

## West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

Comprising City of Zeeland, Park Township and City of Holland



## West Michigan Airport Authority

### Meeting Agenda

**November 12<sup>th</sup>, 2024**

**4:00 p.m. – 5:30 p.m.**

**60 Geurink Blvd. Holland, MI 49423**

Join Zoom Meeting

<https://zoom.us/j/91806701836?pwd=GccszmJOsaDVEpA2Tlz7lv5jPf007H.1>

Meeting ID: 918 0670 1836

Passcode: 011705

### 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

VACANT (Allegan)  
VACANT (Ottawa)

1. Roll Call

2. Public Comment

*All public comments are limited to **3 minutes** per speaker. The Public Comment period is established for members of the public to voice opinions to the Board only. The Chair hold discretion on any interaction by the Board, otherwise 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 Prior Meeting Minutes: (5 Minutes): **Action Requested.**

A. October 14, 2024, Minutes

B. October 25, 2024, Special Meeting Minutes

5. Approval of consent agenda: **Action Requested.**

A. FBO Report

B. Report on 1200.AERO data collection

C. Report on WMAA Board Member Terms concluding in next (3) months

## West Michigan Airport Authority

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6. Decision on scheduling a Public Hearing (date and time) regarding the North-South Runway and the Airport Overlay Plan (3 Minutes): **Action Requested**
7. Closed Session for Legal Opinion Letter (25 Minutes): **Action Requested.**
8. 4 One Air LLC request for WMAA to Waive All Franchise Fees from February 2023 to December 2029 (25 Minutes): **Action Requested**
9. Airport Director Search Committee Report (3 Minutes): **No Action Requested.**
10. USDA Wildlife Management / Cooperative Services Agreement for CY 2025 (5 Minutes): **Action Requested**
11. MDOT Agreement Approval (north taxi lane project) (5 Minutes): **Action Requested.**
12. Financial Report (5 Minutes): **Action Requested.**
13. Chairman's Report (3 Minutes): **No Action Requested**
14. Public Comment (*same requirements as above*)
15. Adjourn: **Action Requested.**

Next Meeting will be held **December 9, 2024, at 4:00 PM.**

*\*All agenda item times are approximate*

# **West Michigan Regional Airport Authority**

## **MEETING MINUTES**

**October 14, 2024**

**11:30AM- 1:00PM**

**Present:** Corbin, Byrd, Gruppen, Dannenberg, Murray, Brandsen, Storey, Blanton, Keeter, Hoekwater

**Absent:** None.

**Others Present:** Leanne Schaeffer, Courtney Sawyer, Tyler Vandenbrand, Nathan Haag, Lynn McCammon, Jeff Thoman (Mead & Hunt), Stephanie Ward (Mead & Hunt), Rick Thompson (4OneAir), Drew Rothstein, Nile Leonard, Dave Craig, Ben Fogg, Sue Lamar

*Board Chair Murray called to order 11:33am*

### **10.14.01 Roll Call**

### **10.14.02 Public Comment**

Rick Thompson- 4OneAir – Discuss a brief history of flight school and agreement with the previous airport director. *Submit the Financial Statement document to the board.*

Ben Fogg- Site Tenant – Requests items 11 and 12 be switched in order. *Submit a request for fee cancelation.*

Sue Lamar- Site Tenant Employee- Clarifies a request for a fee cancelation supported by the airport advisory group for 4OneAir.

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

Corbin requests to add an 11.A Mead and Hunt's five-year plan.

Byrd requests to swap items 11 and 12 on the agenda.

Motion to approve agenda as amended by Byrd, Seconded by Dannenberg.

Motion Carries.

### **10.14.04 Approval of September 9, 2024, Minutes (3 Minutes): Action Requested.**

Motion by Corbin, Seconded by Keeter

Motion Carries.

**10.14.05 Consent Agenda (2 Minutes): Action Requested.**

Motion to approve by Corbin, Seconded by Keeter.

Motion Carries.

