

West Michigan Airport Authority

60 Geurink Blvd. Holland, MI 49423

Comprising City of Zeeland, Park Township and City of Holland



May 13th, 2024.

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Working Meeting**

Esteemed Board,

I am providing an introductory letter along with this month's meeting packet as the format of the May 13th meeting will be somewhat different than what we're typically used to. This month's meeting will have very few items requiring formal Board Action outside of the procedural approvals (Minutes, Finances, Etc.). Instead, this will be a "working meeting" of the Board.

Given the significant number of new members to the Board and the wide array of challenges and opportunities facing the Airport, it would be prudent to take some time to assess in this current moment and begin charting a trajectory for the coming fiscal year (FY25). This is not a "strategic planning session," which is usually a much deeper dive on initiatives, but, rather a refresh and reorientation on existing priorities.

Last month's meeting spurred conversations around the Action Plan and short-term priorities of the Boards adopted strategic plan. Additionally, with the formation of the Airport Advisory Group the Board has a whole new pool of expertise and experience to draw on.

Based on conversations with the Board's leadership team, the following reports are being submitted to both bring the Board collectively up-to-speed on certain items and spur conversation around how best to meet the needs of the Airport Authority going forward.

The goal with some of these items is to provide direction to bring them back for formal action as early as next month's meeting, while other items will become part of longer-term efforts and planning.

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West Michigan Airport Authority

Regular Meeting Agenda

May 13th, 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
VACANT

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. Approval of April 8th Meeting Minutes (3 Minutes) **Action Requested.**

5. Consent Agenda – (5 Minutes) **Action Requested:**

All items listed under 'Consent Agenda' 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. Airport Advisory Group First Meeting.
- b. N. Taxilane Construction Project Update.
- c. Based Jet Aircraft Count.
- d. Historical FAA Flight Data
- e. FBO Field & Operations Report.
- f. Tulip Time Fly-in Report.

6. Review of Strategic Priorities & Action Plan for Airport Authority in FY25 (25 Minutes) **No Action.**

7. Snow Removal Equipment Update (5 Minutes) **No Action.**

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8. Review of Board & Committee Structure (15 Minutes) **No Action.**
9. Financial Reports & Monthly Expenses (5 Minutes) **Action Requested.**
10. Other Business:
 - A. Aviation Day/Care Affaire
11. Adjourn.

Next Meeting will be held June 10th, 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.

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MEETING MINUTES

April 8th, 2024

11:30 a.m. – 1:00 p.m.

60 Geurink Blvd. Holland, MI

PRESENT: Byrd, Murray, Gruppen, Blanton, Danenberg, Hoekwater (11:40), Keeter, Brandsen

ABSENT: Corbin, Storey, Ebel

OTHERS PRESENT: Aaron Thelenwood (Director), Leanne Schaeffer (Boileau & Co.), Tyler Vandenberg (Avflight), Brent Beutler (Avflight), Garret Haine (Avflight), Ben Fogg, Sue Lamar (Tulip City Air Repair), David Craig.

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

24.04.01 Roll Call

24.04.02 Public Comment.

Mr. Fogg (Tulip City Air Repair) informed the Board that he had managed to negotiate the removal of the derelict King Air that had sat for many years on the west apron.

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.

24.04.03 Approval of Agenda (Action Requested).

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

24.04.04 Consent Agenda (Action Requested).

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

24.04.05 Enter Closed Door Session to Review Legal Opinion form the Airport Attorney.

Gruppen made a motion with support from Blanton to enter into a closed door session.

Ayes: Byrd, Gruppen, Dannenberg, Blanton, Keeter, Brandsen, Murray

Nays:

Motion Carried

At 11:55 am Keeter made a motion with support from Byrd to enter back into public session.

Motion Carried.

24.04.06 Public Hearing to Review & Approve the Fiscal Year 2025 Budget (Action Requested)

Board Chair Murray opened the Public Hearing to review and approve the Fiscal Year 2025 Budget and Action Plan. 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.

Blanton asked whether the Board would be approving the Action Plan and the Budget simultaneously. Thelenwood confirmed that these items are typically approved together, and are based on both the one and three year goals adopted by the Board in it's strategic plan. Blanton expressed interest in taking additional time to review the Action Plan priorities and inquired whether doing so would impact the Budget review process. Thelenwood stated he doubted there was any reason the Action plan couldn't be reviewed and approved at a later date. Treasurer McCamon concurred that the budget was the priority from the State and from an Accounting standpoint. Murray concurred that he felt the Action Plan required additional review and input from the Board, and that it should be brought back to the Board during May's meeting for review. Keeter inquired whether these items needed to be considered in separate motions, the consensus of the Board was that they should.

Keeter made a motion with support from Blanton to approve the Operating & Capital Budgets as presented. Motion Carried

Byrd Made a motion with support from Gruppen to table the discussion regarding the Action Plan until the May 13th meeting of the Airport Authority Board. Motion Carried

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

Keeter Made a motion, with support from Hoekwater, to approve the Resolution formally adopting the FY 25 Budget.

Ayes: Byrd, Gruppen, Dannenberg, Blanton, Keeter, Brandsen, Hoekwater, Murray

Nays:

Motion Carried

24.04.07 Approval of Formation of an Airport Advisory Group (Action Requested).

Director Thelenwood presented a proposal to form an Airport Advisory Group comprised of on-field users and partners who focus would be to advise the Board on critical operations related items based on user needs and experiences while providing technical support and expertise regarding the Board's strategic initiatives.

Blanton inquired on how often the Advisory Group would be meeting. Thelenwood explained the group would meet monthly, typically two weeks after each Board meeting to respond to inquiries from the Board. The first meeting was tentatively scheduled for May 29th.

Brandsen inquired whether there needed to be clarification between roles and duties of existing committees vs the Advisory Group. Thelenwood explained that the Advisory group would serve in a support capacity overall to the other Committees; however, Thelenwood also noted that there is likely a need to reconsider the current structure of Committees, including the potential for consolidation. Specifically, the Operations Committee has seen a reduction in interest and active membership.

