustments to beginning net position. We do not expect this standard to have any significant effect on the Authority.

GASB 101 ■ Compensated Absences

Effective 12/15/2024 (your FY 2025)

This standard revises the liability governments record for compensated absences payable to include any sick, vacation, personal time, or other PTO reasonably expected to be used by employees or paid out to them at termination.

■ ■ ■ ■ ■

WEST MICHIGAN AIRPORT AUTHORITY

Attachment B – Management Representations

For the June 30, 2023 Audit

The following pages contain the written representations that we requested from management.

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 16, 2023

Rehmann Robson LLC
2330 East Paris Ave
Grand Rapids, MI 49546

This representation letter is provided in connection with your audit of the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and the budgetary comparison for the general fund of the Authority in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of November 16, 2023:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 21, 2023, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
2. The financial statements referred to above have been fairly presented in accordance with U.S. GAAP, and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
3. We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
4. With respect to any assistance you provided in drafting the financial statements and related notes we have performed the following:
 - a. Made all management decisions and performed all management functions;
 - b. Assigned a competent individual to oversee the services;
 - c. Evaluated the adequacy of the services performed;
 - d. Evaluated and accepted responsibility for the result of the service performed; and

- e. Established and maintained internal controls, including monitoring ongoing activities.
- 5. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 6. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 7. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- 8. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.
- 9. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 10. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- 11. With regard to items reported at fair value:
 - a. The underlying assumptions are reasonable, and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - c. The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
 - d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- 12. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- 13. All funds and activities are properly classified.
- 14. All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- 15. All components of net position and fund balance classifications have been properly reported.
- 16. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 17. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- 18. All interfund and intra-entity transactions and balances have been properly classified and reported.
- 19. Deposit and investment risks have been properly and fully disclosed.
- 20. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.

21. All required supplementary information is measured and presented within the prescribed guidelines.
22. In March 2020, the World Health Organization declared the novel coronavirus outbreak (COVID-19) to be a global pandemic. The pandemic resulted in operational challenges for the Authority as it determines the appropriate methods to provide services to its customers. The Authority directly received \$148,000 during fiscal year 2023 to be used to respond to the impacts of the COVID-19 pandemic through the Coronavirus Response and Relief Supplemental Appropriations Act. At this time, management does not believe that any ongoing negative financial impact related to the pandemic would be material to the Authority.

Information Provided


23. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
24. All transactions have been recorded in the accounting records and are reflected in the financial statements.
25. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
26. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a material effect on the financial statements.
27. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), regulators, or others.
28. We have no knowledge of *any* instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
29. We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
30. We have a process to track the status of audit findings and recommendations.
31. We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
32. We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

33. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims].
34. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
35. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
36. The Authority has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
37. We have disclosed to you all guarantees, whether written or oral, under which the Authority is contingently liable.
38. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
39. There are no:
 - a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Statement No. 62.
40. The Authority has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
41. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
42. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.


Required Supplementary Information

43. With respect to the required supplementary information accompanying the financial statements:
 - a. We acknowledge our responsibility for the presentation of the required supplementary information in accordance with accounting principles generally accepted in the United States of America.
 - b. We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with accounting principles generally accepted in the United States of America.

- c. The methods of measurement or presentation have not changed from those used in the prior period.
- d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.



Aaron Thelenwood, Airport Director



Lynn McCammon, Finance Director

West Michigan
Airport Authority



WEST MICHIGAN™
REGIONAL AIRPORT

Year Ended
June 30, 2023

Financial
Statements

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WEST MICHIGAN AIRPORT AUTHORITY

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INDEPENDENT AUDITORS' REPORT

November 16, 2023

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Authority, as of June 30, 2023, and the respective changes in financial position thereof, and the budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Independent Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Independent Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 16, 2023, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Rehmann Lobson LLC

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MANAGEMENT'S DISCUSSION AND ANALYSIS

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

As management of the West Michigan Airport Authority (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2023. We encourage readers to consider the information presented here in conjunction with additional information that is furnished the financial statements and notes to the financial statements.

Financial Highlights

The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$12,559,473 (*net position*). Of this amount, \$2,108,679 was unrestricted net position and may be used to meet the Authority's ongoing obligations to citizens and creditors. The Authority's total net position increased by \$431,100.

As of the close of the current fiscal year, the Authority's general fund reported an ending fund balance of \$1,549,036, an increase of \$310,089 from the prior year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's financial statements. The Authority's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private sector business.

The *statement of net position* presents information on all of the Authority's assets and liabilities, with the residual reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority's is improving or deteriorating.

The *statement of activities* presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., depreciation expense).

Both of the government-wide financial statements distinguish functions of the Authority that are principally supported by property tax and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the Authority are all classified as transportation. The Authority has no business-type activities.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on balance of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Authority reports two major governmental funds, the general fund and a capital projects fund. Information for these funds are presented in the governmental funds balance sheet and in the governmental funds statement of revenues, expenditures and changes in fund balances.

The Authority adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided herein to demonstrate compliance with those budgets.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by \$12,559,473 at the close of the most recent fiscal year.

	Net Position	
	2023	2022
Assets		
Current and other assets	\$ 2,199,914	\$ 1,298,230
Capital assets, net	10,450,794	10,895,511
Total assets	<u>12,650,708</u>	<u>12,193,741</u>
Liabilities		
Other liabilities	<u>91,235</u>	<u>65,368</u>
Net position		
Investment in capital assets	10,450,794	10,895,511
Unrestricted	2,108,679	1,232,862
Total net position	<u>\$ 12,559,473</u>	<u>\$ 12,128,373</u>

A portion of the Authority's net position (83.2%) reflects its investment in capital assets (e.g., land, buildings, and equipment). The Authority uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

The remaining (16.8%) balance (\$2,108,679) may be used to meet the Authority's ongoing obligations to citizens and creditors. At the end of the current fiscal year, the Authority is able to report positive balance in both categories of net position.

	Change in Net Position	
	2023	2022
Revenues		
Program revenues:		
Charges for services	\$ 388,556	\$ 281,377
Capital grants and contributions	1,023,643	392,914
General revenues:		
Property taxes	297,722	284,457
Unrestricted investment earnings (loss)	25,345	(5,671)
Total revenues	<u>1,735,266</u>	<u>953,077</u>
Expenses		
Transportation	<u>1,304,166</u>	<u>1,221,055</u>
Change in net position	431,100	(267,978)
Net position, beginning of year	<u>12,128,373</u>	<u>12,396,351</u>
Net position, end of year	<u><u>\$ 12,559,473</u></u>	<u><u>\$ 12,128,373</u></u>

The Authority's net position increased by \$431,100 during the current fiscal year. Capital grants revenue increased by \$630,729 in the current year to \$1,023,643. Capital grants and contributions fluctuate on an annual basis given the nature of projects in which state and federal funding is available. In addition, during 2023, the Authority received a contribution from the City of Holland from the gain on the sale of land that was purchased in 1988 with grant funds when the Authority was a department of the City of Holland, Michigan. Transportation expenses increased \$83,111 from the prior year due to increased payroll, maintenance and legal costs.

Financial Analysis of the Government's Funds

As noted earlier, the Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the Authority's *governmental funds* is to provide information on near-term inflows, outflows, and balance of spendable resources. Such information is useful in assessing the Authority financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The overall results of general fund operations were an increase in fund balance of \$310,089 from the prior year. At the end of the current fiscal year, unassigned fund balance of the general fund was \$1,549,036. As a measure of the general fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 257.2% of general fund expenditures.

During fiscal year 2023, the Authority established a capital projects fund. The fund had ending fund balance of \$567,119 committed for future construction projects.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

General Fund Budgetary Highlights

The original and final revenue budget was \$796,800 and \$864,800, respectively. Adjustments from the original to the final revenue budget, as well as final budget to actual differences, are primarily the result of changes in personal property tax reimbursement and collections, an increase in lease receipts due to market rate and CPI adjustments, and an American Rescue Plan Act Grant (ARPA) received. The original and final expenditure budget was \$860,250 and \$683,520, respectively. Adjustments from the original to the final expenditure budget, as well as final budget to actual differences are primarily related to the transfer of budgeted amounts for capital related expenditures moving to the newly created capital project fund.

Capital Asset and Debt Administration

Capital Assets. During the fiscal year, the Authority continued runway improvements of approximately \$250,205. The City of Holland, Michigan retained ownership of capital assets consisting of land, land improvements, building and equipment acquired prior to formation of the Authority.

	Capital Assets (Net of Depreciation)	
	2023	2022
Land	\$ 520,353	\$ 520,353
Construction in progress	199,959	81,350
Land improvements	5,085,543	5,277,023
Buildings and improvements	4,445,713	4,782,836
Equipment	199,226	233,949
Total capital assets, net	\$ 10,450,794	\$ 10,895,511

Additional information on the Authority's capital assets can be found in Note 5 of this report.

Debt. The Authority had no long-term debt at June 30, 2023 and 2022.

Economic Factors and Next Year's Budget and Rates

The Authority has a history of conservatively managing finances. While the Authority is monitoring the ongoing recovery from the pandemic, inflation pressures and a tight labor market, the local economy continues to be strong with very low unemployment rates and increasing property values in all property classifications. A ten-year property tax millage renewal vote was approved by voters in November 2018. The tax millage rate remained consistent with the prior year at .0950 mill. Total property tax revenues increased 4.7% from the prior year given increased property values.