**10.14.06 Chairman's Comments (3 Minutes).**

The snow lease is finalized. The airport is regaining national qualification in 2025. MDOT Submission for economic impact turned in. Fuel Farm can resume construction. City zoning reached out about rezoning. Outside organization exploring solar panels near the airport near the east end of the property.

**10.14.07 FBO Report (5 Minutes): Action Requested.**

Vandenbrand submits numbers on FBO performance.

Motion by Keeter to accept the report, Seconded by Dannenberg.

Motion Carries.

**10.14.08 Financial Report (5 Minutes): Action Requested.**

McCammon reviews numbers. Mentions that new director needs to review the budget prior to moving funds to capital funds accounts. Notes that finance was not made aware of the contract with 4OneAir.

Motion to accept the report by Corbin, Seconded by Dannenberg

Motion Carries.

**10.14.09 Airport Director Search Committee Report and Recommendation: Action Requested.**

Blanton presents that the hiring committee does have a recommendation. They interviewed five strong candidates for the role. Notes that the committee was really engaged and that she appreciates their efforts.

1. Recommends that Jim Storey be the interim director.
2. Recommending the approval to contract with Jim Storey to serve in the capacity of the interim airport manager role until a full-time member is selected.
3. Recommends that the committee work with legal counsel to draft a contract specifying the deliverable, hourly rate, invoicing periods, and reimbursable costs that are mutually agreeable to both parties.

Storey thanks the board and the committee for their confidence.

Corbin thanks the committee for their work and the process. Comments on the history of Storey's commitment to the airport. Mentions Storey's commitment to building relationships with both tenants and local governments.

Byrd confirms that the contract allows us to extend the interim period as necessary while the committee gets the final director selection.

Murray thanks the committee as well.

Gruppen makes motion to accept the committee's recommendation to contract with Jimmy Storey to serve in the capacity of Interim Airport Manager for the period until a full-time manager is selected and onboarded. The committee will work with the corporate counsel to draft a contract specifying the deliverables hourly rate invoicing periods and reimbursable costs that are mutually agreeable to both parties. The final contract will be presented to the board for approval prior to implementation of the agreement.

Seconded by Keeter

Roll Call Vote: Byrd, Gruppen, Blanton, Dannenberg, Hoekwater, Keeter, Brandsen, Corbin, Murray

#### **10.14.10 Presentation by BETA regarding grant award for potential charging station: Action Requested**

Corbin introduces BETA and provides some backstory on the grant application.

BETA team, Nate Ward & Sam Hobbs, present on BETA, its chargers, and the grant contract.

Corbin clarifies that there is no financial obligation from the authority for the grant. Mentions next meeting to identify the best place on the grounds with the HBPW, FBO, BETA and new director. Also, presents that we'll need to enter into a host agreement solidified at a later date.

Brandsen asks about ongoing software updates etc. BETA will maintain both the hardware and software for 10 years.

Storey asks about the status of the other three Michigan airports. All airport agreements are in a similar position.

Murray confirms with BETA that the other Michigan airports are in range for current technology.

Motion to permit the airport interim manager and vice chair to work with beta to install device by Corbin, Seconded by Hoekwater.

Motion Carries.

**10.14.11 Presentation on Crosswind Runway project. Background of history by Board Member; Mead & Hunt to discuss its assessment on issue. (45 minutes): Informational Session; No Action Requested**

Stephanie Ward from Mead & Hunt presents information on the cross-wind runway from within the packet.

***RECESS Called 1:00pm – 1:06pm (Byrd Exits 1:00pm)***

Corbin & Murray remind why we're presenting this data. As new board members have joined additional context would be beneficial. Reminds that we don't have to immediately make a change, however we should evaluate all of the information in the decision.

Hoekwater prompts the airport user group to let us know how many would use the turf and wondering how many flights that would account for each year.

Corbin recommends working with member communities to identify the need for the second runway and meet with voters. Requests that it is on the next agenda.

Storey recommends that the interim director reach out to local directors of airports with turf to discuss usage.

