

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

April 8th, 2024

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
Quincy Byrd

City of Zeeland

Sally Gruppen
Beth Blanton
Al Dannenberg

Park Township

Elisa Hoekwater
Skip Keeter
Ken Brandsen

Ex-officio

Jim Storey
Lucy Ebel

1. Roll Call

2. Public Comment

*All public comments are limited to **5 minutes** per speaker. The Public Comment period is established for members of the public to voice opinions to the Board only. Members of the Airport Authority Board or staff do not respond during this period.*

3. Approval of Agenda (3 Minutes): **Action Requested.**

4. Consent Agenda – (5 Minutes) **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 March 11th Meeting Minutes.
- b. MDOT-AERO Resolution: Designated Signer
- c. FAA ILS Lease Renewal
- d. L3Harris ADS-B Radio Station Lease Renewal
- e. FBO & Field Operations Report 12:40 pm

5. Enter Closed Door Session to Review Legal Opinion from the Airport Attorney (25 minutes) **Action Requested.**

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6. Public Hearing to Review & Approve the Fiscal Year 2025 Budget (10 Minutes)
Action Requested:
 - A. Operating & Capital Budget
 - B. Action Plan
7. Approval of Formation of an Airport Advisory Group (5 Minutes) **Action Requested.**
8. Financial Reports & Monthly Expenses (5 Minutes) **Action Requested.**
9. Other Business:
 - A. Tulip Time Fly-in
 - B. Airport Food Dive
 - C. Aviation Day
10. Adjourn.

Next Meeting will be held May 13th, 2024.

**All times are approximate*

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GLOSSARY OF COMMON TERMS

The following list of common terms is being included as part of the West Michigan Regional Airport Authority's monthly meeting packets to ensure members of the public have a clear understanding of terms and acronyms frequently used by the Airport Authority and Staff in hopes of better promoting understanding and public engagement.

Airport Capital Improvement Plan (ACIP) – Summary document outlining near and long term capital improvement projects at the airport. Used in planning allocation of AIP funding.

Aircraft Operation - The airborne movement of aircraft in controlled or non-controlled airport terminal areas and about given en route fixes or at other points where counts can be made. There are two types of operations — local and itinerant. (FAA Stats)

Airport Improvement Program (AIP) - Established under the Airport and Airway Improvement Act of 1982, this program provides grants to public agencies and, in some cases, to private owners and entities for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS). Eligible projects include those improvements related to enhancing airport safety, capacity, security and environmental concerns. AIP is periodically reauthorized by Congress with funding appropriated from the Aviation Trust Fund. Proceeds to the Trust Fund are derived from excise taxes on airline tickets, aviation fuel, etc. This is the primary funding source for Capital improvement projects at BIV.

Airport Layout Plan (ALP) - A scale drawing of existing and proposed airport facilities, their location on the airport, and the pertinent clearance and dimensional information required to demonstrate conformance with applicable standards.

Airport Master Plan - A comprehensive examination of an airport facility, operation, infrastructure, forecast demands, and its current and future role within the aviation system.

Ambient Noise – The total sum of noise from all sources in a given place and time.

Automated Surface Observing Systems (ASOS) - a joint effort of the National Weather Service (NWS), the Federal Aviation Administration (FAA), and the Department

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of Defense (DOD). ... The ASOS serves as the nation's primary surface weather observing network. ASOS is designed to support aviation operations at both large and small airports and support the needs of the meteorological, hydrological, and climatological research communities. As a primary support component for surface weather observations at approximately one thousand locations. ASOS advises air traffic management of the current weather conditions in support of the national airspace, safety of the flying public and Navy, Marine Corps, and Army operational airfields. The surface weather observation is a crucial component of day to day operations at these locations. The absence of ASOS observations at a location can delay flight operations, prevent air traffic from landing or taking off and cause second and third order effects that prevent passengers and cargo from reaching their final destinations on schedule, and precipitate economic consequences. ASOS works non-stop, updating observations every minute, 24 hours a day, every day of the year

Bipartisan Infrastructure Law (BIP) - provides \$15 billion in airport infrastructure funding. The money can be invested in runways, taxiways, safety and sustainability projects, as well as terminal, airport-transit connections and roadway projects.

BIV – West Michigan Regional Airport’s airport code. Airport codes are used to distinguish airports around the world, to ensure there is no confusion between countries and cities.

Code of Federal Regulations (CFR) - The compilation of regulations of all U.S. government departments and agencies that are currently in effect. The FAA Federal Air Regulations are part of the Code of Federal Regulations.

Federal Aviation Administration (FAA) – Federal agency responsible for insuring the safe and efficient use of the nation’s airspace, for fostering civil aeronautics and air commerce, and for supporting the requirements of national defense. The activities required to carry out these responsibilities include: safety regulations; airspace management and the establishment, operation, and maintenance of a system of air traffic control and navigation facilities; research and development in support of the fostering of a national system of airports, promulgation of standards and specifications for civil airports, and administration of Federal grants-in-aid for developing public

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airports; various joint and cooperative activities with the Department of Defense; and technical assistance (under State Department auspices) to other countries.

Federal Aviation Regulations (FAR) - Rules that the Federal Aviation Administration has issued that govern civil aviation activities in the United States. See Part 121, Part 135, Part 91.

Flight Plan - A planning document that covers the expected operational details of a flight such as destination, route, fuel on board, etc. It is filed with the appropriate FAA air traffic control facility. There are both VFR and IFR flight plans. VFR plans are not mandatory.

Flight Service Station (FSS) - An air traffic facility that provides information typically to general aviation or business aviation pilots, including: en route communications, broadcast aviation weather and NAS information, and the receipt and processing of IFR flight plans. The FSS system was outsourced in 2005 to Lockheed Martin in a program called "AFSS A-76."

General Aviation (GA) - A term used to describe all nonmilitary and nonairline flying, encompassing everything from recreational aircraft to experimental aircraft to privately owned and operated business jets. General aviation flies according to FAA Part 91 or Part 135 rules.

Geographic Information Systems (GIS) – An information system that is designed for storing, integrating, manipulating, analyzing, and displaying data referenced by spatial or geographic coordinates.

IFR - Instrument Flight Rules set of rules that govern instrument-based flying in adverse weather conditions and low-visibility situations, ensuring the safety of the pilot and passengers.

ILS - Instrument Landing System a precision runway approach aid based on two radio beams which together provide pilots with both vertical and horizontal guidance during an approach to land.

Infrastructure - The basic facilities, services and installations needed to operate.

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Job Impact - The total U.S. employment associated with both commercial aviation and supporting economic activity that results from any purchases made by its firms and employees.

Michigan Department of Transportation – Aeronautics Division (MDOT-AERO) – State regulatory/planning agency for airports in Michigan.

MOA - Military Operations Area

Movement Area - The runways, taxiway, and other areas of an airport that are used for taxiing or hover taxiing, air taxiing, takeoff, and landing of aircraft including helicopters and tilt-rotors, exclusive of loading aprons and aircraft parking areas.

Next Generation Air Transportation System (NextGen) - A comprehensive overhaul of our national airspace system (NAS) to make air transportation more convenient and dependable while ensuring that flights are as safe, secure and hassle-free as possible. NextGen involves an evolution from a ground-based system of air traffic control to a satellite-based system of air traffic management.

NOTAM - A notice filed with an aviation authority to alert aircraft pilots of potential hazards along a flight route or at a location that could affect the flight

NTSB - National Transportation Safety Board independent Federal agency charged by Congress with investigating every civil aviation accident in the United States and significant accidents.

Open Skies Agreement - To open markets further and increase carrier flexibility, U.S. government policy, beginning with the 1992 agreement between the United States and the Netherlands, has been to negotiate open skies agreements that introduce a number of more liberal concepts to the bilateral regime. The most significant provisions of open skies agreements include: unlimited designations, unrestricted capacity and frequencies, totally open route descriptions (third, fourth, fifth, sixth freedoms), unrestricted operational flexibility, fair and equal opportunity to compete, double-disapproval pricing, open cooperative marketing arrangements (code sharing, blocked space, leasing) and liberal charter arrangements (Belgian rules).

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Operating Expenses - Expenses incurred in the performance of air transportation, based on overall operating revenues and expenses. Does not include nonoperating income and expenses, nonrecurring items, or income taxes.

Part 121 - A section of the FAA Federal Air Regulations that prescribes safety rules governing the operation of air carriers and commercial operators of large aircraft.

Part 139 - requires FAA to issue airport operating certificates to airports that:

Serve scheduled and unscheduled air carrier aircraft with more than 30 seats;

Serve scheduled air carrier operations in aircraft with more than 9 seats but less than 31 seats.

The FAA Administrator requires to have a certificate. Kalamazoo airport is an example of a 139 airport.

Part 135 - A section of the FAA Federal Air Regulations that prescribes safety rules governing the operation of commuter air carriers (scheduled) and on-demand (for-hire) air taxi and charter providers.

Part 91 - operations are generally noncommercial. Corporate aviation, flight school operations, for instance, usually fall under Part 91.

PIC / SIC - Pilot-in-Command, Second in Command

Regional Airline - Airlines providing short- and medium-haul scheduled airline service typically connecting smaller communities with larger cities and hub airports and operating turboprops of 9-78 seats and jets of 30-108 seats. Arrangements with mainline partners commonly take the form of contract flying or pro-rate flying.

Return on Investment - Net profit plus interest expense (on long-term debt) divided by long-term debt plus stockholder equity (net worth).

Runway Incursion – Any occurrence at an airport involving the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and takeoff of aircraft.

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Traffic Pattern - The traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from an airport. The components of a typical traffic pattern are upwind leg, crosswind leg, downwind leg, base leg, and final approach. (AIM)

Transient Aircraft - Aircraft not based at the airport. **UNICOM**

UAS - Unmanned Aircraft System

– A nongovernment communication facility, which may provide airport information at certain airports. Aeronautical charts and publications show the locations and frequencies of UNICOM.

UTC - Coordinated Universal Time (Zulu). It is a standard time, sometimes referred to as a geographically fixed time, across all time zones. That means while it may be 4:00 PM in Atlanta but 3:00 PM in Fort Worth it is 2100Z in both time zones.

(VASI) Visual Approach Slope Indicator - System of lights on the side of an airport runway threshold that provides visual descent guidance information during final approach.

West Michigan Airport Authority

MEETING MINUTES

March 11th, 2024

11:30 a.m. – 1:00 p.m.

60 Geurink Blvd. Holland, MI

PRESENT: Corbin (11:15am), Murray, Blanton, Danenberg, Hoekwater (11:31am), Keeter, Brandsen

ABSENT: Byrd, Gruppen,

OTHERS PRESENT: Aaron Thelenwood (Director), Leanne Schaeffer (Boileau & Co.), Tyler Vandenbrand (Avflight), Brent Beutler (Avflight), Garret Haine (Avflight), Ben Fogg, Sue Lamar (Tulip City Air Repair), Jeff Vos FlightPath; Jeff Thoman (Mead & Hunt), Zachary Puchacz (Mead & Hunt).

Chair Murray called the meeting to order at 11:31 a.m.

24.03.01 Roll Call

24.03.02 Public Comment.

Jeff Vos (6104 14th Ave, Laketown Township): Mr. Vos inquired about the ability to install internet & WIFI services at the T-hangar Units. Due to the construction of the units, reception is poor and access to internet service would assist with flight planning and other related uses. Mr. Vos also provided a brief update on the Flight Path program stating that operations are going well and that over 1,000 students have gone through the program so far.

Dave Kraig (Port Sheldon Township): Mr. Kraig asked that the airport authority consider formation of an Airport Advisory Group which would serve the allow users to have a voice in operations on-field outside of the Public Comment Section. Additionally the group would provide recommendation and feedback regarding airport projects and priorities.

Ben Fogg (Tulip City Air Repair): Mr. Fogg voices support for the user group.

24.03.03 Approval of Agenda (Action Requested).

Keeter made a motion with support from Dannenberg to approve the agenda as presented. Motion Carried.

24.03.04 Consent Agenda (Action Requested).

February 12th, 2024 meeting minutes were presented to the Board.

Blanton made a motion, with support from Dannenberg to approve the Consent Agenda as presented. Motion Carried.

24.03.05 Introduction to Courtney Sawyer.

Director Thelenwood introduced the new Community Engagement & operations Specialist (Courtney Sawyer) to the Board. Courtney presented her employment history and aviation experience to the Board.

24.03.06 FY 25 Draft Budget Review (Action Requested)

Director Thelenwood presented the Draft FY25 Operating & Capital Budget worksheet to the Board as well as the proposed action plan and five year financial projection. McCammon noted that the 5 year projection included a reference to an admin position that was under consideration at the early stages of the Budget review process. Director Thelenwood explained that that admin position was no longer under consideration and that the 5 year projection would be updated to reflect this accordingly for the Board's review at the April 8th meeting.

Corbin made a motion, with support from Keeter to approve the Draft FY25 Budget Documents as presented. Motion Carried.

24.03.07 Schedule Public Hearing: FY25 Budget (Action Requested).

Director Thelenwood presented a resolution to schedule a public hearing for April 8th to review and adopt the FY25 Budget.

Corbin made a motion with support from Keeter to approve the Resolution as presented. Motion Carried.

24.03.08 North Taxilane Bid Results (Action Requested)

Jeff Thoman presented Bid Results for the North Taxilane Project. Dannenberg requested clarification on why only two bids were received, and whether this is standard. Thoman explained that there are a limited number of contractors in Michigan that would serve as the primary. The Prebid meeting was well attended, but the majority of those in attendance likely served as sub contractors on the bids received.

Hoekwater requested clarification on the term "unclassified excavation". Thoman clarified that rather than spelling out all the possible excavation conditions that could be on-field (soil, clay,

etc.) Unclassified Excavation is used as a generic catch all term for all types of excavation conditions that could be present.

Murray asked why some items are so different than the contractor estimate. Thoman explained that certain items are lump sum and have a maximum allowable percentage, and the final bid depends on where and how the contractor decides to allocate these items in their proposed budget.

Murray also asked if anyone else beside the primary contractors attended, Thoman stated that several sub contractors attended as well.

Thoman reiterated that with this project, FAA & MDOT are funding up to 35'. The airport is self funding the remaining 15' to get to the 50' necessary for larger corporate jet traffic.

Blanton made a motion with support from Hoekwater to approve the Bids as presented and approve Mead Bros. Excavating as the selected contractor. Motion carried.

24.03.09 Construction Administration Services Contract Amendment: North Taxilane Project

Thelenwood Presented the amended Construction Administration Services Contract with MDOT-AERO to the Board for Approval. The Amendments reflected updates resulting from the final bid package received.

Corbin Made a motion with support from Keeter to approve the Contract Amendment as presented. Motion Carried.