Consistent with prior years, the annual budget reflects a conservative approach for operating costs and revenue. While the local interest in both new industrial/commercial and new residential developments has not slowed, the Authority will continue to monitor the economy for any potential challenges to the financial position or its ability to maintain the current level of operations.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

Requests for Information

This financial report is designed to provide a general overview of the Authority for all those with an interest in the Authority's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Ms. Julie Ziurinskas, West Michigan Airport Authority, 270 River Ave., Holland, Michigan 49423.

BASIC FINANCIAL STATEMENTS

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Net Position

June 30, 2023

	Governmental Activities
Assets	
Cash and pooled investments	\$ 2,164,709
Receivables, net	35,205
Capital assets not being depreciated	720,312
Capital assets being depreciated, net	<u>9,730,482</u>
Total assets	<u>12,650,708</u>
Liabilities	
Payables	72,307
Compensated absences, due within one year	7,476
Unearned revenue	<u>11,452</u>
Total liabilities	<u>91,235</u>
Net position	
Investment in capital assets	10,450,794
Unrestricted	<u>2,108,679</u>
Total net position	<u><u>\$ 12,559,473</u></u>

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Activities

For the Year Ended June 30, 2023

Functions / Programs	Expenses	Program Revenues		Net (Expenses) Revenues
		Charges for Services	Capital Grants and Contributions	
Governmental activities				
Transportation	\$ 1,304,166	\$ 388,556	\$ 1,023,643	\$ 108,033
General revenues				
Property taxes				297,722
Unrestricted investment earnings				25,345
Total general revenues				323,067
Change in net position				431,100
Net position, beginning of year				12,128,373
Net position, end of year				\$ 12,559,473

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Balance Sheet

Governmental Funds

June 30, 2023

	General Fund	Capital Projects Fund	Total Governmental Funds
Assets			
Cash and pooled investments	\$ 1,597,689	\$ 567,020	\$ 2,164,709
Receivables:			
Accounts	32,614	-	32,614
Taxes, net	27	-	27
Due from other governmental units	2,465	99	2,564
Total assets	<u>\$ 1,632,795</u>	<u>\$ 567,119</u>	<u>\$ 2,199,914</u>
Liabilities			
Accounts payable	\$ 72,173	\$ -	\$ 72,173
Contracts payable	134	-	134
Unearned revenue	11,452	-	11,452
Total liabilities	<u>83,759</u>	<u>-</u>	<u>83,759</u>
Fund balances			
Committed for capital projects	-	567,119	567,119
Unassigned	1,549,036	-	1,549,036
Total fund balances	<u>1,549,036</u>	<u>567,119</u>	<u>2,116,155</u>
Total liabilities and fund balances	<u>\$ 1,632,795</u>	<u>\$ 567,119</u>	<u>\$ 2,199,914</u>

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Reconciliation

Fund Balances of the Governmental Funds
to Net Position of Governmental Activities
June 30, 2023

Fund balances - governmental funds	\$ 2,116,155
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Amounts reported for *governmental activities* in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources, and therefore are not reported in the funds.

Capital assets not being depreciated	720,312
Capital assets being depreciated, net	9,730,482

Certain liabilities are not due and payable in the current period, and therefore are not reported in the funds.

Compensated absences	<u>(7,476)</u>
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Net position of governmental activities	<u><u>\$ 12,559,473</u></u>
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The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Year Ended June 30, 2023

	General Fund	Capital Projects Fund	Total Governmental Funds
Revenues			
Property taxes	\$ 297,722	\$ -	\$ 297,722
Intergovernmental:			
Federal	148,000	114,582	262,582
State	52,654	5,051	57,705
Local	-	703,356	703,356
User fees and charges for services	143,784	-	143,784
Rentals	244,772	-	244,772
Interest income	25,345	-	25,345
Total revenues	<u>912,277</u>	<u>822,989</u>	<u>1,735,266</u>
Expenditures			
Current:			
Transportation	602,188	-	602,188
Capital outlay	-	255,870	255,870
Total expenditures	<u>602,188</u>	<u>255,870</u>	<u>858,058</u>
Net changes in fund balances	310,089	567,119	877,208
Fund balances, beginning of year	<u>1,238,947</u>	<u>-</u>	<u>1,238,947</u>
Fund balances, end of year	<u>\$ 1,549,036</u>	<u>\$ 567,119</u>	<u>\$ 2,116,155</u>

The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Reconciliation

Net Changes in Fund Balances of the Governmental Funds
to Change in Net Position of Governmental Activities
For the Year Ended June 30, 2023

Net changes in fund balances - governmental funds	\$ 877,208
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Amounts reported for *governmental activities* in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital assets purchased/constructed	250,205
Depreciation expense	(688,047)
Loss on disposal of capital assets	(6,875)

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Change in accrual for compensated absences	<u>(1,391)</u>
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Change in net position of governmental activities	<u>\$ 431,100</u>
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The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual - General Fund

For the Year Ended June 30, 2023

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	\$ 308,000	\$ 326,600	\$ 297,722	\$ (28,878)
Intergovernmental:				
Federal	138,000	148,000	148,000	-
State	21,900	20,700	52,654	31,954
User fees and charges for services	125,500	137,700	143,784	6,084
Rentals	195,400	208,800	244,772	35,972
Interest income	8,000	23,000	25,345	2,345
Total revenues	<u>796,800</u>	<u>864,800</u>	<u>912,277</u>	<u>47,477</u>
Expenditures				
Current:				
Transportation	646,900	683,520	602,188	(81,332)
Capital outlay	213,350	-	-	-
Total expenditures	<u>860,250</u>	<u>683,520</u>	<u>602,188</u>	<u>(81,332)</u>
Revenues over (under) expenditures	(63,450)	181,280	310,089	128,809
Other financing sources				
Insurance recoveries	-	2,700	-	(2,700)
Net changes in fund balance	(63,450)	183,980	310,089	126,109
Fund balance, beginning of year	<u>1,238,947</u>	<u>1,238,947</u>	<u>1,238,947</u>	<u>-</u>
Fund balance, end of year	<u><u>\$ 1,175,497</u></u>	<u><u>\$ 1,422,927</u></u>	<u><u>\$ 1,549,036</u></u>	<u><u>\$ 126,109</u></u>

The accompanying notes are an integral part of these financial statements.

NOTES TO FINANCIAL STATEMENTS

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the West Michigan Airport Authority (the "Authority") conform to generally accepted accounting principles ("GAAP") as applicable to governmental units. The following is a summary of the significant accounting policies:

The Reporting Entity

The Authority is a municipal corporation governed by an elected, eleven-member Authority Board. As required by generally accepted accounting principles, these financial statements present the financial position and related activity for the West Michigan Airport Authority. The Authority was formed on July 1, 2008 from the former Municipal Airport enterprise fund of the City of Holland, Michigan (the "City"). The Authority has no component units and is not reported as a component unit of any other governmental unit.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Authority. The effect of interfund activity has been removed from these statements. *Governmental activities* are supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. After March 1, any delinquent taxes on real property are paid by the county which is responsible for collecting any outstanding taxes on real property as of that date. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. Intergovernmental revenue, charges for services and interest are all considered to be susceptible to accrual if collected within 180 days of fiscal year end. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Property taxes, intergovernmental revenue, charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period if received within the period of availability described above. All other revenue items are considered to be measurable and available only when cash is received by the Authority.

The Authority reports the following major governmental funds:

The *general fund* is the Authority's primary operating fund. It accounts for all financial resources of the Authority, except those accounted for and reported in another fund.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

Cash and Cash Equivalents

The Authority considers all assets held in the City's pooled cash and investments to be cash equivalents because the investments in the pool are not identifiable to specific funds and the assets can be withdrawn at anytime, similar to a demand deposit account.

State statute authorizes the Authority to invest in:

- Bonds, securities, other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, deposit accounts or depository receipts of a qualified financial institution.
- Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

- Bankers' acceptances of United States banks.
- Obligations of the State of Michigan and its political subdivisions, that, at the time of purchase are rated as investment grade by at least one standard rating service.
- Mutual funds registered under the Investment Company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.
- External investment pools as authorized by Public Act 20 as amended through December 31, 1997.

The Authority's investment policy allows for all of these types of investments.

Receivables

All receivables are recorded at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. Uncollectible balances at year-end are considered by management to be immaterial.

Due To/From Other Governmental Units

Amounts due to/from other governments include amounts due to/from grantors for specific programs and capital projects. Program and capital grants are recorded as receivables and revenue at the time reimbursable costs are incurred.

Capital Assets

Capital assets, which include construction in progress, are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the Authority as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated acquisition cost on the date received. The City retained capital assets consisting of land, land improvements, building and equipment acquired prior to formation of the Authority, see agreement in Note 8.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Depreciation on the capital assets (including infrastructure) is computed using the straight-line method over the following estimated useful lives:

Assets	Years
Land improvements	20
Buildings and improvements	40
Equipment	3 - 5

Compensated Absences

An amount has been recognized for the vested right to receive payments for unused vacation benefits under formulas and conditions specified in the employee contract.

Unearned Revenue

The Authority reports unearned revenue for prepayments of lease rent.

