

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

June 10th, 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 May 13th 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. Operations: Airport/State Comparisons.
 - b. FBO Field & Operations Report.
6. Airport Improvement Program & Bipartisan Infrastructure Law Funding Delay and Impact on N. Taxilane Project (15 Minutes). **No Action Requested.**
7. Financial Reports & Monthly Expenses (5 Minutes) **Action Requested.**

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

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8. Year End Budget Amendments (10 Minutes) **Action Requested.**
9. 2024/25 Insurance Renewal (20 Minutes) **Action Requested.**
10. Airport Advisory Group Report: Snow Removal Options Summary (10 Minutes) **Accept as Information.**
11. Revised Strategic Plan Priorities: Year 1, 3, and 10 (15 Minutes) **Action Requested.**
12. Marketing Strategy & Millage Survey Results **Action Requested.**
13. Other Business:
14. Adjourn.

Next Meeting will be held July 8th, 2024.

**All times are approximate*

West Michigan Airport Authority

MEETING MINUTES

June 13th, 2024

*****11:30 a.m. – 1:00 p.m.*****

60 Geurink Blvd. Holland, MI

PRESENT: Corbin (11:37am), Murray, Shea (Holland Alternate) Gruppen, Danenberg, Hoekwater (11:43am) Keeter, Brandsen

ABSENT: Byrd, Blanton, Storey,

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). David Craig.

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

24.05.01 Roll Call

24.05.02 Public Comment.

Director Thelenwood noted a correction in the meeting minutes regarding the spelling of Dave Craig's last name.

24.05.03 Approval of Agenda (Action Requested).

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

24.05.04 Approval of April 8th meeting Minutes

Brandsen made a motion with support from Keeter to approve the April 8th meeting minutes as presented. Motion carried.

24.05.05 Consent Agenda (Action Requested).

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

24.05.06 Review of Strategic Priorities (No Action).

Director Thelenwood presented a summary update on the strategic plan and priorities developed and adopted by the Airport Authority Board. Following the April 8th meeting the Board had expressed interest in reviewing the priorities and to re-establish key focus areas.

Corbin noted concern and frustration regarding the lack of progress regarding completion of key priorities. Gruppen expressed interest in reevaluating existing priorities to focus on turn threats as and weaknesses into strengths and opportunities. Murray expressed interest in focusing on key deliverable items and potentially streamlining or reducing the total number of year one priorities to focus on more pressing/strategically significant initiatives. The Board requested, following the next meeting of the Airport Advisory Group that the Director report back by May 30th a synopsis of the top priorities from that group. The Board also request the director re-shuffle existing priorities accordingly and present a draft for consideration by the Board at the June 10th meeting with final updates to the strategic plan submitt3ed to the Board by June 30th. The Board also requested design changes to the strategic plan document to make it easier to understand which priorities were complete and which were underway.

No action taken.

24.05.07 Snow Removal Equipment Update

Director Thelenwood provided the board with an update regarding discussions around expanding snow removal options on-field. The airport's FBO, Avflight, had made substantial investments within the first six months of their contract to procure new snow removal for the airport. However, gaps still remain and there is a big push from users and tenants to do more.

Thelenwood highlighted to Board efforts underway with the Airport Advisory group to explore options and identify solutions that can be on-field by winter 2024/25. Thelenwood also noted that any purchase of equipment through the AIP program would come at the expense of another scheduled project being pushed back or removed, with the next scheduled project being the rehab of Taxiway Alpha.

Corbin expressed the need to have a plan in place as soon as possible, but not later than August.

No Action taken.

24.05.08 Committee

Director Thelenwood presented a summary report on existing committee structures which included potential consolidating some existing committees while shifting their duties to either existing committees or the new Airport Advisory Group, if it were formalized as a standing committee. Additionally, Thelenwood also outlined the Board's interest in possibly establishing an ex officio Pilot representative on the Board. Thelenwood noted that both of these options

would require approval by the Board, amendments to the bylaws, and authorization by the respective Councils/Boards of the Authority's three member communities. Additionally, the ex officio member would be entitled to all the rights and limitations of existing ex officio members, nonvoting but ability to attend closed door sessions of the Board. The Board requested a proposal for these paths be submitted at a future meeting.

24.05.09 Financial Reports & Monthly Expenses (Action Requested)

24.05.10

McCammon presented the monthly financial reports and expenses for Board review and approval. McCammon also noted that year end budget amendments will be presented to the Board at the June meeting

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

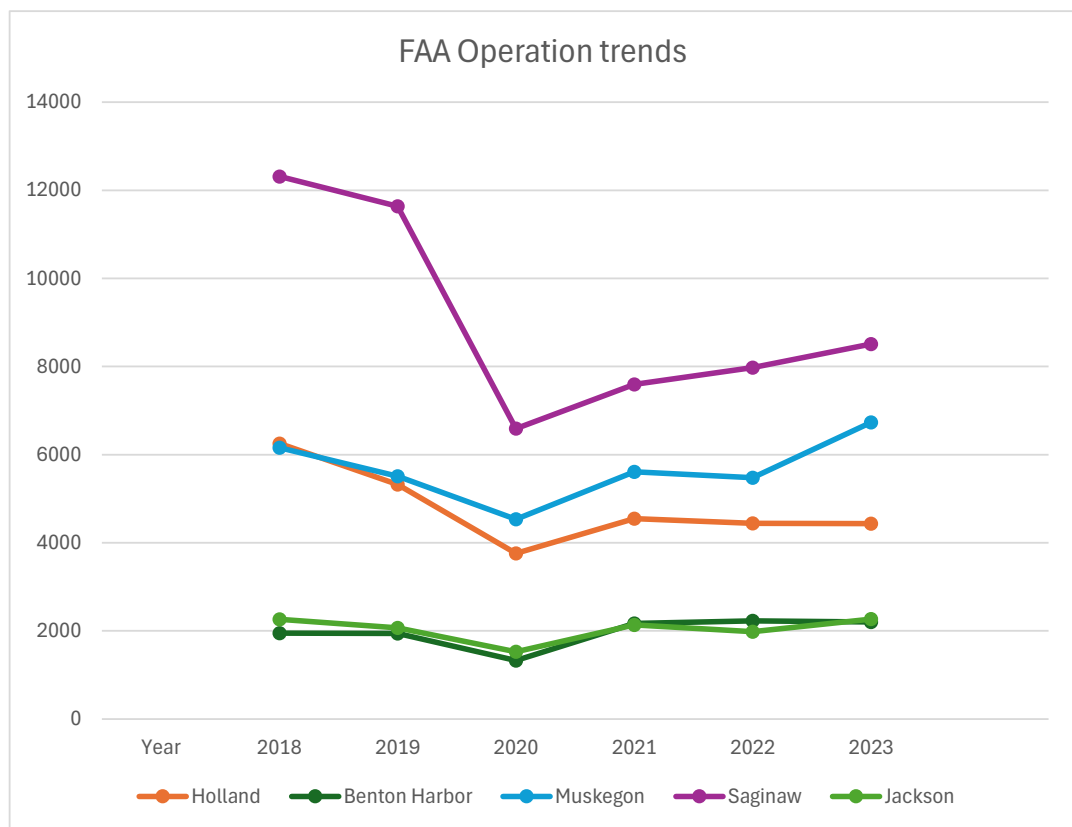
24.05.11 Other Business

Thelenwood informed the Board of upcoming events including pilot roundtables, Airport Food Trucks, and Aviation Day (August 17th).

24.05.12 Adjourn

Dannenberg made a motion, with support from Gruppen to adjourn the meeting at 1:00) PM. Motion Carried.

Year	2018	2019	COVID	FlightLevel	2022	AvFlight
			2020	2021		2023
Holland	6255	5322	3760	4549	4442	4432
Benton Harbor	1,948	1,945	1,329	2171	2,228	2206
Muskegon	6157	5512	4534	5610	5474	6732
Saginaw	12315	11636	6591	7595	7978	8512
Jackson	2265	2073	1527	2134	1980	2268



WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report Avflight Holland May 2024

Total Fuel Gallons Delivered		Current Month 05/24	One Year Ago 05/23	Current Year To Date 01/01/24-05/31-24	F/Y to Date Compared 01/01/23-05/31/23	
	Avgas	4,215	4,439	11514	10211	
	Jet Fuel	43,139	55,261	212782	205559	
Total Gallons Delivered		47,354	59,700	224,296	215,770	8526
Transplant/Ambulance Flights		0				
Wings Of Mercy Operations		1				
Freight Flights From/To Holland		1				
Freight Weight		485				

Avflight BIV May 2024 Landing Fees

Transaction Number	Date	Quantity	Price	Extended
BIV24-003292	5/1/2024	2	35	70
BIV24-003293	5/1/2024	1	50	50
BIV24-003294	5/1/2024	1	9	9
BIV24-003295	5/1/2024	1	30	30
BIV24-003300	5/1/2024	1	9	9
BIV24-003301	5/1/2024	1	45	45
BIV24-003302	5/1/2024	1	25	25
BIV24-003305	5/1/2024	1	35	35
BIV24-003307	5/2/2024	1	45	45
BIV24-003318	5/2/2024	1	12	12
BIV24-003324	5/2/2024	1	50	50
BIV24-003330	5/3/2024	1	45	45
BIV24-003337	5/4/2024	1	9	9
BIV24-003347	5/4/2024	1	45	45
BIV24-003349	5/4/2024	1	45	45
BIV24-003351	5/5/2024	1	12	12
BIV24-003355	5/5/2024	1	12	12
BIV24-003372	5/6/2024	1	9	9
BIV24-003374	5/6/2024	1	9	9
BIV24-003379	5/6/2024	1	35	35
BIV24-003380	5/7/2024	1	40	40
BIV24-003383	5/8/2024	1	60	60
BIV24-003390	5/8/2024	1	30	30
BIV24-003391	5/8/2024	1	50	50
BIV24-003393	5/8/2024	1	30	30
BIV24-003394	5/8/2024	1	45	45
BIV24-003409	5/9/2024	1	35	35
BIV24-003412	5/9/2024	1	9	9
BIV24-003414	5/10/2024	1	12	12
BIV24-003425	5/10/2024	1	25	25
BIV24-003430	5/11/2024	1	9	9
BIV24-003441	5/12/2024	1	45	45
BIV24-003442	5/12/2024	1	45	45
BIV24-003450	5/13/2024	1	9	9
BIV24-003454	5/14/2024	1	45	45
BIV24-003459	5/14/2024	1	9	9
BIV24-003460	5/14/2024	1	25	25
BIV24-003466	5/14/2024	1	50	50
BIV24-003471	5/14/2024	1	9	9
BIV24-003473	5/15/2024	1	30	30
BIV24-003475	5/15/2024	1	30	30