24.03.10 FAA Designation Determination

Following a request from the Board at the February meeting, Mead & Hunt provided a summary on how the database used by FAA to determine total operations gathers its data and how it determines if an operation qualifies or not. No Action was taken.

24.03.11 FBO & Operations Report

Tyler Vandenbrand provided an update to the Board regarding on-field operations and monthly metrics.

Keeter made a motion, with support from Brandsen to approve the FBO & operations Support as presented. Motion Carried.

24.03.12 Financial Reports & Monthly Expenses:

McCammon presented the monthly financial reports and expenses for Board review and approval.

Blanton made a motion, with support from Keeter to approve the financial reports and expenses as presented. Motion Carried.

24.03.13 Raise Grant Submission Update

Thelenwood provided a brief update to the Board regarding the submission of the RAISE grant and approximate timeline on when the Board may learn if it had been awarded.

24.03.14 Updates from the Board

Hoekwater provided a brief update to the Board regarding her attendance at an advanced air mobility conference in Las Vegas. She reiterated that both the leg work underway by staff and the focus of the Airport's RAISE Grant application (focusing on cyber security, electrification, and multi-modal planning) were all in direct alignment with the key focus of the conference and where the industry is heading.

24.03.15 Other Business

24.03.16 Adjourn

Dannenberg made a motion, with support from Keeter to adjourn the meeting at 1:08 PM. Motion Carried.

24.03.17 Adjourn

Keeter made a motion with support from Byrd to adjourn at 1:00PM. Motion carried.

West Michigan Regional Airport Authority
Local Resolution # N/A

The (Airport Authority) enters into contracts, grants, and certifications through Federal and State programs, and Charles Murray, Airport Authority Board Chair has the authority to execute airport sponsor contracts between (Airport Authority) and the State of Michigan Department of Transportation, Office of Aeronautics.

If the Designated Signer has changed, the (Airport Authority) will contact the State of Michigan Department of Transportation, Office of Aeronautics with the changes.

Be it resolved that the Chuck Murray of the West Michigan Regional Airport Authority, be authorized and directed to execute airport sponsor contracts with the State of Michigan Department of Transportation, Office of Aeronautics on behalf of the West Michigan Regional Airport (BIV).

Signature (Optional): _____

Example:

Anywhere Board of Commissioners

Local Resolution # 11- 2023

The Anywhere County Airport enters into contracts, grants, and certifications through Federal and State programs,

And Jane Smith has the authority to execute airport sponsor contracts between Anywhere County Airport and the State of Michigan Department of Transportation, Office of Aeronautics.

If the Designated Signer changes, the Anywhere County Airport will contact the State of Michigan Department of Transportation, Office of Aeronautics with the changes.

Be it resolved that Jane Smith of the Anywhere Board of Commissioners be authorized and directed to execute airport sponsor contracts with the State of Michigan Department of Transportation, Office of Aeronautics on behalf of the Anywhere County Airport.

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April 8th, 2024.

CONSENT AGENDA REPORT 4c

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **FAA ILS Lease & Maintenance Agreement**

Attached is an updated lease regarding the instrument landing system owned by the FAA and maintained by the airport. The ILS is a precision navigation system critical to safe operations on field. The lease outlines who is responsible for what regarding the system and how maintenance is to occur on the system. Approval of lease will be subject to final approval as to form by the Airport's Attorney.

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Advanced Systems Design Service
Non-federal Program
Operation and Maintenance Manual

BIV

WEST MICHIGAN REGIONAL AIRPORT

HOLLAND MI

This manual fulfills the requirements of Title 49 of the United States Code (49 USC) Section 44708, Title 14 of the Code of Federal Regulations (14 CFR) Part 171, and the latest version of Federal Aviation Administration (FAA) Order 6700.20, *Approval, Operation, and Oversight of Non-federal Systems* which is mandatory guidance for sponsors of non-federal systems and subsequently non-federally employed maintenance technicians.

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Part 9. Primary Technicians

Attachments:

These attachments require signature by the sponsor if they want copies of the order(s).

- Federal Aviation Administration Non-Disclosure Agreement
- Air Traffic Organization Sensitive Unclassified Information Access and Acceptable Use Agreement

Part 1. Agreement for Operation & Maintenance

Part 1. Agreement for Operation & Maintenance
between
The Federal Aviation Administration (FAA) & CITY OF HOLLAND

In accordance with the relevant requirements set forth in 14 CFR Part 171 and this Operations and Maintenance Manual (OMM) dated **01/11/2024** CITY OF HOLLAND, having installed navigational aids (“system”) on its airport’s premises or on leased land, hereby agrees to comply with this OMM.

The undersigned agrees to operate and maintain the system in accordance with this OMM and all applicable FAA requirements, standards, and criteria. This includes the latest versions of FAA Order 6700.20, 14 CFR Part 171, and other FAA directives identified later in this document.

The FAA reserves the right to amend the OMM to reflect changes in FAA operating policies and procedures. The sponsor must implement these changes within 10 business days of the FAA issuing written notification to the sponsor. The sponsor is responsible for notifying the non-federally employed maintenance technician(s) identified as having verification authority at this location.

The undersigned agrees that the OMM’s facility contact information must remain current. The sponsor must advise the FAA Inspector of planned changes to the non-federally employed maintenance technician(s) and the FAA Inspector will prepare an updated contact sheet.

If at any point the “verified maintenance technician(s)” listed cease to perform the functions indicated, the sponsor agrees to notify the FAA within 10 business days.

The undersigned agrees that non-compliance with the above requirements are grounds for decommissioning and cancellation of instrument flight procedures (if applicable).

Regarding any liability which may arise from the use and/or the operation of this system, both the sponsor and the FAA expressly agrees that it must be solely and exclusively liable for the negligence of its own representatives or employees, in accordance with applicable law, and that neither party looks to the other to save or hold it harmless for the consequences of any negligence on the part of one of its own representatives or employees.

Sponsor (or Representative)	Signature	Date
JOHN WELZENBACH john.a.welzenbach@faa.gov Electronically signed by: John Welzenbach via the Non-federal Tool 01/11/24 13:34:01		
FAA Designated Representative	Signature	Date

Part 2. Operational Requirements

Part 2. Operational Requirements

The FAA will not allow operation of system(s)/equipment in the National Airspace System (NAS) unless the following requirements are met. If the sponsor (and/or its representatives, non-federally employed maintenance technician(s), etc.) fail to comply with this manual, the FAA will rescind its approval for the system's operation.

1. Licensing (for systems that transmit radio signals).

- a. System/Equipment. The system's Federal Communications Commission (FCC) license must be conspicuously posted at the facility. The sponsor must ensure that the FAA Inspector has a copy of the license. FCC Licenses require renewal, i.e., the FCC does not issue them for indefinite use (refer to the FCC website for renewal information). The sponsor must obtain an FCC Application for Radio Service Authorization from the FCC. Each application must reference a Non-Government Tracking Number (NGT#) as proof of FAA coordination. See Order 6700.20 for guidance on coordination with the FAA's Spectrum Engineering via the Web-based Frequency Coordination Request (WebFCR) portal.
- b. Non-federally Employed Maintenance Technician(s). The technician(s) who operate and maintain this system must receive FAA approval. They must also meet FCC licensing requirements, if the system transmits radio signals. The technician meets the FCC licensing requirement if the non-federal technician holds a General Radiotelephone Operator License (GROL) issued by the FCC. Non-federal technicians must provide a copy of their GROL to the FAA in accordance with the latest version of Order 6700.20. The FAA will grant verification authority after the successful completion of the following:
 - i. An FAA approved theory course and
 - ii. An FAA administered performance examination.

Note: The non-federal technician will receive a system/equipment specific "verification authority" letter.

2. Notice to Air Missions.

- a. A Notice to Air Missions (NOTAM) contains the establishment, condition, or change in any aeronautical system, service, procedure, or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
- b. The sponsor must ensure the prompt and accurate announcement of any deviation from normal operation or failure of this system by a NOTAM.
- c. The sponsor must file or ensure their technician files NOTAMs through NOTAM Manager or the appropriate FAA facility (Control Center).

- d. Events requiring NOTAMs include, but are not limited to:
 - i. Confirmed pilot problem report as reported by Air Traffic Control to the Sponsor.
 - ii. Scheduled system maintenance.
 - iii. Planned flight inspections.
 - iv. Unscheduled outages as indicated by sponsor’s monitoring of the system, e.g., for an Automated Weather Observing System (AWOS) via Remote Maintenance Monitoring or for a Ground Based Augmentation System (GBAS) via Remote Maintenance Data Terminal.
- e. In the event of a failure or deviation exceeding (or expected to exceed) 24 hours, the sponsor (or representative) must notify the Control Center identified in Part 7 – *Facility Contact Information*.
- f. If there is a local Airport Traffic Control Tower (ATCT) or Terminal Radar Approach Control Facility (TRACON) the sponsor must enter into a written agreement (such as a Letter of Agreement (LOA), with the ATCT and/or TRACON for facilitation of NOTAM coordination and pilot problem reporting. (See paragraph 5 for additional details.)

3. Sponsor Monitoring.

- a. It is FAA policy that a remote-status monitoring system be provided for all electronic navigational facilities used in support of instrument flight procedures. Suitable monitoring equipment must be provided at an appropriate and secure, yet inspection-accessible location that enables detection of any of the following conditions:
 - i. Malfunction or failure of the transmitter equipment.
 - ii. Malfunction or failure of the monitor equipment.
- b. If an LOA is necessary, it must define the monitoring equipment used and assignment of responsibilities associated with it.
- c. The FAA classifies navigational facilities/systems/equipment in accordance with the way they are monitored. See FAA Order 8260.19, *Flight Procedures and Airspace* for the classification of monitoring categories and their descriptions.

Note: In this sub-section, the term “category” refers to “monitoring category” – not “instrument approach category.”

4. Scheduled Outage for Routine Maintenance. Non-federally employed maintenance technicians must not perform routine maintenance unless all the following conditions exist:

- a. Coordinated interruption of service with the appropriate Control Center, as specified in either this OMM or the LOA, if an LOA is in place.

- b. The ATCT/TRACON approves the service interruption, as specified in the LOA. Only applicable if there is an LOA.
- c. A NOTAM is in effect announcing the scheduled interruption.
 - i. The advance notification of the interruption must state the specific time for the interruption and how long the system will be out of service.
 - ii. The non-federally employed maintenance technician must not shut down the system until the specific time identified.
- d. The system identification signal is disabled while the technician performs maintenance tasks. (Note: For GBAS, this means the technician must either place the system in “test mode” or disable transmission.)

5. Pilot Problem Reports.

Sequence of Events:

- a. The sponsor (or designee) must initiate a NOTAM to remove the system (or impacted approach¹) from service, immediately upon receiving notice of a confirmed² pilot problem report of abnormal operation from Air Traffic. If there is an LOA between the sponsor and Air Traffic, it must define how Air Traffic will confirm pilot problem reports (i.e., ensure that the reports are not indicative of an issue with a single aircraft).
- b. The sponsor must notify the non-federal maintenance technician about the report and the NOTAM.
- c. The system (or impacted approach) must remain out of service until the non-federally employed maintenance technician confirms it is operating correctly and/or the FAA conducts a flight inspection (if necessary).
- d. If there is no ATCT, the sponsor or non-federal technician must NOTAM the system out of service and report the unscheduled outage. Proceed with steps to make repairs, as warranted, validate resolution, and return to service.

¹ For a Ground Based Augmentation System (GBAS), Air Traffic and the sponsor is responsible for deciding whether to remove the entire GBAS from service or just the affected procedures. Repeated pilot reports for the same runway end or vicinity may point to a source of local radio frequency interference (potentially evident because no other runway end is experiencing issues). The LOA must document such decisions and the process for deciding.

² Air Traffic typically confirms pilot reports by soliciting and receiving information from other aircraft in the area.

6. Continuity of Service.

- a. Category (CAT) II and Cat III landing systems must comply with the FAA's Continuity of Service requirements, in accordance with the most recent version of Order JO 6750.57, Instrument Landing System (ILS) Continuity of Service Requirements and Procedures.
- b. The International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPS) ensures the level of service provided by each Cat II/III system. Continuity of Service (CoS) requirements ensure that the probability of a cessation or loss of system signal will be very small. The ICAO SARPS base the CoS requirements on operational safety of flight considerations during low visibility operations and apply them to each landing system installation. Each system has a requirement to demonstrate performance that correlates to the system's category of service used. If a system cannot show compliance with the CoS requirements, the sponsor must take immediate action to rectify the problems, or the system or instrument approach may need to be downgraded to a lower category of operation.
- c. The sponsor must notify their assigned FAA Inspector of any service interruptions lasting longer than a 60-second timeframe within 24 hours of the service interruption event. Report service interruptions to the assigned FAA Inspector via the Service Interruption Account (SIA) Form via email. See Part 4 of this OMM.
- d. Upon notice of a service interruption, the FAA Inspector will submit the outage information into the SIA tracking tool. After the first service interruption, within a 6-month period, the system may return to service once corrective maintenance has been completed. Upon the second service interruption, within a 6-month period, the system will remain out of service (OTS) until the FAA's Operations Engineering Support Group (OESG) completes an assessment. Each OTS event may change the system Mean Time Between Outages requirement(s), which OESG will determine. FAA assessment may require a reimbursable agreement to cover OESG's labor and travel expenses. The FAA Inspector will notify the sponsor of any required action(s).
- e. Sponsor noncompliance with the above requirements will be grounds for the cancellation of FAA-approved instrument flight procedures, permanent downgrade of the landing system's category, or removal of the system from the National Air Space.

7. Required Support Items.

- a. The non-federal technician must use FAA-approved test equipment, when performing maintenance on the system. Non-federally employed maintenance technicians may not use FAA-owned test equipment.

- i. Calibration of test equipment used to measure key performance parameters must follow the schedule identified in the system's Commercial Instruction Book (CIB) or the test equipment instruction book, whichever period is shortest.
 - ii. All test equipment calibration must meet standards traceable to the National Institute of Standards and Technology.
- b. The sponsor must ensure that sufficient spare parts are available to ensure that the system's service is reliable. The sponsor must have a spare-parts plan for replacement parts. The plan may include such things as on-site spares, maintenance contracts with an original equipment manufacturer (OEM), or spares located at an OEM facility.

8. Emergencies.

- a. Military. In the case of a national defense alert, the facility must adhere to directions received from the FAA and must remain in compliant status until receiving official notice that the alert is over.
- b. Aircraft Accident. Part 3 of this manual provides guidance in case of an aircraft accident.