Intergovernmental Revenues/Property Taxes

The Authority's primary source of funding is intergovernmental revenue. This funding includes contributions by the Cities of Holland and Zeeland and Park Township based on collection of a unified millage on property values. Additionally, the Authority benefited from state and federal grant projects administered by the Michigan Department of Transportation on its behalf.

Use of Estimates

The preparation of financial statements requires the use of estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Fund Equity

Governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Restricted fund balance is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws or regulations of other governments. Committed fund balance is reported for amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the Airport Authority Board. A formal resolution of the Airport Authority Board is required to establish, modify, or rescind a fund balance commitment. The Authority reports assigned fund balance for amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. The Authority has delegated the ability to assign fund balance to the Airport Authority Manager. The Authority currently has no assigned fund balance. Unassigned fund balance is the residual classification for the general fund. When the Authority incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Authority's policy to use restricted fund balance first, then committed fund balance, assigned fund balance, and finally unassigned fund balance.

The Authority has established a minimum fund balance policy. The unassigned fund balance will be reviewed annually during the budget process. This unassigned fund balance will be maintained at a target level of 75% to 120% of annual budgeted expenditures.

2. BUDGETARY INFORMATION AND COMPLIANCE

The Authority follows these procedures in establishing the budgetary data reflected in the financial statements.

1. The Authority's Manager oversees the Authority's operations and is responsible for submitting the proposed operating budget for the following fiscal year to the Authority Board. The Authority Board, during its review, holds a public hearing to obtain taxpayer comments. The budget is legally enacted by resolution of the Board.
2. Any revisions that alter total appropriations of any fund must be approved by the Authority Board. Budgeted appropriations lapse each year; however, appropriations for continuing projects and programs which the Authority intends to complete are included in the budget of the ensuing year.
3. Budgeted amounts are as originally adopted or as amended by the Authority Board during the year. The budgets have been prepared in accordance with generally accepted accounting principles.
4. The budget has been adopted on a department level basis; expenditures at this level in excess of amounts budgeted are a violation of Michigan law.
5. Annual budgets are legally adopted for the general fund as required by the Uniform Budgeting Act (P.A. 621 of 1978) of the State of Michigan.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

3. DEPOSITS AND INVESTMENTS

The Authority reported cash and pooled investments of \$2,164,709 on the statement of net position as of June 30, 2023. This amount was held by the City's pooled cash and investments on behalf of the Authority.

For note disclosure purposes, the above amount is considered to be cash and investments held in the City's pooled cash and investments. Investments underlying the City of Holland, Michigan pooled cash and investments consist primarily of short-term certificates of deposit, which are carried at cost plus accrued interest, and U.S. Treasury notes, which are carried at fair value. Information regarding interest rate risk and credit risk can be found in the City's Annual Comprehensive Financial Report.

4. RECEIVABLES

Receivables, net for the year ended June 30, 2023 were as follows:

Accounts	\$ 32,614
Taxes	184
Allowance for uncollectible taxes	(157)
Due from other governments	<u>2,564</u>
	<u>\$ 35,205</u>

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

5. CAPITAL ASSETS

Capital assets activity for the year ended June 30, 2023 was as follows:

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
Governmental Activities					
Capital assets, not being depreciated:					
Land	\$ 520,353	\$ -	\$ -	\$ -	\$ 520,353
Construction in progress	81,350	125,484	(6,875)	-	199,959
	<u>601,703</u>	<u>125,484</u>	<u>(6,875)</u>	<u>-</u>	<u>720,312</u>
Capital assets, being depreciated:					
Land improvements	6,153,206	124,721	-	-	6,277,927
Buildings & improvements	6,673,402	-	-	-	6,673,402
Equipment	575,392	-	-	-	575,392
	<u>13,402,000</u>	<u>124,721</u>	<u>-</u>	<u>-</u>	<u>13,526,721</u>
Less accumulated depreciation for:					
Land improvements	(876,183)	(316,201)	-	-	(1,192,384)
Buildings & improvements	(1,890,566)	(337,123)	-	-	(2,227,689)
Equipment	(341,443)	(34,723)	-	-	(376,166)
	<u>(3,108,192)</u>	<u>(688,047)</u>	<u>-</u>	<u>-</u>	<u>(3,796,239)</u>
Total capital assets being depreciated, net	<u>10,293,808</u>	<u>(563,326)</u>	<u>-</u>	<u>-</u>	<u>9,730,482</u>
Governmental activities capital assets, net	<u>\$ 10,895,511</u>	<u>\$ (437,842)</u>	<u>\$ (6,875)</u>	<u>\$ -</u>	<u>\$ 10,450,794</u>

Depreciation expense of \$688,047 has been charged to the transportation function.

At June 30, 2023, the Authority had approximately \$1.0 million in outstanding construction commitments.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

6. LITIGATION/CONTINGENT LIABILITY

In the normal course of its activities, the Authority has become a party in various legal actions, including property tax assessment appeals. Management of the Authority is of the opinion that the outcome of such actions will not have a material effect on the financial position of the Authority and, therefore, has not reflected loss reserves in the financial statements.

7. RISK MANAGEMENT

The Authority is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries (workers' compensation), as well as medical benefits provided to employees. The Authority has purchased commercial insurance for all claims related to the previously stated risks. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

8. COMMITMENT

The Authority has an agreement with the City for use of the airport for \$1,000 per year for a period of 50 continuous years at commencement, to expire in 2058. The City has title to the premises and upon termination, will obtain title to all improvements, fixtures or other types of fixed property appurtenant to the buildings and property located thereon. The Authority is responsible for insurance on premises, liability coverage and all other insurance policies.

9. REGULATED LEASE AGREEMENTS

In accordance with GASB 87, *Leases*, the Authority does not recognize a lease receivable and a deferred inflow of resources for regulated leases. Regulated leases are certain leases that are subject to external laws, regulations, or legal rulings, e.g. the U.S. Department of Transportation and the Federal Aviation Administration, regulated aviation leases between the Authority and aeronautical users. The leasing operations of the Authority consist principally of the leasing hangars and office space. The Authority has nine lease agreements that consist of noncancelable agreements.

	Remaining Term of Agreements
Asset type	
Hangers	5 to 41 years
Office Space	6 years

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

The net present value of future minimum payments as of June 30, 2023 were as follows:

Year Ended June 30,	Amount
2024	\$ 138,724
2025	138,724
2026	138,724
2027	138,724
2028	127,290
2029-2033	557,007
2034-2038	453,721
2039-2043	266,455
2044-2048	266,455
2049-2053	215,075
2054-2058	158,164
2059-2063	137,026
2064	9,115
	<u>\$ 2,745,204</u>

The Airport recognized \$244,772 of rental income for the year ended June 30, 2023.

10. CORONAVIRUS (COVID-19)

In March 2020, the World Health Organization declared the novel coronavirus outbreak (COVID-19) to be a global pandemic. The pandemic resulted in operational challenges for the Authority as it determines the appropriate methods to provide services to its customers. The Authority directly received \$148,000 during fiscal year 2023 to be used to respond to the impacts of the COVID-19 pandemic through the Coronavirus Response and Relief Supplemental Appropriations Act. At this time, management does not believe that any ongoing negative financial impact related to the pandemic would be material to the Authority.

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INTERNAL CONTROL AND COMPLIANCE

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

November 16, 2023

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated November 16, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.



Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Rehmann Lohman LLC". The signature is written in a cursive, flowing style.

INDEPENDENT AUDITORS' COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

November 16, 2023

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

We have audited the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority") as of and for the year ended June 30, 2023, and have issued our report thereon dated November 16, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 21, 2023, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Authority solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding internal control over financial reporting and compliance noted during our audit in a separate letter to you dated November 16, 2023.



Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter and in our meeting about planning matters on October 17, 2023.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.

Significant Risks Identified

We have identified the risks of management override of internal control, revenue recognition, and the completeness of subscription-based information technology arrangements (SBITAs) as significant risks, and have obtained an understanding of the Authority's related controls, including control activities, relevant to such risks.

Qualitative Aspects of the Authority's Significant Accounting Practices*Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Authority is included in Note 1 to the financial statements.

There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during the year.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements were:

- Management's estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. We did not identify any misstatements during our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Authority's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in Attachment B to this letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Authority, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Authority's auditors.

Upcoming Changes in Accounting Standards

Generally accepted accounting principles (GAAP) are continually changing in order to promote the usability and enhance the applicability of information included in external financial reporting. While it would not be practical to include an in-depth discussion of every upcoming change in professional standards, Attachment A to this letter contains a brief overview of recent pronouncements of the Governmental Accounting Standards Board (GASB) and their related effective dates. Management is responsible for reviewing these standards, determining their applicability, and implementing them in future accounting periods.

This information is intended solely for the use of the governing body and management of the West Michigan Airport Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Lehmann Lohman LLC". The signature is written in a cursive, flowing style.

WEST MICHIGAN AIRPORT AUTHORITY

■ Attachment A – Upcoming Changes in Accounting Standards / Regulations

For the June 30, 2023 Audit

The following pronouncements of the Governmental Accounting Standards Board (GASB) have been released recently and may be applicable to the Authority in the near future. We encourage management to review the following information and determine which standard(s) may be applicable to the Authority. For the complete text of these and other GASB standards, visit www.gasb.org and click on the “Standards & Guidance” tab. If you have questions regarding the applicability, timing, or implementation approach for any of these standards, please contact your audit team.