Hoekwater made a motion with support from Gruppen to approve the formation of the Airport Advisory Group as presented. Motion Carried.

24.04.08 Financial Reports & Monthly Expenses (Action Requested)

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

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

24.04.09 Other Business

Thelenwood informed the Board of upcoming events including the May 4th Tulip Time Fly-in, Airport Food Drive, and Aviation Day (August 17th).

24.04.10 Adjourn

Keeter made a motion, with support from Byrd to adjourn the meeting at 1:00 PM. Motion Carried.

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May 13th, 2024.

REPORT 5.a

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **First Meeting of the Airport Advisory Group**

On April 24th, 2024 the Airport Advisory Group held its first meeting. The primary focus of the meeting was to establish baseline expectations for how the groups meetings will run, when the group will be meeting, and better understanding the groups role in supporting the Airport Authority overall.

The group did have some time to establish a baseline set of priorities as well. The Group will meet approximately two weeks after each scheduled Board meeting to respond to and address directives of the Board. The Next meeting is scheduled for May 29th, 2024.

Specific priorities identified by the Advisory Group are as follows:

- Investment in snow removal equipment & strategies to ensure the runway remains open throughout the winter months
- Improved wildlife management efforts on field to minimize risk of bird strikes and expand airport staff's ability to respond in real time to wildlife issues when present.
- Explore opportunities for customs on field.
- Leverage & support the flight school to increase IFR operations.
- Better promote the flight school and other cross educational partnerships.
- Review fee structure & franchise fees.
- Repair Taxiway Expansion Joints
- Buy adjacent property whenever possible
- Repair West Apron
- Review airport leases and sub lease process.

Recommendation:

Accept as Information.

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May 13th, 2024.

REPORT 5.b

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **N. Taxilane Construction Project Update.**

The Airport Authority has been working to get construction of the North Taxilane Project scheduled for construction with MDOT-AERO since 2017. This project is now on schedule for construction in June 2024. Up to this point the following key project benchmarks have been met:

1. Environmental Assessment determined no significant environmental issues were presented by the project.
2. Final Design for the project has been submitted and approved by MDOT. Construction bids were received, reviewed and approved by the Airport Authority and submitted to MDOT for approval.
3. The Project has been placed on the May Transfer for 2024 spring/summer projects.
4. Reimbursement contract for self-funded portions of EA and Design received and final invoices/receipts have been submitted to MDOT for reimbursement.

Next Steps will include:

1. Receiving and reviewing final construction contracts.
2. Receiving final grant contract from MDOT.
3. Schedule Official start of construction.
4. Schedule "groundbreaking".
5. Construction to begin.

With this schedule, we expect construction to take about a month, excluding final paint markings and inspection. With this schedule, we can expect to be in position where the site will be ready for new hangar construction by late summer/early fall. The airport already has preliminary interest from potential hangar developers.

Recommendation:

Accept as Information.

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May 13th, 2024.

REPORT 5.c

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Based Jet Aircraft Counts.**

Based jet aircraft, total instrument rated operations, and total number of aircraft on-field are the three key metrics when it comes to the determining the Airport's designation. Currently the Airport is designated as a "Regional" Airport by the FAA whereas, previously it had been designated as a "National" airport. Typically, the designation has had minimal impact on the airport overall. However, following the approval of funding under the Bipartisan Infrastructure Law, this designation was utilized to assign total funding to airports. In year 1 of the law the airport received an allocation of \$760,000 of funding for future capital improvement projects under the program (National Designation) in years 2-present this funding was reduced to around \$292,000 due to the airport being redesignated as a regional airport. This redesignation was due to a dip in overall instrument rated operations.

To maintain a national designation, and airport is also required to maintain a minimum of 11 based jet aircraft on-field. In July of 2023, the airport authority had been informed that two jets were temporarily relocating to GRR through the winter. Staff has recently been informed that one of the jet owners has decided to remain at GRR through July 2025 while the other has not made a final determination yet. If both were to leave, our final count would be down to 13. Still above the baseline requirement but not ideal.

Staff are working with Avflight to determine how best we can coordinate to attract and retain new jet tenants. The construction of the new taxiway has the potential to increase capacity for Jets as well. Staff are also working to build connections with the two Jet owners to better understand their decision-making process and identify what improvements the Airport Authority may be able to make.

Recommendation:

Accept as Information.

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May 13th, 2024.

REPORT 5.d

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Historical FAA Flight Data.**

Below is a summary of FAA IFR Flight Data from 2016 to now. This information is being included to provide a historical context to overall airport operations calculated by FAA.



2023 Same time last year: 701 operations.

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TFMSC Report (Airport)

From 01/2022 To 12/2022 | Airport=BIV

#	Date	Departures	Arrivals	Total Operations	Departure Seats	Average Departure Seats	Arrival Seats	Average Arrival Seats
1	01/2022	121	116	237	1,048	8	981	8
2	02/2022	104	109	213	963	9	1,002	9
3	03/2022	176	183	359	1,581	8	1,595	8
4	04/2022	159	163	322	1,465	9	1,486	9
5	05/2022	193	197	390	1,583	8	1,624	8
6	06/2022	211	209	420	1,745	8	1,726	8
7	07/2022	257	250	507	2,128	8	2,119	8
8	08/2022	269	271	540	2,550	9	2,557	9
9	09/2022	228	229	457	2,015	8	2,047	8
10	10/2022	217	210	427	1,881	8	1,806	8
11	11/2022	146	141	287	1,224	8	1,203	8
12	12/2022	142	141	283	1,262	8	1,283	9
Total:		2,223	2,219	4,442	19,445	8	19,429	8

Report created on Thu May 9 11:24:22 EDT 2024

Sources: Traffic Flow Management System Counts (TFMSC), Aviation System Performance Metrics (ASPM)

TFMSC Report (Airport)