Part 3. Aircraft Accident Procedures

NOTE: Part 3 is not pre-filled. This section of the OMM contains the appropriate templates the sponsor/non-federally employed maintenance technician must fill out and submit in case of an aircraft accident or incident. The OMM provides these “templates” as a courtesy to avoid 1) the need to search for them and 2) any confusion that would delay or prevent proper action in the aftermath of an event. The sponsor or non-federal technician will need to print this section, make copies if necessary, or use an electronic version (available on the Non-federal Program’s public website). A separate submittal is mandatory for each system.

Part 3. Aircraft Accident Procedures

General Information. This part of the OMM is provided to help expedite the verification of systems that are suspect in an aircraft accident or incident at a facility. It will also ensure that the sponsor and/or non-federally employed maintenance technician completes all required actions. It contains the following documents:

- a. *General Information Checklist.*
- b. *Facility Restoral Checklist.*

Note: The non-federal technician is responsible for completing these checklists, forwarding the *Facility Restoral Checklist* to the FAA's National Technical Operations Aircraft Accident Representative (NTOAAR), and sending a copy to the Sponsor and the FAA Inspector.

Section 1 - Non-federal Technician who completed the *General Information Checklist* and *Facility Restoration Checklist*:

Name

Signature

Date

Section 2 - Individual who reviewed the Facility Restoral Checklist for completeness and accuracy:

Name

Signature

Date

1. Information and Instructions.

- a. Any non-federal facility employee who becomes aware of an aircraft accident or incident must report the facts immediately.
- b. There are a series of steps to be performed for systems suspected in an aircraft accident. Perform these steps as described to ensure the accurate documentation of the status of the facility/system/equipment. The latest version of Order JO 8020.16, *Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting* is the controlling directive. It takes precedence over other instructions if there are conflicts. Perform the steps outlined below in the sequence indicated:
 - i. Initial determination of facility status.
 - ii. Facility status notification to Technical Operations Services/Air Traffic.
 - iii. Technical evaluation of facility.
 - iv. Documentation of the “as-found” condition of the facility.
 - v. Notification to the Technical Operations Aircraft Accident Representative (TOAAR) of “as-found” condition.
 - vi. Flight check, if applicable.
- c. When a facility/system/equipment may be suspect in an aircraft accident or incident:
 - i. The Operations Control Center (OCC) must contact the sponsor, and the Service Area point of contact. (See Part 8, *Facility Contact Information*.)
 - ii. The Service Area point of contact must notify the non-federal maintenance technician(s) listed in Part 8 and instruct the technician to generate the “as-found” required documentation and the Facility Restoral Checklist.
 - iii. If the non-federal technician is not available to document “as-found” conditions in a timely manner:
 - 1) The OCC must identify an FAA Airway Transportation Systems Specialists (ATSS)/FAA Inspector who has completed training for the system type and is familiar with the facility.
 - 2) The sponsor must provide facility access to the ATSS immediately.
 - iv. The ATSS will complete the “as-found” documentation (but not the restoration).

- 2. Initial Determination of Facility Status.** This step is to determine if the facility was operating normally immediately before – or at the time of – the accident.

This step is important because it provides Air Traffic and Technical Operations Services with information needed to make decisions that are vital to public safety.

- a. Unless instructed otherwise, the non-federal technician must not perform this step alone.
 - b. An observer must accompany the non-federal technician to ensure that, in the future, there is no question as to what took place at the facility.
 - c. The observer must attest that the recorded findings and actions by the non-federal technician represent a true and accurate description of the witnessed activities.
 - d. The OCC will locate and dispatch an observer for each potentially suspect facility that is removed from service. (However, the on-duty TOAAR may waive this requirement.)
 - e. The non-federal technician making the initial determination of the facility’s status must have current verification authority on the system.
 - f. Ideally, the observer will be an FAA ATSS. But if need be, the observer can be anyone, to save time.
 - g. The non-federal technician must make log entries that indicate the purpose of the visit, and the results of the initial determination in the Facility Maintenance Log (FML).
 - h. The type of information obtained during an initial determination visit is limited to that which can be visually learned.
 - i. No adjustments or control functions may be made during the initial determination.
 - ii. The initial determination must be made using only that information which can be gathered using a hands-off process, i.e., the technician and observer may only gather information by looking at equipment indicators, meters, etc.
- 3. Notification to Air Traffic/Technical Operations Services of Facility Status.** The information obtained on the system’s status must be given to the TOAAR as soon as possible. A log entry stating who was given this information must be made at the facility.

Note: Complete Section 1 of the Facility Restoration Checklist.

- 4. Technical Evaluation of System.** When the TOAAR notifies a non-federal technician that they are requiring a post aircraft accident technical evaluation of a system, the evaluation process must have two participants. One being the non-federal technician responsible for performing the evaluation and possesses verification authority on the system involved. The other acting as an observer is normally an FAA employee who possesses a current certification authority on the system type. Only the TOAAR can waive the requirement for an observer.

- a. If there is no waiver, the technical evaluation cannot happen if an observer is unavailable.
- b. If there is a waiver, the person conducting the evaluation must not be the last person who verified the system.

Note: Complete Section 2 of the Facility Restoration Checklist.

- 5. Documentation of the Condition of the System.** Complete this step with attention to detail. This includes entries in technical performance records, facility maintenance logs, and ground inspection forms. The text in the Facility Restoration Checklist provides for a standard description that everyone involved in the investigation can uniformly interpret. Entries must be accurate and complete.

Note: Complete Section 3 of the Facility Restoration Checklist.

- 6. Notification to the TOAAR of “As-Found” Condition.** The non-federal technician must provide the TOAAR with the Facility Restoration Checklist and send a copy to the Sponsor and the FAA Inspector. Submit this information as soon as possible so the FAA can make decisions regarding further actions, such as whether to call for a flight inspection. Forward the original documents to the Tactical Operations Programs Team:

Federal Aviation Administration
Tactical Operations Programs Team/AJW-B620
3701 Macintosh Dr
Warrenton, VA 20187
Attn: National Technical Operations Aircraft Accident Representative (NTOAAR)

General Information Checklist

The non-federally employed maintenance technician must complete this checklist. The sponsor must retain a copy on file and send the original to the NTOAAR at the address referenced above.

Section 1 – First Contact (Notification to Non-federal Personnel)

Name of first non-federal individual contacted by Air Traffic

Name of Air Traffic personnel or the individual making contact, if not Air Traffic

Time non-federal individual received notification [all times in Greenwich Mean Time (GMT)]

Section 2 – Notifications by Non-federal Personnel (all times in GMT)

Time of notification to TOAAR:	
Time of notification to Sponsor:	
Time of notification to FAA Non-federal Inspector:	

The TOAAR will determine, with assistance from Air Traffic the systems that may or were in use by the aircraft, as well as the aircraft number, aircraft type, location of crash, time of crash, and type of flight plan.

Facility Restoral Checklist

The non-federally employed maintenance technician must fill out a separate Facility Restoration Checklist for each non-federal system removed from service for possible accident/incident involvement as identified by the duty TOAAR.

Section 1 – System Identified for Restoration

Fac Ident	System Type	Last Non-federal Technician Who Verified

Did the TOAAR issue a waiver for an observer? (If not, provide Observer name and number.)

Yes/No	Observer Name, if the answer is “no”	Phone Number

Section 2 – Site Arrival Details

Arrival Date (mm/dd/yyyy)	
Arrival Time (GMT)	
Reason for Visit	

Current Weather Conditions (not at the time of the accident/incident) – General “unofficial” observation of the weather upon arrival:

Examples of initial log entries: (not intended for use word-for-word)

GMT Log Entry

<i>1258 Arrived site to initiate verification and/or restoration of facility in a post-aircraft accident/incident.</i>
<i>1303 Presently the weather conditions are overcast and snowing with 2 feet of snow on the ground.</i>
<i>1305 Found GS was operating on commercial power with no alarms or transfers indicated. Air traffic reported no pilot reports of malfunction of this facility during the last x hours (where x represents the approximate number of hours)</i>

Section 3 – Verify & Restore

1. Initiate action to verify and restore the system.
 - a. If the system is shut down, record the status of the equipment in the FML. Reset the equipment, and MAKE NO ADJUSTMENTS. If the system fails to restore to normal

after resetting, notify the aircraft accident TOAAR immediately for further instructions. If the system resets successfully, continue with the next step.

- b. Immediately record as-found technical data (see paragraph 2), MAKING NO ADJUSTMENTS. IF OUT-OF-TOLERANCE CONDITIONS ARE FOUND, notify the aircraft accident TOAAR immediately for further instructions.
 - c. If a flight inspection has been requested, MAKE NO ADJUSTMENTS prior to commencing the flight inspection, and then make ONLY those adjustments coordinated with flight inspection personnel.
 - d. After recording the as-found technical data (see paragraph 2), and any flight inspection activities are complete, corrective maintenance in support of system restoration may begin. Record as-left technical data (see paragraph 2).
 - e. Verify the system as required and initiate restoration coordination. Record all activities in the FML.
2. Documentation of the condition of the system.
- a. Record technical performance parameters accurately on the appropriate FAA form, Technical Performance Record (TPR). For Remote Maintenance Monitoring (RMM) systems, capture all screens required to support a verification judgement and retain a hard copy. If the equipment involved is operational, record a set of "as found" readings or screens prior to any corrective maintenance, followed by recording a set of "as left" readings or screens.
 - b. Authentication of the technical readings is a must. Enter an authentication statement immediately below each set of "as found" and "as left" parameter values on each TPR and each screen printed. Be sure to identify whether the values are "as found" or "as left."
 - c. If no adjustment or other maintenance was accomplished, a single statement will suffice.
 - d. The authentication statement for use on each set of readings on each TPR and RMM printed screen is as follows:

I certify that the above post-aircraft accident/incident data is a true record of the Part 3, Section 1 identified system type's parameter values (noted on the screens) [*as-found, or as-left, or as-found and left*] at the date and time indicated.

Non-federal Technician:	
Signature	
Print Name	

Observer:	
Signature	
Print Name	
Title	

Note: Example of an authentication statement: “I certify that the above is a true record of the XYZ GS parameter values **as-found** at the date and time indicated.”

e. Terminate each TPR page that contains accident/incident data in accordance with FAA Order 6000.15, Appendix H, Paper Maintenance Logs (PML) SOP.

3. Completion:

- a. Confirm restoration coordination is complete.
- b. This completes the facility restoral process.

Part 4. FAA Forms

Part 4. FAA Forms

1. **FAA Form 6000-8, *Technical Performance Record (TPR)*** - This form is available electronically on the FAA Non-federal Program's public website, [Maintaining Non-Federal Systems | Federal Aviation Administration \(faa.gov\)](#).
2. **FAA Form 6000-10, *Technical Reference Data Record (TRDR)*** - This form is available electronically on the FAA Non-federal Program's public website, [Maintaining Non-Federal Systems | Federal Aviation Administration \(faa.gov\)](#).
3. **FAA Form 6030-1, *Facility Maintenance Log (FML)*** (NSN 7530-01-512-3604) - This form is available electronically on the FAA Non-federal Program's public website, [Maintaining Non-Federal Systems | Federal Aviation Administration \(faa.gov\)](#). Form 6030-1 is also available as carbon-copy paper pads. For information on ordering the carbon-copy version, visit the FAA's forms website (<https://www.faa.gov/forms>) and type 6030-1 into the search box.
4. **Service Interruption Account (SIA) Form** - This OMM contains the SIA form, see the next page. This only applies to systems subject to the Continuity of Service requirement in Part 2 of this OMM.
5. **Aircraft Accident/Incident Checklists** – Part 3 of this OMM provides instructions and the checklists the non-federal technician must fill out.

Service Interruption Account Form

Submit this form to the FAA Non-federal Inspector via email

System Information

Fac ID		System Type	
Location (City, State)		Fac Code	
Service Area		District	

Outage Information

Serial No		SIA Created Date	
Log ID		Outage Start Date	
Submitted By		Outage End Date	

Part 5. Remote Maintenance Monitoring

Part 5. Remote Maintenance Monitoring (RMM)

1. **Applicability.** Currently, only AWOS has authorization to use RMM. The FAA must authorize and approve the use of any manufacturer developed RMM capability for any system.

2. Adjustment of AWOS through RMM.

Any non-federal AWOS authorized to use FAA-approved, manufacturer developed RMM capability must have an approved printer or data-storage device that documents all remotely performed maintenance activities. This printer or storage device must make a record of each log-on and equipment adjustment initiated from the remote interface screen. Retention policy for printouts or digital records is 30 calendar days, unless an RMM activity takes place 30 calendar days or less prior to a significant event.

The definition of a “significant event,” for the purposes of a non-federal system, is any unscheduled outage requiring a NOTAM. If such an outage takes place, the non-federally employed maintenance technician must update the FML as soon as possible, referring to the RMM activity. The retention policy for the corresponding RMM log is a minimum of 2 years. Reference the most recent version of Advisory Circular 150/5220-16, Automated Weather Observing Systems (AWOS) for Non-federal Applications, and Order 6700.20.

3. Relevant Procedures.

If a significant event occurs, causing an unexpected outage, the non-federal technician must contact the RMM POC to inquire as to whether any RMM activities occurred during the prior 30 days.

If so, the non-federal technician must take the following actions:

- a. Issue a NOTAM.
- b. Notify the RMM POC to retain the RMM log for the corresponding activity for 2 years.
- c. Create an entry in the FML referring to the RMM activity including the date of performance.

4. **RMM Logs.** The sponsor and/or non-federally employed maintenance technician must ensure the TOAAR is aware that there is an RMM Log, if the need arises.

Part 6. Maintenance Requirements

Part 6. Maintenance Requirements

Note: Part 6 provides information that pertains to all non-federal system types, unless otherwise noted.

BIV DME, GS, LOC, MALSR

1. Letter of Agreement.

- a. Under certain circumstances, the most recent version of Order 6700.20 may require a local LOA with the FAA's Air Traffic.
- b. Refer to the "Guidelines for Installation" found in Chapter 4 of Order 6700.20.

2. Non-federally Employed Maintenance Technician.

- a. The non-federal technician must maintain this system in accordance with the manufacturer's instruction book.

Note: The CIB's maintenance schedules and requirements reflect the minimum level of maintenance necessary to comply with this OMM.

- b. The FAA requires that the non-federal technician who maintains the system possess system-specific verification authority issued by the FAA.
 - i. Verification authority must be in writing.
 - ii. The non-federal technician's name and work-contact information must appear in Part 7 of this OMM, Facility Contact Information.
 - iii. The non-federal technician must be on site for all FAA ground inspections.
- c. At all times, the sponsor must have in its employ a non-federal maintenance technician.
- d. Failure to meet any of the requirements in this Part of the OMM may result in the FAA issuing a NOTAM to remove the system from service. The FAA may grant exceptions on a case-by-case basis if the Sponsor (or representative) coordinates with the FAA.

3. Modification of Maintenance Procedures. Such modifications must comply with the same requirements that apply to system modifications. Refer to the following paragraph.