GASB 100 ■ Accounting Changes and Error Corrections

Effective 06/15/2024 (your FY 2024)

This standard clarifies the presentation and disclosure requirements for prior period adjustments to beginning net position. We do not expect this standard to have any significant effect on the Authority.

GASB 101 ■ Compensated Absences

Effective 12/15/2024 (your FY 2025)

This standard revises the liability governments record for compensated absences payable to include any sick, vacation, personal time, or other PTO reasonably expected to be used by employees or paid out to them at termination.

■ ■ ■ ■ ■

WEST MICHIGAN AIRPORT AUTHORITY

Attachment B – Management Representations

For the June 30, 2023 Audit

The following pages contain the written representations that we requested from management.

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 16, 2023

Rehmann Robson LLC
2330 East Paris Ave
Grand Rapids, MI 49546

This representation letter is provided in connection with your audit of the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and the budgetary comparison for the general fund of the Authority in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of November 16, 2023:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 21, 2023, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
2. The financial statements referred to above have been fairly presented in accordance with U.S. GAAP, and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
3. We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
4. With respect to any assistance you provided in drafting the financial statements and related notes we have performed the following:
 - a. Made all management decisions and performed all management functions;
 - b. Assigned a competent individual to oversee the services;
 - c. Evaluated the adequacy of the services performed;
 - d. Evaluated and accepted responsibility for the result of the service performed; and

- e. Established and maintained internal controls, including monitoring ongoing activities.
- 5. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 6. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 7. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- 8. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. For the purposes of this letter, related parties mean members of the governing body; board members; administrative officials; immediate families of administrative officials, board members, and members of the governing body; and any companies affiliated with or owned by such individuals.
- 9. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 10. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- 11. With regard to items reported at fair value:
 - a. The underlying assumptions are reasonable, and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - c. The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
 - d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- 12. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- 13. All funds and activities are properly classified.
- 14. All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- 15. All components of net position and fund balance classifications have been properly reported.
- 16. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 17. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- 18. All interfund and intra-entity transactions and balances have been properly classified and reported.
- 19. Deposit and investment risks have been properly and fully disclosed.
- 20. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.

21. All required supplementary information is measured and presented within the prescribed guidelines.
22. In March 2020, the World Health Organization declared the novel coronavirus outbreak (COVID-19) to be a global pandemic. The pandemic resulted in operational challenges for the Authority as it determines the appropriate methods to provide services to its customers. The Authority directly received \$148,000 during fiscal year 2023 to be used to respond to the impacts of the COVID-19 pandemic through the Coronavirus Response and Relief Supplemental Appropriations Act. At this time, management does not believe that any ongoing negative financial impact related to the pandemic would be material to the Authority.

Information Provided


23. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
24. All transactions have been recorded in the accounting records and are reflected in the financial statements.
25. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
26. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a material effect on the financial statements.
27. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), regulators, or others.
28. We have no knowledge of *any* instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
29. We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
30. We have a process to track the status of audit findings and recommendations.
31. We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
32. We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

33. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims].
34. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
35. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
36. The Authority has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
37. We have disclosed to you all guarantees, whether written or oral, under which the Authority is contingently liable.
38. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
39. There are no:
 - a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Statement No. 62.
40. The Authority has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
41. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
42. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.


Required Supplementary Information

43. With respect to the required supplementary information accompanying the financial statements:
 - a. We acknowledge our responsibility for the presentation of the required supplementary information in accordance with accounting principles generally accepted in the United States of America.
 - b. We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with accounting principles generally accepted in the United States of America.

- c. The methods of measurement or presentation have not changed from those used in the prior period.
- d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.



Aaron Thelenwood, Airport Director



Lynn McCammon, Finance Director



Local Government Electronic Filing System

Michigan Department of Treasury

Michigan Department of Treasury
498 (06-10)

Auditing Procedures Report

Issued under Public Act 2 of 1988, as amended.

Local Unit Basic Information

County:	OTTAWA	Type:	Authority	Local Unit Name:	West Michigan Airport Authority
Municode:	70-7-535	FY Ending:	2023	Year End Month:	6
Form ID: 120115			Instructions	FAQs	

Please do not use the browser refresh, back or forward buttons as your data may not be saved.

Attachment	Filename	Description
AUDITRPT	West Michigan Airport Authority 06 30 23-SOM.pdf	Please attach Audit Report

Successful submission Nov 17 2023 10:13AM.

Confirmation number: 120115

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West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



December 11th, 2023

REPORT 7

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Director.
Subject: Millage Campaign Research Proposals: Consultant Review

The Airport Authority has expressed interest in pursuing a possible millage campaign in communities surrounding West Michigan Regional to incorporate additional member communities into the Authority.

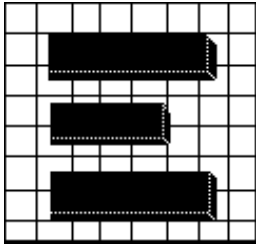
As a preliminary step, staff have requested proposals to perform preliminary surveys to assess the likelihood of success in the target communities. Three firms with experience in this type of work were contacted, and the proposed cost of their services are summarized below:

- EPIC-MRA (Lansing):\$21,985
- Mitchell Research & Communications (Lansing):.....\$7,950
- Frost Center (Holland):\$24,200-\$30,200

EPIC-MRA and Frost Center both recommend similar methods, phone surveys of between 200 and 500 residents in a targeted community. Mitchell Research proposed using a text to survey link.

Each firm has demonstrated experience and success executing the types of surveys proposed. Given there are both significant cost variations in proposals, and slightly differing approaches in each proposal, it would likely be in the interest of the Board to interview each of the firms either at the next scheduled Board meeting or in a separate public committee meeting with members of the review committee being comprised of Both Board members and representatives from relevant existing subcommittees of the Board.

Recommendation: It is recommended that the Authority Board schedule a meeting to interview the three firms listed above, and appoint such members it deems appropriate as part of the review panel.



EPIC ▪ MRA

4710 W. Saginaw Highway
Suite 2C
Lansing, MI 48917
P: 517-886-0860
F: 517-886-9176
C: 517-449-4648
E: kelly@epicmra.com
W: www.epicmra.com

September 28, 2023

Aaron Thelenwood
Airport Authority Director
West Michigan Regional Airport Authority
60 Geurink Boulevard
Holland, MI 49423

Mr. Thelenwood:

Thank you for reaching out to EPIC ▪ MRA to inquire about conducting a statistically valid survey of voters residing within the Holland Township taxable boundaries of the West Michigan Regional Airport Authority (WMRAA) about voter perceptions of the WMRAA, and the willingness of voters to support a possible bond proposal that fund the WMRAA that is being considered for placement on an election ballot in 2024. For nearly three decades, as you may already know, county and municipal entities have been using our firm's research services to assist in measuring policy direction, guidance for strategic planning, budgeting priorities, public outreach and education efforts, and voter support for bond proposals or other ballot issues.

Such a survey can also measure voter awareness and use of WMRAA services and offerings; perception of the level of taxes and funding earmarked for the WMRAA; views about financial management; reasons "why" voters may either support or oppose a potential future bond proposal; how voters feel about the way a previous bond proposal may have been administered; which election date - or dates - could prove the most advantageous should a proposal be placed on a future ballot; and where voters get the information that influences their opinions the most about the WMRAA, among other things.

- Educational
- Political
- Industrial
- Consumer

- Market
- Research
- Analysis

Our constituent contact databases have also been widely used by clients to help advance their objectives as a proven effective and efficient means to communicate information gleaned from the research to the general public, whether simply educational in nature, or to communicate directly to voters about a ballot election issue.

Further to that conversation, I write to offer an outline of the typical process for conducting a public opinion survey. First, some brief background information about our company.

COMPANY BACKGROUND

EPIC ▪ MRA is the assumed name for Michigan Researchers Associates, Inc., a for-profit corporation formed in 1991 with headquarters in Lansing, Michigan. It is the successor entity to the partnership, Michigan Research Associates, formed in 1985. The principal officers of EPIC ▪ MRA have been active in governmental, political, marketing, business, and health issues at the state and national levels for over 40 years. Since its inception, the firm has provided services to a broad range of clients, including: state, county, township and municipal legislative bodies and planning commissions; public school districts, intermediate school districts, school boards; community colleges and universities; non-profit organizations; financial institutions; transportation authorities; public libraries and library boards; political and business leaders; professional associations; the legal and judicial communities; and members of the health care industry.

EPIC ▪ MRA takes great pride in the accuracy of our survey research. Nate Silver's 538 website has given us a B+ grade for the accuracy of our polling on statewide election races, which is a ranking and grading system for all polling firms that are recognized nationally. EPIC ▪ MRA ranks higher than any other Michigan-based polling firm, and we also rank higher than but a handful of much larger national polling firms. In the November 2022 election, EPIC ▪ MRA also held the distinction of being the most accurate polling firm in predicting the outcomes of the races for Governor, Attorney General, Secretary of State - and the three ballot proposals - in Michigan, on surveys conducted for our media clients.

EPIC ▪ MRA provides a statistically valid sampling of residents, not only throughout the taxable boundaries of the Township as a whole, but also within any desired sub-regions - such as by "jurisdiction" and/or Zip Code - as well as among several major demographic subgroups representative of the population, including race, gender, age, etc. In addition, should placement of a proposal on a future election ballot be in question, survey participants can further be screened to include only respondents that are registered to vote within the taxable boundaries of the geography in question and self-identify as being *at least* "likely" to cast a vote in a particular tested election. Consistent with the aim of providing a statistically valid result, EPIC ▪ MRA's *preference* is to utilize live operator telephone interviews as its exclusive methodology, in order to offer properly stratified and actionable data.