From 01/2023 To 12/2023 | Airport=BIV

#	Date	Departures	Arrivals	Total Operations	Departure Seats	Average Departure Seats	Arrival Seats	Average Arrival Seats
1	01/2023	104	106	210	958	9	985	9
2	02/2023	97	99	196	942	9	946	9
3	03/2023	146	149	295	1,349	9	1,397	9
4	04/2023	154	160	314	1,320	8	1,370	8
5	05/2023	225	226	451	1,872	8	1,878	8
6	06/2023	226	242	468	1,917	8	2,020	8
7	07/2023	286	270	556	2,206	7	2,130	7
8	08/2023	246	247	493	2,051	8	2,069	8
9	09/2023	218	220	438	1,840	8	1,840	8
10	10/2023	218	211	429	1,893	8	1,858	8
11	11/2023	169	174	343	1,371	8	1,411	8
12	12/2023	119	120	239	970	8	984	8
Total:		2,208	2,224	4,432	18,689	8	18,888	8

Recommendation:

Accept as Information.

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WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report
 Avflight Holland
 April 2024

Total Fuel Gallons Delivered	Current Month 04/24	One Year Ago 04/23	Current Year To Date 01/01/24-04/30-24	F/Y to Date Compared 01/01/23-04/30/23	
Avgas	3,108	2,530	7299	5772	
Jet Fuel	50,696	43,342	169643	150298	
Total Gallons Delivered	53,804	33,205	176,942	156,070	20872

Transplant/Ambulance Flights 0

Wings Of Mercy Operations 0

Freight Flights From/To Holland 2

Freight Weight 1,502

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May 9th, 2024

Report 5.f

To: West Michigan Airport Authority Board.

From: Courtney Sawyer, Community Engagement and Operations Specialist

Subject: **Tulip Time Fly In Event Summary**

Approximately 250 people attended the 2024 Tulip Time Fly in event, including community members and general aviation pilots! Wings of Mercy served delicious pancakes and were pleased with the amount of donations received. Tulip City Air Repair and Ben Fogg contributed significantly to event logistics, generously hosting it in their hangar. Flight Path also opened the doors to their facility and their simulators, while also recruiting new volunteers. The flight school showcased their newest addition to their fleet, a Cessna 182. Moreover, the airport gained new email contacts, strengthening communication efforts for marketing. Most importantly, our partnership with Wings of Mercy has strengthened incredibly!

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May 13th, 2024.

REPORT 6

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Review of Strategic Priorities & Action Plan for the Airport Authority in FY2025**

During the last board meeting in April the Director presented a proposed Action plan for Adoption in conjunction with the FY25 Budget. The Action Plan is a tool used to establish staff priorities for the coming year, and the priorities are typically drawn directly from the Strategic Plan adopted by the Airport Authority Board.

During the meeting, the Board expressed interest in taking time to both review and establish a ranking of priorities of initiatives in the Strategic Plan, while also reviewing to see if additional items need to be integrated in the plan.

Attached to this report are the existing strategic plan of the airport authority as well as the proposed FY25 Action Plan submitted last month. The Airport Authority will use this session during the May 13th meeting to review these documents, provide feedback to staff regarding priorities, and submit said priorities to committees for further review and input. These items will be brought back to the Board for formal adoption at a such time deemed appropriate by the Airport Authority Board, though staff would recommend targeting the June 10th meeting.

Recommendation:

Review the attached strategic plan to establish a prioritization of approved initiatives as well as review proposed FY25 Action plan and provide feedback to staff accordingly. No formal action requested.

VALUE STATEMENTS



ECONOMIC GROWTH

We drive business forward. We advocate for West Michigan businesses and their growth in the global economy.



STEWARDSHIP

Our community depends on us to be good stewards of the resources entrusted to us.



PARTNERSHIP

We value partnerships within the aviation industry and with community businesses, schools, organizations and residents.



EXCELLENCE

With beautiful facilities, well-maintained runways and an unwavering commitment to safety, pilots and patrons choose us for the best flight experience.



INNOVATION

We are leading innovation in aviation for an airport our size. Other airports look to us to see what's next.

MISSION

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.

10 YEAR VISION

Complete: June 30, 2033

The airport will be known & recognized as a destination to the community.

The Airport Authority will have additional supporting communities. By 2033, Holland Township, Zeeland Township, Laketown Township, and Fillmore Township will financially support WMRA with millage funding.

WMRA will grow total operations to 100,000 per year. Operations will include both fuel and EV powered flights. [~70,000 Fuel Operations per year and 30,000 EV Operations per year]

WMRA will continue to have a single runway with supporting electric vertical take-off and landing (eVTOL) infrastructure.

WMRA will be the airport of choice for services including maintenance, charter & flight school. We will have two 2-tier fixed base operators (FBOs) and supporting single service FBOs. The authority will own key equipment and manage maintenance operations.

WMRA will support a diverse group of aviation related businesses including manufacturing, commercial applications and services within the North Business Park development.

WMRA will be a trade talent pipeline for the aviation industry with on-site educational partnerships.

WMRA will have air taxi services available. WMRA will capture 50% of leisure travel and ~100% of business travel from the lakeshore. Our facility will be able to support increased travel with amenities like ground travel and on-site restaurants.

The United States Coast Guard will have an established presence on-site and offer resident emergency services. We will have homeland security and customs on premise.

3 YEAR VISION

Complete: June 30, 2026

By Summer of 2026, our five person team will work with two tier-3, full-service FBO's to provide excellent service to all WMRA users.

With over 45,000 operations, we will exceed the "National" aviation requirements.

The North Business Park will be half-developed with three buildings including hangars, aviation manufacturing and spec space.

After completing our feasibility study, the authority's ALP will include a verti-port.

Our supporting municipalities will include 5 local areas: City of Holland, City of Zeeland, Park Township, Holland Township, and Zeeland Township. Both Holland Township and Zeeland Township will be on the 2024 election ballot.

Local residents and small businesses will have flight options available through air taxi services.