Brandson requests that we use the strategic plan as a lens to review the NS runway.

**10.14.12-A Mead & Hunt 5 Year Airport Capital Improvement Plan Review**

Jeff Thoman from Mead & Hunt presents the Block Grand Airport Capital Improvement plan. Mentions the new national classification that will exist for the next two years. Discusses different funding options and budgets. *Submits Michigan State Block Grant Program document. Submits Airport Development Plan Years 2025-2031.*

Motion to accept the ACIP report and submit the draft to MDOT by Keeter, Seconded by Dannenberg.

Motion Carries.

**10.14.12- B MDOT Agreement Approval (north taxi lane project) (5 Minutes): Action Requested.**

Jeff Thoman presents on North Taxi Lane project. Looking at spring 2025 construction. Requests that the board verify that the contractor is willing to hold prices for spring construction to ensure federal funding.

Motion to postpone until next month's meeting and to get confirmation by the primary contractor on the price by Corbin, Seconded by Hoekwater

Motion Carries.

**10.14.13 Public Comment (same requirements as above)**

Dave Craig West Shore Aviation reminds of the user group. Wondering if any board members or Storey will attend. Thanks the board for solving the snow.

Ben Fogg says that land on the north is available for a cross-wind runway as he owns it. He mentions as a farmer he has the ability to remove the trees. Fogg recommends reallocating the North Business Park to North-South Runway.

Rick Thompson submits a letter from Holland Airport User Group. Mentions that about 20%, 380 operations a year are canceled from the weather for the flight school.

**10.14.14 Adjourn: Action Requested.**

Motion by Keeter, Seconded by Blanton

Motion Carries at 1:37.

# **West Michigan Regional Airport Authority**

## **MEETING MINUTES**

**October 25, 2024**

**4:30PM- 5:00PM**

**Present:** Corbin, Gruppen (Virtual), Dannenberg, Murray, Brandson, Storey, Blanton, Hoekwater

**Absent:** Bryd, Keeter

**Others Present:** Leanne Schaeffer

*Board Chair Murray called to order 4:30pm*

### **10.25.01 Roll Call**

Motion to amend the agenda to add public comment by Corbin, Seconded by Dannenberg.

Motion Carries.

### **10.25.02 Approval of Agenda**

Motion by Corbin, Support by Blanton.

Motion Carries.

### **10.25.03 Public Comment**

### **10.25.04 Review of proposed contract between Jim Storey and WMAA.**

Motion to approve the Interim Airport Director Agreement by Blanton and seconded by Dannenberg.

Roll Call Vote: Corbin, Blanton, Dannenberg, Hoekwater, Brandson, Murray

### **10.25.05 Adjourn**

Motion to adjourn by Dannenberg, Seconded by Brandson.

Motion Carries.



# WMAA MONTHLY FBO REPORT

## West Michigan Regional Airport FBO Report Avflight Holland October 2024

### Total Fuel Gallons Delivered

	Current Month 10/24	One Year Ago 10/23	Current Year To Date 01/01/24-10/31/24	F/Y to Date Compared 01/01/23-10/31/23	
Avgas	3,541	2,888	31,985	29,398	
Jet Fuel	41,525	43,687	431,010	444,887	
Total Gallons Delivered	45,066	46,575	462,995	474,285	(11290)

### Landing Fees Collected

\$2965 (85% to airport = \$2520.25)