We also do our best to stay ahead of the curve when it comes to keeping on top of the industry's best practices in polling and market research. We always include a *minimum* of 50 percent cell

phone only respondents in our polling samples - and often much higher percentages when the project requires - in order to make sure that all age groups, especially younger respondents, are appropriately represented in our sample frame; without the need to re-weight data once survey data collection is complete. In this way, residents that have forgone traditional land line usage in favor of the exclusive use of mobile devices are able to be reliably reached.

Because of its attention to sampling detail, its in-house capacity to generate customized telephone sample draws, and the incorporation of cell-only respondents, EPIC • MRA rarely finds it necessary to re-weight the results of its surveys. Post-data collection weighting usually involves replicating responses from a relative handful of target respondents in one or more demographic subsets in order to match those subsets' proportion of the population tested – thus somewhat diminishing the influence of responses from the remaining subsets. While sparing use of this technique is appropriate in some circumstances, the practice carries the potential of producing findings that can be misleading, and at worst, wildly inaccurate; an outcome that becomes increasingly likely when multiple subsets are subject to even moderate post-data-collection weighting.

PROCEDURAL PROCESS

Once a survey has been commissioned, we begin close consultation with the client to develop a survey instrument. The initial draft is then presented to the client for review and comment; with the review and re-draft process continuing until a questionnaire that is satisfactory to all parties is developed. Typically, this phase consumes the lion's share of what is normally a *six-week* timeline for completion of the research, from initial consultation through presentation of the final deliverables. However, presuming the construction and finalization of the survey instrument to be used can be expedited, a more contracted timeline can often be accommodated. A potential timeline for the survey research contemplated in this proposal could be:

<u>DATE</u>	<u>ACTIVITY</u>
Week 1	Contract Award
Weeks 1 through 2	Initial and ongoing consultation with designated staff
	Presentation of 1 st questionnaire draft for review and comment
	Receive final comments and suggested amendments to questionnaire
Weeks 2 through 3	Live operator calls/data collection
Weeks 3 through 4	Process data, present frequency report
Weeks 4 through 5	Present cross-tabulation report
Weeks 5 through 6	Analyze data; develop and present textual report with recommendations
TBD	Oral presentation of survey findings; if desired

The presentation of the draft questionnaire would include an estimate of the average interview length. As can be seen from the price chart that follows, interview length is one primary factor in determining the overall price of the research. Sample size, or the number of interviews to be completed, is the other main variable that determines the cost of a survey.

Once a survey instrument is completed and approved, we set about conducting the interviews. Typically, for example, the interview administration for a 400 sample, 12-minute survey, takes approximately five-to-seven days to complete. As each shift's production is completed, data entry is performed so that by the end of the phoning, the data is ready to apply to our aggregation and tallying software. The results of the tabulations are known as:

- Frequency results - the percentage of all respondents saying "yes, no, undecided, don't know/refused, etc." or all other responses to survey questions; and,
- Cross tabulation tables - the tabulation of responses to individual questions by segment (that is, demographic subgroup) such as; absentee vs. poll voters, gender, age, race, education level, geographic location, income, etc.

The frequency results are useful in gauging overall reaction to specific questions posed, and for garnering an understanding of what the attitudes of the population are as a whole. The cross tabulations are beneficial in getting a handle on how particular segments (e.g. lower-income residents, homeowners, non-parents, men under age 50, etc.) of the population react to any given

question in comparison to the entire sample. The comparison of frequency results with the cross tabulations is useful in analyzing the attitudes of subgroups toward various issue questions and questions about a bond proposal.

Moreover, if the survey includes detailed questions about the rationale behind pursuing or not pursuing certain specific ventures, one is able to see what information, and even which messages, resonate the most with all voters, as well as within specific subgroups.

EPIC ▪ MRA is well aware of the fact that the survey, its cost, and its results, are subject to the Freedom of Information Act when commissioned by a public entity, and thus, open to public scrutiny. However, our firm has great experience with taking on public entities as clients, and we pride ourselves on our ability to craft an unbiased survey instrument and present results in a manner that justifies the expenditure of public dollars. Moreover, our services include offering an oral presentation of results, if desired, which, more often than not, can be delivered as part of a regularly scheduled board meeting; a feature that goes a long way toward calming any concerns that may arise in the community about the expenditure of tax dollars on a public opinion survey.

SAMPLE FRAME

To generate a sample, EPIC ▪ MRA maintains an in-house database of published telephone numbers, both landline and cell phone, and appends this database with Secretary of State's qualified voter file and Bureau of the Census information - depending on the nature of the project - to generate the desired sample pool. For example, if the survey is to be conducted among registered voters residing within Holland Township, then the telephone file is matched against the voter file to identify addresses located within the geographic sub-areas of the Township that participate in elections. From this matched file, numbers are randomly pulled in a manner that ensures proper stratification (i.e., proportional to each subunit's contribution to the total) across the entire geography.

After our conversation about the possible variety of topics and lines of inquiry that ultimately may be examined in a live operator telephone survey, EPIC ▪ MRA recommends a N=400 sample (a margin of error of 4.9 points), but also presents pricing for a sample size of N=300 (a margin of error of 5.7 points) on the following page.

As for interview length, from our experience with similar prior work and what is known at this time, it is our expectation that the interview will necessarily be at least 12 minutes, and quite possibly range up to 15 minutes, in order to accurately cover the topics under consideration.

Obviously, there are many possible permutations of sampling frames that could ultimately be chosen, and the same is true for the yet-to-be-determined lines of inquiry to be pursued. Ultimately, settling on an interview length is as much a balance between the reality of the available research budget as it is by the need for accurate and actionable information.

LIVE OPERATOR TELEPHONE INTERVIEWS OF LIKELY VOTERS

With the foregoing given as a brief background primer, the following chart illustrates our firm's prices for live-operator, telephone survey research services:

Survey Length	300 Samples <i>(Margin of error 5.7 points)</i>	400 Samples <i>(Margin of error 4.9 points)</i>	Typical Lines of Inquiry	Approximate Number of Questions <i>(Including screening and demographic questions)</i>
Up to 12 Minute Interview	\$15,175.00	\$18,000.00	Warm-up atmospheric questions, presentation of "cold" and "informed" proposal info.	22 to 28
13 to 15 Minute Interview	\$18,500.00	\$21,985.00	Further includes presentation of itemized proposal components, testing multiple proposals, and/or message test battery.	26 to 33

The prices shown reflect the fee for all survey-related services, including:

- Pre-survey client consultation
- Ongoing telephone consultation to develop the questionnaire
- Final survey instrument drafting and programming
- Telephone sample draw and stratification
- A minimum of fifty percent cell-phone-only respondents as part of the sampling
- Telephone interview administration and supervision
- Data entry of results
- Coding and grouping of any open-ended responses
- Frequency Report and Cross Tabulation tables
- Textual Executive Report with recommendations
- PowerPoint Presentation of results; if desired
- Post-survey oral presentation of results; if desired

PLEASE NOTE: *The prices quoted above also include an electronic voter contact database, which includes the name and address of all registered voters within the geography in question, along with other designations, such as individual vote history, absentee-voter status, and other information for mailing purposes.*

Voter contact databases are also available for purchase as a stand-alone product if survey research services are NOT commissioned (starting at \$500). In addition, commercially available telephone numbers (both landline and cell phone), can be appended to the voter contact database for an additional nominal fee of 3 cents per match.

It is hoped that the forgoing information is helpful, and on behalf of all of us at EPIC ▪ MRA, we appreciate the opportunity to offer our services to meet the survey research needs of the WMRAA. Of course, should you have any questions, the need for further detail or clarification, or require a list of prior client references, please do not hesitate to contact me at your convenience.

Yours truly,

Kelly Sullivan, Project Director
EPIC ▪ MRA



West Michigan Airport Authority

New Millage Approval Survey

Holland Township

2023-2024

West Michigan Airport Authority seeks to understand the prospects of gaining approval for a new millage on the ballot in August 2024 within Holland Township. To facilitate this understanding, the Frost Center for Social Science Research proposes to conduct a comprehensive phone survey with a representative sample of 300-500 eligible voters residing in Holland Township. An additional survey will collect responses of 50 businesses.

Phone Survey objectives:

- Determine the estimated approval percentage of the proposed new millage among eligible voters in Holland Township
- Identify and understand the factors that drive support for the millage
- Understand potential disapproval rationale and factors that may influence perceptions of the millage or the West Michigan Airport Authority

Frost Center for Data and Research recommends the following scope of work.