WMRA will have educational resources and partners on-site.

1 YEAR PRIORITIES

Complete: June 30, 2024

- ✓ Stabilize FBO Services
- ✓ Get operations back to and maintained at National GA Designation Level
- ✓ Increase operations to 40,000 (July 1st, 2023- June 30th, 2024)
- ✓ Increase staffing- 2 FTE
- ✓ Flight school established
- ✓ Establish a KPI Dashboard for monitoring metrics
- ✓ North Taxi Lane construction complete
- ✓ Millage campaign for additional municipalities in full swing for November ballot
- ✓ Complete Baseline Feasibility study for eVTOL
- ✓ Community engagement & visioning process ½ way complete
- ✓ Established clear directions for North Business Park Taskforce
- ✓ Complete on-ground transportation study
- ✓ Identify targeted goals for diversifying revenues on field
- ✓ Letter of Intent with Educational Partner

COMPARATIVE AIRPORTS

We've selected 11 comparative airports to watch as we continue to plan for the growth, sustainability and prosperity of West Michigan Regional Airport.

Cherry Capital Airport
Traverse City, MI

Muskegon County Airport
Muskegon, MI

Oakland/Troy Airport
Waterford Township, MI

Willow Run Airport
Ypsilanti, MI

Chicago Executive Airport
Chicago, IL

Waukesha County Airport
Waukesha, WI

Punta Gorda Airport
Punta Gorda, FL

COMPARATIVE COMMUNITY AIRPORTS

Burke Lakefront Airport
Cleveland, OH

Delaware County Regional Airport
Muncie, IN

John C. Tune Airport
Nashville, TN

Pitt-Greenville Airport
Greenville, NC

STRENGTHS

Excellent facilities
Community support
Located within a strong, growing community
Strong staff and management
Community engagement
Strong financial outlook
Room for growth
Collaboration and partnerships
Board efficiency
Foster & promote competition
Innovative and invested tenants

OPPORTUNITIES

Grow the airport
Partner with growing companies in our region
Innovation
eVTOL
Diversify FBO & responsibilities
Diversify funding
Donor engagement
Flight school
Education partnerships

WEAKNESSES

Current FBO relationship
Funding diversity
Lack of maintenance
Funding constraints
Lack of ground transportation to and from airport
Community awareness
Staffing needs
Limited with international travel

THREATS

Reclassification
FBO/ poor partnership performance
Funding changes: federal, state & local
Technology changes
Pilot shortage
Aviation interest dropping
Cybersecurity/terrorism
Loss of current user
Fuel prices
Economy & inflation
Supply chain issues
Awareness



**WEST MICHIGAN
REGIONAL AIRPORT**

West Michigan Airport Authority

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

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.

West Michigan Airport Authority

60 Geurink Blvd. Holland, MI 49423

Comprising City of Zeeland, Park Township and City of Holland



May 13th, 2024.

REPORT 7

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Snow Removal Equipment Update**

Board leadership has met with key on-field stakeholders regarding concerns surrounding snow removal operations on-field. Though winters over the past three years have generally been milder, the intensity of winter storms when they occur has increased and present significant challenges.

Additionally, the age of snow removal equipment owned by the FBO on-field also provides unique challenges due to wear and tear.

Since taking over the FBO Agreement in July of 2023, Avflight has made substantial investments in new snow removal equipment, bringing the newest equipment the airport has seen since Tulip City Air Service. This includes: a sweeper brush, new plow truck to accommodate the brush, and equipment to apply a solid chemical deicer. Further the airport authority has provided the solid deicing chemical. Avflight also hosts regular meetings with on-field stakeholders in advance of and after significant weather events to ensure tenants concerns and travel plans are known and that the Avflight team's winter response strategy is clear.

Even with the implementation of new equipment and strategies, there were days this past winter when conditions on-field were too poor to land safely. With that, the Airport needs to establish a strategy to ensure it's doing everything within it's power to keep the runway open. Avflight is exploring options for new equipment on-field, on-field partners have expressed interest in collaboration and staff have been working closely with advisors through Mead & Hunt to determine what resources may be available to support expansion of current snow removal initiatives. Some of these items under review include:

- Procuring used equipment from other airports
- Implementation of a liquid deicer/sand mix (hot sand) to mitigate icing incidents
- Review of current ACIP to determine if projects can/should be readjusted to prioritize procurement of new equipment.

West Michigan Airport Authority

60 Geurink Blvd. Holland, MI 49423

Comprising City of Zeeland, Park Township and City of Holland



- Exploration of rental options over the winter for heavy equipment that can support/expand snow removal capabilities.
- Private/Public contractual agreements for supplemental assistance.

This item will be a primary focus as well of the Airport Advisory group. This focus of this report is to apprise the Board in its entirety of existing concerns and to solicit feedback/direction to Staff and the Airport Advisory Group.

Recommendation:

Accept as information and provide direction to staff accordingly.

West Michigan Airport Authority

60 Geurink Blvd. Holland, MI 49423

Comprising City of Zeeland, Park Township and City of Holland



May 13th, 2024.

REPORT 8

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Review Board & Committee Structure**

The structure of the Board, including the formal Committees and Board membership are all stipulated by the Bylaws. If the Bylaws were to be amended, this would require a majority vote by the Authority as well as by each of the three member communities' respective governing councils or boards. The intent of this is to ensure that the integrity of the bylaws are maintained while the input of the each member community is respected. The Board Chair also has the ability to establish ad hoc committees and advisory groups to address specific needs of the Board, which has recently been done with the HR Committee and Airport Advisory Group.

Recently, there has been some discussion around the current structure of the Committees and whether they are setup to effectively address the needs of the Airport Authority. For example, the Marketing & Communications Committee and Building & Development Committee have maintained consistent strong membership, however, the operations Committee has struggled to maintain membership. This is in part due to the fact that this committee often meets on an ad-hoc basis, when official review of the airport's operating standards is necessary; for example: classifying new operators or businesses on field.