4. System Modification.

- a. A modification is a configuration-managed change to a NAS baseline for hardware, software, firmware, equipment, or documentation. Modifications also include changes to electronic or mechanical components, software or firmware code, documentation (e.g., schematic, wiring diagrams, physical outline, floor plan, plot layout, structural details, FAA directives, equipment instruction books, parts list, or catalog etc.), existing

standards and tolerances/limits, or the need for establishing new standards and tolerances/limits.

- b. Updates to system configuration files (e.g., adaptation data file and measured site data file) that are a part of established installation and/or maintenance activities are not considered to be modifications.
- c. Requirements:
 - i. The FAA does not cover expenses for modifications to non-federally owned systems.
 - ii. The sponsor must submit all proposed modifications for FAA review. Note: Depending on the desired change, the FAA may direct the sponsor to the manufacturer for an official submission to the FAA.
 - 1) The FAA Inspector is the point of contact.
 - 2) Submit requests via email.
 - 3) The proposal must describe the general modification plan and schedule (i.e., the scope of the modification and the relevant timeline).
 - 4) The FAA must approve all modification(s), in writing.
 - 5) This OMM may require updates to reflect the modification(s). However, the update may take the form of an official document to attach to this OMM.
 - 6) The FAA Inspector must complete the latest Ground Inspection Form before the non-federal technician may return the system to service.
 - 7) The FAA Inspector must confirm that the modification(s) and associated return-to-service verification/test activities were completed successfully.
- d. Emphasized Examples.
 - i. The FAA must provide written approval before any modifications are made. This requirement is especially emphasized for the following cases:
 - 1) Relocating the system.
 - 2) Relocating an antenna associated with the system, if applicable.
 - 3) Updating the system's configuration to a new version.
 - 4) Updating the system's components.
 - ii. Reserved

5. Obstructions to System Operation.

- a. The sponsor must control vegetation, snow depth, and other potential obstructions that may adversely affect system operation in accordance with applicable technical documentation.
- b. The sponsor must maintain the system and relevant surroundings in an “as installed” condition, in accordance with the latest versions of the following directives:
 - i. FAA Advisory Circulars and Orders
 - ii. The manufacturer’s Siting Plan, and
 - iii. The manufacturer’s CIB

Note: This OMM identifies specific directives for each system type in paragraph 12, Directives Summary.

6. Relevant FAA Forms & Publications.

- a. General:
 - i. The FAA will provide the sponsor with the forms and publications required for system maintenance or provide where they may locate them.
 - ii. The FAA office responsible for oversight or inspection will provide the forms and publications free of charge.
 - iii. Some FAA forms and orders are publicly available via the following websites:
 - 1) The Federal Aviation Administration public website:
http://www.faa.gov/regulations_policies/faa_regulations
 - 2) The Non-federal Program’s public website: www.FAA.gov/Go/NonFed
- b. TRDR, FAA Form 6000-10. The TRDR provides a snapshot of the system’s parameters at the time of commissioning.
 - i. For a copy of this form, see Part 4 of this OMM, FAA Forms.
 - ii. The non-federal technician must complete it at the time of the system commissioning.
 - iii. The non-federal technician must store the original in the permanent records of the system also referred to as the Facility Reference Data (FRD), and the FAA Inspector must receive a copy.
 - iv. To maintain an accurate record of system operation and adjustment, the non-federal technician must prepare a new TRDR after any major repair, modernization,

adjustment, or re-tuning that alters the system's performance and/or impacts the system's baseline parameters, before returning the system to service.

- v. If a new TRDR is necessary, the system requires a new ground inspection, and the non-federal technician must follow the guidelines in paragraph 6.b.iii. above.
 - vi. Retain TRDRs for two years after system decommissioning or if a revised version supersedes it, unless instructed otherwise per Aircraft Accident/Incident requirements.
- c. TPR, FAA Form 6000-8. The TPR provides a historical record, showing the system's parameters as recorded during each scheduled and unscheduled visit.
- i. For a copy of this form, see Part 4 of this OMM, FAA Forms.
 - ii. The non-federal technician must store the original in the system's records or FRD and provide copies to the FAA Inspector. (Timeframes and methods for submitting TPRs are set forth below.)
 - iii. Retain TPRs for two years, unless instructed otherwise per Aircraft Accident/Incident requirements.
- d. FML, FAA Form 6030-1. The FML is the permanent record of all activities performed to maintain the system at each visit.
- i. For a copy of this form, see Part 4 of this OMM, FAA Forms.
 - ii. Log entries must:
 - 1) Be clear, complete, concise, and recorded in GMT.
 - 2) Include all malfunctions encountered in maintaining the system, as well as information on the kind of work and adjustments made, equipment failures, causes (if determined), and corrective action taken.
 - 3) Provide NOTAM information.
 - 4) Describe periodic maintenance activities required to maintain the system.
 - 5) For systems allowed to use RMM, see Part 5 of this OMM, log any on-site activity related to the system failing to pass a remote test in the on-site FML.
 - 6) Contain system verification statements.
 - a) A statement recording the status of the system, subsystem, or component.
 - b) For this OMM, the word "certification," which is used in FAA orders and other directives, is synonymous with the word "verification."

- c) Verification statements must follow the appropriate FAA orders and other directives.
 - d) Every visit to the site requires a verification statement before returning the system, subsystem, or component to service.
 - e) For systems allowed to use RMM, see Part 5 of this OMM, restoration and/or verification activities conducted remotely also require an entry in the on-site FML.
 - f) Verification statements require the use of specific terms. For instructions, refer to the latest version of the PML SOP found at this link:
https://www.faa.gov/airports/planning_capacity/non_federal/maintaining.
- iii. The non-federal technician must store the original in the system's records or FRD. Retain the original logs at the facility for a period of three years.
 - iv. A copy of the log pages must be sent to the FAA Inspector.
 - v. Timeframes and methods for submitting logs are set forth below.
 - vi. Guidelines for logging requirements can be found in the latest version of the PML SOP.
 - vii. In accordance with FAA policy, the non-federal technician must always create an entry for the following events and activities:
 - 1) Any system outage/interruption regardless of the length of the outage, upon discovery. The non-federal technician must make entries regarding:
 - a) When the outage occurred.
 - b) When verification was complete.
 - c) When the system returned to service.
 - viii. Report unscheduled outages lasting one hour or longer to the appropriate Control Center, even if a NOTAM is not necessary.
 - ix. If the system is not restorable immediately, issue a NOTAM.
- Note:** "Service outages" refers to actual system failures – (in the case of GBAS, this does not include brief constellation-based losses of service).
- e. Timeframe for Submitting FRD to FAA Inspectors.
 - i. General. FAA Inspectors will typically pick up copies of FRD during the periodic inspection. Non-federal technicians may elect to submit their documents more often. If they choose to, discuss submission arrangements with the FAA Inspector.

- ii. Periodic Inspection. If FRD documentation is not available for pick up at the time of the periodic inspection, the sponsor must ensure submission to the FAA Inspector within 30 calendar days following the inspection. The FAA Inspector may allow a one-time, limited extension.

Note: If FRD is not readily accessible, it is a deficiency.

- iii. Failure to Submit on Time. The FAA may issue a NOTAM, removing the system from service if the FAA Inspector does not receive the FRD in accordance with the guidelines established above. The NOTAM will remain in place until the sponsor submits the system documentation.

7. Security. The sponsor has a responsibility to meet physical and cybersecurity requirements, in accordance with 49 CFR Transportation, Part 1520, Protection of SSI and Part 1542, Airport Security. This includes establishing and carrying out programs that

- a. Provide for the safety and security of persons and property.
- b. Provide protection to ensure unauthorized personnel do not have access to the equipment.
- c. Report cybersecurity incidents to the Federal Government.
- d. Refer requests for Sensitive Security Information (SSI) to the appropriate Federal agency.

8. Flight Inspections.

- a. The FAA will conduct flight inspections in accordance with the latest version of Order 8200.1, United States Standard Flight Inspection Manual. Some system types may not require a flight inspection.
- b. The CIB may outline activities requiring flight inspection.
- c. When required by the FAA, the sponsor must provide ground-to-air communications in support of flight inspection. These communications must be on very high frequency (VHF) 135.85 or 135.95 megahertz (MHz).
- d. The FAA requires that the non-federal technician with verification authority participate in the flight inspection.

9. Ground Inspections.

- a. The FAA will conduct periodic ground inspections.
- b. The FAA office that has inspection responsibility will coordinate the inspection with the sponsor and non-federal technician.

- c. The FAA may NOTAM the system out of service, cancel the system's instrument flight procedures (if applicable), and/or decommission the system if it fails to meet the agency's technical standards for maintenance.
- d. The FAA may conduct a follow-up inspection if a system may have been a factor in an aircraft accident/incident. (See Part 3 of this OMM.)
- e. The FAA requires that the non-federal technician with verification authority participate in the ground inspection.

10. Site Safety. Sponsors must follow all relevant state and local personnel-safety requirements. The FAA Inspector has the right to decide not to inspect the system if the FAA Inspector believes that the site is potentially unsafe. They will discontinue the inspection until the sponsor mitigates the identified unsafe condition(s). This paragraph extends to vegetation to allow safe access to the facility. The sponsor will receive an Inspection Report and a Non-compliance letter that could result in removal of the system from service if not resolved in a timely manner.

11. National Airspace Performance Reporting Service (NAPRS). Non-federal systems are not reportable under the most recent version of Order JO 6040.15, NAPRS and therefore, do not follow or abide by the requirements outlined in the NAPRS desk guides. However, the Non-federal Program requires sponsors and/or non-federal technicians report all non-federal system outages to the appropriate Control Center identified in the OMM, in accordance with the guidelines contained in this document and the most recent version of Order 6700.20.

12. Directives Summary. This paragraph provides separate directive summaries for all non-federal system types. For the purposes of this OMM, sponsors only need to abide by the directives identified specific to systems listed here:

See the most recent versions of the following:

All System Types

- a. Order 6700.20 - Approval, Operation, and Oversight of Non-federal Systems
- b. Order 8260.19 - Flight Procedures and Airspace
- c. Order JO 8020.16 - Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting
- d. Order 6000.15 - Appendices A and H
- e. Order 8200.1 - US Standard Flight Inspection Manual (USSFIM)
- f. Manufacturer's Instruction Book(s)

ALS - Approach Lighting System (ALSF/SSALR/MALS/MALSR/MALSF)

- a. Order JO 6850.5 – Maintenance of Lighted Navigational Aids

AWOS – Automated Weather Observing System

- a. Order JO 6560.13 – Maintenance of Aviation Meteorological Systems
- b. Order JO 6563.1 – Maintenance of the Automated Weather Observing System-C (AWOS-C)
- c. Order JO 6560.20 – Siting Criteria for Automated Weather Observing Systems (AWOS)
- d. AC 150/5220-16 - Automated Weather Observing Systems (AWOS) for Non-federal Applications

DME – Distance Measuring Equipment

- a. Order JO 6730.2 – Maintenance of Distance Measuring Equipment (DME) Facilities
- b. Order 9840.1 – U.S. National Aviation Handbook for the VOR/DME/TACAN Systems

GBAS

- a. Order 6884.1 - Siting Criteria for Ground Based Augmentation System (GBAS)
- b. Order JO 6750.57 - ILS Continuity of Service Requirements & Procedures

ILS – Instrument Landing System (LOC - Localizer and GS - Glide Slope)

- a. Order JO 6750.49 – Maintenance of Instrument Landing Systems (ILS) Facilities
- b. Order JO 6750.57 – ILS Continuity of Service Requirements & Procedures

Note: This list also pertains to SDF – Simplified Directional Facility

IM, OM, LOM, MM - Markers

- a. Included in ILS Orders.

NDB – Non-Directional Beacon

- a. Order JO 6740.2 – Maintenance of Nondirectional Beacons (NDB)

RVR – Runway Visual Range

- a. Order JO 6560.31 – Maintenance of Runway Visual Range (RVR) Equipment Type FA-10268 and Type FA-19200

VOR – Very High Frequency Omnidirectional Range

- a. Order JO 6820.7 – Maintenance of Navigational Aids Facilities and Equipment – VOR, DVOR, VOR/DME, VORTAC

13. Sensitive Unclassified Information (SUI). The Directives Summary above includes documents that are not available to the public. Some of these documents may contain NAS Sensitive Technical Information (STI). STI is equivalent to SUI, specifically identified as Sensitive Security Information (SSI) in Title 49 CFR, Transportation, Part 1520 Protection of SSI.

- a. In accordance with the most recent version of Order 6700.20, before the FAA will release copies of FAA documentation that contain SUI each individual requesting/receiving the documentation must sign the following agreements:
 - i. FAA Non-Disclosure Agreement (NDA)
 - ii. Air Traffic Organization SUI Access and Acceptable Use Agreement (AAA)
- b. A copy of each agreement is available with this OMM.
- c. The table below identifies FAA documentation **not** publicly accessible and identifies which documents contain SUI. A signed NDA and AAA is a requirement to receive documents containing SUI.

System Type	Document No.	SUI?	Need NDA & AAA?
ALSF/SSALR MALS/R/F	Order JO 6850.5	No	No
AWOS	Order JO 6560.13	No	No
AWOS	Order JO 6563.1	No	No
DME	Order JO 6730.2	Yes	Yes
DME	Order 9840.1	Yes	Yes
ILS	Order JO 6750.49	Yes	Yes
ILS	Order JO 6750.57	Yes	Yes
NDB	Order JO 6740.2	Yes	Yes
RVR	Order JO 6560.31	No	No
VOR	Order JO 6820.7	No	No

All directive(s) received belong to the Federal Aviation Administration and may be used for official Government purposes only. They may not be released without the expressed permission of the Federal Aviation Administration. Refer requests for the document to: FAA Headquarters, Advanced Systems Design Service Team (AJW-121), 800 Independence Avenue SW, Washington, DC 20591-0001

Part 7. Facility Contact Information

Part 7. Facility Contact Information

The Non-federal Program does not require executing a new OMM if any of the information below changes. The FAA Inspector will fill out a replacement page, when needed.

Sponsor/Sponsor Representative

Name	Aaron Thelenwood
Title	Manager
Organization	N/A
Address	60 Geurink Blvd. HOLLAND, MI 49423
Email Address	a.thelenwood@wmairportauthority.com
Phone Number	(616) 368-3021

Control Center Telephone Number

OCC (for NavAids)	866-4-FAA-OCC (866-432-2622)
NEMC (for AWOS not in AK)	855-FAA-NEMC (855-322-6362)
Alaska Center (for AWOS in AK)	907-269-1102
Other	866-TELL-FAA (866-835-5322)

Service Area Points of Contact

FAA Inspector(s)

Name	Email	Phone
Steven Showalter GS, LOC, MALSR, DME	steven.showalter@faa.gov	574-242-2414

Name	Email	Phone

Non-federal Program Liaison

Service Area	Name	Email	Phone
CSA	Franklin Hodge	franklin.hodge@faa.gov	817-222-4247
ESA	Robert Linscheid	robert.linscheid@faa.gov	404-305-7134
WSA	Kasandra Brown	kasandra.brown@faa.gov	206-231-2959

Part 8. Non - federal System Data

This section will contain a completed form for each system represented by this OMM.