BIV24-003477	5/15/2024	1	45	45
BIV24-003478	5/15/2024	1	9	9
BIV24-003479	5/15/2024	1	30	30
BIV24-003480	5/15/2024	1	40	40
BIV24-003481	5/15/2024	1	9	9
BIV24-003494	5/15/2024	1	15	15
BIV24-003499	5/15/2024	1	9	9
BIV24-003498	5/16/2024	1	9	9
BIV24-003501	5/16/2024	1	12	12
BIV24-003507	5/16/2024	1	25	25
BIV24-003508	5/16/2024	1	45	45
BIV24-003519	5/16/2024	1	45	45
BIV24-003528	5/17/2024	1	35	35
BIV24-003544	5/18/2024	1	9	9
BIV24-003545	5/18/2024	1	25	25
BIV24-003549	5/18/2024	1	40	40
BIV24-003556	5/19/2024	1	12	12
BIV24-003561	5/20/2024	1	9	9
BIV24-003564	5/20/2024	1	45	45
BIV24-003565	5/20/2024	1	9	9
BIV24-003572	5/21/2024	1	35	35
BIV24-003573	5/21/2024	1	12	12
BIV24-003578	5/21/2024	1	25	25
BIV24-003580	5/21/2024	1	60	60
BIV24-003583	5/22/2024	1	35	35
BIV24-003584	5/22/2024	1	45	45
BIV24-003589	5/23/2024	1	25	25
BIV24-003590	5/23/2024	1	35	35
BIV24-003594	5/23/2024	1	40	40
BIV24-003614	5/24/2024	1	9	9
BIV24-003615	5/24/2024	1	35	35
BIV24-003616	5/24/2024	1	12	12
BIV24-003622	5/24/2024	1	35	35
BIV24-003623	5/24/2024	1	35	35
BIV24-003629	5/24/2024	1	35	35
BIV24-003630	5/24/2024	1	50	50
BIV24-003635	5/25/2024	1	9	9
BIV24-003640	5/25/2024	1	9	9
BIV24-003643	5/25/2024	1	35	35
BIV24-003646	5/26/2024	1	12	12
BIV24-003649	5/26/2024	1	35	35
BIV24-003652	5/27/2024	1	45	45
BIV24-003653	5/27/2024	1	45	45
BIV24-003654	5/27/2024	1	25	25

BIV24-003655	5/27/2024	1	45	45
BIV24-003657	5/28/2024	1	12	12
BIV24-003668	5/28/2024	1	15	15
BIV24-003669	5/28/2024	1	40	40
BIV24-003670	5/28/2024	1	40	40
BIV24-003675	5/29/2024	1	40	40
BIV24-003676	5/29/2024	1	45	45
BIV24-003677	5/29/2024	1	30	30
BIV24-003678	5/29/2024	1	50	50
BIV24-003685	5/30/2024	1	30	30
BIV24-003688	5/30/2024	1	9	9
BIV24-003692	5/30/2024	1	45	45
BIV24-003694	5/30/2024	1	9	9
BIV24-003695	5/30/2024	1	9	9
BIV24-003700	5/30/2024	1	30	30
BIV24-003701	5/30/2024	1	60	60
BIV24-003710	5/31/2024	1	9	9
BIV24-003714	5/31/2024	1	25	25
BIV24-003721	5/31/2024	1	9	9

\$ 3,010.00

To Avflight	15%	\$ 451.50
To Airport	85%	\$ 2,558.50

AVFLIGHT HOLLAND CORPORATION

Fuel Flowage Fee

May-24

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

Jet Fuel Sold (Gallons)	43,139.00
LESS	-
Swift @ \$0.10/GAL	-
Total:	<u>43,139.00</u>

Flow Fees @ \$0.10/GAL:	-
Flow Fees @ \$0.11/GAL:	\$4,745.29

Avgas Fuel Sold (Gallons)	4,214.50
LESS Use	-
Total:	<u>4,214.50</u>

Flow Fees @ \$0.11/GAL:	\$463.60
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TOTAL Flow Fees Due:	<u><u>\$5,208.89</u></u>
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May 13th, 2024.

REPORT 6

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Airport Authority Director.
Subject: **Airport Improvement Program & Bipartisan Infrastructure Law
Funding Delay and Impact on N. Taxilane Project**

As the Board is aware, staff have been working with Mead & Hunt and MDOT- Aeronautics on the construction of the north Taxilane Project that was initially scheduled to begin June 3rd. As a reminder, MDOT is the entity that manages FAA grants and submits grant applications on behalf of the Airport for capital improvement projects. The two grants in question regarding this project are the Airport Improvement Program (AIP), of which the airport receives annual entitlement dollars which we bank year over year for projects, and the Bipartisan Infrastructure Law (BIL) which we similarly receive an allocation year over year, based on our designation, which is banked for future projects. The project was bid at a construction cost of \$1.9 million, of which the BIL grants were to cover the majority (minus the airports local share).

In February of 2024 staff submitted all the relevant documentation MDOT needed for final grant submission, after resolving a dispute with MDOT regarding final local share cost tied to ineligible portions of the project. The ineligible portions were related to the 15' of additional width needed to take the taxilane from a 35' to 50' width, the minimum width necessary for corporate aircraft. After submitting, we were informed that the project wouldn't make it to the March transfer deadline but would be submitted later in March for the April transfer.

On May 21st, 2024 we held a pre-bid meeting to prepare for project start on June 3rd. During that meeting we were informed by MDOT that neither the AIP nor BIL grants were available and that for the project to stay on course the airport would need to front construction costs until the grants were available, at which time the airport would be reimbursed. This prompted a follow-up meeting to clarify why AIP/BIL grants were not available, which was held on May 28th. The interim period between the 21st and 28th was dedicated to fact finding by staff & M&H. During this meeting MDOT outlined that AIP had been held up due to the ongoing FAA reauthorization and that, by law, BIL funds were required to be submitted to MDOT no later than September 30th. MDOT also stated that BIL grant applications they submitted back in January 2024 for other airports still had not yet been awarded. Staff made it clear that self-funding the entirety of the project was not an option.

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Given the situation, the Contractor, who had already mobilized and was in position to start, suggested that they could at least begin the projects earthwork components if the airport were able front the preliminary costs through July. This would split the project into two phases with earth work being completed in June/July and paving completed once the grants were received by MDOT. If any work were done beyond this, the contractor would knowingly be doing so at their own financial risk.

Though the flexibility from the Contractor is appreciated, unfortunately, this would put the airport in a position of fronting a substantial amount of capital with the hope that reimbursement would occur on a timely basis. Approximately \$600K. After reviewing with both Board leadership and the Treasure it was determined that there is too much inherent financial risk, and the airport would be overextending itself financially by pursuing this approach.

Due to the delay in funding, the airport is now in a position where this crucial project will likely be delayed until next year, given the contractor's schedule with other projects. This also calls into question the likelihood of those hangar developments from interested developers proceeding, who were working with the understanding that this project would be completed this year.

Staff are continuing to follow-up with both MDOT and FAA regarding the grant schedules, however, unless the grants are made available in the next few weeks, there is very little the airport can do to keep this project online for 2024.

Recommendation:

Report submitted as information only.

West Michigan Airport Authority

Meeting Date: June 10, 2024

Agenda Item:

Subject: Financial Reports for 5/31/2024-Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The West Michigan Airport Authority is eleven months into fiscal year 2024. Attached are Budget Performance Reports for the eleven months ended May 31, 2024 (91.67% of year), and the Balance Sheets through May 31, 2024.

GENERAL FUND

Revenues

Operating revenues for the first eleven months totaled \$741,679, or 106% 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 eleven months totaled \$516,186, or 73% 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 eleven 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 \$1,252,934.78 at May 31st, comprised mostly of cash. General Fund Liabilities totaled \$58,104.24 at May 31st, and represents unearned revenue (prepaid lease).

The combined General and Capital funds balance at May 31 is \$2,277,896.



Balance Sheet

Through 5/31/24

Detail Listing

Exclude Rollup Account

Account	Account Description	FY 2023 Actual	FY 2024 YTD
Fund Category GOVERNMENTAL			
Fund Type GENERAL FUND			
Fund 110 - WMAA (Airport) General Fund			
ASSETS			
110-000.000-001.675	Cash Due from Cash/Inv Pool	1,597,689	1,235,869
110-000.000-018.000	Accounts Receivable General	32,614	17,029
110-000.000-028	Prior Years Taxes Receivables	184	183
110-000.000-031.000	Allowance for Uncollectible Taxes	(157)	(157)
110-000.000-076.010	Due from Local Govt Units Due from Park Township	6	
110-000.000-071.010	Due from Local Govt Units Due from Zeeland City	2,459	
110-000.000-090.000	Accounts Receivable In/Out		11
ASSETS TOTALS		1,632,795	1,252,935
LIABILITIES AND FUND EQUITY			
LIABILITIES			
110-000.000-202.000	Accounts Payable General	65,371	
110-000.000-201.000	Contracts Payable	134	
110-000.000-257.000	Accrued Wages Payable General	6,039	
110-000.000-258.010	Accrued Fringes Payable FICA-Social Security/Medicare	462	
110-000.000-259.010	Accrued Fringes Payable Pension	301	
110-000.000-360.000	Deferred Revenue General	11,452	58,104
LIABILITIES TOTALS		83,759	58,104
FUND EQUITY			
110-000.000-385.000	Fund Balance - Assigned (By Action) Business Center	125,000	125,000
110-000.000-390.000	Fund Balance-Unassigned	1,424,036	1,069,831
FUND EQUITY TOTALS		1,549,036	1,194,831
LIABILITIES AND FUND EQUITY		1,632,795	1,252,935
Fund Balance, Beginning			\$1,194,831
Remaining Budget Revenues			(\$44,679)
Remaining Budget Expenditures			(\$194,784)
Fund Balance, Estimated Ending			\$955,368
Fund Balance % of Budgeted Expenditures			134%