Further, both at the Advisory Group Level and at the Board leadership level, there have been questions regarding the inclusion of a pilot perspective on the Board, and in what capacity. Should this be a designated "advisory" role or a formal ex-officio member?

The goal with this report is to prompt an initial discussion with members of the Airport Authority to garner feedback, identify areas where they may see gaps, and what, if any, benefit there might be to exploring alterations to the structure of the Board's Committees and other operational areas of governance. To be clear, staff would not, however, advocate for any changes to the Airport Authority Board or its membership standards: requiring residency in one of the three municipalities, and one Board member from each municipality to be an elected official.

West Michigan Airport Authority

Meeting Date: May 13, 2024

Agenda Item:

Subject: Financial Reports for 4/30/2024-Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The West Michigan Airport Authority is ten months into fiscal year 2024. Attached are Budget Performance Reports for the ten months ended April 30, 2024 (83.33% of year), and the Balance Sheets through April 30, 2024.

GENERAL FUND

Revenues

Operating revenues for the first ten months totaled \$711,297, or 102% of budget. Consistent with prior years, the total represents a higher percent of budget due to the timing of tax collections. April operating revenues are composed of tax revenues collected from the City of Holland, City of Zeeland and Park Township, franchise fees, quarterly hangar rentals invoiced, and quarterly/semi-annual hangar land leases billed out.

Expenses

Operating expenses for the first ten months totaled \$473,716, or 68% of budget. The overall percentage of operating expenses appear to be tracking within budget, however, there are several accounts that are over-budget. This will most likely change as a result of the year end audit process as finance works with the Airport Director to allocate expenses to the appropriate expense account (i.e. some expenses in Engineering expense account will be moved to the Capital Fund expense accounts).

CAPITAL FUND

Revenues

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

Expenses

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

BALANCE SHEET/COMBINED FUND EQUITY

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

General Fund Assets totaled \$1,164,594.86 at April 30th, comprised mostly of cash. General Fund Liabilities totaled \$62,367.22 at April 30th, and represents accounts payable and unearned revenue (prepaid lease).

The combined General and Capital funds balance at April 30 is \$2,294,220.



Budget Performance Report

Fiscal Year to Date 04/30/24

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund Z01 - WMAA (Airport) General Fund										
REVENUE										
Department 000 - General Revenues										
440573	State-Reim Local PPT Tax Loss	15,000.00	.00	15,000.00	.00	.00	14,180.70	819.30	95	13,080.75
450582.C	Contributions from Other Govts From City of Holland	125,000.00	.00	125,000.00	.00	.00	128,817.02	(3,817.02)	103	120,787.94
450582.P	Contributions from Other Govts From Park Township	120,000.00	.00	120,000.00	.00	.00	132,964.86	(12,964.86)	111	123,616.47
450582.Z	Contributions from Other Govts From City of Zeeland	80,000.00	.00	80,000.00	.00	.00	54,281.64	25,718.36	68	59,816.55
460654.1	Franchise Fees FBO Franchise Fees	27,600.00	.00	27,600.00	10,686.34	.00	61,651.22	(34,051.22)	223	20,275.30
460654.5	Franchise Fees Fuel Flowage Fee	82,000.00	.00	82,000.00	6,287.94	.00	50,333.16	31,666.84	61	64,005.37
460654.7	Franchise Fees Landing Fees	30,000.00	.00	30,000.00	1,824.95	.00	20,145.50	9,854.50	67	21,837.61
480665.0	Investment Income General	15,000.00	.00	15,000.00	.00	.00	34,987.81	(19,987.81)	233	21,532.34
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	2,651.78	(2,651.78)	+++	.00
480669.A	Rental Airport Business Center	8,900.00	.00	8,900.00	804.39	.00	8,877.48	22.52	100	7,239.51
480669.24	Rental Hangar Land Lease	120,000.00	.00	120,000.00	9,634.32	.00	132,161.41	(12,161.41)	110	124,677.93
480669.25	Rental Agricultural Land Lease	13,500.00	.00	13,500.00	.00	.00	12,346.48	1,153.52	91	12,209.21
480669.26	Rental T-Hangars	60,000.00	.00	60,000.00	16,898.06	.00	57,898.06	2,101.94	96	58,040.00
490685.2	Recoveries Other Parties	.00	.00	.00	.00	.00	.00	.00	+++	2,702.96
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	.00	.00	+++	3.48
Department 000 - General Revenues Totals		\$697,000.00	\$0.00	\$697,000.00	\$46,136.00	\$0.00	\$711,297.12	(\$14,297.12)	102%	\$649,825.42
REVENUE TOTALS		\$697,000.00	\$0.00	\$697,000.00	\$46,136.00	\$0.00	\$711,297.12	(\$14,297.12)	102%	\$649,825.42
EXPENSE										
Department 540 - Airport Operations										
710701.0	Payroll-Regular General	121,800.00	.00	121,800.00	10,941.72	.00	76,724.37	45,075.63	63	66,480.37
710707.0	Payroll-Temporary Help General	63,700.00	.00	63,700.00	.00	.00	3,765.00	59,935.00	6	28,917.50
710709.0	Payroll-Overtime General	.00	.00	.00	.00	.00	131.25	(131.25)	+++	.00
711702.0	Payroll-Vacation/PTO General	.00	.00	.00	.00	.00	7,519.17	(7,519.17)	+++	7,577.92
711703	Payroll-Holidays	.00	.00	.00	575.88	.00	4,198.80	(4,198.80)	+++	3,515.60
711716.1	Insurance Health	6,000.00	.00	6,000.00	520.46	.00	3,176.15	2,823.85	53	2,500.00
711718.1	Retirement Contribution MERS	13,400.00	.00	13,400.00	921.40	.00	6,978.51	6,421.49	52	5,898.72
711720	Insurance-Income Protection	120.00	.00	120.00	(18.50)	.00	314.95	(194.95)	262	(185.00)
712715	Employer FICA/Medicare Contribution	12,800.00	.00	12,800.00	920.91	.00	7,306.89	5,493.11	57	8,337.87
712724	Workers Comp Insurance	300.00	.00	300.00	.00	.00	311.00	(11.00)	104	94.00
721730.0	Postage General	100.00	.00	100.00	.00	.00	.00	100.00	0	21.38
721740.0	Operating Supplies General	2,000.00	.00	2,000.00	808.53	.00	3,640.96	(1,640.96)	182	2,766.39
721740.CAP	Operating Supplies Controlled Items-Capital Type	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
721931.0	Bldg & Grnds Maint General	9,800.00	.00	9,800.00	.00	.00	4,914.66	4,885.34	50	11,993.60
721933.0	Equipment Maintenance General	6,000.00	.00	6,000.00	.00	.00	1,098.00	4,902.00	18	15,126.76
721933.ILS	Equipment Maintenance ILS Landing	16,000.00	.00	16,000.00	.00	.00	4,000.00	12,000.00	25	.00
722801.9010	Contr-Printing Advertising/Promotional	45,000.00	.00	45,000.00	3,697.78	.00	34,222.59	10,777.41	76	43,646.49
722804.0	Contractual-Legal General	20,000.00	.00	20,000.00	592.00	.00	19,598.50	401.50	98	34,888.65
722805.1	Contractual-Finance Independent Audit	8,700.00	.00	8,700.00	.00	.00	8,300.00	400.00	95	8,100.00