Part 8. Non-federal System Data

Airport/Heliport/Etc.

Airport Name	WEST MICHIGAN REGIONAL AIRPORT
Airport City & State	HOLLAND, MI

Sponsor/Sponsor Representative

Name	Aaron Thelenwood
Title	Manager
Organization	N/A
Address	60 Geurink Blvd. HOLLAND, MI 49423
Email Address	a.thelenwood@wmairportauthority.com
Phone Number	(616) 368-3021

Facility/System/Equipment – as applicable

System	Latitude	Longitude	Elevation (MSL)
BIV DME	42.73986	-86.12227	697.9'

FCC License Information – if applicable (VHF)

Frequency	1129 MHZ
Time Slots	
FCC Licensed Power	100 WATTS
Modulation Class	
Licensee (per FCC License)	City of Holland
File No.	0006435941
Call Sign	WRNV2162
FCC Registration No.	0008303091

Equipment Details

Manufacturer	THALES
Model	DME 415SE
Part Number	
Standby Power Type	BATTERIES
Monitoring Type	YES

Part 8. Non-federal System Data

Airport/Heliport/Etc.

Airport Name	WEST MICHIGAN REGIONAL AIRPORT
Airport City & State	HOLLAND, MI

Sponsor/Sponsor Representative

Name	Aaron Thelenwood
Title	Manager
Organization	N/A
Address	60 Geurink Blvd. HOLLAND, MI 49423
Email Address	a.thelenwood@wmairportauthority.com
Phone Number	(616) 368-3021

Facility/System/Equipment – as applicable

System	Latitude	Longitude	Elevation (MSL)
BIV GS	42.74280999	-86.0992399	697.9'

FCC License Information – if applicable (VHF)

Frequency	329.45 MHZ
Time Slots	
FCC Licensed Power	4.0 WATTS
Modulation Class	
Licensee (per FCC License)	City of Holland
File No.	0008557005
Call Sign	WRLG2087
FCC Registration No.	0002732311

Equipment Details

Manufacturer	THALES
Model	LOC MK 20A
Part Number	
Standby Power Type	BATTERIES
Monitoring Type	YES

Part 8. Non-federal System Data

Airport/Heliport/Etc.	
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Airport Name	WEST MICHIGAN REGIONAL AIRPORT
Airport City & State	HOLLAND, MI

Sponsor/Sponsor Representative	
---------------------------------------	--

Name	Aaron Thelenwood
Title	Manager
Organization	N/A
Address	60 Geurink Blvd. HOLLAND, MI 49423
Email Address	a.thelenwood@wmairportauthority.com
Phone Number	(616) 368-3021

Facility/System/Equipment – as applicable			
--	--	--	--

System	Latitude	Longitude	Elevation (MSL)
BIV LOC	42.74080999	-86.1225400	697'

FCC License Information – if applicable (VHF)	
--	--

Frequency	110.55
Time Slots	
FCC Licensed Power	15
Modulation Class	
Licensee (per FCC License)	City of Holland
File No.	0006408533
Call Sign	WRLL2204
FCC Registration No.	0008303091

Equipment Details	
--------------------------	--

Manufacturer	THALES
Model	MK 20A
Part Number	
Standby Power Type	BATTERIES
Monitoring Type	

Part 8. Non-federal System Data

Airport/Heliport/Etc.

Airport Name	WEST MICHIGAN REGIONAL AIRPORT
Airport City & State	HOLLAND, MI

Sponsor/Sponsor Representative

Name	Aaron Thelenwood
Title	Manager
Organization	N/A
Address	60 Geurink Blvd. HOLLAND, MI 49423
Email Address	a.thelenwood@wmairportauthority.com
Phone Number	(616) 368-3021

Facility/System/Equipment – as applicable

System	Latitude	Longitude	Elevation (MSL)
BIV MALSR	42.74425000	-86.09684	697.9'

FCC License Information – if applicable (VHF)

Frequency	
Time Slots	
FCC Licensed Power	
Modulation Class	
Licensee (per FCC License)	
File No.	
Call Sign	
FCC Registration No.	

Equipment Details

Manufacturer	MULTI-ELECTRIC
Model	N/A
Part Number	
Standby Power Type	N/A
Monitoring Type	

Part 9. Primary Technicians

Primary Technicians
BIV
DME, GS, LOC, MALSR

This document identifies all non-federally employed maintenance technicians with Verification Authority. It must remain attached to the OMM. The inspector may revise this list without obtaining a new signature on the OMM.

Non-federally Employed Maintenance Technician(s)	
Name	Jim Harris
Title	Technician
Email Address	awosguy@yahoo.com
Phone Number	(937) 763-0018
FCC GROL No.	PGGB015248
System Type(s)	DME, GS, LOC, MALSR

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Primary Technicians Continued

BIV

DME, GS, LOC, MALSR

This document identifies all non-federally employed maintenance technicians with Verification Authority. It must remain attached to the OMM. The inspector may revise this list without obtaining a new signature on the OMM.

Non-federally Employed Maintenance Technician(s)	
Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

Name	
Title	
Email Address	
Phone Number	
FCC GROL No.	
System Type(s)	

ATO SUI Access and Acceptable Use Agreement

July 2023

The Federal Aviation Administration (FAA) Air Traffic Organization (ATO):

- (1) Requires the use of this *ATO Access and Acceptable Use Agreement* for all recipients of Sensitive Unclassified Information (SUI)¹.
- (2) Must ensure that individuals have the authorization, need-to-know, and duty to protect SUI before providing access to SUI, as specified in the accompanying Non-Disclosure Agreement (NDA)
- (3) Will hold recipients of SUI responsible for the compromise of Government systems, networks, or information through negligence or a willful act, subject to any applicable sanctions as specified in the accompanying NDA.

This *ATO SUI Access and Acceptable Use Agreement* will help guide recipients in the proper handling of SUI, whether the information is marked or unmarked.

In addition to this *ATO SUI Access and Acceptable Use Agreement*, all FAA recipients (employees, contractors, and service providers) are bound to the FAA Rules of Behavior contained in FAA Order 1370.121B, *FAA Information Security and Privacy: Policy, Supplemental Implementing Directive, User Responsibilities and Obligations*.

1.0 RECIPIENT RESPONSIBILITIES

All recipients of ATO Information:

- (1) Must comply with all Federal laws, DOT, FAA, and ATO policies, contracts, and other legal agreements as applicable.
- (2) Must use SUI for lawful, official use, and authorized purposes only.
- (3) Must not further share SUI with any entity unless that entity is validated as an authorized user and/or covered person by ATO System Operations Security (AJR-2) and/or NAS Security Operations (AJW-B) and explicitly approved in writing by the FAA legally designated representative (in most cases the FAA contracting officer).
- (4) Must take personal responsibility for the security and protection of SUI provided to them.
- (5) Must ensure the return or proper destruction of SUI in accordance with FAA Order 1370.121B or National Institute of Standards and Technology (NIST) 800-88 Revision 1, *Guidelines for Media Sanitization*, when the information is no longer needed.

Since written guidance cannot cover every contingency, recipients must use due diligence and the highest ethical standards to guide their actions.

¹ **Sensitive Unclassified Information (SUI)**, per FAA Order 1600.75, *Protecting Sensitive Unclassified Information (SUI)*, SUI is unclassified information – in any form including print, electronic, visual, or aural forms – that we must protect from uncontrolled release to persons outside the FAA and indiscriminate dissemination within the FAA. It includes aviation security, homeland security, and protected critical infrastructure information. SUI may include information that may qualify for withholding from the public under the Freedom of Information Act (FOIA).

2.0 APPLICABILITY

This *ATO SUI Access and Acceptable Use Agreement*:

- (1) Applies to all authorized recipients of SUI (including FAA employees, contractors, interns, service providers, maintainers and other persons or entities) regardless of location or affiliation.
- (2) Must be acknowledged by recipients at least annually or upon request. The ATO will deny access to recipients who do not acknowledge and sign this *ATO SUI Access and Acceptable Use Agreement*.

3.0 SYSTEM AND INFORMATION ACCESS PROTECTIONS

To protect ATO systems and information:

- (1) I will:
 - a. Protect all SUI from unauthorized disclosure.
 - b. Physically protect SUI with at least one physical barrier (e.g., stored in a locked office, locked drawer, or locked file cabinet) when unattended.
 - c. Ensure that when SUI is not in secure storage, it is under the protection and control of an authorized person.
 - d. Only access the information required to perform my official duties.
 - e. Encrypt all SUI in storage and in transit.
 - f. Only use FAA-provided or approved encryption methods that are Federal Information Processing Standards (FIPS) 140-3² validated.
 - g. Only store SUI access credentials in a FIPS 140-3 validated encrypted file or device, or in a locked storage container (e.g., locked drawer, safe).
 - h. Only store SUI on devices, equipment, systems, media, or external services (e.g., cloud) that are approved by ATO for such purpose.
- (2) I will **NOT**:
 - a. Attempt to access systems or information that I am not authorized to access.
 - b. Send, copy, or forward any SUI for which I am not authorized.
 - c. Access, process, store, or share SUI on any device, equipment, system, storage media, or external service (e.g., cloud) that is not approved by ATO for such access, processing, or storage.
 - d. Share access credentials with anyone.

² **FIPS 140-3** is a U.S. Government cryptographic security standard specified by NIST. FIPS 140-3 specifies the security requirements for cryptographic modules and is used to accredit cryptographic modules for use by U.S. Government systems to protect SUI/CUI. FIPS 140-3 encryption protects the confidentiality and integrity of the information that is stored on a computer system or is transmitted across a network or other communications mechanism. FIPS 140-2 validated modules, unless explicitly revoked, can remain active for 5 years after validation or until **September 21, 2026**, when the FIPS 140-2 validations will be moved to the historical list.

4.0 INCIDENT REPORTING

I will immediately report suspected or confirmed incidents involving SUI, whether intentional or accidental, as soon as recognized to the FAA’s Security Operations Center (SOC), NAS Cyber Operations (NCO), and ASH Office of Security and Hazardous Materials, Information Safeguards Division (AXF-200):

FAA SOC: Call 1-866-580-1552 or send an email to SOC@faa.gov

NCO: Call (540) 422-4114 or send an email to 9-AJW-NCO@faa.gov

AXF-200: Send an email to CUI@faa.gov

5.0 ACKNOWLEDGMENT STATEMENT

- (1) I understand and acknowledge that the terms and conditions in this *ATO SUI Access and Acceptable Use Agreement* apply to my access to, and use of, SUI.
- (2) I understand that unauthorized or improper use of SUI may result in a disciplinary or adverse personnel action up to and including removal, as well as civil and criminal penalties.
- (3) I understand that willful unauthorized disclosure of SUI may result in legal liability and consequences for the offender. Individuals who demonstrate egregious disregard or a pattern of failing to comply with the listed requirements will have their access promptly revoked.
- (4) The ATO may revoke, suspend, limit, or modify agreements for any position, at any time, and for any reason.
- (5) By signing this agreement, I acknowledge that I understand and consent to this *ATO SUI Access and Acceptable Use Agreement* when I access ATO systems, network, or information.
- (6) If I do not accept this *ATO SUI Access and Acceptable Use Agreement*, I will not be granted access to any SUI.

I acknowledge that I have read, I understand, and I agree to comply with all terms and conditions of this *ATO SUI Access and Acceptable Use Agreement*.

Recipient: Signature and Date _____

Recipient: Print Name _____

Recipient: Email _____ Telephone Number _____

Recipient: Employer _____



Federal Aviation Administration

NON-DISCLOSURE AGREEMENT

Department of Transportation Federal Aviation Administration

I, _____, an individual official, employee, consultant, contractor, subcontractor, agent, representative, assignee, or affiliate of _____, (the Authorized Entity), intending to be legally bound, consent to the terms in this Agreement in consideration of being granted conditional access to Sensitive Unclassified Information (SUI) provided to me in support of the Non-Federal Program. I understand this information is confidential in the sense that it is not generally available to the public, and I agree to safeguard it against disclosure to individuals or entities not authorized to receive it pursuant to the laws, regulations and policies applicable to the particular type(s) of SUI involved.

As used in this Agreement and as defined in Federal Aviation Administration (FAA) Order 1600.75, Protecting Sensitive Unclassified Information (SUI), SUI is unclassified information – in any form including print, electronic, visual, or aural forms – that must be protected from uncontrolled release to persons outside the FAA and indiscriminate dissemination within the FAA (e.g., disclosure to unauthorized recipients or without using all of the controls required by the laws, regulations, and policies applicable to the type(s) of SUI involved). SUI includes information designated by DOT/FAA and other government agencies as For Official Use Only (FOUO) and all authorized categories and subcategories of Controlled Unclassified Information (CUI) in the CUI Registry, which is maintained by the National Archives and Records Administration's (NARA's) Information Security Oversight Office (ISOO), the Executive Agent for CUI matters. NARA implemented CUI requirements with 32 CFR Part 2002.

I attest that I am familiar with and will comply with the standards for access, dissemination, handling, and safeguarding of SUI to which I may have access in accordance with the terms of this Agreement and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI to which I have access. Certain categories of SUI, such as Sensitive Security Information (SSI), are subject to different or tighter controls specific to the particular type of SUI involved. For example, access to, dissemination, handling, and safeguarding of Sensitive Security Information (SSI) is governed by 49 CFR Part 1520, Protection of Sensitive Security Information.