DEPARTMENT BUDGET REPORT FOR CITY OF HOLLAND

Balance As of 05/31/2024

GL Number	Description	23-24 Amended Budget	YTD TRANSACTIONS	Available Balance 05/31/2024	% Bdg Used	End Balance 06/30/2023
Fund: 110 WMAA (Airport) General Fund						
Account Category: Revenues						
Department: 000.000 GENERAL						
110-000.000-502.000	Federal Grant - Other	0.00	0.00	0.00	0.00	148,000.00
110-000.000-573.000	State-Reim Local PPT Tax Loss	15,000.00	21,828.76	(6,828.76)	145.53	20,788.54
110-000.000-581.110	Contributions from Other Govts From	205,000.00	184,496.67	20,503.33	90.00	205,939.91
110-000.000-581.210	Contributions from Other Govts From	120,000.00	135,079.97	(15,079.97)	112.57	123,646.77
110-000.000-615.810	Franchise Fees FBO Franchise Fees	27,600.00	64,704.46	(37,104.46)	234.44	27,479.16
110-000.000-615.820	Franchise Fees Fuel Flowage Fee	82,000.00	57,607.11	24,392.89	70.25	84,897.67
110-000.000-615.830	Franchise Fees Landing Fees	30,000.00	22,309.60	7,690.40	74.37	31,403.75
110-000.000-665.000	Investment Income General	15,000.00	38,147.70	(23,147.70)	254.32	27,996.54
110-000.000-665.900	Investment Income Market Adjustment	0.00	2,651.78	(2,651.78)	100.00	(2,651.78)
110-000.000-665.905	Rental Agricultural Land Lease	13,500.00	12,346.48	1,153.52	91.46	12,209.21
110-000.000-665.910	Rental Hangar Land Lease	120,000.00	134,886.29	(14,886.29)	112.41	164,829.83
110-000.000-665.915	Rental T-Hangars	60,000.00	57,938.06	2,061.94	96.56	58,080.00
110-000.000-665.920	Rental Airport Business Center	8,900.00	9,681.87	(781.87)	108.79	9,652.68
110-000.000-683.000	Miscellaneous General	0.00	0.00	0.00	0.00	3.48
Total Dept 000.000 - GENERAL		697,000.00	741,678.75	(44,678.75)	106.41	912,275.76
Revenues		697,000.00	741,678.75	(44,678.75)	106.41	912,275.76
Account Category: Expenditures						
Department: 595.100 Airport Operations						
110-595.100-701.000	PAYROLL-REGULAR GENERAL	121,800.00	88,241.99	33,558.01	72.45	85,603.89
110-595.100-702.000	Payroll-Temporary Help General	63,700.00	3,765.00	59,935.00	5.91	39,417.50
110-595.100-705.000	Payroll-Overtime General	0.00	131.25	(131.25)	100.00	0.00
110-595.100-710.000	Payroll-Vacation/PTO General	0.00	7,519.17	(7,519.17)	100.00	10,127.48
110-595.100-712.000	Payroll-Holidays	0.00	4,198.80	(4,198.80)	100.00	4,131.48
110-595.100-720.005	Insurance Health	6,000.00	3,496.61	2,503.39	58.28	3,000.00
110-595.100-720.030	Insurance-Income Protection	120.00	332.66	(212.66)	277.22	928.86
110-595.100-721.005	Retirement Contribution MERS	13,400.00	7,899.92	5,500.08	58.95	7,571.43
110-595.100-723.000	Employer FICA/Medicare Contribution	12,800.00	8,212.50	4,587.50	64.16	10,884.47
110-595.100-723.500	Workers Comp Insurance	300.00	311.00	(11.00)	103.67	94.00
110-595.100-730.000	Postage General	100.00	0.00	100.00	0.00	23.37
110-595.100-740.000	Operating Supplies General	2,000.00	5,926.17	(3,926.17)	296.31	3,524.76
110-595.100-741.000	Operating Supplies Controlled Items-	1,000.00	2,422.28	(1,422.28)	242.23	0.00
110-595.100-801.000	Contractual-Legal General	20,000.00	20,264.50	(264.50)	101.32	53,726.55
110-595.100-802.005	Contractual-Finance Independent Audi	8,700.00	8,300.00	400.00	95.40	8,100.00
110-595.100-802.250	Contractual-Finance Financial Servic	2,000.00	2,000.00	0.00	100.00	2,000.00
110-595.100-807.000	Contractual-Architect/Engineer Plan	15,000.00	18,107.50	(3,107.50)	120.72	7,973.88
110-595.100-807.415	Contractual-Architect/Engineer Engin	0.00	1,963.00	(1,963.00)	100.00	0.00
110-595.100-808.000	Contr-Bldgs&Grnds Mowing	45,000.00	34,573.99	10,426.01	76.83	41,029.39
110-595.100-808.001	Contr-Bldgs&Grnds Janitorial	0.00	0.00	0.00	0.00	209.64
110-595.100-808.801	Contr-Bldgs&Grnds Maintenance-Genera	25,000.00	21,944.95	3,055.05	87.78	20,637.80
110-595.100-808.802	Contr-Bldgs&Grnds Snowplowing	60,500.00	72,356.58	(11,856.58)	119.60	52,966.01
110-595.100-808.999	Contr-Bldgs&Grnds Tree Clearing	5,000.00	0.00	5,000.00	0.00	0.00
110-595.100-809.000	Contractual-Misc Airport Manager-Tul	2,000.00	4,904.33	(2,904.33)	245.22	1,514.32
110-595.100-809.001	Contractual-Misc Consulting	25,000.00	13,924.24	11,075.76	55.70	0.00
110-595.100-809.003	Contractual-Misc Management Services	31,400.00	28,765.00	2,635.00	91.61	38,022.90
110-595.100-850.000	Communications Telephone	600.00	(76.00)	676.00	(12.67)	684.04
110-595.100-851.000	Communications Cellular	1,200.00	0.00	1,200.00	0.00	1,200.00
110-595.100-903.000	Contr-Printing Advertising/Promotion	45,000.00	39,778.47	5,221.53	88.40	56,453.13

DEPARTMENT BUDGET REPORT FOR CITY OF HOLLAND

Balance As of 05/31/2024

GL Number	Description	23-24 Amended Budget	YTD TRANSACTIONS	Available Balance 05/31/2024	% Bdgt Used	End Balance 06/30/2023
Fund: 110 WMAA (Airport) General Fund						
Account Category: Expenditures						
Department: 595.100 Airport Operations						
110-595.100-920.805	Public Utilities Fence Gates	500.00	396.05	103.95	79.21	866.60
110-595.100-920.810	Public Utilities Landing Lights & Sy	3,500.00	2,751.19	748.81	78.61	3,894.29
110-595.100-920.815	Public Utilities Parking Lot Lights	750.00	424.53	325.47	56.60	670.30
110-595.100-920.820	Public Utilities Runway Lights	6,000.00	4,118.64	1,881.36	68.64	6,262.01
110-595.100-920.825	Public Utilities T-Hangars	6,000.00	4,325.01	1,674.99	72.08	6,406.87
110-595.100-931.000	BLDG & GRNDS MAINT GENERAL	9,800.00	4,914.66	4,885.34	50.15	24,624.46
110-595.100-933.000	Equipment Maintenance General	22,000.00	9,098.00	12,902.00	41.35	16,394.76
110-595.100-940.000	Building Rental/Lease General	1,000.00	1,000.00	0.00	100.00	1,000.00
110-595.100-955.000	Misc. General	9,000.00	2,784.32	6,215.68	30.94	8,638.71
110-595.100-958.000	Contingency General	50,000.00	0.00	50,000.00	0.00	0.00
110-595.100-960.000	EDUCATION, TRAINING, CONF REGISTRATI	4,000.00	1,717.00	2,283.00	42.93	0.00
110-595.100-961.000	TRAVEL, MEALS, MILEAGE	3,200.00	1,047.17	2,152.83	32.72	3,326.43
110-595.100-962.000	Commercial Insurance Premiums Genera	34,000.00	34,072.00	(72.00)	100.21	31,794.00
110-595.100-964.001	Refunds Property Tax Prior Years	0.00	6.33	(6.33)	100.00	377.45
110-595.100-965.000	Dues & Subscriptions General	2,200.00	1,872.98	327.02	85.14	1,890.46
110-595.100-969.200	Write-Offs Uncoll Property Taxes	0.00	0.00	0.00	0.00	(4.45)
110-595.100-977.000	Machinery & Equipment General	0.00	0.00	0.00	0.00	510.92
Total Dept 595.100 - Airport Operations		659,570.00	467,791.79	191,778.21	70.92	556,477.71
Department: 595.200 Business Center						
110-595.200-808.001	Contr-Bldgs&Grnds Janitorial	10,000.00	7,661.67	2,338.33	76.62	9,277.27
110-595.200-850.000	Communications Telephone	3,800.00	240.00	3,560.00	6.32	2,400.00
110-595.200-852.000	Communications WIFI Internet Connect	2,900.00	6,577.02	(3,677.02)	226.79	3,990.00
110-595.200-920.005	Public Utilities BPW	15,600.00	13,630.51	1,969.49	87.38	19,470.22
110-595.200-921.010	Public Utilities Natural Gas	9,100.00	4,251.51	4,848.49	46.72	6,340.48
110-595.200-931.000	BLDG & GRNDS MAINT GENERAL	5,000.00	7,216.13	(2,216.13)	144.32	4,233.96
110-595.200-933.000	Equipment Maintenance General	5,000.00	6,067.54	(1,067.54)	121.35	0.00
Total Dept 595.200 - Business Center		51,400.00	45,644.38	5,755.62	88.80	45,711.93
Department: 910.000 Airport Capital Projects						
110-910.000-974.000	Land Improvements General	0.00	2,750.00	(2,750.00)	100.00	0.00
Total Dept 910.000 - Airport Capital Projects		0.00	2,750.00	(2,750.00)	100.00	0.00
Expenditures		710,970.00	516,186.17	194,783.83	72.60	602,189.64
Fund 110 - WMAA (Airport) General Fund:						
TOTAL REVENUES		697,000.00	741,678.75	(44,678.75)		912,275.76
TOTAL EXPENDITURES		710,970.00	516,186.17	194,783.83		602,189.64
NET OF REVENUES & EXPENDITURES:		(13,970.00)	225,492.58	(239,462.58)		310,086.12

DEPARTMENT BUDGET REPORT FOR CITY OF HOLLAND

Balance As of 05/31/2024

GL Number	Description	23-24 Amended Budget	YTD TRANSACTIONS	Available Balance 05/31/2024	% Bdgt Used	End Balance 06/30/2023
Fund: 410 WMAA (Airport) Capital Projects						
Account Category: Revenues						
Department: 595.000 Airport Operations						
410-595.000-502.999	Federal Grant FAA Capital	0.00	0.00	0.00	0.00	114,582.36
410-595.000-579.000	State Grant MDOT State Capital	0.00	0.00	0.00	0.00	5,051.25
410-595.000-581.100	Contributions from Other Govts City	0.00	0.00	0.00	0.00	703,356.00
Total Dept 595.000 - Airport Operations		0.00	0.00	0.00	0.00	822,989.61
Revenues		0.00	0.00	0.00	0.00	822,989.61
Account Category: Expenditures						
Department: 595.000 Airport Operations						
410-595.000-807.000	Contractual-Architect/Engineer Plan	0.00	0.00	0.00	0.00	5,664.50
410-595.000-974.000	Land Improvements General	313,305.00	104,691.15	208,613.85	33.42	250,206.20
Total Dept 595.000 - Airport Operations		313,305.00	104,691.15	208,613.85	33.42	255,870.70
Expenditures		313,305.00	104,691.15	208,613.85	33.42	255,870.70
Fund 410 - WMAA (Airport) Capital Projects:						
TOTAL REVENUES		0.00	0.00	0.00		822,989.61
TOTAL EXPENDITURES		313,305.00	104,691.15	208,613.85		255,870.70
NET OF REVENUES & EXPENDITURES:		(313,305.00)	(104,691.15)	(208,613.85)		567,118.91

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 - ACH	072000096 / 1851600500	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		

City of Holland
Payment Batch Register
 Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON
 Batch Date: 05/23/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: CITY AP - HUNT - PAYABLES ACCT-HUNTINGTON					
Check	05/23/2024	85773 Accounts Payable	BOILEAU & CO.		3,788.23
	Invoice	Date	Description	Check Sort Code	Amount
	26110	05/22/2024	APRIL 2024 SERVICES FOR AIRPORT		3,788.23
Check	05/23/2024	85774 Accounts Payable	CUNNINGHAM DALMAN P.C.		666.00
	Invoice	Date	Description	Check Sort Code	Amount
	339724	05/22/2024	LEGAL SERVICES FOR AIRPORT		666.00
Check	05/23/2024	85775 Accounts Payable	HARRIS AIRPORT SYSTEMS		4,000.00
	Invoice	Date	Description	Check Sort Code	Amount
	692	05/22/2024	2024 2ND QUARTER MAINTENANCE FEE		4,000.00
Check	05/23/2024	85776 Accounts Payable	PERMA GREEN		184.25
	Invoice	Date	Description	Check Sort Code	Amount
	1394895	05/22/2024	LAWN SERVICES FOR AIRPORT		184.25
EFT	05/23/2024	12411 Accounts Payable	HUNTINGTON NATIONAL BANK - CREDIT CARD - ACH	072403473 / 01153580395	4,501.41
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00002993	05/22/2024	APRIL 2024 CREDIT CARD STMT FOR AIRPORT		4,501.41
EFT	05/23/2024	12412 Accounts Payable	SEMCO ENERGY GAS COMPANY - ACH	072499952 / 7661394601	337.71
	Invoice	Date	Description	Check Sort Code	Amount
	2024-00002994	05/22/2024	MAY READ DATE FOR GAS UTILITY FOR AIRPORT		337.71
CITY AP - HUNT PAYABLES ACCT-HUNTINGTON Totals:			Transactions: 6		\$13,477.60
Checks:	4		\$8,638.48		
EFTs:	2		\$4,839.12		