1200.aero

# KBIV - West Michigan Regional

## Operations Report for October 2024

Operations

1,923

Landings

826

Takeoffs

901

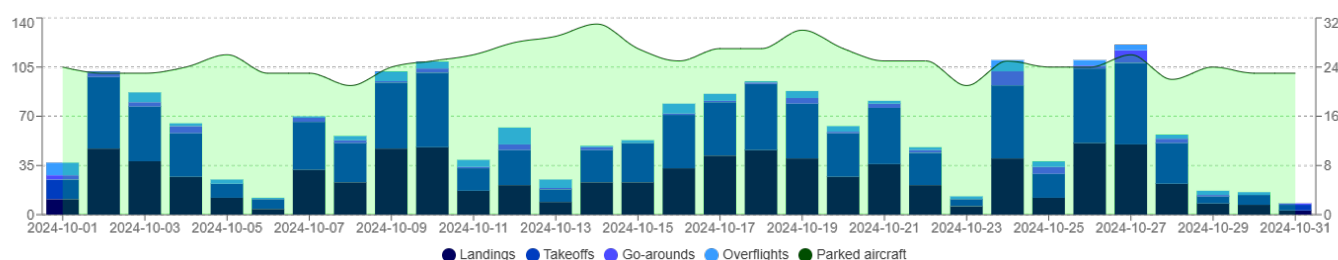
Go-arounds

75

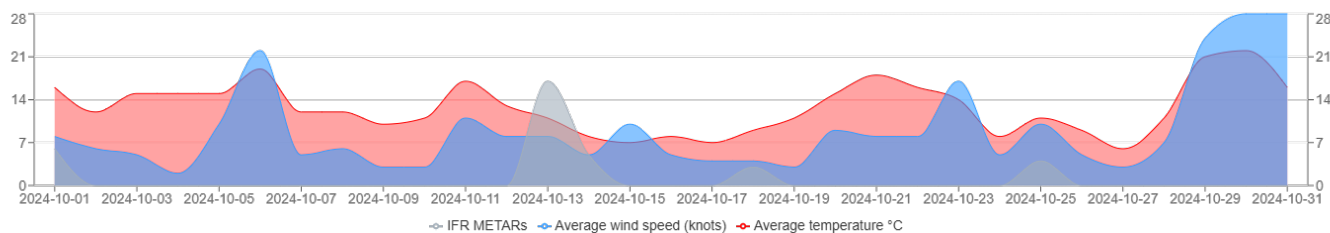
Overflights

121

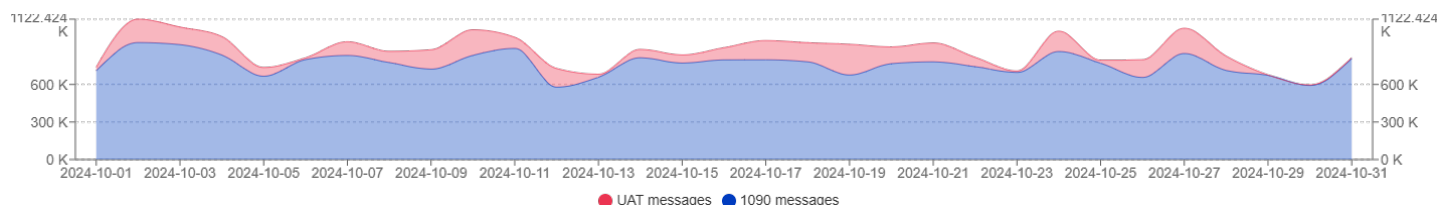
### Operations by Day



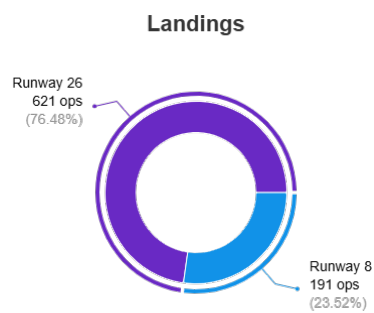
### Weather Conditions



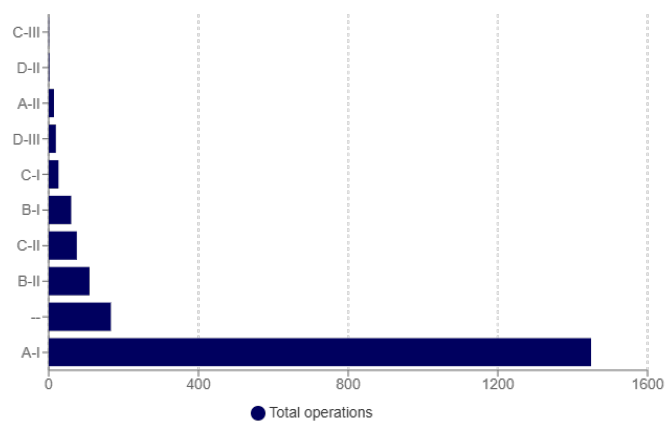
### Receiver health



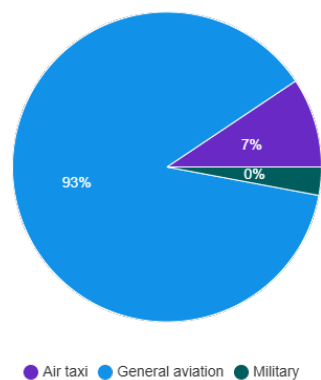
## Operations by Runway



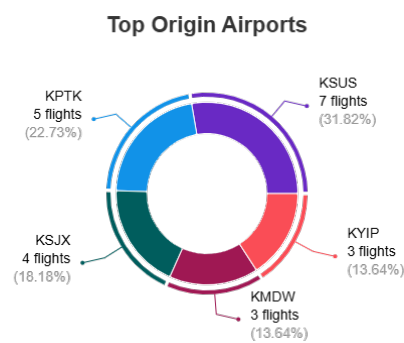
## Operations by Category



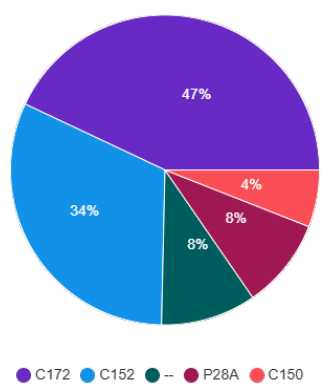
## Operations by Type



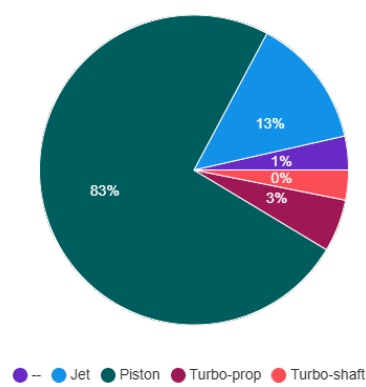