I understand and agree to the following terms and conditions of my conditional access to SUI:

1. I acknowledge that I have been / will be briefed on _____ (insert date) about the nature and protection of SUI, including the requirement that I verify a prospective recipient's duty to protect and need-to-know the information prior to disclosure, and that I understand these procedures.
2. By being granted access to SUI, the United States Government has placed special confidence and trust in me, and I am obligated to handle and safeguard SUI in my possession in a manner that affords sufficient protection from unauthorized disclosure and inadvertent access, in accordance with the terms of this Agreement; FAA Order 1600.75; and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI to which I have access.
3. I understand that federal laws and regulations, including but not limited to the following, provide for criminal and civil penalties for improper disclosure of SUI: 5 U.S.C. § 552a and 18 U.S.C. §§ 641, 1832, and 1905.
4. I understand that the United States Government may conduct inspections, at any time or place, for the purpose of ensuring compliance with the conditions for access, dissemination, handling and safeguarding of information under this Agreement.
5. I will not disclose or release any SUI provided to me pursuant to this Agreement without proper authority or authorization. Disclosure of any information pursuant to this agreement will be in accordance with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved. The Authorized Entity will comply with access restrictions imposed by authorized limited dissemination controls.
6. I understand that all SUI the FAA provides shall remain the property of the FAA and shall be returned to the FAA upon request. Otherwise, all SUI shall be destroyed immediately upon the conclusion of the project or at FAA's request, except as required by law.
7. I agree that I shall return all SUI to which I have access or which is in my possession, 1) upon demand by an authorized individual; and/or 2) upon the conclusion of my duties, association, or support to DOT/FAA; and/or 3) upon determination that my official duties do not require further access to such information.
8. I understand that DOT/FAA may provide SUI to me under this Agreement that is not marked, depending on the medium, and I agree to protect any SUI provided to me under this Agreement in accordance with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved, whether or not it is marked. I agree that I will not alter or remove markings, which may indicate a type(s) of SUI, specific handling instructions, and/or limited dissemination controls, from any material I may come in contact with, unless such alteration or removal is consistent with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved. I agree that if I use SUI from a document or other medium, I will carry forward any markings and will protect them in the same manner as the original.
9. I understand that SUI often retains its sensitivity and safeguarding and handling

10. restrictions even when redacted, obscured, anonymized, obfuscated, masked, or otherwise altered. Unless authorized in advance in writing by a duly authorized representative of the FAA, I understand that I am not permitted to redact, obscure, anonymize, obfuscate, mask, or otherwise alter SUI provided to me under this Agreement or to direct or permit anyone else to do so and that I must promptly report any such occurrences to the FAA in accordance with paragraph 10 of this Agreement.
11. I agree that I shall promptly report to the appropriate official, in accordance with FAA Order 1600.75 and the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved, any loss, theft, misuse, misplacement, unauthorized disclosure, or other security violation or incident involving SUI that I have knowledge of and whether or not I am personally involved. I also understand that my anonymity will be kept to the extent possible when reporting security violations and other incidents.
12. If I violate the terms and conditions of this Agreement, such violation may result in the revocation of my access to SUI.
13. I assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result, or may result from any disclosure, publication, or revelation of SUI not consistent with the terms of this Agreement.
14. This Agreement is made and intended for the benefit of the United States Government and may be enforced by the United States Government or the Authorized Entity. By granting me conditional access to SUI in this context, the United States Government may seek any remedy available to it to enforce this Agreement including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement. I understand that if I violate the terms and conditions of this Agreement, I could be subject to administrative, disciplinary, civil, or criminal action, as appropriate, under the laws, regulations, and/or Federal Executive Branch policies applicable to the specific type(s) of SUI involved and neither the United States Government nor the Authorized Entity have waived any statutory or common law evidentiary privileges or protections that they may assert in any administrative or court proceeding to protect SUI to which I have been granted access under the terms of this Agreement.
15. Unless and until I am released in writing by an authorized representative of the DOT/FAA (if permissible for the particular type(s) of SUI involved), I understand that all conditions and obligations imposed upon me by this Agreement apply during the time that I am granted access, and at all times thereafter.
16. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions shall remain in full force and effect.
17. My execution of this Agreement shall not nullify or affect in any manner any other secrecy or non-disclosure Agreement which I have executed or may execute with the United States Government or any of its departments or agencies.
18. These restrictions are consistent with and do not supersede, conflict with, or otherwise alter my obligations, rights, or liabilities created by Executive Order No. 13526; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section

2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats). The definitions, requirements, obligations, rights, sanctions, and liabilities created by the foregoing Executive Order and statutes are incorporated into this agreement and are controlling.

- 19. Signing this Agreement does not bar disclosures to Congress or to an authorized official of an executive agency or the Department of Justice that are essential to reporting a substantial violation of law.
- 20. I represent and warrant that I have the authority to enter into this Agreement.
- 21. I understand that the Authorized Entity's officials, employees, consultants, contractors, subcontractors, agents, representatives, assignees, or affiliates must each execute separate individual nondisclosure agreements with the FAA before being provided access to SUI covered by this Agreement.
- 22. I have read this Agreement carefully and my questions, if any, have been answered. I acknowledge that the briefing officer has made available to me FAA Order 1600.75 and the laws, regulations, or Federal Executive Branch policies applicable to the specific type(s) of SUI to which the Authorized Entity is being granted access so that I may read them at this time, if I so choose.

I make this Agreement in good faith, without mental reservation or purpose of evasion.

Federal Aviation Administration:

(Authorized Entity)

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Business Address:

Business Address:

West Michigan Airport Authority

60 Geurink Blvd. Holland, MI 49423

Comprising City of Zeeland, Park Township and City of Holland



April 8th, 2024.

CONSENT AGENDA REPORT 4d

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **L3Harris ADS-B Radio Station Lease Renewal**

Automatic Dependent Surveillance–Broadcast (ADS–B) is an advanced surveillance technology that combines an aircraft’s positioning source, aircraft avionics, and a ground infrastructure to create an accurate surveillance interface between aircraft and Air Traffic Control. ADS–B is a performance–based surveillance technology that is more precise than radar.

The ADS-B system is another critical piece of safety infrastructure maintained on-field. The lease will be revised to reflect the Airport Authority in place of the City of Holland (who held the original lease. Lease approval will be subject to final approval as to form by the Airports Attorney.

.

**FIRST AMENDMENT TO LEASE
TULIP CITY AIRPORT, ADS-B RADIO STATION SITE SV156-06**

This First Amendment (“Amendment”) is made by and between **L3Harris Technologies, Inc.**, (“Lessee”) a Delaware corporation, and the **City of Holland**, (“Lessor”). This amendment is effective as of the date of the last signature below (“Effective Date”). This Amendment may refer to L3Harris and the City of Holland collectively as the “Parties,” or individually as a “Party.”

RECITALS

WHEREAS, the original ADS-B radio station site lease agreement (“Agreement”) originally dated 6 January 2010 was between the City of Holland and ITT Corporation (“Original Lessee”); and

WHEREAS, Original Lessee divested into Exelis Inc. effective October 31, 2011, Exelis Inc. then merged with and into Harris Corporation effective as of December 31, 2015, and Harris Corporation changed its name to L3Harris Technologies, Inc. effective as of June 29, 2019; and

WHEREAS, the ADS-B radio station site on the leased premises is an integral part of the FAA National Airspace Systems (NAS); and

WHEREAS, the initial 18-year FAA contract term for ADS-B surveillance services with the Lessee concludes at the end of GFY 2025 with such contract services thereafter being continued by FAA extension to the current contract and/or continued under a new FAA contract; and

WHEREAS, Lessor and Lessee desire to amend the terms of the Agreement to update the point of contact for Notice and to extend the term thereof and to otherwise modify the Agreement as expressly provided herein to accommodate services beyond GFY2025 by removing the September 30, 2025 occupancy limitation and replacing it with a limitation based on the then-current FAA contract, thereby providing assurance to the airport that the lease remains valid only if the lessee has an active contract with the FAA that is supported by the leased premises.

NOW, THEREFORE, for and in consideration of the mutual promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each Party hereto, the Parties mutually agree as follows:

- 1. RENEWAL.** Section 7 of the Agreement is deleted and replaced with the following:

This lease may be renewed from year to year at the option of Lessee upon the terms and conditions herein specified. Lessee’s option shall be deemed exercised and the lease renewed each year for one (1) year unless Lessee gives Lessor thirty (30) days written notice that it will not exercise its option, before this lease or any renewal thereof expires; provided, that no renewal thereof shall extend the period of occupancy of the premises beyond the term of the then-current FAA contract supported by the use of the premises.

- 2. NOTICES.** Section 14 of the Agreement is deleted and replaced with the following:

All notices/correspondences shall be in writing and shall be addressed as follows (or to such other address as either Party may designate from time to time by notice or correspondence to the other).

TO LESSOR: City of Holland
City Managers Office
270 S. River Ave.
Holland, MI 49423
Attn:

TO LESSEE: L3Harris Technologies, Inc.
Attn: Jennifer Banasik
2235 Monroe Street (5th floor),
Herndon, VA 20171.
Jennifer.Banasik@L3harris.com.

3. All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment by their duly authorized officers or representatives as of the date shown below.

CITY OF HOLLAND

L3HARRIS TECHNOLOGIES, INC.

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

West Michigan Airport Authority

60 Geurink Blvd. Holland, MI 49423

Comprising City of Zeeland, Park Township and City of Holland



April 8th, 2024.

REPORT 5

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Closed Door Session to Review Legal Opinion from the Airport's Attorney**

The Airport Authority Board seeks to enter into closed door session to review a legal opinion from the Airport's Attorney.

Recommendation:

It is recommended the Board vote via role call vote to approve entering into a closed door session to review a legal Opinion from the Airport Authority's Attorney.

Ayes:

Nays:

.

West Michigan Airport Authority

260 Geurink Blvd., Holland, MI 49423
P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



April 8th, 2024

REPORT 6

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Public Hearing to Review & Approve Fiscal year 2025 Annual Budget.**

Annually, the Airport Authority Director prepares and submits the proposed operating and capital budgets for the next fiscal year to the Authority Board for consideration. The Airport Board reviews the budgets and schedules a Public Hearing to adopt the final budgets. On March 11th, 2024, the Board held a meeting to review the preliminary proposed budgets and voted to schedule a Public Hearing to review the proposed budgets for consideration of adoption on April 8th, 2024.

Over the past year, the Airport Authority welcomed Avflight as it's new Fixed Base Operator on-field. Though operational numbers have not fully rebounded to pre-pandemic levels, activity overall still remains strong. As a result, the estimated fuel flowage and landing fees are still being budgeted conservatively, though we are optimistic they will improve over the prior fiscal year. The estimated operating budget revenues for FY25 are \$760,360. Additionally, the Airport is entitled to \$249,000 in Bipartisan Infrastructure funding, in response to the pandemic, to be used for Capital Improvement Projects. These funds will be released on a reimbursement basis. The millage rate is recommended to remain at one-tenth of a mil.

Costs for staffing will increase due to the approval of the Community Engagement and Operations Specialist role and annual contractual increases for the Director role. Budgeted legal expenses are recommended to increase to \$25,000 due to ongoing anticipated development interest and other key initiatives of the Board. This budget also reflects ongoing consulting fees with the Airport's consultant, Mead & Hunt, related to ongoing strategic support services.

Capital Projects currently planned for FY 25 are as follows:

- Design for Taxilane Alpha Rehab

West Michigan Airport Authority

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Public Hearing:

1. The Chair will take a motion from a Board Member, followed by a second to formally open the Public Hearing. Approval to enter the Public Hearing can be done by simple voice vote.
2. The Chair will take any comments from the public or other members of the Board. Public input will follow a similar protocol to the Public Comment period at the beginning of the Board Meeting, with appropriate time limits placed at such a length determined appropriate by the Board.
3. Staff will compile a summary of comments received.
4. Upon receipt of final comments, the Board will take one of the following actions:
 - a. Vote to adopt the Budget Documents as presented.
 - b. Vote to adopt the Budget Documents as presented, with any approved amendments integrated into the final budget as determined by the Board.
 - c. Vote to table the budget discussion to allow staff to integrate any amendments deemed necessary by the Board and re-schedule the public hearing for May 13th, 2024.

Recommendation

1. After closing the public hearing, the Board vote to approve the budget documents as presented.
2. Take separate action to approve a Resolution Formally Adopting the FY25 Operations Budget, Capital Budget, and Action Plan.

Attachment:

FY25 Action Plan
FY25 Operating & Capital Budget Worksheet.
Five Year Financial Projection
Resolution to Adopt the FY25 Budget.

Account Number	Account Description	2023 Actual Amount	2022 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Dept Request
Fund: Z01 - WMAA (Airport) General Fund						
REVENUES						
Department: 000 - General Revenues						
<i>TAXES - TAXES</i>						
<i>STATE REV SHARE - STATE REVENUE SHARING</i>						
440573	State-Reim Local PPT Tax Loss	20,788.54	20,138.29	15,000.00	18,000.00	18,000.00
<i>Account Classification Total: STATE REV SHARE - STATE REVENUE SHARING</i>		\$20,788.54	\$20,138.29	\$15,000.00	\$18,000.00	\$18,000.00
<i>LOCAL UNIT CONTR - LOCAL UNIT CONTRIBUTIONS</i>						
450582.C	Contributions from Other Govts From City of Holland	121,252.54	115,811.84	125,000.00	140,800.00	145,000.00
450582.P	Contributions from Other Govts From Park Township	123,646.77	116,989.72	120,000.00	120,000.00	120,000.00
450582.Z	Contributions from Other Govts From City of Zeeland	84,687.37	80,177.58	80,000.00	80,000.00	80,000.00
<i>Account Classification Total: LOCAL UNIT CONTR - LOCAL UNIT CONTRIBUTIONS</i>		\$329,586.68	\$312,979.14	\$325,000.00	\$340,800.00	\$345,000.00
<i>CHGS FOR SERVICE - CHARGES FOR SERVICES</i>						
460654.1	Franchise Fees FBO Franchise Fees	27,479.16	24,909.60	27,600.00	27,600.00	29,000.00
460654.5	Franchise Fees Fuel Flowage Fee	84,897.67	82,764.66	82,000.00	82,000.00	84,460.00
460654.7	Franchise Fees Landing Fees	31,403.75	29,296.91	30,000.00	30,000.00	30,000.00
<i>Account Classification Total: CHGS FOR SERVICE - CHARGES FOR SERVICES</i>		\$143,780.58	\$137,066.17	\$139,600.00	\$139,600.00	\$143,460.00
<i>INTEREST & RENTS - INTEREST AND RENTS</i>						
480665.0	Investment Income General	27,996.54	7,694.78	15,000.00	30,000.00	15,000.00
480669.24	Rental Hangar Land Lease	164,829.83	64,330.44	120,000.00	120,000.00	170,000.00
480669.25	Rental Agricultural Land Lease	12,209.21	13,363.74	13,500.00	12,350.00	12,500.00
480669.26	Rental T-Hangars	58,080.00	57,653.33	60,000.00	60,000.00	61,800.00
480669.A	Rental Airport Business Center	9,652.68	8,750.16	8,900.00	8,900.00	9,600.00
480671	Lease Interest	0.00	15,871.00	0.00	0.00	0.00
<i>Account Classification Total: INTEREST & RENTS - INTEREST AND RENTS</i>		\$270,116.48	\$138,426.72	\$217,400.00	\$231,250.00	\$268,900.00
<i>OTHER - OTHER</i>						
Department Total: 000 - General Revenues		\$912,275.76	\$670,269.21	\$697,000.00	\$729,650.00	\$775,360.00
<i>Account Classification Total: STATE GRANTS - STATE GRANTS</i>		\$0.00	\$42,233.35	\$0.00	\$0.00	\$0.00
Department Total: 999 - Airport Capital Projects		\$0.00	\$287,253.09	\$0.00	\$0.00	\$0.00
REVENUES Total		\$912,275.76	\$957,522.30	\$697,000.00	\$729,650.00	\$775,360.00
EXPENSES						
<i>CAPITAL OUTLAY - CAPITAL OUTLAY</i>						
730971.0	Land General	0.00	0.00	0.00	0.00	0.00
<i>Account Classification Total: CAPITAL OUTLAY - CAPITAL OUTLAY</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department: 540 - Airport Operations						
<i>PERSONNEL SVCS - PERSONNEL SERVICES</i>						
710701.0	Payroll-Regular General	85,603.89	74,295.56	121,800.00	121,800.00	150,305.00
710701.3	Payroll-Regular Allocated	0.00	0.00	0.00	0.00	0.00
710707.0	Payroll-Temporary Help General	39,417.50	18,172.50	63,700.00	0.00	11,700.00
711702.0	Payroll-Vacation/PTO General	10,127.48	8,233.91	0.00	5,000.00	10,000.00
711703	Payroll-Holidays	4,131.48	2,149.45	0.00	1,800.00	3,600.00
711716.1	Insurance Health	3,000.00	3,000.00	6,000.00	3,000.00	6,516.00
711718.1	Retirement Contribution MERS	7,571.43	6,774.31	13,400.00	0.00	11,191.00
711720	Insurance-Income Protection	928.86	779.95	120.00	300.00	600.00
712715	Employer FICA/Medicare Contribution	10,884.47	8,097.63	12,800.00	0.00	12,891.00
712724	Workers Comp Insurance	94.00	0.10	300.00	311.00	320.00
<i>Account Classification Total: PERSONNEL SVCS - PERSONNEL SERVICES</i>		\$161,759.11	\$121,505.31	\$218,120.00	\$132,211.00	\$207,123.00
<i>OTHER CURR EXP - OTHER CURRENT EXPENDITURES</i>						
721730.0	Postage General	23.37	62.03	100.00	0.00	100.00
721740.0	Operating Supplies General	3,524.76	3,136.68	2,000.00	2,000.00	2,000.00
721740.CAP	Operating Supplies Controlled Items-Capital Type	0.00	0.00	1,000.00	2,000.00	1,000.00