Account	Account Description	Adopted Budget	Budget Amendments	2024 YTD Actual Amount	2024 Amended Budget	2024 Proposed Budget	Increase (Decrease)
Fund 201 - WMAA (Airport) General							
REVENUE							
Department 000 - General Revenues							
440573	State-Reim Local PPT	15,000.00	.00	14,180.70	15,000.00	14,200.00	(800.00)
450582.C	Contributions from	125,000.00	.00	130,215.03	125,000.00	130,200.00	5,200.00
450582.P	Contributions from	120,000.00	.00	135,079.97	120,000.00	135,100.00	15,100.00
450582.Z	Contributions from	80,000.00	.00	54,281.64	80,000.00	54,300.00	(25,700.00)
460654.1	Franchise Fees FBO	27,600.00	.00	64,704.46	27,600.00	64,700.00	37,100.00
460654.5	Franchise Fees Fuel	82,000.00	.00	57,607.11	82,000.00	57,600.00	(24,400.00)
460654.7	Franchise Fees Landing	30,000.00	.00	22,309.60	30,000.00	22,300.00	(7,700.00)
480665.0	Investment Income	15,000.00	.00	38,147.70	15,000.00	38,100.00	23,100.00
480665.X	Investment Income	.00	.00	2,651.78	.00	2,700.00	2,700.00
480669.A	Rental Airport Business	8,900.00	.00	9,681.87	8,900.00	9,700.00	800.00
480669.24	Rental Hangar Land	120,000.00	.00	134,886.29	120,000.00	135,000.00	15,000.00
480669.25	Rental Agricultural Land	13,500.00	.00	12,346.48	13,500.00	12,300.00	(1,200.00)
480669.26	Rental T-Hangars	60,000.00	.00	57,938.06	60,000.00	58,000.00	(2,000.00)
490685.2	Recoveries Other Parties	.00	.00	.00	.00	.00	.00
490692.0	Miscellaneous General	.00	.00	.00	.00	.00	.00
Department 000 - General Revenues		\$697,000.00	\$0.00	\$734,030.69	\$697,000.00	\$734,200.00	\$37,200.00
REVENUE TOTALS		\$697,000.00	\$0.00	\$734,030.69	\$697,000.00	\$734,200.00	\$37,200.00
EXPENSE							
Department 540 - Airport Operations							
710701.0	Payroll-Regular General	121,800.00	.00	82,483.17	121,800.00	95,000.00	(26,800.00)
710707.0	Payroll-Temporary Help	63,700.00	.00	3,765.00	63,700.00	6,000.00	(57,700.00)
710709.0	Payroll-Overtime	.00	.00	131.25	.00	500.00	500.00
711702.0	Payroll-Vacation/PTO	.00	.00	7,519.17	.00	10,000.00	10,000.00
711703	Payroll-Holidays	.00	.00	4,198.80	.00	5,000.00	5,000.00
711716.1	Insurance Health	6,000.00	.00	3,311.38	6,000.00	6,000.00	-

711718.1	Retirement Contribution	13,400.00	.00	7,439.21	13,400.00	13,400.00	-
711720	Insurance-Income	120.00	.00	332.66	120.00	300.00	180.00
712715	Employer	12,800.00	.00	7,757.78	12,800.00	7,800.00	(5,000.00)
712724	Workers Comp	300.00	.00	311.00	300.00	300.00	-
721730.0	Postage General	100.00	.00	.00	100.00	.00	(100.00)
721740.0	Operating Supplies	2,000.00	.00	3,640.96	2,000.00	3,600.00	1,600.00
721740.CAP	Operating Supplies	1,000.00	.00	2,422.28	1,000.00	2,400.00	1,400.00
721931.0	Bldg & Grnds Maint	9,800.00	.00	4,914.66	9,800.00	5,000.00	(4,800.00)
721933.0	Equipment Maintenance	6,000.00	.00	1,098.00	6,000.00	1,000.00	(5,000.00)
721933.ILS	Equipment Maintenance	16,000.00	.00	4,000.00	16,000.00	4,000.00	(12,000.00)
722801.9010	Contr-Printing	45,000.00	.00	34,222.59	45,000.00	35,000.00	(10,000.00)
722804.0	Contractual-Legal	20,000.00	.00	19,598.50	20,000.00	20,000.00	-
722805.1	Contractual-Finance	8,700.00	.00	8,300.00	8,700.00	8,700.00	-
722805.4	Contractual-Finance	2,000.00	.00	2,000.00	2,000.00	2,000.00	-
722807.2	Contractual-	15,000.00	.00	18,107.50	15,000.00	18,100.00	3,100.00
722807.5	Contractual-	.00	.00	1,963.00	.00	2,000.00	2,000.00
722808.1	Contr-Bldgs&Grnds	.00	.00	.00	.00	.00	-
722808.8	Contr-Bldgs&Grnds Tree	5,000.00	.00	.00	5,000.00	.00	(5,000.00)
722808.MOW	Contr-Bldgs&Grnds	45,000.00	.00	34,573.99	45,000.00	45,000.00	-
722808.MTCE	Contr-Bldgs&Grnds	25,000.00	.00	21,944.95	25,000.00	25,000.00	-
722808.SNOW	Contr-Bldgs&Grnds	50,000.00	10,500.00	72,356.58	60,500.00	72,000.00	11,500.00
722809.16	Contractual-Misc	.00	25,000.00	13,924.24	25,000.00	14,000.00	(11,000.00)
722809.61	Contractual-Misc	31,400.00	.00	28,765.00	31,400.00	31,400.00	-
722809.62	Contractual-Misc Airport	2,000.00	.00	4,904.33	2,000.00	5,000.00	3,000.00
723850.0	Communications	600.00	.00	(76.00)	600.00	.00	(600.00)
723850.CELL	Communications Cellular	1,200.00	.00	.00	1,200.00	.00	(1,200.00)
723850.WIFI	Communications WIFI	.00	.00	.00	.00	.00	-
723860.0	Travel, Conf, Seminars	3,200.00	.00	901.40	3,200.00	900.00	(2,300.00)
723910.0	Commercial Insurance	34,000.00	.00	34,072.00	34,000.00	34,000.00	-
723920.GAS	Public Utilities Natural	.00	.00	.00	.00	.00	-
723920.GATE	Public Utilities Fence	500.00	.00	396.05	500.00	500.00	-
723920.LAND	Public Utilities Landing	3,500.00	.00	2,751.19	3,500.00	3,000.00	(500.00)

723920.PLOT	Public Utilities Parking	750.00	.00	424.53	750.00	500.00	(250.00)
723920.RUNW	Public Utilities Runway	6,000.00	.00	4,118.64	6,000.00	4,500.00	(1,500.00)
723920.THAN	Public Utilities T-	6,000.00	.00	4,325.01	6,000.00	4,500.00	(1,500.00)
723942.0	Building Rental/Lease	1,000.00	.00	1,000.00	1,000.00	1,000.00	-
723955.0	Misc. General	2,000.00	.00	2,076.30	2,000.00	2,000.00	-
723955.T	Misc. T-HANGAR	5,000.00	.00	.00	5,000.00	.00	(5,000.00)
723955.MTG	Misc. Meetings	2,000.00	.00	416.18	2,000.00	500.00	(1,500.00)
723960.0	Educ&Training General	4,000.00	.00	1,717.00	4,000.00	1,700.00	(2,300.00)
723961.0	Dues & Subscriptions	2,200.00	.00	1,872.98	2,200.00	1,900.00	(300.00)
723964.2	Refunds Property Tax	.00	.00	6.33	.00	7.00	7.00
770956.0	Contingency General	50,000.00	.00	.00	50,000.00	50,000.00	-
Department 540 - Airport Operations		\$624,070.00	\$35,500.00	\$447,987.61	\$659,570.00	\$543,507.00	(\$116,063.00)
Department 541 - Business Center							
721931.GRND	Bldg & Grnds Maint	5,000.00	.00	7,031.88	5,000.00	7,500.00	2,500.00
721933.0	Equipment Maintenance	5,000.00	.00	6,067.54	5,000.00	6,500.00	1,500.00
722808.1	Contr-Bldgs&Grnds	10,000.00	.00	7,661.67	10,000.00	8,000.00	(2,000.00)
723850.0	Communications	3,800.00	.00	240.00	3,800.00	300.00	(3,500.00)
723850.WIFI	Communications WIFI	2,900.00	.00	6,577.02	2,900.00	6,577.00	3,677.00
723920.BPW	Public Utilities BPW	15,600.00	.00	13,630.51	15,600.00	14,000.00	(1,600.00)
723920.GAS	Public Utilities Natural	9,100.00	.00	3,913.80	9,100.00	4,000.00	(5,100.00)
Department 541 - Business Center		\$51,400.00	\$0.00	\$45,122.42	\$51,400.00	\$46,877.00	(\$4,523.00)
Department 999 - Airport Capital							
730974.0	Land Improvements	.00	.00	.00	.00	.00	
Division 045 - Runway							
730974.0	Land Improvements	.00	.00	.00	.00	.00	
Division 045 - Runway		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department 999 - Airport Capital		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE TOTALS		\$675,470.00	\$35,500.00	\$493,110.03	\$710,970.00	\$590,384.00	(\$120,586.00)
Fund Z01 - WMAA (Airport) General							
REVENUE TOTALS		697,000.00	.00	734,030.69	697,000.00		
EXPENSE TOTALS		675,470.00	35,500.00	493,110.03	710,970.00		

Fund	Z01 - WMAA (Airport) General	\$21,530.00	(\$35,500.00)	\$240,920.66	(\$13,970.00)		
Fund	Z403 - WMAA (Airport) Capital						
	REVENUE						
Department	595 - Airport Projects						
Division	045 - Runway						
450582.ST	Contributions from	.00	.00	.00	.00		
	Division 045 - Runway	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Department	595 - Airport Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	EXPENSE						
Department	595 - Airport Projects						
Division	045 - Runway						
730974.0	Land Improvements	323,805.00	(10,500.00)	104,691.15	313,305.00		
	Division 045 - Runway	\$323,805.00	(\$10,500.00)	\$104,691.15	\$313,305.00	\$0.00	\$0.00
Department	595 - Airport Projects	\$323,805.00	(\$10,500.00)	\$104,691.15	\$313,305.00	\$0.00	\$0.00
	EXPENSE TOTALS	\$323,805.00	(\$10,500.00)	\$104,691.15	\$313,305.00	\$0.00	\$0.00
Fund	Z403 - WMAA (Airport) Capital						
	REVENUE TOTALS	.00	.00	.00	.00	.00	
	EXPENSE TOTALS	323,805.00	(10,500.00)	104,691.15	313,305.00	.00	
Fund	Z403 - WMAA (Airport) Capital	(\$323,805.00)	\$10,500.00	(\$104,691.15)	(\$313,305.00)	\$0.00	
	Grand Totals						
	REVENUE TOTALS	697,000.00	.00	734,030.69	697,000.00	734,200.00	
	EXPENSE TOTALS	999,275.00	25,000.00	597,801.18	1,024,275.00	590,384.00	
	Grand Totals	(\$302,275.00)	(\$25,000.00)	\$136,229.51	(\$327,275.00)	\$143,816.00	

West Michigan Airport Authority

60 Geurink Blvd., Holland, MI 49423

Comprising City of Zeeland, Park Township and City of Holland

June 10th, 2024



REPORT 9.

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Director.
Subject: **Fiscal Year 2025 Airport Insurance Proposal**

Annually, the Airport Authority solicits proposals to provide insurance for general liability, public officials, cyber, and other related coverages. The insurance markets have remained difficult over the last four years due primarily to ongoing extreme weather events driven by climate change, high profile accidents in the aviation sector, and an increased cost in material prices driving increases in total claim payouts. This year, we are continue to see further settling in the aviation market.