Scope of Work

Task	Estimated Cost
<i>Research Design & Project Management (30 hrs.):</i> <ul style="list-style-type: none">● Work with West Michigan Airport Authority representatives to design the New Millage Approval Survey. Survey will take approximately 12 minutes and will be conducted over the phone.● Program and test surveys for phone survey format● Overall project management, monitoring, administration	\$4,500

<p>Data Collection (320 hrs.) Qualtrics fee: \$750 Call list fee: \$950</p> <ul style="list-style-type: none"> • Selection of respondents • Choose one of the following options: <p>Option A: Estimated 300 hours of calling to conduct phone survey for sample of 500 eligible voters</p> <p>Option B: Estimated 240 hours of calling to conduct phone survey for sample of 400 eligible voters</p> <p>Option C: Estimated 180 hours of calling to conduct phone survey for sample of 300 eligible voters</p> <ul style="list-style-type: none"> • 50 completed surveys for businesses • Respondent management and troubleshooting 	<p>Option A: \$16,700</p> <p>Option B: \$13,700</p> <p>Option C: \$10,700</p>
<p>Data Cleaning, Coding, and Analysis (30 hrs.)</p> <ul style="list-style-type: none"> • Data cleaning • Data analysis and tabulations 	\$4,500
<p>Deliverables (30 hrs.)</p> <ul style="list-style-type: none"> • Final written report • Written report will include all open-ended responses, survey instrument, survey response breakdowns as requested 	\$4,500

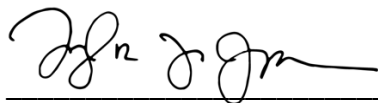
<p>Estimated Costs for Option A: 500 completed residential phone surveys and 50 online business surveys</p>	\$30,200
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<p>Estimated Costs for Option B: 400 completed residential phone surveys and 50 online business surveys</p>	\$27,200
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<p>Estimated Costs for Option A: 300 completed residential phone surveys and 50 online business surveys</p>	\$24,200
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Timeline

March 2023	Initial meeting between Frost Center staff and West Michigan Airport Authority.
October 2023	Survey development and editing, elicit feedback from WMAA, survey testing, establish call center list.
November 2023 – February 2024	Conduct residential phone interviews and distribute online business survey.
March, 2024	Begin data cleaning and analysis.
April, 2024	Data analysis and reporting.
May 2024	Final survey results and report sent to WMAA.



Daryl R. Van Tongeren, Ph.D.
Director, Frost Center for Social Science Research
Hope College
Frost Center for Data and Research
100 East Eighth Street, Suite 260
Holland MI 49423

October 9, 2023

Date

Acceptance:

I select: ___ Option A ___ Option B ___ Option C as the agreed upon scope of work.

I accept the conditions of this proposal and request the Frost Center for Data and Research at Hope College to proceed according to the scope of work herein. Any change or addition to the above scope of work will be in writing with signed acknowledgement by both parties.

For: West Michigan Airport Authority

Name:

Title:

Date



PROPOSAL
West Michigan Airport Authority
October 17, 2023

Primary Contact

Steve Mitchell
 Mitchell Research & Communications, Inc.
 Cell: 248-891-2414
 Email: stevemitchell40@gmail.com

Client Contact

Aaron Thelenwood
 West MI AA
 Phone: 248-410-1402
A.thelenwood@wmraa.org

I. BACKGROUND/OVERVIEW

The West Michigan Airport Authority has expressed interest in pursuing a millage campaign in Holland Township and would like to get a baseline assessment of the likelihood of success. They have reached out to our company to provide a proposal to complete a phone survey on behalf of the Airport Authority.

They anticipate a 10-12 minute survey (if called).

They are looking at sample sizes of N=200, N=300, and N=500. They are also considering polling corporate entities in the community too.

Mitchell Research has conducted a number of surveys in West Michigan, and specifically in Holland Township. More importantly, our company has also conducted prior surveys for WMAA.

Given the population of Holland Township (38,000) we recommend a sample size of N=200+. It will be very difficult to complete an N=300 or N=500 poll with this few numbers.

We also recommend that we conduct an SMS-Web survey.

That type of survey sends a text message to a cell phone, and it directs the respondent to take a Survey Monkey poll.

We conducted more than 150 surveys working for the Michigan House Republican Campaign Committee in 2022, we could see what type of polling is most accurate. We believed that the most accurate was the SMS-Web polling because we were able to compare it to live phoning and to Interactive Voice Response (IVR) polling, and we concluded that the SMS-Web was more accurate.

Scope of Research:

- Survey questions will be based on a millage election on the August 2024 primary election ballot.
- Survey questions would be designed to gain information regarding a millage proposal in Holland Township for WMAA.
- Project timeline April 2024.

www.MitchellResearch.net

Office: 517-351-4111 □ 101 S. Washington Square – Suite 500 - Lansing, MI 48933
 Office: 248-891-1443 □ 5034 Champlain Circle, West Bloomfield, MI 48323

II. PROFILE OF THE COMPANY AND PROFESSIONAL PERSONNEL/PAST EXPERIENCE

- a) Full Name and Address:
 Mitchell Research & Communications, Inc.
 5034 Champlain Circle
 West Bloomfield, MI 48323
 and
 101 S. Washington Square Suite 500
 Lansing, MI 48933
- b) Mitchell Research & Communications, Inc. is a C-type Corporation that has served clients in more than 40 states since 1985.
- c) **Mitchell Research was ranked as one of the Top 10 most accurate State/Regional pollsters in the United States by RealClearPolitics.com.**
- d) We have conducted surveys for a wide variety of local governmental and school entities to help develop an understanding of their residents' attitudes, priorities, and general support for various services. They include clients such as:
 - 1. West Bloomfield Township
 - 2. West Bloomfield Township Parks & Recreation Department
 - 3. Kent District Library
 - 4. Hartland Township
 - 5. Bloomfield Township
 - 6. City of Southfield
 - 7. Dearborn Public Schools
 - 8. West Michigan Airport Authority
 - 9. Wayne RESA
 - 10. Harrison Township Library
 - 11. Bloomfield Township Library
 - 12. Muskegon Area District Library

Our principals work closely with clients to determine the most effective approach to their challenges and develop the tools they need to overcome obstacles. While we offer many services, Mitchell Research is especially good at capturing data and providing clients with insightful analyses of that data.

We have a proven record of accuracy. As one of the most accurate polling companies in the country, Mitchell Research has correctly predicted statewide election results in Michigan, Illinois, Missouri, California, South Carolina, and Florida since 1986.

Our accuracy is as a direct result of our rigorous sampling methods and strict screening process. We take great care to ensure that our samples reflect the demographic make-up of the area or market we are targeting both in political polling and market research. Our screening processes help us identify the precise target we are studying.

Our analysis procedures are precise and thorough. Our conclusions and recommendations are valuable, useable, and realistic. We have extensive experience working for a wide range of clients.

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Staff Allocation

Steve Mitchell, CEO of Mitchell Research, will be the point person on this project.

One of the features of retaining our company is that you get to work with the main principal, not with a less experienced person.

Steve has been CEO since the company's founding in 1985. He has worked in more than 40 states for governmental, corporate, media, and association clients. His political clients have included governors, U.S. Senators, members of Congress, state legislators, libraries, mayors, townships, cities, school districts and state governments.

He has been a consultant on hundreds of winning campaigns for political candidates and for governmental organizations seeking passage of millage or bonding proposals.

Steve Mitchell has served as on-air analyst and pollster for WJBK-TV in Detroit, KSDK-TV in St. Louis, KCAL-TV, and KCBS-TV in Los Angeles, KFSN in Fresno, and KOVR in Sacramento. His company polled for the Detroit News or Detroit Free Press and WDIV-TV from 1996 – 2014. For almost 14 years he was a regular guest on Devin Scillian's weekly Sunday morning "Flashpoint" program on WDIV-TV. He left WDIV-TV after being retained by Fox 2 Detroit (WJBK-TV) to be its pollster starting in September 2014 and returned to WDIV-TV in 2016.

He has served as an analyst for NBC, MSNBC, ABC, BBC, CBS, Fox News Channel, Fox Business Channel, Financial Times of London, Washington Post, Washington Times, Houston Chronicle, Newsweek Magazine, New York Times, Chicago Tribune, and other media around the country and the world.

He has overseen the conducting and analysis of thousands of surveys for his clients since 1985.

Emma Caramella has a degree in Marketing with special emphasis on Marketing Research from Michigan State University. Emma worked with Mitchell Research during the last election cycle and was an integral part of the team that conducted 150 statewide, congressional, and legislative polls from June to November last year.

III. Work Plan

Quantitative Research

As mentioned above, Mitchell Research recommends using three different methodologies to capture data. They are: 1) Live telephone operator assisted interviewing, 2) SMS-WEB interviews (a text message is sent to cell phone directing respondents to a Survey Monkey poll), and 3) Interactive voice response (IVR) automated polling. We believe this polling provides the best opportunity to gather all the required data for the survey.

Based on all the surveys conducted last year, we recommend a combination of IVR and

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SMS-WEB methodologies to capture the data. Because we were able to determine accuracy of the various methodologies, we believe that this is a more accurate as well as cost-efficient way to conduct the West MI AA survey.

It is likely we can save WMAA at least \$10,000 using this methodology as opposed to live phoning.

Sample Selection:

Mitchell Research maintains an up-to-date database of every landline and cellphone number in Michigan. We will use that database to draw a sample in Holland Township. Given the difficulty in getting sufficient responses, it is likely we will call every landline and cellphone in Holland Township at least once.

The sample will be stratified based on voter turnout in Holland Township. For example, if one-fourth of all likely voters live in the SW quadrant of Holland Township, one-fourth of those polled would be from the SW quadrant.

(This will take place simultaneously with the questionnaire drafting and takes no longer than 7 days.)