Budget Performance Report

Fiscal Year to Date 04/30/24

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 540 - Airport Operations										
722805.4	Contractual-Finance Financial Service Fees	2,000.00	.00	2,000.00	.00	.00	2,000.00	.00	100	2,000.00
722807.2	Contractual-Architect/Engineer Plan Development	15,000.00	.00	15,000.00	.00	.00	18,107.50	(3,107.50)	121	3,137.00
722807.5	Contractual-Architect/Engineer Engineering	.00	.00	.00	.00	.00	1,963.00	(1,963.00)	+++	111,595.41
722808.1	Contr-Bldgs&Grnds Janitorial	.00	.00	.00	.00	.00	.00	.00	+++	950.91
722808.8	Contr-Bldgs&Grnds Tree Clearing	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
722808.MOW	Contr-Bldgs&Grnds Mowing	45,000.00	.00	45,000.00	.00	.00	30,863.58	14,136.42	69	25,484.64
722808.MTCE	Contr-Bldgs&Grnds Maintenance-General Repairs	25,000.00	.00	25,000.00	.00	.00	20,997.52	4,002.48	84	19,552.55
722808.SNOW	Contr-Bldgs&Grnds Snowplowing	50,000.00	.00	50,000.00	.00	.00	72,356.58	(22,356.58)	145	52,198.76
722809.16	Contractual-Misc Consulting	.00	25,000.00	25,000.00	11,619.42	.00	13,844.44	11,155.56	55	.00
722809.61	Contractual-Misc Management Services	31,400.00	.00	31,400.00	2,615.00	.00	26,150.00	5,250.00	83	30,467.76
722809.62	Contractual-Misc Airport Manager-Tulip City Air	2,000.00	.00	2,000.00	.00	.00	2,996.73	(996.73)	150	1,164.50
723850.0	Communications Telephone	600.00	.00	600.00	.00	.00	(76.00)	676.00	-13	610.07
723850.CELL	Communications Cellular	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	600.00
723850.WIFI	Communications WIFI Internet Connection	.00	.00	.00	.00	.00	.00	.00	+++	312.50
723860.0	Travel, Conf, Seminars General	3,200.00	.00	3,200.00	.00	.00	901.40	2,298.60	28	3,171.43
723910.0	Commercial Insurance Premiums General	34,000.00	.00	34,000.00	.00	.00	34,072.00	(72.00)	100	31,794.00
723920.GAS	Public Utilities Natural Gas	.00	.00	.00	.00	.00	.00	.00	+++	58.36
723920.GATE	Public Utilities Fence Gates	500.00	.00	500.00	43.23	.00	396.05	103.95	79	739.30
723920.LAND	Public Utilities Landing Lights & System	3,500.00	.00	3,500.00	357.35	.00	2,751.19	748.81	79	3,174.16
723920.PLOT	Public Utilities Parking Lot Lights	750.00	.00	750.00	36.62	.00	424.53	325.47	57	512.74
723920.RUNW	Public Utilities Runway Lights	6,000.00	.00	6,000.00	459.27	.00	4,118.64	1,881.36	69	4,847.62
723920.THAN	Public Utilities T-Hangars	6,000.00	.00	6,000.00	473.83	.00	4,325.01	1,674.99	72	5,021.20
723942.0	Building Rental/Lease General	1,000.00	.00	1,000.00	.00	.00	1,000.00	.00	100	1,000.00
723955.0	Misc. General	2,000.00	.00	2,000.00	80.00	.00	2,076.30	(76.30)	104	4,453.92
723955.T	Misc. T-HANGAR REPAIRS	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
723955.MTG	Misc. Meetings	2,000.00	.00	2,000.00	143.05	.00	416.18	1,583.82	21	.00
723960.0	Educ&Training General	4,000.00	.00	4,000.00	55.00	.00	1,717.00	2,283.00	43	.00
723961.0	Dues & Subscriptions General	2,200.00	.00	2,200.00	.00	.00	1,872.98	327.02	85	2,568.85
723964.2	Refunds Property Tax Prior Years	.00	.00	.00	.00	.00	6.33	(6.33)	+++	236.16
770956.0	Contingency General	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	.00
Department 540 - Airport Operations Totals		\$624,070.00	\$25,000.00	\$649,070.00	\$34,842.95	\$0.00	\$429,481.76	\$219,588.24	66%	\$545,332.09
Department 541 - Business Center										
721931.GRND	Bldg & Grnds Maint Grounds Maintenance	5,000.00	.00	5,000.00	.00	.00	6,935.88	(1,935.88)	139	3,287.21
721933.0	Equipment Maintenance General	5,000.00	.00	5,000.00	629.17	.00	6,083.15	(1,083.15)	122	.00
722808.1	Contr-Bldgs&Grnds Janitorial	10,000.00	.00	10,000.00	.00	.00	7,474.17	2,525.83	75	6,971.59
723850.0	Communications Telephone	3,800.00	.00	3,800.00	.00	.00	240.00	3,560.00	6	1,920.00
723850.WIFI	Communications WIFI Internet Connection	2,900.00	.00	2,900.00	.00	.00	5,957.02	(3,057.02)	205	3,052.50
723920.BPW	Public Utilities BPW	15,600.00	.00	15,600.00	1,432.76	.00	13,630.51	1,969.49	87	14,665.85