Based on current market trends, Gallagher is recommending continuing with the Airport's current carriers based on the following:

- Workers Compensation – Accident Fund is the leader and WC space and pricing for minimum premiums typically start at \$500 whereas Accident Fund is lower. The policy is automatically renewed.
- Property - Travelers came in with a slight increase. However, 60% of the property increase was due to exposure increases. This is based on the 2023 Corelogic desktop appraisal report as discussed last year. Also a 5% inflationary increase was used across all other airport buildings. This was marketed 3 years ago and moved from Chubb to Travelers.
- Public Officials and EPLI – Greenwich via the Public Risk Underwriters Program. This was marketed 2 years ago and is the most competitive for the limits purchased and enhanced coverages. Last year there was a significant savings on the renewal. This year the renewal increase is due to exposures increases.
- Airport Liability – Marketed last year and ACE/Chubb was the most competitive.
- Cyber Liability – Marketed extensively 2 years ago, but Gallagher did not market this year as the CFC renewal came in very favorable. CFC was by far the most competitive when the coverage was last marketed. CFC came in with a rate decrease on the renewal.

Even with the 7.36% property TIV increase, the overall year over year renewal is up just over \$2,471 or about a 7.2% increase. This is very favorable as \$1,743 (71%) of the increase is attributed to exposure increases and only \$728 (29%) is coming from rate increases. Attached is Gallagher's most recent Market Report that shows the current state of the market and average rates by line of coverage. The market is still pushing rate increases on many lines of coverage and this is for both insureds with no losses and higher increases for insureds with losses.

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The total estimate annual premium from Gallagher comes in at **\$36,643**. The FY25 budget includes \$35,000 for insurance premiums, so the budget will need to be amended accordingly..

Recommendation

It is recommended that the Board vote to approve the FY25 Insurance Proposal 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.

West Michigan Airport Authority

July 1, 2024 to July 1, 2025



Premium and Rate Analysis Projections for Renewal

Coverage	23-24 Exposures @ 23-24 Rates	24-25 Exposures @ 24-25 Estimated Rates	% Change	\$ Change	Notes
Workers Compensation	Accident Fund	Accident Fund			
Exposure (Total Payroll)	\$ 100,000	\$ 100,000	0.00%	\$ -	Automatic Renewal -Premium is based off the rates and carrier minimums.
Rate per \$100 in Payroll	\$ 0.090	\$ 0.090	0.00%	\$ -	
Modified Premium	\$ 90	\$ 90	0.00%	\$ -	
Fees and Taxes	\$ 250	\$ 250	0.00%	\$ -	
Total Premium	\$ 462	\$ 462	0.00%	\$ -	
Property	Travelers	Travelers			
Exposure (TIV)	\$ 9,427,707	\$ 10,121,822	7.36%	\$ 694,115	TIV increase required from carrier, Travelers via Corelogic reports done in 23-24. \$1,220 increase for exposures, \$848 increase for rate
Rate per \$100 in TIV	\$ 0.175	\$ 0.184	4.79%	\$ 0	
Premium	\$ 16,532	\$ 18,600	12.51%	\$ 2,068	
Public Officials and EPLI	Greenwich	Greenwich			
Limit	\$ 5,000,000	\$ 5,000,000			Rate Decrease given exposures increases but premium is only up by 7.31%. \$523 increase is all for exposure increase.
Exposure (Revenue - Underwriter Adj)	\$ 651,000	\$ 764,000	17.36%		
Exposure (Employee Count)	1.50	2.00	33.33%		
Premium	\$ 6,962	\$ 6,962	0.00%	\$ -	
Engineering Fee	\$ 195	\$ 195	0.00%	\$ -	
Total Premium	\$ 7,157	\$ 7,680	7.31%	\$ 523	
Airport Owners and Operators Liability	Chubb	Chubb			
Limit	\$ 20,000,000	\$ 20,000,000			2nd of 3 Year Term
Price per Million	\$ 383	\$ 383	0.00%		
Premium	\$ 7,651	\$ 7,651	0.00%	\$ -	
Cyber Liability	CFC	CFC			
Exposure (Revenue)	\$ 953,077	\$ 912,277	-4.28%		Decrease due to positive loss history and updated exposures
Limit	\$ 1,000,000	\$ 1,000,000	0.00%		
Premium	\$ 2,370	\$ 2,250	-5.06%	\$ (120)	
Total Premium	\$ 34,172	\$ 36,643	7.23%	\$ 2,471	All Premiums Annualized

Notes:

Airport Owners and Operators Liability:

Marketed coverage last year and bound a 3 year policy with Chubb to lock in the rate.

Public Officials and EPLI:

See Tab POL and EPLI for Limit Options and Pricing

Property

Building values increased per CORElogic report done in 2023-2024, Travelers allowed the airport to stair step the increases on the Hangers over 2 years, all other locations rec Increased Deductible Options:

Schedule of Property Values - Travelers

7/1/2024

	Location 1 Building 1	Location 1 Building 2	Location 1 Building 3	Location 1 Building 4	Location 1 Building 5	Location 1 Building 6	TOTALS
Location Addresses:	1581 S Washington Ave Holland, MI 49423	1581 S Washington Ave Holland, MI 49423	1581 S Washington Ave Holland, MI 49423	1581 S Washington Ave Holland, MI 49423	1581 S Washington Ave Holland, MI 49423	60 Geurink Boulevard Holland, MI 49423	
Occupancy Type:	Hanger Center	Hanger West	Hanger East	Runway Signs and Lights	Instrumental Landing System w/ Lights	New Terminal	
Building Construction / Description:	Non-Combustible	Non-Combustible	Non-Combustible				
Construction Type:							
Square Footage:	9,250	9,250	9,250				
Sprinklered? Type?							
Fire Alarm? Type?							
****ALL VALUES SHOULD BE LISTED AS REPLACEMENT COST VALUES - NOT Current Book Values.							
Real Property Values:							
Building Value	\$ 793,411	\$ 793,411	\$ 793,411			\$ 4,123,802	\$ 6,504,035
Fencing							\$ -
Underground Property							\$ -
Signs							\$ -
Runways, Taxiways, Aprons, etc.							\$ -
Lighting / Navigation Equipment				\$ 1,039,702	\$ 1,386,000		\$ 2,425,702
Personal Property Values:							
Office Equipment / Furniture	\$ 113,568	\$ 113,568	\$ 113,568			\$ 170,352	\$ -
Machinery							\$ 511,056
Computer Equipment (including printers, copiers, faxes, scanners, etc)	Included		\$ 105,000				\$ -
Computer Software	Included						\$ 105,000
Fine Art							\$ -
Signs							\$ -
Inventory							\$ -
Valuable Papers and Records							\$ -
Improvements and Betterments							\$ -
Mobile Equipment (Tugs, fuel trucks, APU's, forklift, etc.)							\$ -
Tools - Owner Owned							\$ -
Tools - Employee Owned							\$ -
Property of Others in your Care, Custody or Control							\$ -
Property at other Locations							\$ -
Property In Transit							\$ -
Other							\$ -
Spare Aircraft Parts							\$ -
Business Interruption / Extra Expense Valuation							
(use BI Worksheet for specific calculations)	\$ 76,029						\$ -
Ordinary Payroll?							\$ 76,029
Dependant Properties?							\$ -
Machinery Breakdown / Boiler Equipment							\$ -
TOTALS - The Travelers Indemnity Company	\$ 983,008	\$ 906,979	\$ 1,011,979	\$ 1,039,702	\$ 1,386,000	\$ 4,294,154	\$ 9,621,822

Flood	500,000
Blanket Property Limit:	\$ 10,121,822

Deductible: \$2,500

Earthquake coverage is excluded.

Airport Owners & Operators Liability



West Michigan Airport Authority
July 1, 2023 to July 1, 2026

Coverages	Coverage Limits	Basis
General Liability Limits		
Each Occurrence	\$20,000,000	Each Occurrence
Products / Completed Operations Aggregate	\$20,000,000	Each Occurrence
Malpractice Annual Aggregate Limit	\$20,000,000	Aggregate
Extended Coverage - War, Hi-jacking and Other Perils Annual Aggregate Limit	\$20,000,000	Aggregate
Non-Owned Aircraft Liability	\$20,000,000	Each Occurrence
Fire Damage - Any One Fire	\$100,000	Each Occurrence
Employee Benefits Liability	\$1,000,000	Each Loss
Premises Medical Payments	\$1,000	Each Person
Hangarkeeper's Liability Limits		
Hangarkeeper's - Any One Aircraft	\$20,000,000	Any One Aircraft
Hangarkeeper's - Any One Occurrence	\$20,000,000	Per Occurrence
Deductibles		
General Liability Each Occurrence	\$0	Per Loss
Hangarkeeper's Liability	\$1,000	Each Aircraft / Each Occurrence

Additional Coverages
Damage to Your Work and Damage to Your Products Exclusion(s) - Removed
Mutual Aid Agreements included as part of the Airport Operations definition
Excess Auto Liability - Off Premises Coverage - \$20,000,000 - Excess of \$1,000,000 any accident/occurrence.
Excess Employers' Liability (excluding disease) - \$20,000,000 - Excess of \$1,000,000 any one accident/occurrence.
Immunity Waiver Endorsement
Volunteers Endorsement
Incidental Medical Malpractice Liability - Included
Airside Auto Liability - Included
War Risks Liability - Included
Contingent Control Tower Liability - Included
Personal Injury extended to include Discrimination
90 Day Cancellation - 10 Day Non-Payment of Premium

Noise, Pollution and other Perils Exclusion Clause

Nuclear Risk Exclusion

Silica and Silica-Related Dust Exclusion

Exclusion - Per fluorinated Chemicals

Public Officials Liability and EPLI



West Michigan Airport Authority

July 1, 2024 to July 1, 2025

Coverages	Coverage Limits	Basis
Public Officials and Employment Practices Liability Limits		
Public Officials Management	\$5,000,000	Each Loss
Employment Practices Liability	\$5,000,000	Each Loss
Policy Aggregate	\$5,000,000	Each Loss
Non-Monetary Coverage - Defense Only	\$50,000	Each Loss
Non-Monetary Coverage - Defense Only Aggregate	\$100,000	Each Loss
Crisis Management	\$25,000	Each Loss
Deductibles		
Public Officials Management	\$2,500	Each Loss
Employment Practices Liability	\$10,000	Each Loss
Non-Monetary Coverage - Defense Only	\$2,500	Each Loss
Crisis Management	\$5,000	Each Loss

Additional Coverages	
Additional Insureds - Board, Commissions, etc.	
25% Minimum Earned Premium	
No Flat Cancellations	
US Professional Indemnity - Cyber Exclusion	
See Policy for Extended Reporting Period	
Enhancements	
Punitive Damages	
Personal Injury	
Third Party Wrongful Acts	
Back Pay/ Front Pay	
Loss of Earnings	

Limit Options and Pricing	Expiring Premium incl \$195 Fee	24/25 Premium incl \$195 Fee	% Change	\$ Change
\$1,000,000 Limit	\$ 7,157.00	\$ 4,525.00	-36.78%	\$ (2,632.00)
\$2,000,000 Limit	\$ 7,157.00	\$ 5,924.00	-17.23%	\$ (1,233.00)
\$3,000,000 Limit	\$ 7,157.00	\$ 6,749.00	-5.70%	\$ (408.00)
\$4,000,000 Limit	\$ 7,157.00	\$ 7,286.00	1.80%	\$ 129.00
\$5,000,000 Limit	\$ 7,157.00	\$ 7,680.00	7.31%	\$ 523.00