Account Number	Account Description	2023 Actual Amount	2022 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Dept Request
721931.0	Bldg & Grnds Maint General	24,624.46	5,532.56	9,800.00	6,000.00	6,000.00
721931.SIGN	Bldg & Grnds Maint Signage	0.00	0.00	0.00	0.00	8,000.00
721933.0	Equipment Maintenance General	16,394.76	22,085.79	6,000.00	6,000.00	6,500.00
721933.ILS	Equipment Maintenance ILS Landing	0.00	0.00	16,000.00	16,000.00	16,000.00
722801.9000	Contr-Printing General	0.00	0.00	0.00	0.00	2,820.00
722801.9010	Contr-Printing Advertising/Promotional	56,453.13	52,221.47	45,000.00	45,000.00	57,000.00
722804.0	Contractual-Legal General	53,726.55	18,179.00	20,000.00	20,000.00	25,000.00
722805.1	Contractual-Finance Independent Audit	8,100.00	7,900.00	8,700.00	8,300.00	8,500.00
722805.4	Contractual-Finance Financial Service Fees	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
722808.MOW	Contr-Bldgs&Grnds Mowing	41,029.39	44,593.13	45,000.00	45,000.00	45,000.00
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	20,637.80	25,446.78	25,000.00	20,000.00	20,000.00
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	52,966.01	56,970.51	50,000.00	64,000.00	60,000.00
722809.16	Contractual-Misc Consulting	0.00	0.00	25,000.00	25,000.00	10,000.00
722809.61	Contractual-Misc Management Services	38,022.90	27,831.37	31,400.00	31,400.00	37,221.00
722809.62	Contractual-Misc Airport Manager-Tulip City Air	1,514.32	1,657.49	2,000.00	3,000.00	3,000.00
723850.CELL	Communications Cellular	1,200.00	1,200.00	1,200.00	1,800.00	2,400.00
723860.0	Travel, Conf, Seminars General	3,326.43	2,405.57	3,200.00	1,115.00	3,500.00
723910.0	Commercial Insurance Premiums General	31,794.00	27,308.00	34,000.00	34,072.00	35,000.00
723920.GATE	Public Utilities Fence Gates	866.60	526.03	500.00	500.00	550.00
723920.LAND	Public Utilities Landing Lights & System	3,894.29	3,311.51	3,500.00	3,500.00	4,000.00
723920.PLOT	Public Utilities Parking Lot Lights	670.30	1,289.08	750.00	750.00	800.00
723920.RUNW	Public Utilities Runway Lights	6,262.01	5,303.41	6,000.00	6,000.00	6,000.00
723920.THAN	Public Utilities T-Hangars	6,406.87	6,634.27	6,000.00	6,000.00	6,700.00
723942.0	Building Rental/Lease General	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
723955.0	Misc. General	8,638.71	3,979.92	2,000.00	2,000.00	2,300.00
723955.MTG	Misc. Meetings	0.00	0.00	2,000.00	2,000.00	2,000.00
723955.T	Misc. T-HANGAR REPAIRS	0.00	0.00	5,000.00	8,000.00	5,000.00
723960.0	Educ&Training General	0.00	0.00	4,000.00	4,000.00	4,500.00
723961.0	Dues & Subscriptions General	1,890.46	1,665.97	2,200.00	1,183.00	2,220.00
<i>Account Classification Total: OTHER CURR EXP - OTHER CURRENT EXPENDITURES</i>		\$394,207.68	\$381,549.66	\$380,950.00	\$367,620.00	\$386,111.00
<i>CAPITAL OUTLAY - CAPITAL OUTLAY</i>						
<i>CONTINGENCIES - CONTINGENCIES</i>						
Department Total: 540 - Airport Operations		\$556,477.71	\$503,054.97	\$649,070.00	\$499,831.00	\$593,234.00
Department: 541 - Business Center						
<i>OTHER CURR EXP - OTHER CURRENT EXPENDITURES</i>						
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	4,233.96	6,509.91	5,000.00	5,000.00	5,000.00
721933.0	Equipment Maintenance General	0.00	2,342.70	5,000.00	5,000.00	5,000.00
722808.1	Contr-Bldgs&Grnds Janitorial	9,277.27	10,164.32	10,000.00	8,000.00	10,000.00
723850.0	Communications Telephone	2,400.00	2,952.50	3,800.00	3,800.00	3,800.00
723850.WIFI	Communications WIFI Internet Connection	3,990.00	3,677.50	2,900.00	3,300.00	4,000.00
723920.BPW	Public Utilities BPW	19,470.22	16,663.42	15,600.00	15,600.00	19,500.00
723920.GAS	Public Utilities Natural Gas	6,340.48	6,359.19	9,100.00	2,500.00	5,000.00
<i>Account Classification Total: OTHER CURR EXP - OTHER CURRENT EXPENDITURES</i>		\$45,711.93	\$48,669.54	\$51,400.00	\$43,200.00	\$52,300.00
<i>CONTINGENCIES - CONTINGENCIES</i>						
770956.0	Contingency General	0.00	0.00	0.00	0.00	0.00
<i>Account Classification Total: CONTINGENCIES - CONTINGENCIES</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department Total: 541 - Business Center		\$45,711.93	\$48,669.54	\$51,400.00	\$43,200.00	\$52,300.00
Division: 045 - Runway						
<i>CAPITAL OUTLAY - CAPITAL OUTLAY</i>						
730974.0	Land Improvements General	0.00	341,316.75	0.00	0.00	0.00

Account Number	Account Description	2023 Actual Amount	2022 Actual Amount	2024 Amended Budget	2024 Estimated Amount	2025 Dept Request
<i>Account Classification Total: CAPITAL OUTLAY - CAPITAL OUTLAY</i>		\$0.00	\$341,316.75	\$0.00	\$0.00	\$0.00
Division Total: 045 - Runway		\$0.00	\$341,316.75	\$0.00	\$0.00	\$0.00
<i>Account Classification Total: CAPITAL OUTLAY - CAPITAL OUTLAY</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Division Total: 050 - Business Center		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department Total: 999 - Airport Capital Projects		\$0.00	\$341,316.75	\$0.00	\$0.00	\$0.00
EXPENSES Total		\$602,189.64	\$893,041.26	\$700,470.00	\$543,031.00	\$645,534.00
Fund REVENUE	Total: Z01 - WMAA (Airport) General Fund	\$912,275.76	\$957,522.30	\$697,000.00	\$729,650.00	\$775,360.00
Fund EXPENSE	Total: Z01 - WMAA (Airport) General Fund	\$602,189.64	\$893,041.26	\$700,470.00	\$543,031.00	\$645,534.00
Fund Total: Z01 - WMAA (Airport) General Fund		\$310,086.12	\$64,481.04	(\$3,470.00)	\$186,619.00	\$129,826.00
Fund: Z403 - WMAA (Airport) Capital Projects						
REVENUES						
Department: 595 - Airport Projects						
Division: 045 - Runway						
<i>FEDERAL GRANTS - FEDERAL GRANTS</i>						
420502.24	Federal Grant FAA Capital	114,582.36	0.00	0.00	0.00	0.00
<i>Account Classification Total: FEDERAL GRANTS - FEDERAL GRANTS</i>		\$114,582.36	\$0.00	\$0.00	\$0.00	\$0.00
<i>STATE GRANTS - STATE GRANTS</i>						
430502.24	State Grant MDOT State Capital	5,051.25	0.00	0.00	0.00	0.00
<i>Account Classification Total: STATE GRANTS - STATE GRANTS</i>		\$5,051.25	\$0.00	\$0.00	\$0.00	\$0.00
<i>LOCAL UNIT CONTR - LOCAL UNIT CONTRIBUTIONS</i>						
450582.ST	Contributions from Other Govts City of Holland-Other	703,356.00	0.00	0.00	0.00	0.00
<i>Account Classification Total: LOCAL UNIT CONTR - LOCAL UNIT CONTRIBUTIONS</i>		\$703,356.00	\$0.00	\$0.00	\$0.00	\$0.00
Division Total: 045 - Runway		\$822,989.61	\$0.00	\$0.00	\$0.00	\$0.00
Department Total: 595 - Airport Projects		\$822,989.61	\$0.00	\$0.00	\$0.00	\$0.00
REVENUES Total		\$822,989.61	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES						
Department: 595 - Airport Projects						
Division: 045 - Runway						
<i>OTHER CURR EXP - OTHER CURRENT EXPENDITURES</i>						
722807.2	Contractual-Architect/Engineer Plan Development	5,664.50	0.00	0.00	0.00	0.00
722807.5	Contractual-Architect/Engineer Engineering	0.00	0.00	0.00	15,000.00	15,000.00
<i>Account Classification Total: OTHER CURR EXP - OTHER CURRENT EXPENDITURES</i>		\$5,664.50	\$0.00	\$0.00	\$15,000.00	\$15,000.00
<i>CAPITAL OUTLAY - CAPITAL OUTLAY</i>						
730974.0	Land Improvements General	250,206.20	0.00	323,805.00	267,193.00	10,875.00
<i>Account Classification Total: CAPITAL OUTLAY - CAPITAL OUTLAY</i>		\$250,206.20	\$0.00	\$323,805.00	\$267,193.00	\$10,875.00
Division Total: 045 - Runway		\$255,870.70	\$0.00	\$323,805.00	\$282,193.00	\$25,875.00
Department Total: 595 - Airport Projects		\$255,870.70	\$0.00	\$323,805.00	\$282,193.00	\$25,875.00
EXPENSES Total		\$255,870.70	\$0.00	\$323,805.00	\$282,193.00	\$25,875.00
Fund REVENUE	Total: Z403 - WMAA (Airport) Capital Projects	\$822,989.61	\$0.00	\$0.00	\$0.00	\$0.00
Fund EXPENSE	Total: Z403 - WMAA (Airport) Capital Projects	\$255,870.70	\$0.00	\$323,805.00	\$282,193.00	\$25,875.00
Fund Total: Z403 - WMAA (Airport) Capital Projects		\$567,118.91	\$0.00	(\$323,805.00)	(\$282,193.00)	(\$25,875.00)
REVENUE GRAND Totals:		\$1,735,265.37	\$957,522.30	\$697,000.00	\$0.00	\$0.00
EXPENSE GRAND Totals:		\$858,060.34	\$893,041.26	\$697,000.00	\$0.00	\$0.00
Grand Totals:		\$877,205.03	\$64,481.04	\$697,000.00	\$0.00	\$0.00