Drafting of Questionnaire:

- We will talk with key stakeholders of the WMAA and discuss issues related to a survey.
- Then, based on that meeting, we will draft a questionnaire and return it to the point person for the department. The department's point person will then circulate it to all the other stakeholders for feedback.
- After receiving feedback from the key stakeholders, we will prepare a second draft to be circulated.
- Drafts will go back and forth until we have reached an agreement on the final draft. WMAA has final approval of any survey. No questionnaire will be called unless WMAA has given written approval of it.

(We recommend a 72-hour timeframe for feedback to be provided. Work tends to be completed in the time allotted to it. If someone cannot respond within 72 hours, chances are they will simply not respond.)

Fielding the Survey:

- The poll will be conducted over a period of seven days using the two methodologies described above.

Analysis

- The day after phoning has been completed, we will send the West Bloomfield Parks & Rec a field copy with aggregate percentages (often called "topline percentages") of the survey.
- We will then prepare a comprehensive PowerPoint analysis of the data with significant cross tabulations.

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IV. Fees

Telephone Survey

N=200 Likely Voters

Combination of:

1) SMS-Web/IVR Polling (N=200)*

Fee: \$7,950

*SMS-Web – A text message is sent to a cell phone directing respondent to a Survey Monkey Poll

V. REFERENCES

I include the following references because they, like several of our other clients, have used Mitchell Research for multiple polls.

Name of Contracting Client: West Bloomfield Township

Location: West Bloomfield, MI

Client Contact: Steve Kaplan

Title: Supervisor

Phone Number: 248-451-4800 (O) 248-410-0919 (C)

Services Performed: We have conducted several surveys to help pass millage or bonding proposals for the township. Because of our accuracy, they have had us conduct several other surveys.

Name of Contracting Client: Kent District Library

Location: Kent County

Client Contact: Lance Werner, Director

Phone Number: 616-784-2091

Email: LWerner@kdl.org

Services Performed: Over the past decade, we conducted a use survey designed to test attitudes and opinions of a renewal millage and a new millage. Our polling, coupled with our political advice, resulted in KDL winning both the renewal and a new millage, the first time they had ever won an increase. Our most recent survey for KDL was April 24-26, 2023.

Name of Contracting Client: Oakland Community College

Location: Oakland Community College, [2480 Opdyke Road, Bloomfield Hills, MI 48304](#)

Client Contact: Tim Meyer

Title: Former Chancellor

Phone Number: 248-894-9332

Email: trmeyer@comcast.net

Services Performed: We have conducted several surveys for the college testing attitudes and opinions of Oakland County residents. Our initial survey was to help the college pass a millage proposal. Because of our accuracy, they had us conduct several other surveys.

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West Michigan Airport Authority

Meeting Date: December 11, 2023

Agenda Item:

Subject: Financial Reports for 11/30/2023-Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The West Michigan Airport Authority is five months into fiscal year 2024. Attached are Budget Performance Reports for the five months ended November 30, 2023 (41.67% of year), and the Trial Balance Listing and Fund Equity Reports through November 30, 2023.

GENERAL FUND

Revenues

Operating revenues for the first five months totaled \$408,571, or 59% of budget. Consistent with prior years, the total represents a higher percent of budget due to the timing of tax collections. 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 five months totaled \$193,050, or 29% of budget. The operating expense accounts are generally in-line with expectations, given a normal lag in processing vendor invoices.

CAPITAL FUND

Revenues

Capital revenues for the first five 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 \$1,715,686.79 at November 30th, comprised mostly of cash. General Fund Liabilities totaled \$5,398.15 at November 30th, and primarily represents unearned revenue (prepaid lease).

The combined General and Capital funds balance at November 30 is \$2,271,105.

WMAA Fund Balance as of 6/30/2023 - unaudited					\$ 2,116,154.87
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	<u>Operating</u>	<u>Capital 999/Z403</u>	<u>EEC Project (546)</u>	<u>Capital Funds (999)</u>	
Year to date Revenues	408,570.69	-	-	-	\$ 408,570.69
Year to date Expenses	193,049.56	54,268.45	-	-	\$ 247,318.01

Estimated Combined Fund Balance as of 11/30/2023					<u>\$ 2,277,407.55</u>
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	<u>Budget</u>	<u>YTD</u>		
Remaining Operating Revenues	697,000.00	408,570.69		\$ 288,429.31

	<u>Budget</u>	<u>YTD</u>	<u>Encumbrances</u>	
Remaining Operating Expenses (excluding contingences)	675,470.00	193,049.56	-	<u>\$ 482,420.44</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>\$ 2,033,416.42</u>
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Other Expected Expenses:	<u>Estimated amount</u>	<u>Spent</u>	
FY23 Design for Hangar Park Taxilane	-		\$ -
FY23 Wetland Mitigation N. Hangar Taxilane	-		\$ -
FY23 Approach Light - Gravel Path	-		\$ -
FY23 Runway/Taxiway Painting	-		\$ -
FY23 Entryway Improvements	-		\$ -

Ending Fund balance after expected capital expenses				<u>\$ 2,033,416.42</u>
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Budget Performance Report

Fiscal Year to Date 11/30/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 000 - General Revenues										
440573	State-Reim Local PPT Tax Loss	15,000.00	.00	15,000.00	.00	.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	264.96	.00	127,446.63	(2,446.63)	102	118,763.03
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	34.13	.00	52,996.67	27,003.33	66	59,454.69
460654.1	Franchise Fees FBO Franchise Fees	27,600.00	.00	27,600.00	2,289.93	.00	13,822.66	13,777.34	50	9,159.72
460654.5	Franchise Fees Fuel Flowage Fee	82,000.00	.00	82,000.00	.00	.00	25,995.53	56,004.47	32	37,052.18
460654.7	Franchise Fees Landing Fees	30,000.00	.00	30,000.00	.00	.00	12,025.45	17,974.55	40	14,293.92
480665.0	Investment Income General	15,000.00	.00	15,000.00	.00	.00	11,305.37	3,694.63	75	7,997.29
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	4,855.53	4,044.47	55	3,217.56
480669.24	Rental Hangar Land Lease	120,000.00	.00	120,000.00	18,081.21	.00	115,137.30	4,862.70	96	43,683.64
480669.25	Rental Agricultural Land Lease	13,500.00	.00	13,500.00	.00	.00	.00	13,500.00	0	.00
480669.26	Rental T-Hangars	60,000.00	.00	60,000.00	50.00	.00	28,150.00	31,850.00	47	29,040.00
490685.2	Recoveries Other Parties	.00	.00	.00	.00	.00	.00	.00	+++	2,702.96
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	.00	.00	+++	3.48
Department 000 - General Revenues Totals		\$697,000.00	\$0.00	\$697,000.00	\$21,524.62	\$0.00	\$408,570.69	\$288,429.31	59%	\$338,392.96
REVENUE TOTALS		\$697,000.00	\$0.00	\$697,000.00	\$21,524.62	\$0.00	\$408,570.69	\$288,429.31	59%	\$338,392.96
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	121,800.00	.00	121,800.00	7,188.71	.00	34,393.03	87,406.97	28	31,319.45
710707.0	Payroll-Temporary Help General	63,700.00	.00	63,700.00	.00	.00	3,126.17	60,573.83	5	9,097.50
711702.0	Payroll-Vacation/PTO General	.00	.00	.00	328.90	.00	3,149.56	(3,149.56)	+++	2,926.64
711703	Payroll-Holidays	.00	.00	.00	.00	.00	991.76	(991.76)	+++	1,048.35
711716.1	Insurance Health	6,000.00	.00	6,000.00	250.00	.00	1,250.00	4,750.00	21	1,250.00
711718.1	Retirement Contribution MERS	13,400.00	.00	13,400.00	601.40	.00	2,924.31	10,475.69	22	2,823.56
711720	Insurance-Income Protection	120.00	.00	120.00	81.49	.00	207.47	(87.47)	173	(92.50)
712715	Employer FICA/Medicare Contribution	12,800.00	.00	12,800.00	594.22	.00	3,282.65	9,517.35	26	3,491.62
712724	Workers Comp Insurance	300.00	.00	300.00	.00	.00	311.00	(11.00)	104	94.00
721730.0	Postage General	100.00	.00	100.00	.00	.00	.00	100.00	0	21.22
721740.0	Operating Supplies General	2,000.00	.00	2,000.00	108.57	.00	538.42	1,461.58	27	489.26
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	1,942.56	.00	2,353.66	7,446.34	24	7,920.76
721933.0	Equipment Maintenance General	6,000.00	.00	6,000.00	.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	.00	.00	4,000.00	12,000.00	25	.00
722801.9010	Contr-Printing Advertising/Promotional	45,000.00	.00	45,000.00	.00	.00	13,442.76	31,557.24	30	17,674.73
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	2,650.00	.00	15,972.50	4,027.50	80	14,965.00
722805.1	Contractual-Finance Independent Audit	8,700.00	.00	8,700.00	830.00	.00	8,300.00	400.00	95	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