Workers Compensation



West Michigan Airport Authority
July 1, 2024 to July 1, 2025

Coverages	Coverage Limits	Basis	
Basic Policy Limits			
Workers Compensation (Coverage A)	Statutory	Each Accident	
Employers Liability (Coverage B)			
Per Accident	\$1,000,000	Each Accident	
Per Disease	\$1,000,000	Per Employee	
Policy Limit	\$1,000,000	Policy Limit	
Deductible			
Deductible	\$0	Per Injury	
Payrolls			
Classification	2023 / 2024 Renewal Payroll	2024 / 2025 Renewal Payroll	% Change
8810 - Clerical	\$100,000	\$100,000	0%

Cyber Liability



West Michigan Airport Authority
July 1, 2024 to July 1, 2025

Coverages	Coverage Limits	Basis
Cyber Liability Limits		
All Insuring Clauses Combined	\$1,000,000	Aggregate
Cyber Incident Response	\$1,000,000	Aggregate
Legal and Regulatory Costs	\$1,000,000	Aggregate
IT Security and Forensic Costs	\$1,000,000	Aggregate
Crisis Communication Costs	\$1,000,000	Aggregate
Privacy Breach Management Costs	\$1,000,000	Aggregate
Third Party Privacy Breach Management Costs	\$1,000,000	Aggregate
Post Breach Remediation Costs	\$50,000	Aggregate, subject to a max of 10% of sums paid as a direct loss of a cyber event
Extortion	\$1,000,000	Aggregate
Cyber Crime Loss	\$250,000	Aggregate
Electronic Theft of Third Party Funds Held in Escrow	\$250,000	Aggregate
Electronic Theft of Personal Financial Assets	\$250,000	Aggregate
Authorized Push Payment Fraud	\$250,000	Aggregate
Telephone Hacking	\$250,000	Aggregate
Unauthorized use of Computer Resources	\$250,000	Aggregate
Telephone Hacking	\$1,000,000	Aggregate
Unauthorized use of Computer Resources	\$250,000	Aggregate
Telephone Hacking Loss	\$100,000	Aggregate
Fund Transfer Fraud	\$100,000	Aggregate
System Damage and Rectification Costs	\$1,000,000	Aggregate
Business Income and Extra Expense	\$1,000,000	Aggregate
Dependent Business Interruption	\$1,000,000	Aggregate
Claim Preparation Costs	\$25,000	Aggregate
Network Security Liability	\$1,000,000	Aggregate
Privacy Liability	\$1,000,000	Aggregate, including costs and expenses
Management Liability	\$1,000,000	Aggregate, including costs and expenses
Regulatory Investigation Costs	\$1,000,000	Aggregate, including costs and expenses
Merchant Services Liability	\$1,000,000	Aggregate, including costs and expenses
Media Liability - Defamation	\$1,000,000	Aggregate, including costs and expenses
Intellectual Property Rights Infringement	\$1,000,000	Aggregate, including costs and expenses
Deductibles		
Cyber Liability Loss	\$5,000	Per Loss
Cyber Incident Response	\$0	Per Loss
Cyber Crime Loss	\$10,000	Per Loss

West Michigan Airport Authority

60 Geurink Blvd., Holland, MI 49423

Comprising City of Zeeland, Park Township and City of Holland

June 10th, 2024



REPORT 10.

To: West Michigan Airport Authority Board.
From: Aaron Thelenwood, Director. David Craig (Airport Advisory Group)
Subject: **Fiscal Year 2025 Airport Insurance Proposal**

On Wednesday May 29th, 2024 the Airport Advisory Group held its second meeting. The first half of the meeting focused heavily on establishing priorities of the group, which will be covered more in item #11 of the Board Packet.

The rest of the meeting focused heavily on snow removal initiatives and working toward filling in the gaps on current snow removal strategies, to ensure the airport is as prepared as possible for winter 2024/25 and on a path for long term sustainable snow removal solutions. The Advisory Group established a Winter Ops Taskforce, which David Craig will be leading, with participation from airport and Avflight staff. The Advisory group highlighted preferred snow removal solutions for exploration including additional sweeper capabilities, liquid de-icing, and rental options for support equipment on an interim basis. The group will also explore if there are contractual services that could be tapped to support existing snow removal efforts.

Mr. Craig coordinated a meeting on Wednesday June 5th with Burnips Commercial Equipment to review snow products they've helped to implement at other municipalities and airports, including GRR. We met specifically with their Government Purchasing Manager who outlined several product solutions as well as explained various purchasing/financing options used by local government entities. Additionally, he walked the group through "Sourcewell" a service used specifically for government bidding. Sourcewell holds a contract with the State of Michigan to execute annual competitive bids on specific products and equipment, ensuring that local governments are guaranteed the lowest qualified pricing on critical infrastructure. The City of Holland uses Sourcewell when purchasing equipment as do several other entities.

The Burnips team will be able to provide some preliminary pricing to assist with budget planning on specific equipment identified in our conversation. In addition, staff have also been working with the Mead & Hunt team to develop a draft revised ACIP which outlines cost and type of equipment BIV would likely be eligible for under the program. As discussed at last month's meeting, purchase of equipment by 2025/26 would likely push back an existing project. Attached are both the current ACIP and draft revision showing that impact.

The Advisory Committee will review this information at their next meeting, with the intent to have a recommendation back to the Board by July. The Winter Ops Taskforce will also continue its research in the interim.

Recommendation

This report is being presented as information. No Action requested.

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.

MICHIGAN STATE BLOCK GRANT PROGRAM										
AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2025 to FY-2031										
*ACIP includes current development year (2025 already programmed - minor changes acceptable)										
Airport Name:		West Michigan Regional Airport							Date prepared: 05/31/24	
Associated City:		Holland, MI							Prepared By: MLT/JET	
Sponsor:		West Michigan Airport Authority							Sponsor email address & phone:	
Airport Identifier:		BIV							a.thlenwood@wmairportauthority.com 616-510-2332	
Development Year	Year Priority	Project Description	Federal AIG	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total	Remarks
2025		Carry forward NPE = \$127,345 & BIL = \$99,482								
Concept #: TBD	1	Design for Snow Removal Equipment (Rotary Plow)	\$14,490				\$805	\$805	\$16,100	90 Fed/5 State/5 Local.
Concept #: 209434	2	Design for Taxiway A Rehabilitation		\$195,750			\$10,875	\$10,875	\$217,500	90 Fed/5 State/5 Local.
2026		Carry forward NPE = \$81,595 & 2024-2025 BIL = \$379,992								
Concept #: TBD	1	Acquire Snow Removal Equipment (Rotary Plow)	\$675,000				\$37,500	\$37,500	\$750,000	90 Fed/5 State/5 Local.
Concept #: 216148	2	Construction for Taxiway A Rehabilitation		\$231,595		\$2,164,655	\$133,125	\$133,125	\$2,662,500	90 Fed/5 State/5 Local.
2027		Carry forward NPE = \$0								
Concept #: 216152	1	Design for Replace 8-26 PAPIs		\$71,280			\$3,960	\$3,960	\$79,200	90 Fed/ 5 State/5 Local; includes obstruction analysis
2028		Carry forward NPE = \$78,720								
Concept #: 216153	1	Construction for Replace 8-26 PAPIs		\$221,280	\$220,530		\$24,545	\$24,545	\$490,900	90 Fed/5 State/5 Local.
Concept # 128819	2	Design for West Overflow Apron Rehabilitation			\$106,345		\$5,908	\$35,447	\$147,700	Local Share includes 5% of eligible total (\$118,156) and 100% of ineligible total (\$29,539)
2029		Carry forward NPE = \$0								
Concept #: 128821	1	Construction for West Overflow Apron Rehabilitation		\$150,000	\$1,232,806		\$65,642	\$393,852	\$1,842,300	Local Share includes 5% of eligible total (\$1,312,840) and 100% of ineligible total (\$328,210)
2030		Carry forward NPE = \$0								
Concept #: 216149	2	Design South Taxiway Extension		\$150,000	\$32,790		\$10,155	\$10,155	\$203,100	90 Fed/5 State/5 Local; includes environmental clearance, design, & wetland permitting
2031		Carry forward NPE = \$0								
Concept #: 216151	1	Construction for South Taxiway Extension		\$150,000		\$1,377,210	\$84,845	\$84,845	\$1,696,900	90 Fed/ 5 State/5 Local; includes construction and wetland mitigation.

MICHIGAN STATE BLOCK GRANT PROGRAM										
AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2024 to FY-2028										
*ACIP includes current development year (2024 already programmed - minor changes acceptable)										
Airport Name: West Michigan Regional Airport								Date prepared: 10/24/23		
Associated City: Holland, MI								Prepared By: JET		
Sponsor: West Michigan Airport Authority								Sponsor email address & phone: a.thlenwood@wmairportauthority.com 616-510-2332		
Airport Identifier: BIV										
Development Year	Year Priority	Project Description	Federal AIG	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total	Remarks
2024		Carry forward 2022-2023 NPE = \$185,903 & 2022-2023 BIL = \$1,055,000								
Concept #: 209435	1	Construction for Hangar Park Taxilane	\$1,347,000	\$303,464			\$91,693	\$267,193	\$2,009,350	Local Share includes 5% of eligible total (\$1,833,850) and 100% of ineligible total (\$175,500)
2025		Carry forward NPE = \$0 & BIL = \$0								
Concept #: 209434	1	Design for Taxiway A Rehabilitation		\$150,000	\$45,750		\$10,875	\$10,875	\$217,500	90 Fed/5 State/5 Local.
2026		Carry forward NPE = \$0 & BIL = \$292,000								
Concept #: 216148	1	Construction for Taxiway A Rehabilitation		\$150,000		\$2,246,250	\$133,125	\$133,125	\$2,662,500	90 Fed/5 State/5 Local. Need to split for separate BIL/AIP funding useable units
Concept #: 216149	2	Design South Taxiway Extension	\$145,980				\$8,110	\$8,110	\$162,200	90 Fed/5 State/5 Local; includes environmental clearance, design, & wetland permitting
2027		Carry forward NPE = \$0 & 2025-2026 BIL = \$438,020								
Concept #: 216151	1	Construction for South Taxiway Extension	\$438,020		\$811,000		\$69,390	\$69,390	\$1,387,800	90 Fed/ 5 State/5 Local; includes construction and wetland mitigation.
Concept #: 216152	2	Design for Replace 8-26 PAPIs		\$66,150			\$73,500	\$3,675	\$73,500	90 Fed/ 5 State/5 Local; includes obstruction analysis
Concept #: 128819	3	Design for West Overflow Apron Rehabilitation		\$83,850	\$20,280		\$5,785	\$34,710	\$144,625	Local Share includes 5% of eligible total (\$154,267) and 100% of ineligible total (\$28,925)
2028		Carry forward NPE = \$0								
Concept #: 216153	1	Construction for Replace 8-26 PAPIs		\$150,000	\$233,850		\$21,325	\$21,325	\$426,500	90 Fed/5 State/5 Local. Need to split for separate BIL/AIP funding useable units
Concept #: 128821	2	Construction for West Overflow Apron Rehabilitation			\$1,301,459		\$71,992	\$431,950	\$1,805,400	Local Share includes 5% of eligible total (\$1,439,829) and 100% of ineligible total (\$359,958)

Year 1:

- Expand snow removal resources on-field to minimize downtime caused by significant winter weather events.
- Increase safety on field, by minimizing to the greatest extent possible wildlife incursion, and resolve policy restrictions at the local level.
- Establish initiatives and incentives to continuously promote IFR/VFR Flight Plan operations.
- Establish appropriate avenues of support for business located on field.
- Expand development opportunities on field.
- Establish marketing strategies to support Millage campaign 2027 and beyond.
- Diversifying revenues on field.