## Top Airports



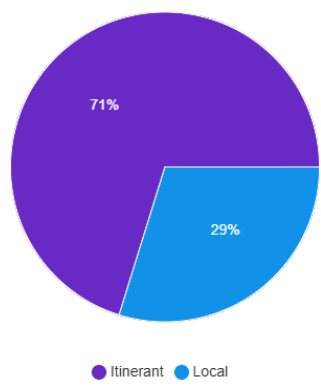
Top Aircraft Types



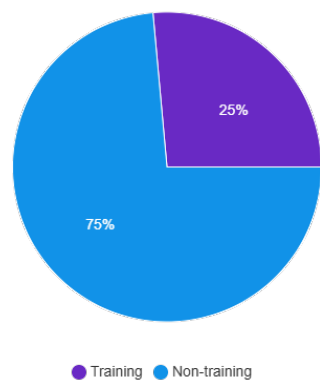
Operations by Engine Type



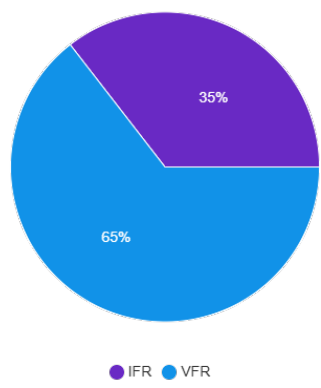
Local vs. Itinerant Flights



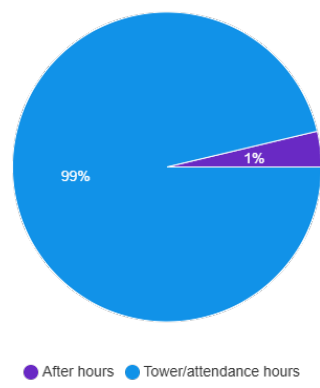
Training Operations



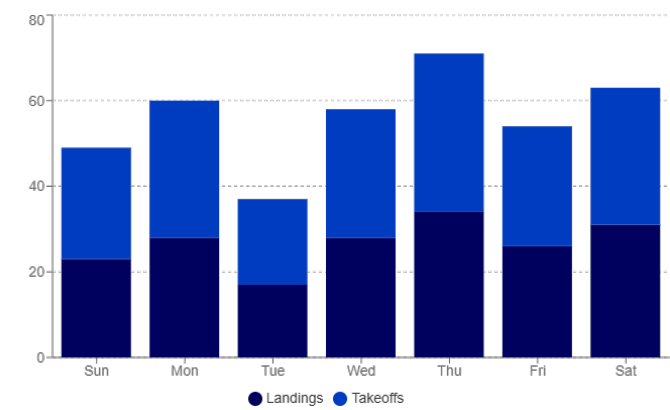
IFR vs. VFR flights



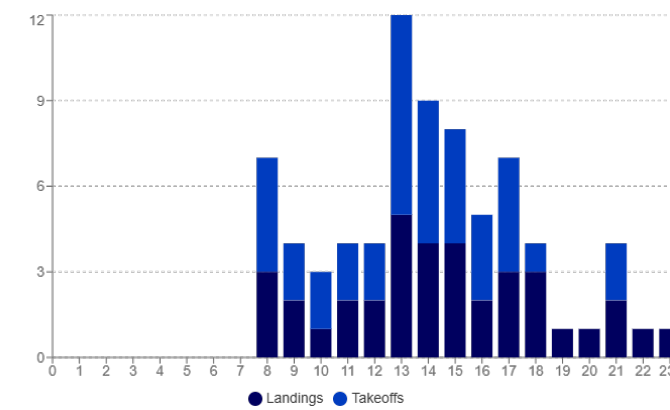
After Hours Operations



Operations by Day of Week

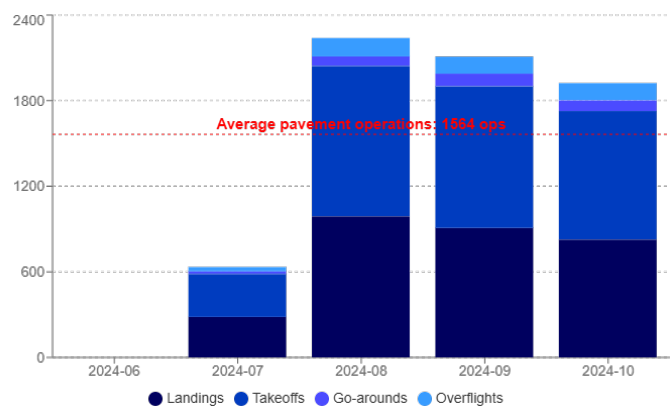


Operations by Hour



Historical Data

Landings and Takeoffs by Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2024-09-26 (Thu)	152	30
2	2024-08-08 (Thu)	119	29
3	2024-08-22 (Thu)	116	32
4	2024-09-10 (Tue)	114	24
4	2024-08-13 (Tue)	114	29
5	2024-08-21 (Wed)	111	29
6	2024-10-27 (Sun)	108	27
7	2024-10-26 (Sat)	104	22
7	2024-07-26 (Fri)	104	22
7	2024-09-19 (Thu)	104	29

**COOPERATIVE SERVICE AGREEMENT**  
**between**  
**WEST MICHIGAN REGIONAL AIRPORT**  
**and**  
**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)**  
**WILDLIFE SERVICES (WS)**

**ARTICLE 1 – PURPOSE**

The purpose of this Cooperative Service Agreement is to enhance aeronautical safety at the West Michigan Regional Airport (BIV) by providing expert wildlife management advice and/or services to the Authority.