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										
722807.2	Contractual-Architect/Engineer Plan Development	15,000.00	.00	15,000.00	.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
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	.00	.00	1,189.65	23,810.35	5	12,264.87
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	2,615.00	.00	15,636.00	15,764.00	50	15,513.47
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	184.96
723850.CELL	Communications Cellular	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
723860.0	Travel, Conf, Seminars General	3,200.00	.00	3,200.00	.00	.00	585.00	2,615.00	18	3,088.23
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	44.36	.00	174.55	325.45	35	218.07
723920.LAND	Public Utilities Landing Lights & System	3,500.00	.00	3,500.00	254.86	.00	972.51	2,527.49	28	1,623.27
723920.PLOT	Public Utilities Parking Lot Lights	750.00	.00	750.00	51.77	.00	211.13	538.87	28	262.17
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	482.30	.00	1,743.71	4,256.29	29	2,149.59
723920.THAN	Public Utilities T-Hangars	6,000.00	.00	6,000.00	375.98	.00	1,568.86	4,431.14	26	1,893.07
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	176.91	.00	1,183.43	816.57	59	2,606.28
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	683.98	1,516.02	31	1,618.93
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	6.33	(6.33)	+++	235.53
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	\$18,577.03	\$0.00	\$175,233.31	\$448,836.69	28%	\$261,832.93
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	2,730.76	2,269.24	55	1,430.58
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	.00	.00	2,349.20	2,650.80	47	.00
722808.1	Contr-Bldgs&Grnds Janitorial	10,000.00	.00	10,000.00	594.50	.00	3,253.75	6,746.25	33	4,264.94
723850.0	Communications Telephone	3,800.00	.00	3,800.00	.00	.00	240.00	3,560.00	6	1,200.00
723850.WIFI	Communications WIFI Internet Connection	2,900.00	.00	2,900.00	2,514.16	.00	2,826.66	73.34	97	2,115.00
723920.BPW	Public Utilities BPW	15,600.00	.00	15,600.00	1,302.54	.00	6,021.58	9,578.42	39	7,348.26
723920.GAS	Public Utilities Natural Gas	9,100.00	.00	9,100.00	244.85	.00	394.30	8,705.70	4	552.54
Department 541 - Business Center Totals		\$51,400.00	\$0.00	\$51,400.00	\$4,656.05	\$0.00	\$17,816.25	\$33,583.75	35%	\$16,911.32
EXPENSE TOTALS		\$675,470.00	\$0.00	\$675,470.00	\$23,233.08	\$0.00	\$193,049.56	\$482,420.44	29%	\$278,744.25

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	Z01 - WMAA (Airport) General Fund Totals									
	REVENUE TOTALS	697,000.00	.00	697,000.00	21,524.62	.00	408,570.69	288,429.31	59%	338,392.96
	EXPENSE TOTALS	675,470.00	.00	675,470.00	23,233.08	.00	193,049.56	482,420.44	29%	278,744.25
Fund	Z01 - WMAA (Airport) General Fund Totals	\$21,530.00	\$0.00	\$21,530.00	(\$1,708.46)	\$0.00	\$215,521.13	(\$193,991.13)		\$59,648.71
	Grand Totals									
	REVENUE TOTALS	697,000.00	.00	697,000.00	21,524.62	.00	408,570.69	288,429.31	59%	338,392.96
	EXPENSE TOTALS	675,470.00	.00	675,470.00	23,233.08	.00	193,049.56	482,420.44	29%	278,744.25
	Grand Totals	\$21,530.00	\$0.00	\$21,530.00	(\$1,708.46)	\$0.00	\$215,521.13	(\$193,991.13)		\$59,648.71



Budget Performance Report

Fiscal Year to Date 11/30/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 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	7,975.91	.00	39,391.88	(39,391.88)	+++	550.00
Division 045 - Runway Totals		\$0.00	\$0.00	\$0.00	\$7,975.91	\$0.00	\$39,391.88	(\$39,391.88)	+++	\$550.00
Department 999 - Airport Capital Projects Totals		\$0.00	\$0.00	\$0.00	\$7,975.91	\$0.00	\$54,268.45	(\$54,268.45)	+++	\$550.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$7,975.91	\$0.00	\$54,268.45	(\$54,268.45)	+++	\$550.00
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		.00	.00	.00	7,975.91	.00	54,268.45	(54,268.45)	+++	550.00
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$0.00	\$0.00	(\$7,975.91)	\$0.00	(\$54,268.45)	\$54,268.45		(\$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	7,975.91	.00	54,268.45	269,536.55	17%	550.00
Grand Totals		(\$323,805.00)	\$0.00	(\$323,805.00)	(\$7,975.91)	\$0.00	(\$54,268.45)	(\$269,536.55)		(\$550.00)



Trial Balance Listing

Through 11/30/23
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	Z01 - WMAA (Airport) General Fund					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	1,597,687.72	424,684.01	318,286.10	1,704,085.63	1,322,889.96
113040.0	Accounts Receivable General	32,614.47	196,036.27	217,075.27	11,575.47	24,846.47
114026.2015	Taxes Receivable 2015	.00	.00	.00	.00	.06
114026.2016	Taxes Receivable 2016	.21	.00	.00	.21	.70
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	17.22
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	52,996.67	55,455.49	.00	31.04
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	\$673,720.02	\$590,827.62	\$1,715,686.79	\$3,965,489.20
	<i>CURRENT LIABILITIES</i>					
210202.0	Accounts Payable General	(65,370.97)	248,241.86	185,382.70	(2,511.81)	(8,984.86)
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)	8,565.45	.00	(2,886.34)	(11,451.79)
	<i>CURRENT LIABILITIES Totals</i>	(\$83,758.43)	\$263,742.98	\$185,382.70	(\$5,398.15)	(\$20,436.65)
	<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	4,617.49	413,188.18	(408,570.69)	(338,392.96)
	Fund Expenses	.00	248,581.53	1,263.52	247,318.01	279,294.25
Fund	Z01 - WMAA (Airport) General Fund Totals	\$0.00	\$1,190,662.02	\$1,190,662.02	\$0.00	\$0.00
	Grand Totals	\$0.00	\$1,190,662.02	\$1,190,662.02	\$0.00	\$0.00



Trial Balance Listing

Through 11/30/23
Detail Balance Sheet Listing
Exclude Rollup Account



Trial Balance Listing

Through 11/30/23
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	Z403 - WMAA (Airport) Capital Projects					
	<i>CURRENT ASSETS</i>					
110001.675	Cash Due from Cash/Inv Pool	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: 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		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 11/22/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	11/22/2023	83438 Accounts Payable	ADB SAFEGATE AMERICAS LLC		515.80
	Invoice	Date	Description	Check Sort Code	Amount
		2024-00001430	11/22/2023 AIRPORT PAYMENT FOR ACCT 1005163		515.80
Check	11/22/2023	83439 Accounts Payable	CARROT-TOP INDUSTRIES INC.		1,426.76
	Invoice	Date	Description	Check Sort Code	Amount
		INV123632	11/22/2023 AIRPORT - US AND MICHIGAN FLAGS		1,426.76
Check	11/22/2023	83440 Accounts Payable	CUNNINGHAM DALMAN P.C.		2,650.00
	Invoice	Date	Description	Check Sort Code	Amount
		331703	11/22/2023 OCTOBER LEGAL SERVICES		499.50
		331704	11/22/2023 OCTOBER LEGAL SERVICES		370.00
		331730	11/22/2023 OCTOBER LEGAL SERVICES		1,465.00
		331731	11/22/2023 OCTOBER LEGAL SERVICES		37.00
		331732	11/22/2023 OCTOBER LEGAL SERVICES		167.50
		331729	11/22/2023 OCTOBER LEGAL SERVICES		111.00
Check	11/22/2023	83441 Accounts Payable	MI FAVORITA GROCERY LLC		176.91
	Invoice	Date	Description	Check Sort Code	Amount
		2024-00001431	11/22/2023 WEST MICHIGAN AIRPORT AUTHORITY FOOD FOR 11/13/23		176.91
EFT	11/22/2023	11619 Accounts Payable	MEAD & HUNT INC - ACH	075000019 / 547284589	7,975.91
	Invoice	Date	Description	Check Sort Code	Amount
		357485	11/22/2023 OCTOBER SERVICES NORTH HANGER AREA TAXILANE		7,975.91
EFT	11/22/2023	11620 Accounts Payable	REHMANN ROBSON PC - ACH	072000326 / 651933178	830.00
	Invoice	Date	Description	Check Sort Code	Amount
		RR815926	11/22/2023 PAYMENT 2 FOR 6/30/23 AUDIT SERVICES		830.00
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 6		\$13,575.38
	Checks:	4	\$4,769.47		
	EFTs:	2	\$8,805.91		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 11/30/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	11/30/2023	83501 Accounts Payable	123.NET, INC		2,514.16
	Invoice	Date	Description	Check Sort Code	Amount
	620928	11/30/2023	AIRPORT SERVICES FOR SEPTEMBER AND OCTOBER		2,514.16
EFT	11/30/2023	11662 Accounts Payable	FIFTH THIRD BANK - CREDIT CARD - ACH	072499952 / 7661394601	108.57
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00001489	11/30/2023	OCTOBER 2023 CREDIT CARD STMT		108.57
EFT	11/30/2023	11663 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	244.85
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00001490	11/30/2023	AIRPORT - NOVEMBER READ DATE		244.85
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 3		\$2,867.58
Checks:	1		\$2,514.16		
EFTs:	2		\$353.42		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 12/07/2023

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	12/07/2023	83594 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,511.81
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00001543	11/30/2023	AIRPORT UTILITIES DUE 12/8/23		2,511.81
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 1		<u>\$2,511.81</u>
Checks:	1		\$2,511.81		