Year 3

- Airport will have a determination established regarding the future crosswind runway.
- Support establishment of aviation/aerospace workplace learning curriculum in the community.
- Increase overall operations to 40,000.
- Complete on-ground transportation study.
- The North Business Park will be half-developed with three buildings including hangars, and other relevant aviation/aerospace buildings.
- 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.
- Local residents and small businesses will have flight options available through air taxi services.

10 year Vision:

- Complete Baseline Feasibility study for eVTOL
- The airport will be known & recognized as a destination to the community.
- The Airport Authority will have additional supporting communities.
- WMRA will be an established leader in the state regarding the future of aviation/air mobility
- 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.
- 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.

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2024 – 2025 Communications Strategy

Created for West Michigan Regional Airport Authority

Introduction

Thank you for the opportunity to partner with you on this important work. We've greatly enjoyed working with the airport and your stakeholders. The below plan outlines several strategies to help you achieve your organizational goals. Each strategy is supported by several tactics.

Project Goals

1. Support WMRAA in engaging stakeholders and voters across your supporting region.
2. Raise awareness and support by creating a connection between community members and the amazing stories unfolding at the airport.
3. Create a communication bridge with stakeholders that supports future millage and voter communications.

Key Messaging

Brand

West Michigan Regional Airport accelerates business growth and job creation through convenient, efficient access to air travel. With a world-class facility, well-maintained runways, and friendly staff, we are an essential resource for businesses, aviation enthusiasts, educators, and healthcare organizations.

Key Messages

1. WMRAA returns over \$165 million in economic impact to our local community and has helped retain and create thousands of jobs in our community.
2. A part of our community's competitive advantage, our presence incentivizes companies to stay and grow their businesses in our region.
3. We're a strong community partner, serving our schools, non-profits, hospitals, constituents, and businesses.
4. Airport users know our airport for our pristine runways, beautiful facility, helpful staff, state-of-the-art navigation, and commitment to safety.
5. Conveniently located in South Holland near highway access, we provide access to fly virtually anywhere and empower locals to bring businesses and visitors here.
6. Through our educational community partnerships and programs, we're setting the stage for aviation enthusiasts to become or support the next generation of aviators.

Strategy Outline

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Educate WMRA Stakeholders

There are many options for engaging and educating stakeholders, but we have identified the below as the most critical first steps.

Updated Economic Impact Study

One of the strongest arguments for the airport is the economic impact and growth it brings to the region. We recommend conducting another economic impact study, like the one completed in 2020. Having concrete numbers from an objective third party source provides us with convincing, credible data that will likely play an important role in our community communications leading up to the next millage vote.

Recommended Resources: External Research Firm

Quarterly Newsletters

To better engage with stakeholders, we recommend issuing consistent quarterly newsletters. In alignment with your key messaging, these newsletters should show your full breadth of services.

This should include stories about WMRA happenings, including:

- Construction progress or notable updates
- Featuring companies that use WMRA
- Featuring current airport/hangar tenants
- Any events or groups that WMRA has hosted/will host

A key factor in the success of these newsletters will be refreshing and growing WMRA's email list. We'll want to include current tenants, customers of your FBO, key stakeholders, important community members, your community partners, and—eventually—other interested members of the community.

Recommended Resources: Content Developed Internally – Design by External Firm

Annual Metrics Report

As in years past, we recommend developing and issuing an annual report, though we recommend simplifying the format. Leaning heavily on photography and graphics to communicate numbers, we recommend developing a simple 2-4 page

handout announcing critical numbers like economic impact, flights out and in, global reach, and other interesting facts. Hosted both online and printed physically, WMRA should distribute the report to stakeholders, local media sources, and your social media followers. We also recommend hosting a digital copy on your website.

Recommended Resources: Content & Design by External Firm

Community Mailer

Another way to boost community awareness of WMRA and its impact is through printed mailers sent out to community stakeholders. With physical mail becoming increasingly scarce, [studies show](#) that physical marketing materials are generally more memorable than digital. We recommend using a printed mailer to share key metrics from the economic impact study and details about the airport's beneficial role in the community.

Recommended Resources: Content & Design by External Firm

Seek Speaking Opportunities

One of the most important ways to engage with voters is being where they are. We need to ensure they not only see the airport but understand its role and impact. That involves actively seeking out speaking opportunities, particularly for Aaron as the face of the airport. This could include speaking to local chambers, economic development organizations, K-12 schools, universities, and other groups about what happens at the airport and its impact on community prosperity.

Recommended Resources: Internal Research & Coordination

Annual Township Updates

As we near asking for renewal in our supporting communities, we should seek an opportunity to present to the boards within our supporting communities. We recommend pursuing this opportunity annually, or more frequently as needed.

Recommended Resources: Internal Research & Coordination

Develop & Build Community Connections

As a taxpayer-supported entity and community asset, WMRA needs to build strong ties with the community on an ongoing basis. It's important for the airport to "show up" for the community consistently, not just during millage vote years. Creating these connections will

also help future millage-specific campaigns because stakeholders will already be engaged with the airport.

Growing Aviation Day

Because many of the airport's uses don't directly benefit the majority of taxpayers, WMRA needs to invite the community to see and experience the airport. From a plane parade to a plane show, an airshow, or simply an open house, hosting special events helps taxpayers and voters feel welcome and involved with the airport.

Like in years past, Aviation Day is also a great opportunity to engage and deepen relationships with your community partners. Continuing this tradition could also create opportunities for corporate sponsorship from companies, using the airport to raise revenue or offset the costs of hosting the event.

Recommended Resources: Communications Committee

Growing Social Media

Social media like LinkedIn, Facebook, and Instagram gives the community a view into the everyday happenings of WMRA. While posting every day isn't necessary, we recommend having an active presence on these outlets (2-4 monthly posts) to keep the community involved and create a platform to share airport stories. As previously mentioned, the annual report should also be distributed through social platforms.

Recommended Resources: Internal Management

Guest Speaker Program

Like similar airports, WMRA should have a few knowledgeable team members capable of speaking to groups about the airport. We recommend adding a form to your website where people can request a speaker for classrooms or community events, whether off-site or at the airport. This is an opportunity to engage with both students and professionals about the airport.

Recommended Resources: Communications Committee

Parade Participation

We recommend WMRA resume participation in local parades whenever possible. This is a great way to engage with many families at once and show your support for the community.

Recommended Resources: Internal Research & Coordination

Quarterly Tenant Spotlights

To continue educating the community about how WMRA benefits the greater community, we recommend seeking out testimonials from your current tenants. They give us the opportunity to share the types of services the airport offers while emphasizing how you directly benefit members of the community. These spotlights could be shared on social media, through newsletters, and on your website.

Recommended Resources: Internal Coordination & External Content Development

Regular Attendance at Chamber Events

Attending [events hosted by the West Coast Chamber](#) is a great way to connect with members of West Michigan's business community. From social hours to golf outings to their Wake Up West Coast events, the chamber consistently offers a variety of opportunities at all times of day to expand community connections.

Recommended Resources: Internal Research & Coordination

Invite & Engage Visitors

WMRA has a beautiful facility with interesting sights and a friendly atmosphere. However, the general public may not know they're welcome to visit. While there currently aren't plans or tools in-place to properly engage with those that do, here are a few recommendations for more effectively reaching and engaging with potential airport visitors.

Build Hosting Calendar

As a first step toward better engagement, we recommend working with organizations like West Coast Chamber, Rotary, Holland Young Professionals, local schools, and other groups to host events at the airport, free of charge. Ideally, WMRA could host at least two groups a month. This could look like hosting monthly organizational meetings, or inviting the chamber to use the airport building for a networking social hour.

Recommended Resources: Internal Research & Coordination

Develop Tour Structure & Handouts

When groups are touring your facilities, we need to make sure they see beyond the cool planes. Guests should leave knowing who WMRA serves and how that service impacts our community. As a part of this tour, guests should receive an informational handout that communicates these points in an interesting and palatable way.

Recommended Resources: Content Developed Internally – Design by External Firm

North Taxi Lane Groundbreaking Event

The North Taxi Lane project has been several years in the making and is something we've engaged the public on in the past. We highly recommend hosting a groundbreaking event on the day construction is set to begin on the project. Preparation for the event could include the purchase of special shovels, hard hats, signage, and other items to enhance event photos. This would also be a great way to encourage local news coverage about the project and WMRA as a whole.

Recommended Resources: Internal Content & Coordination – Designs by External Firm

Conclusion

While there are many opportunities to boost communications with stakeholders, this strategy outlines the ones we believe will be most successful for meeting your communications goals. We recognized that the tactics in this plan represent a lot of work. The work outlined will likely take 12 months to implement, completed in segments.

Recommended Tactical Priorities

	2024								2025			
Tactic	M	J	J	A	S	O	N	D	J	F	M	A
Economic Impact Study			X									
Quarterly Newsletters		X			X			X			X	
Annual Metrics Report							X	X				
Community Mailer					X						X	
Aviation Day				X								
Social Media Posting	X	X	X	X	X	X	X	X	X	X	X	X
Host Guest Speaker				X			X			X		
Build Hosting Calendar		X										
North Taxi Lane Groundbreaking		X										
Tenant Spotlights			X			X			X			X



WMRA Survey
Conducted March 25-26, 2025
N=270
Message Memo

The Overview

With support for the airport millage at only 27%, and rising to only 34%, it is clear in the current environment that a millage proposal would fail if it were put on the ballot.

Ottawa County has been rife with tremendous political turmoil over the past several years. The County Board was taken over by a group of very strong conservatives who were unhappy about the way that the County health administrator handled covid and covid restrictions.

Obviously, the message that the new county commission candidates used resonated with voters because the new group was swept into power and hired failed Congressional candidate John Gibbons as its county administrator. Gibbons has subsequently been fired. With that overview in mind let us look at the messaging based on the survey.

Part of the problem may be that voters are just not aware of how well the governing body of WMRA does its job. When asked if they agreed or disagreed with the statement, "West Michigan Airport Authority does a good job of governing the West Michigan Airport" 63% were not sure, which means they simply were just not aware of the governing board or what a good job it does.

As we would expect, the negative issues are very negative and there is very little support when they are made aware of those messages. However, there is very little support for messages that should make it easy for voters in these areas to support the millage.

The way in which we determine support for an issue is by subtracting the people who say they are less likely to vote for the proposition based on the information they hear from those who say they are more likely to vote for the proposition based on that information. We get a plus or minus number from that equation.

So, for example, if a total of 40% are more likely to support the issue based on a statement and 30% are less likely, that is a +10%. In order to really impact voters and move them to vote yes you need at least 35% to say they are much more likely to vote in favor of the proposal based on a particular statement.

When you look at some of the positive statements that we have, a statement like, “the airport allows kids and grandkids to stay in the area” would normally be a compelling message. However, only 24% are more likely and 48% less likely to vote for the proposal based on that information. Even among older voters (65+) it is a “wash” with 37% at more likely and 37% at less likely.

Strongest Positive Messages

We are going to examine the strongest arguments ranked by the highest percentage of voters saying that message would make them “much more likely” to vote for the proposal.

1. West Michigan Regional Airport partners with Wings of Mercy, a nonprofit organization that provides life-saving medical flights to the public, free of charge. Having a local airport gives the community access to these lifesaving flights.

MM	LM	LL	ML	DK
20%	31	8	17	24
51%		25%		

Although another argument has a total of 53% more likely, this message has the highest “much more likely” percentage (51%).