**West Michigan Airport Authority
Fiscal Projection**

	Approved	Actual	(CPI 4% Applied)						
	Budget	Year End	Amended	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
	FY 2022	FY 2022	FY 2023						
REVENUES									
FBO Franchise Fee	\$ 23,500	\$ 24,910	\$ 27,500	\$ 27,600	\$ 29,000	\$ 29,725	\$ 30,468	\$ 31,230	\$ 32,011
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	\$ 128,090	\$ 130,000	\$ 133,250	\$ 136,581	\$ 139,996	\$ 143,496
Property Tax - Park Township	\$ 109,000	\$ 116,990	\$ 123,600	\$ 120,000	\$ 120,000	\$ 123,000	\$ 126,075	\$ 129,227	\$ 132,458
Property Tax - Zeeland City	\$ 60,000	\$ 80,178	\$ 82,200	\$ 80,000	\$ 80,000	\$ 82,000	\$ 84,050	\$ 86,151	\$ 88,305
Investment Income	\$ 12,000	\$ 7,695	\$ 23,000	\$ 30,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
State reimbursement - personal property tax loss	\$ 10,000	\$ 20,138	\$ 20,700	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Rental - Hangar Land Lease	\$ 107,357	\$ 64,330	\$ 128,500	\$ 120,000	\$ 170,000	\$ 174,250	\$ 178,606	\$ 183,071	\$ 187,648
Rental - Agricultural Land Lease	\$ 12,500	\$ 13,364	\$ 13,500	\$ 12,350	\$ 12,500	\$ 12,813	\$ 13,133	\$ 13,461	\$ 13,798
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	\$ 9,600	\$ 9,840	\$ 10,086	\$ 10,338	\$ 10,597
Misc/Recoveries		\$ 4,755	\$ 2,900						
Subtotal Revenues	\$ 604,410	\$ 683,637	\$ 867,500	\$ 716,940	\$ 760,360	\$ 773,544	\$ 792,183	\$ 811,287	\$ 830,869
EXPENSES									
Director (Salary Only)	\$ 109,400	\$ 132,500	\$ 113,800	\$ 121,800.00	\$ 96,205.00	\$ 106,498.94	\$ 117,894.32	\$ 130,509.01	\$ 144,473.48
Comm. Engagement & Ops. Specialist			\$ 18,000.00	\$ 18,000.00	\$ 54,100.00	\$ 56,805.00	\$ 59,645.25	\$ 62,627.51	\$ 65,758.89
Insurance Health Buy Out)			\$ 3,000	\$ 3,000.00	\$ 7,032.00	\$ 7,172.64	\$ 7,316.09	\$ 7,462.41	\$ 7,611.66
Intern					\$ 5,700.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00	\$ 5,700.00
Retirement MERS			\$ 7,700	\$ 13,400.00	\$ 12,024	\$ 13,064	\$ 14,203	\$ 15,451	\$ 16,819
Insurance - Income			\$ 120	\$ 120.00	\$ 124	\$ 127	\$ 130	\$ 133	\$ 136
FICA/Medicare Contribution			\$ 10,600	\$ 12,800.00	\$ 11,498	\$ 12,493	\$ 13,582	\$ 14,775	\$ 16,083
Workers Comp			\$ 200	\$ 300.00	\$ 263	\$ 286	\$ 311	\$ 338	\$ 368
Postage	\$ -	\$ 100	\$ 100	\$ 100.00	\$ 103	\$ 106	\$ 108	\$ 111	\$ 114
Operating supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,000.00	\$ 2,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Operating supplies - controlled capital	\$ 1,600	\$ 2,500	\$ 1,800	\$ -	\$ 1,000	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
Photocopies	\$ 100	\$ 100	\$ 100	\$ -	\$ 2,080	\$ 2,132	\$ 2,185	\$ 2,240	\$ 2,296
Maintenance - Buildings & Grounds Maintenance	\$ 9,000	\$ 9,000	\$ 9,813	\$ 6,000.00	\$ 6,500	\$ 6,663	\$ 6,829	\$ 7,000	\$ 7,175
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance - Contract - Snowplowing	\$ 50,000	\$ 40,000	\$ 50,000	\$ 64,000.00	\$ 60,000	\$ 61,500	\$ 63,038	\$ 64,613	\$ 66,229
Maintenance - Contract - Mowing	\$ 30,000	\$ 30,000	\$ 45,000	\$ 45,000.00	\$ 45,000	\$ 46,125	\$ 47,278	\$ 48,460	\$ 49,672
Maintenance - Contract - General Repairs/ Maintenance	\$ 23,000	\$ 23,000	\$ 25,000	\$ 20,000.00	\$ 20,000	\$ 20,500	\$ 21,013	\$ 21,538	\$ 22,076
Advertising/Promotional	\$ 35,000	\$ 40,000	\$ 40,000	\$ 45,000.00	\$ 57,000	\$ 58,425	\$ 59,886	\$ 61,383	\$ 62,917
Contract - Legal	\$ 20,000	\$ 10,000	\$ 20,000	\$ 20,000.00	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Contract - Strat. Support Services (Move to Capital)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000.00					
Contract - Engineering (Move to Capital)									
Contract - (Finance) Management Services	\$ 28,000	\$ 28,000	\$ 28,000	\$ 31,400.00	\$ 37,221	\$ 38,152	\$ 39,105	\$ 40,083	\$ 41,085
Contract - Airport Manager	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000.00	\$ 2,459	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Contract-Financial Services Fees	\$ -	\$ 2,000	\$ 2,000	\$ 2,000.00	\$ 37,221	\$ 31,400	\$ 32,185	\$ 32,990	\$ 33,814
Contract - Audit	\$ 7,900	\$ 7,800	\$ 8,100	\$ 8,300.00	\$ 8,500	\$ 8,713	\$ 8,930	\$ 9,154	\$ 9,382
Travel, Conferences, Seminars	\$ 1,000	\$ 1,300	\$ 3,100	\$ 1,115.00	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Professional Development			\$ 4,000.00	\$ 4,500	\$ 4,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Communications/Cellular			\$ 1,200	\$ 1,200	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
Commercial Insurance Premium	\$ 27,000	\$ 27,400	\$ 31,794	\$ 34,072	\$ 35,000	\$ 35,875	\$ 36,772	\$ 37,691	\$ 38,633
Utilities - T Hangars	\$ 5,000	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700
Utilities - Runway Lights	\$ 6,700	\$ 6,700	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,150	\$ 6,304	\$ 6,461	\$ 6,623
Utilities - Landing Lights & Systems	\$ 4,500	\$ 4,500	\$ 4,500	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Utilities - Fence Gates	\$ 700	\$ 500	\$ 500	\$ 500	\$ 550	\$ 564	\$ 578	\$ 592	\$ 607
Utilities - Parking Lot Lighting	\$ 1,700	\$ 1,000	\$ 700	\$ 750	\$ 800	\$ 820	\$ 841	\$ 862	\$ 883
ABC-Building & Grounds	\$ 5,000	\$ 5,000	\$ 4,500	\$ 5,000	\$ 5,000	\$ 5,125	\$ 5,253	\$ 5,384	\$ 5,519
ABC-Communications/Telephone	\$ 6,700	\$ 6,700	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,895	\$ 3,992	\$ 4,092	\$ 4,194
TDS			\$ 600	\$ 600					
ABC-Communications/internet			\$ 2,900	\$ 3,300	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
ABC-BPW utilities	\$ 20,000	\$ 20,000	\$ 15,000	\$ 15,000	\$ 19,500	\$ 19,988	\$ 20,487	\$ 20,999	\$ 21,524
ABC-Natural Gas	\$ 5,000	\$ 5,000	\$ 6,500	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
ABC-equipment maintenance	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,125	\$ 5,253	\$ 5,384	\$ 5,519
ABC-Cleaning	\$ 8,000	\$ 7,500	\$ 7,500	\$ 8,000	\$ 8,000	\$ 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	\$ 2,300	\$ 2,358	\$ 2,416	\$ 2,477	\$ 2,539
Meeting Expenses			\$ 2,068	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Dues & Subscriptions	\$ 600	\$ 1,000	\$ 2100	\$ 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	\$ 8,000	\$ 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	\$ 639,287	\$ 704,924	\$ 706,244	\$ 720,447	\$ 734,544	\$ 748,483
Balance	\$ 71,710	\$ 140,237	\$ 338,105	\$ 77,653	\$ 55,436	\$ 67,300	\$ 71,735	\$ 76,743	\$ 82,386
Net Unassigned General Fund Operating Reserves, Beg of Year			\$ 1,238,947	\$ 1,577,052	\$ 1,020,559	\$ 1,075,995	\$ 1,143,295	\$ 1,215,030	\$ 1,291,773
Net Surplus (Deficit) Operating			\$ 338,105	\$ 77,653	\$ 55,436	\$ 67,300	\$ 71,735	\$ 76,743	\$ 82,386
Transfers to Capital Fund			\$ (500,000)	\$ (500,000)					
Transfer to Capital Fund (in excess of 125%)			\$ (134,146)	\$ (134,146)					
Net Unassigned General Fund Operating Reserves, End of Year			\$ 1,577,052	\$ 1,020,559	\$ 1,075,995	\$ 1,143,295	\$ 1,215,030	\$ 1,291,773	\$ 1,374,159
Fund Balance % of Operating Expenditures			298%	160%	153%	162%	169%	176%	184%

(likely can remove tree clearing, now under general FBO services)

West Michigan Airport Authority

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



April 8th, 2024

To: West Michigan Airport Authority Board.

From: Aaron Thelenwood, Authority Director

Subject: **FY25 Action Plan**

I. Get operations back to and maintained at National GA Designation Level

Work to increase the number of instrument rated operations on-field to 5,000 and above on annual basis, in-line with the requirements under the FAA's National GA classification. Ensure number of based jets and interstate/international flights are maintained well above FAA minimum requirements. Increase outreach to based users regarding the importance of filing a flight plan when possible and the direct impact on the airport's designation. Plan accordingly for future projects to ensure impacts on operations are minimized and that disruptive projects are not scheduled during FAA assessment years. Establish living dashboards to track relevant classification metrics month to month and report back to the Board.

II. Continue to Improve Snow Removal Operations

FY 24 saw significant investment in both new snow removal equipment on field (including a new truck, new sweeper, and implementation of deicing chemicals) in addition to new snow removal procedures (regular stakeholder meetings, advanced significant inclement weather planning meetings and debriefings with key stakeholders). None of these initiatives were underway in any capacity with any of the airports past FBO's, and Avflight has made significant investment in time, staff, and funding to accomplish this. Going into FY25 it will be important to maintain this momentum and continue to explore opportunities to improve snow removal operations and explore new snow removal solutions to ensure the best possible outcomes and experiences for tenants and all users in general.

III. Operationalize KPI Dashboard Metrics.

Once the input of airport historic data into the KPI dashboard is complete, data will be used in planning, tracking, and reporting out on key objectives of the Board.

IV. Establish Marketing Plan for Development Opportunities Tied to North Taxilane Construction.

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Establish and execute comprehensive marketing strategy to promote development on parcels B&C following construction of the North Taxilane.

V. Expand Engagement Efforts into new Airport Authority Communities, and market both the role the Airport plays in the region and the role the Airport Authority Plays in managing the airport.

As the Authority continues to focus on expanding support for the Airport overall, it will become increasingly more important to educate the community on both the role of the airport and the services it provides as well as the Authority's role in managing and growing the airport as a true community asset. These efforts will lay the groundwork both for engaging potential new communities on the airport authority but also in preparation for renewal of the existing airport authority community millage campaigns when they come up for renewal in 2027.

VI. Expand Business Use Case Opportunities on Field to Better Support Local and Regional Economies.

Expand upon new initiatives to support regional economic growth and stability. This can include identification of new amenities on-field (customs for example), air taxi/charter services, or future advanced air mobility/drone opportunities for local businesses.

VII. Establish formal Intermodal Partnerships with Regional Transit Entities

Establish letters of support, memorandums of understanding, or other similar documentation to establish formal collaboration with regional transit partners.

VIII. Integrate Airport in Broader Regional Transit Planning Efforts.

Work with local MPOs (Macatawa Area Coordinating Council) to ensure the airport is included in long term transit planning.

IX. Build on Educational Partnerships to Support Workplace Readiness & Workforce Development Initiatives Regionally.

Expand on established partnerships with Ottawa Area ISD, Hamilton Schools, Future PREPd, etc. to support broader regional workforce development efforts; utilizing aviation as a pathway.

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X. Establish Key Sustainability Objectives in-line with both FAA Carbon Neutrality Goals and Objectives of on-field partners.

The FAA continues to push toward carbon neutrality by 2050. Likewise, many local manufacturers, especially those with ties to the automotive industry, face similar ambitious goals or mandates. The intent would be to leverage expected airport sustainability requirements and work collaboratively to support the objectives/mandates faced by business partners located on-field.

XI. If Awarded, Execute Year One Objectives of RAISE Grant Application, Targeting Advanced Air Mobility and Multimodal Integration.

If awarded, the RASIE Grant Funding requested by the Airport Authority would fundamentally impact the long term growth and planning efforts of the Airport and firmly establish the Airport Authority as a leader in the advanced air mobility space in Michigan. Phase 1 funding would promote strategic planning efforts and bring West Michigan Regional to a development ready place for advanced air mobility infrastructure.

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RESOLUTION TO APPROVE THE PROPOSED ANNUAL BUDGET AND CERTIFY MILLAGE AMOUNT FOR FISCAL YEAR 2025

Whereas, the West Michigan Airport Authority annual budget for the fiscal year July 1, 2024 through June 30, 2025 was presented to the Authority on March 11th, 2024; and

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

Whereas, the Airport Authority held a public hearing concerning the proposed budget on April 8th, 2024, at the Airport Business Center, 60 Geurink Blvd. Holland, MI 49423;

Now, Therefore Be It Resolved, that the West Michigan Airport Authority Board approves the fiscal year 2025 operating and capital budgets as presented; and

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

Be It Further Resolved that the Airport Authority does hereby adopt the Annual Budget, of Estimated Revenues and Appropriations, by departmental unit, for all funds as therein presented, to include any modifications approved at the time of the public hearing, for the fiscal year July 1, 2024 through June 30, 2025; and

Be It Further Resolved that the Airport Authority Director is hereby authorized to administer appropriation adjustments to the budgets of the fiscal year 2024-25, to the extent that such adjustments do not exceed the 2024-25 *Revised Estimates*, as outlined in the fiscal year 2024-25 annual budgets; and

Be it further Resolved, that all open encumbrances at June 30, 2024 will be liquidated and re-established as of July 1, 2024. The Fiscal Agent, City of Holland Finance Office, is hereby authorized to increase overall fund appropriations in the fiscal year 2024-25, directly from *Fund Balance – Undesignated*, equal to re-establish encumbrances; and

Be It Further Resolved, that the Airport Authority Director is instructed to notify the member governmental units of the .10 property millage rate for fiscal year 2025.

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Charles Murray

Chairperson

Beth Blanton, Secretary

West Michigan Airport Authority

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April 8th, 2024

REPORT 7

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director
Subject: **Approval of Formation of an Airport Advisory Group**

During the March 11th regular meeting of the Airport Authority Board, the Board received a recommendation to form an Airport Advisory Group which would be compiled inf members representing the collective interests of the various stakeholder groups present on field. During the same meeting the Airport Authority Chair Directed staff to begin gauging interest with on-field stakeholders and to compile a list of potential members. The members could be a mix of individuals or organizations, with the intent that organizations would have one member representing them at each meeting, though the member at each meeting could be different depending on schedules.

The Director garnered quick response and interest from on-field stakeholders and was able to secure commitment from the following members:

1. Jeff Vos (General Aviation)
2. David Field (General Aviation)
3. West Shore Aviation (Corporate)
4. Metal Flow (Corporate)
5. Haworth (Corporate)
6. Avflight (FBO)

Additionally, the Board will be represented by three members of the Board. The Committee will be supported by a staff liaison as well.

The intent o this group is to provide expertise and insight to Airport Authority operations and planning efforts while also providing a valuable avenue for communication for on-field stakeholders. Each representative also will serve as a conduit for other individuals/organizations on field. For example, GA representatives will engage with other GA tenants (T-Hangars for example) to ensure their voices are heard. Likewise, corporate representatives will ensure concerns of other corporate entities that are on-field but not on the committee have an avenue for communication as well.

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Through this new committee, the Board hopes to be proactive in both planning and addressing pressing concerns/priorities on field while also drawing on the deep collective knowledge represented by this group.

Recommendation

It is recommended the Board vote to approve the formation of the Airport Advisory group as presented.

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