**ARTICLE 2 – AUTHORITY**

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

**ARTICLE 3 - MUTUAL RESPONSIBILITIES**

The cooperating parties mutually understand and agree to/that:

1. APHIS-WS shall perform services set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this agreement, to amend, modify, add or delete services from the Work Plan.
2. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management (WDM) services that the Cooperator is seeking from APHIS-WS.
3. There will be no equipment with a procurement price of \$5,000 or more per unit purchased directly with funds from the cooperator for use on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.
4. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

## **ARTICLE 4 - COOPERATOR RESPONSIBILITIES**

Cooperator agrees:

1. To designate the following as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.

WEST MICHIGAN REGIONAL AIRPORT

Charles Murray

60 Geurink Boulevard

Holland, MI 49423

(231) 291-0113

[chuck@ggtmlaw.com](mailto:chuck@ggtmlaw.com)

2. To authorize APHIS-WS to conduct direct control activities as defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the Cooperator. Cooperator will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
3. To reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the agreement with amended Work Plan and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of services submitted via an invoice from APHIS-WS within 30 days of the date of the submitted invoice(s). Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996.
4. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
5. As a condition of this agreement, the Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
6. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.
7. The Cooperator acknowledges that APHIS-WS shall be responsible for administration of APHIS-WS activities and supervision of APHIS-WS personnel.
8. To obtain the appropriate permits for removal activities for species listed in the Work Plan and list USDA, APHIS, Wildlife Services as subpermittees.

## ARTICLE 5 – APHIS-WS RESPONSIBILITIES

APHIS-WS Agrees:

1. To designate the following as the APHIS-WS authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.

APHIS-WS State Director:

Anthony G. Duffiney

2803 Jolly Rd, Suite 100

Okemos, MI 48864

(517) 336-1928

[anthony.g.duffiney@usda.gov](mailto:anthony.g.duffiney@usda.gov)

2. To conduct activities at sites designated by Cooperator as described in the Work and Financial Plans. APHIS-WS will provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work Plan and Financial Plan of this agreement.
3. That the performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
4. To invoice Cooperator for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of APHIS-WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

**Select billing frequency: Monthly or Quarterly**

(Quarterly billing will be default)

## ARTICLE 6 – CONTINGENCY STATEMENT

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.



## **ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE**

Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

## **ARTICLE 8 – CONGRESSIONAL RESTRICTIONS**

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

## **ARTICLE 9 – LAWS AND REGULATIONS**

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

## **ARTICLE 10 – LIABILITY**

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

## **ARTICLE 11 – NON-DISCRIMINATION CLAUSE**

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

## **ARTICLE 12 - DURATION, REVISIONS, EXTENSIONS, AND TERMINATIONS**

This agreement shall become effective on January 1, 2025, and shall continue through December 31, 2025, not to exceed five years. This Cooperative Service Agreement may be amended by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend the end date at least 10 days prior to expiration of the agreement. Also, this agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 60 days prior to effecting such action. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a Taxpayer Identification Number for individuals or businesses conducting business with the agency.

Cooperator's Tax ID No.: 262660549

APHIS-WS's Tax ID: 41-0696271

**WEST MICHIGAN REGIONAL AIRPORT**

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Charles Murray  
60 Geurink Boulevard  
Holland, MI 49423

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Date

**UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
WILDLIFE SERVICES**

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Anthony G. Duffiney, State Director  
USDA, APHIS, WS  
2803 Jolly Rd, Suite 100  
Okemos, MI 48864

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Date

Prepared by (APHIS-WS employee): Dave Madrigal

## **WORK PLAN**

In accordance with the Cooperative Service Agreement between West Michigan Regional Airport and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS), this Work Plan sets forth the objectives, activities and budget for this project during the period of this agreement.