Budget Performance Report

Fiscal Year to Date 04/30/24
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	Z01 - WMAA (Airport) General Fund									
	EXPENSE									
	Department 541 - Business Center									
723920.GAS	Public Utilities Natural Gas	9,100.00	.00	9,100.00	587.03	.00	3,913.80	5,186.20	43	5,804.76
	Department 541 - Business Center Totals	\$51,400.00	\$0.00	\$51,400.00	\$2,648.96	\$0.00	\$44,234.53	\$7,165.47	86%	\$35,701.91
	EXPENSE TOTALS	\$675,470.00	\$25,000.00	\$700,470.00	\$37,491.91	\$0.00	\$473,716.29	\$226,753.71	68%	\$581,034.00
Fund	Z01 - WMAA (Airport) General Fund Totals									
	REVENUE TOTALS	697,000.00	.00	697,000.00	46,136.00	.00	711,297.12	(14,297.12)	102%	649,825.42
	EXPENSE TOTALS	675,470.00	25,000.00	700,470.00	37,491.91	.00	473,716.29	226,753.71	68%	581,034.00
Fund	Z01 - WMAA (Airport) General Fund Totals	\$21,530.00	(\$25,000.00)	(\$3,470.00)	\$8,644.09	\$0.00	\$237,580.83	(\$241,050.83)		\$68,791.42
	Grand Totals									
	REVENUE TOTALS	697,000.00	.00	697,000.00	46,136.00	.00	711,297.12	(14,297.12)	102%	649,825.42
	EXPENSE TOTALS	675,470.00	25,000.00	700,470.00	37,491.91	.00	473,716.29	226,753.71	68%	581,034.00
	Grand Totals	\$21,530.00	(\$25,000.00)	(\$3,470.00)	\$8,644.09	\$0.00	\$237,580.83	(\$241,050.83)		\$68,791.42



Budget Performance Report

Fiscal Year to Date 04/30/24

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund Z01 - WMAA (Airport) General Fund										
EXPENSE										
Department 999 - Airport Capital Projects										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	14,876.57	(14,876.57)	+++	.00
Division 045 - Runway										
730974.0	Land Improvements General	.00	.00	.00	.00	.00	89,814.58	(89,814.58)	+++	550.00
Division 045 - Runway Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89,814.58	(\$89,814.58)	+++	\$550.00
Department 999 - Airport Capital Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104,691.15	(\$104,691.15)	+++	\$550.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104,691.15	(\$104,691.15)	+++	\$550.00
Fund Z01 - WMAA (Airport) General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		.00	.00	.00	.00	.00	104,691.15	(104,691.15)	+++	550.00
Fund Z01 - WMAA (Airport) General Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$104,691.15)	\$104,691.15		(\$550.00)
Fund Z403 - WMAA (Airport) Capital Projects										
REVENUE										
Department 595 - Airport Projects										
Division 045 - Runway										
450582.ST	Contributions from Other Govts City of Holland-Other	.00	.00	.00	.00	.00	.00	.00	+++	703,356.00
Division 045 - Runway Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$703,356.00
Department 595 - Airport Projects Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$703,356.00
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$703,356.00
EXPENSE										
Department 595 - Airport Projects										
Division 045 - Runway										
730974.0	Land Improvements General	323,805.00	.00	323,805.00	.00	.00	.00	323,805.00	0	.00
Division 045 - Runway Totals		\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
Department 595 - Airport Projects Totals		\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
EXPENSE TOTALS		\$323,805.00	\$0.00	\$323,805.00	\$0.00	\$0.00	\$0.00	\$323,805.00	0%	\$0.00
Fund Z403 - WMAA (Airport) Capital Projects Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	703,356.00
EXPENSE TOTALS		323,805.00	.00	323,805.00	.00	.00	.00	323,805.00	0%	.00
Fund Z403 - WMAA (Airport) Capital Projects Totals		(\$323,805.00)	\$0.00	(\$323,805.00)	\$0.00	\$0.00	\$0.00	(\$323,805.00)		\$703,356.00
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	703,356.00
EXPENSE TOTALS		323,805.00	.00	323,805.00	.00	.00	104,691.15	219,113.85	32%	550.00
Grand Totals		(\$323,805.00)	\$0.00	(\$323,805.00)	\$0.00	\$0.00	(\$104,691.15)	(\$219,113.85)		\$702,806.00