Examining the much more likely percentages, this resonates the most with Democrats (64%) and Laketown residents (63%). It also resonates with 18–44-year-olds, however the sub-sample is too small to be statistically valid.

2. The local economy is doing well because of the large businesses that choose Holland/Zeeland.

MM	LM	LL	ML	DK
15%	26	4	25	30
41%		29%		

Although only 41% are more likely to vote yes on the proposal based on this information, it does reach a 15% more likely. Looking at the more “more likely” percentages this resonates most with Democrats (68%), Laketown (63%), Zeeland (56%), and women (48%).

It scores lowest with independent voters (20%) and men (33%).

3. This is a small millage. A home that would sell for \$200,000 and has a taxable value of \$100,000 would cost the taxpayer \$10 per year.

MM	LM	LL	ML	DK
15%	38	7	28	12
53%		35%		

At 53% more likely to vote yes on the proposal based on this information, this is the highest overall more likely percentage. It also reaches a 15% “much more likely”. Looking at the more

“more likely” percentages this resonates most with Democrats (74%), women (67%), and Laketown (63%).

4. This is a matching fund millage. For every \$5 paid in by Holland/Zeeland taxpayers, the state will pay us \$5 more and the federal government \$90 more.

MM	LM	LL	ML	DK
15%	28	10	29	18
43%		39%		

Overall, 43% are more likely to vote yes on the proposal based on this information. This is also reaches a 15% “much more likely”. Looking at the more “more likely” percentages this resonates most with Democrats (82%), 65+ (51%), women (50%), Holland (49%), and Laketown (49%).

The arguments above are the strongest that can be used in support of this proposal. Other messages were as follows.

19. Because of those high-paying jobs, our children and grandchildren can stay in the area and raise their families here.

MM	LM	LL	ML	DK
7%	18	12	36	28
25%		48%		

20. West Michigan Regional Airport partners with local businesses and schools to give students work-based learning experiences. The airport is an asset to our community’s future employment.

MM	LM	LL	ML	DK
7%	37	6	22	27
44%		28%		

21. Large corporations choose to reside in West Michigan, in part, due to the proximity of an airport. It is a business asset that differentiates the Holland/Zeeland area from competitor locations.

MM	LM	LL	ML	DK
7%	27	9	25	33
34%		34%		

22. Because we have the airport, in the future we will have access to future aviation tools such as drones to deliver medical support in hard-to-reach rural locations.

MM	LM	LL	ML	DK
6%	31	10	28	24
37%		38%		

18. Over 4,000 good, reliable jobs exist because of the West Michigan Airport.

MM	LM	LL	ML	DK
5%	34	14	22	26
39%		36%		

24. Businesses are able to grow and support their employees in part because of access to the airport.

MM	LM	LL	ML	DK
4%	37	14	29	15
41%		43%		

Conclusions and Recommendations

I would recommend messaging based on the top 4 messages polling showed. And therefore, this is what I would recommend: “the new airport millage is a low one, it would only cost 10 dollars per year for someone with a taxable home value of \$100,000. Our local economy is doing well because of large businesses that chose this area because we have such an accessible airport.”

“And for each \$5 paid by Holland/Zeeland/Laketown taxpayers pay, the state will pay us 5 dollars more, and the federal government \$90 more. With an airport like this, we can also do partnerships with organizations like Wings of Mercy, a non-profit organization that provides life saving medical flights to the public free of charge.”

When you have four messages to remember, it is best to find an acronym that will jar your memory so you can remember what all four messages are when you are discussing them. In terms of remembering what the messages are, we can use the acronym LEMWOM.

Low millage Economy strong Matching funds Wings of Mercy

As you attempt to develop talking points that will hopefully lead to passage of this important millage down the road, I recommend using the big four messages found as a result of the survey. Internally, the easiest way to remember these four messages is the acronym. So, when representatives of the airport and/or supporters of the airport discuss the millage they can keep in the back of their mind LEMWOM.

Crosstabs

Winds of
Mercy

West Michigan Airport Authority Millage Survey Conducted March 25-26, 2024

	Total	DE M	GO P	IN D	18- 29	30- 44	45- 64	65 +	F	M	Non- Bina ry	Holla nd	Laketo wn	Zeela nd
N=														
More	51	64	49	40	68	75	39	55	55	46	49%	50%	63%	46%
Likely	%	%	%	%	%	%	%	%	%	%				
Less	25	21	26	26	10	18	34	20	25	23	51%	20%	8%	42%
Likely	%	%	%	%	%	%	%	%	%	%				
Differen ce	26	43	23	14	58	58	4%	35	30	22	-2%	31%	55%	4%
	%	%	%	%	%	%	%	%	%	%				
DK	24	16	24	33	23	7%	27	25	20	31	0%	30%	29%	12%
	%	%	%	%	%	%	%	%	%	%				
	270	57	158	55	8	21	103	138	136	126	8	156	33	81

Local Econ
Good

	Total	DE M	GO P	IN D	18- 29	30- 44	45- 64	65 +	F	M	Non- Bina ry	Holla nd	Laketo wn	Zeela nd
N=														
More	41	68	39	20	77	48	31	45	48	33	49%	29%	63%	56%
Likely	%	%	%	%	%	%	%	%	%	%				
Less	29	15	27	50	0%	22	48	18	20	38	51%	28%	8%	39%
Likely	%	%	%	%	%	%	%	%	%	%				
Differen ce	12	53	12	-30	77	26	-17	27	28	-5%	-2%	0%	55%	17%
	%	%	%	%	%	%	%	%	%	%				
DK	30	17	35	30	23	30	21	37	32	30	0%	43%	29%	5%
	%	%	%	%	%	%	%	%	%	%				
	270	57	158	55	8	21	103	138	136	126	8	156	33	81

\$10 per Year

	Total	DE M	GO P	IN D	18- 29	30- 44	45- 64	65 +	F	M	Non- Bina ry	Holla nd	Laketo wn	Zeela nd
N=														
More	53	74	54	30	68	73	47	54	67	38	49%	52%	63%	52%
Likely	%	%	%	%	%	%	%	%	%	%				
Less	35	18	30	66	32	20	45	30	22	48	51%	31%	30%	44%
Likely	%	%	%	%	%	%	%	%	%	%				
DK	12	8%	16	3%	0%	7%	8%	17	10	14	0%	17%	7%	5%
	%	%	%	%	%	%	%	%	%	%				

www.MitchellResearch.net

WMRA Message Memo 4/2/24

Phone 517-351-4111 – 101 S. Washington Square – Suite 500 – Lansing, MI 48933

Difference	41%	65%	37%	27%	68%	66%	40%	37%	57%	23%	49%	35%	56%	47%
	268	57	158	54	8	21	103	136	136	124	8	154	33	81

Fed-State Match

	Total	DE M	GO P	IN D	18-29	30-44	45-64	65+	F	M	Non-Binary	Holland	Laketon	Zeeland
N=														
More Likely	43%	82%	32%	33%	77%	69%	23%	51%	50%	36%	49%	49%	49%	31%
Less Likely	39%	14%	46%	45%	0%	25%	60%	30%	34%	43%	51%	29%	36%	57%
Difference	4%	68%	-15%	-12%	77%	44%	-37%	21%	16%	-8%	-2%	19%	14%	-25%
DK	18%	3%	22%	22%	23%	7%	18%	20%	16%	21%	0%	22%	15%	12%
	255	57	147	52	8	21	90	136	125	122	8	142	33	81

Grandkids Here

	Total	DE M	GO P	IN D	18-29	30-44	45-64	65+	F	M	Non-Binary	Holland	Laketon	Zeeland
N=														
More Likely	24%	30%	22%	25%	68%	36%	15%	27%	17%	30%	49%	23%	29%	25%
Less Likely	48%	51%	43%	60%	32%	18%	61%	43%	49%	47%	51%	36%	51%	69%
Difference	-24%	-21%	-21%	-35%	35%	18%	-46%	17%	31%	17%	-2%	-13%	-22%	-44%
DK	28%	20%	35%	16%	0%	46%	24%	30%	34%	23%	0%	42%	20%	5%
	270	57	158	55	8	21	103	138	136	126	8	156	33	81

Asset Future Emp

	Total	DE M	GO P	IN D	18-29	30-44	45-64	65+	F	M	Non-Binary	Holland	Laketon	Zeeland
N=														
More Likely	44%	62%	41%	36%	77%	46%	26%	56%	44%	45%	49%	35%	70%	52%
Less Likely	29%	25%	26%	42%	23%	35%	52%	11%	27%	29%	51%	24%	8%	46%

Difference	16%	37%	16%	-6%	54%	11%	-27%	46%	16%	16%	-2%	11%	61%	6%
DK	27%	13%	33%	22%	0%	20%	22%	33%	29%	26%	0%	41%	22%	2%
	268	57	156	55	8	21	103	136	136	124	8	155	33	81

AP Attracts Big Bus

	Total	DE M	GO P	IN D	18-29	30-44	45-64	65+	F	M	Non-Binary	Holland	Laketon	Zeeland
N=														
More Likely	34%	54%	31%	20%	77%	44%	24%	37%	32%	34%	49%	25%	63%	37%
Less Likely	34%	31%	34%	37%	23%	22%	47%	26%	36%	30%	51%	27%	8%	57%
Difference	0%	23%	-3%	17%	54%	22%	-23%	10%	-4%	4%	-2%	-2%	55%	-20%
DK	33%	15%	35%	42%	0%	34%	29%	37%	32%	36%	0%	48%	29%	5%
	270	57	158	55	8	21	103	138	136	126	8	156	33	81

Drones - Med Support

	Total	DE M	GO P	IN D	18-29	30-44	45-64	65+	F	M	Non-Binary	Holland	Laketon	Zeeland
N=														
More Likely	37%	56%	37%	20%	77%	69%	19%	44%	49%	24%	49%	35%	56%	34%
Less Likely	38%	25%	37%	55%	23%	25%	59%	26%	32%	44%	51%	36%	8%	54%
Difference	-1%	31%	0%	34%	54%	44%	-40%	18%	17%	-20%	-2%	-1%	48%	-20%
DK	24%	20%	26%	25%	0%	6%	22%	31%	20%	31%	0%	28%	36%	13%
	270	57	158	55	8	21	103	138	136	126	8	156	33	81

4,000 Jobs

	Total	DE M	GO P	IN D	18-29	30-44	45-64	65+	F	M	Non-Binary	Holland	Laketon	Zeeland
N=														
More Likely	38%	56%	33%	34%	68%	64%	33%	37%	49%	26%	49%	31%	42%	51%

Less Likely	36%	15%	35%	61%	10%	13%	42%	37%	18%	54%	51%	37%	30%	36%
Difference	2%	41%	-1%	-27%	58%	50%	-9%	0%	31%	-28%	-2%	-6%	12%	15%
DK	26%	29%	32%	5%	23%	23%	25%	27%	33%	19%	0%	32%	27%	13%
	270	57	158	55	8	21	103	138	136	126	8	156	33	81
AP Access Good														
N=	Total	DE M	GO P	IN D	18-29	30-44	45-64	65+	F	M	Non-Binary	Holland	Laketon	Zeeland
More Likely	42%	62%	41%	23%	77%	48%	29%	48%	46%	36%	49%	43%	63%	30%
Less Likely	43%	25%	47%	50%	23%	29%	61%	33%	38%	48%	51%	36%	22%	65%
Difference	-1%	37%	-7%	-27%	54%	20%	-32%	15%	8%	12%	-2%	7%	41%	-35%
DK	15%	13%	12%	27%	0%	23%	10%	18%	15%	16%	0%	20%	15%	5%
	270	57	158	55	8	21	103	138	136	126	8	156	33	81