Balance Sheet

Through 4/30/24

Detail Listing

Exclude Rollup Account

Account	Account Description	FY 2023 Actual	FY 2024 YTD
Fund Category GOVERNMENTAL			
Fund Type GENERAL FUND			
Fund Z01 - WMAA (Airport) General Fund			
ASSETS			
110001.675	Cash Due from Cash/Inv Pool	1,597,689	1,147,502
113040.0	Accounts Receivable General	32,614	17,067
114026	Prior Years Taxes Receivables	184	183
114031	Allowance for Uncollectible Taxes	(157)	(157)
119073.2	Due from Local Govt Units Due from Park Township	6	
119073.3	Due from Local Govt Units Due from Zeeland City	2,459	
ASSETS TOTALS		1,632,795	1,164,595
LIABILITIES AND FUND EQUITY			
LIABILITIES			
210202.0	Accounts Payable General	65,371	4,263
211202	Contracts Payable	134	
212257.0	Accrued Wages Payable General	6,039	
212262.1	Accrued Fringes Payable FICA-Social Security/Medicare	462	
212262.4	Accrued Fringes Payable Pension	301	
21B339.0	Deferred Revenue General	11,452	58,104
LIABILITIES TOTALS		83,759	62,367
FUND EQUITY			
341390.ABC	Fund Balance - Assigned (By Action) Business Center	125,000	125,000
342390	Fund Balance-Unassigned	1,424,036	977,228
FUND EQUITY TOTALS		1,549,036	1,102,228
LIABILITIES AND FUND EQUITY		1,632,795	1,164,595
Fund Balance, Beginning			\$1,102,228
Remaining Budget Revenues			(\$14,297)
Remaining Budget Expenditures			(\$226,754)
Fund Balance, Estimated Ending			<u>\$861,177</u>
Fund Balance % of Budgeted Expenditures			<u>123%</u>



Balance Sheet

Through 4/30/24

Detail Listing

Exclude Rollup Account

Account	Account Description	Prior Year Total Actual	Current YTD Balance
Fund Category GOVERNMENTAL			
Fund Type CAPITAL PROJECT FUNDS			
Fund Z403 - WMAA (Airport) Capital Projects			
ASSETS			
110001.675	Cash Due from Cash/Inv Pool	567,020	1,146,718
119078.1	Due from State of Michigan Due from State-Aeronautics	99	99
ASSETS TOTALS		567,119	1,146,817
Prior Year Fund Equity Adjustment			
Fund		567,119	1,146,817
FUND EQUITY TOTALS		567,119	1,146,817
LIABILITIES AND FUND EQUITY		567,119	1,146,817

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 04/18/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	04/18/2024	85314 Accounts Payable	BOILEAU & CO.		3,535.35
	Invoice	Date	Description	Check Sort Code	Amount
	26061	04/18/2024	MARCH SERVICES FOR AIRPORT		3,535.35
Check	04/18/2024	85315 Accounts Payable	HR COLLABORATIVE LLC		19.00
	Invoice	Date	Description	Check Sort Code	Amount
	INV-3715	04/18/2024	4/11/24 CLIENT MEETING WITH AIRPORT		19.00
Check	04/18/2024	85316 Accounts Payable	SUPERIOR SPORT STORE		80.00
	Invoice	Date	Description	Check Sort Code	Amount
	08297	04/18/2024	CRYSTAL AWARD FOR AIRPORT		80.00
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 3		\$3,634.35
Checks:	3		\$3,634.35		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 05/02/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	05/02/2024	85503 Accounts Payable	CUNNINGHAM DALMAN P.C.		592.00
	Invoice	Date	Description	Check Sort Code	Amount
	339020	04/30/2024	LEGAL SERVICES		37.00
	339019	04/30/2024	LEGAL SERVICES		555.00
Check	05/02/2024	85504 Accounts Payable	HOLLAND BOARD OF PUBLIC WORKS		2,803.06
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00002840	04/30/2024	AIRPORT UTILITIES DUE 5/8/24		2,803.06
Check	05/02/2024	85505 Accounts Payable	HR COLLABORATIVE LLC		867.92
	Invoice	Date	Description	Check Sort Code	Amount
	INV-3771	04/30/2024	EMPLOYEE HANDBOOK FOR AIRPORT		190.00
	INV-3785	04/30/2024	SERVICES FOR AIRPORT		677.92
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 3		\$4,262.98
	Checks:	3	\$4,262.98		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 05/09/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	05/09/2024	85587	Accounts Payable	123.NET, INC	620.00
	Invoice	Date	Description	Check Sort Code	Amount
		501725	04/30/2024	APRIL PHONES SERVICES AT AIRPORT	620.00
Check	05/09/2024	85588	Accounts Payable	BRV VENTURES LLC	96.00
	Invoice	Date	Description	Check Sort Code	Amount
		1541	04/30/2024	APRIL 2024 AIRPORT PEST CONTROL	96.00
Check	05/09/2024	85589	Accounts Payable	HR COLLABORATIVE LLC	79.80
	Invoice	Date	Description	Check Sort Code	Amount
		INV-3886	05/09/2024	SERVICES FOR AIRPORT	79.80
Check	05/09/2024	85590	Accounts Payable	SMALL BUSINESS ASSOCIATION OF MICHIGAN	26.96
	Invoice	Date	Description	Check Sort Code	Amount
		2024-00002874	05/09/2024	SBAM ID 234212 CID 234212 JUNE 2024 FOR AIRPORT	26.96
Check	05/09/2024	85591	Accounts Payable	TRELLIS PARTNERS LLC	2,422.28
	Invoice	Date	Description	Check Sort Code	Amount
		22892	05/09/2024	HERMAN MILLER FURNITURE AND INSTALL FOR AIRPORT	2,422.28
EFT	05/09/2024	12350	Accounts Payable	AVFLIGHT HOLLAND CORPORTATION - 072000096 / 1851600500 ACH	6,565.44
	Invoice	Date	Description	Check Sort Code	Amount
		2024-00002873	04/30/2024	APRIL 2024 AIRPORT SERVICES	6,565.44
EFT	05/09/2024	12351	Accounts Payable	WEST MICHIGAN UNIFORM - ACH 072413104 / 6038050	187.50
	Invoice	Date	Description	Check Sort Code	Amount
		398112	04/30/2024	APRIL 2024 SUPPLIES FOR AIRPORT	187.50
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:				Transactions: 7	\$9,997.98
	Checks:	5	\$3,245.04		
	EFTs:	2	\$6,752.94		

West Michigan Airport Authority

60 Geurink Blvd. Holland, MI 49423

Comprising City of Zeeland, Park Township and City of Holland



Recommendation:

Accept as information and provide direction to staff accordingly.

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.