### **Program Objective**

APHIS WS will assist BIV in the implementation of a wildlife damage management program to reduce wildlife hazards to aviation at West Michigan Regional Airport. BIV has requested APHIS WS to provide one wildlife technician with oversight by a qualified airport biologist to implement the aforementioned wildlife damage management program. Control activities will include, but not be limited to harassment, trapping and relocation, trapping and euthanizing, and shooting. All activities will be coordinated with the designated Airport personnel and conducted on a regular, mutually agreed-upon basis.

APHIS WS will interact with the appropriate state and federal agencies regarding evaluation and renewal of wildlife depredation permits and with the Federal Aviation Administration to discuss wildlife control efforts and results.

APHIS WS will provide written recommendations as necessary for reducing hazards to aviation at BIV including guidance on proper methods for handling threatened and endangered species that are occasionally encountered on the airfield.

APHIS WS will attend Airport Wildlife Management Tennant Meetings and other meetings as requested, as schedule allows.

APHIS WS agrees to discuss any “special projects” that may be conducted outside of the scope of this Work Plan with the Airport Authority Environmental Administrator prior to the start of the project.

## FINANCIAL PLAN

Cost Element		Full Cost
Personnel Compensation		\$9,325
Travel		-
Vehicles		\$800
Other Services		-
Supplies and Materials		\$250
Equipment		\$250
Subtotal (Direct Charges)		\$10,625
Pooled Job Costs	11.00%	\$1,169
Indirect Costs	16.15%	\$1,715
Aviation Flat Rate Collection		-
Agreement Total		\$13,509
The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$13,509		

Cooperator Financial Point of Contact:

**Charles Murray, Chairman WMAA**

60 Geurink Boulevard

Holland, MI 49423

(231) 291-0113

[chuck@ggtmlaw.com](mailto:chuck@ggtmlaw.com)

APHIS-WS State Financial Point of Contact:

**Lloyd NELSON Peymbroeck, Budget Analyst**

2803 Jolly Rd, Suite 100

Okemos, MI 48864

(517) 318-3462

[Lloyd.N.Peymbroeck@usda.gov](mailto:Lloyd.N.Peymbroeck@usda.gov)

# West Michigan Airport Authority

**Meeting Date:** November 11, 2024

**Agenda Item:**

**Subject:** Financial Reports for 10/31/2024-Unaudited

**Prepared By:** Julie Ziurinskas, City Finance

**Recommendation:** Accept Financial Reports as information

The West Michigan Airport Authority is four months into fiscal year 2025. The prior fiscal year audit (FY2024) is wrapping up and the audited financial reports will be available in the next month.

Attached are Budget Performance Reports for the four months ended October 31, 2024 (33.33% of the year), and the Balance Sheet Reports through October 31, 2024.

## GENERAL FUND

### Revenues

Operating revenues for the first four months totaled \$310,322.01, or 40.02% of budget, and are above expectations due to summer property tax payments from the City of Holland and the City of Zeeland as well as Personal Property Tax (PPT) loss reimbursements. October operating revenues are also composed of franchise fees, quarterly hangar rentals invoiced, and quarterly/semi-annual hangar land leases billed out.

### Expenses

Operating expenses for the first four months totaled \$195,301.17, or 37.20% of budget. October operating expenses are composed of regular monthly expenses and appear to be in line with expectations.

## CAPITAL FUND

### Revenues/Expenses

Capital revenues and 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 2025 with a combined fund balance of \$2,116,155.

General Fund Assets totaled \$1,265,803.45 at October 31<sup>st</sup>, comprised mostly of cash. General Fund Liabilities totaled \$58,104.24 at October 31<sup>st</sup>, and represents unearned revenue (prepaid lease).

The combined General and Capital funds balance at October 31 is \$2,654,674.80.



# West Michigan Airport Authority Budget Performance Report

Balance As of 10/31/2024

	24-25 Amended Budget	YTD Transactions	Available Balance 10/31/2024	% Bdg't Used	End Balance 06/30/2024	
Fund: 110 WMAA (AIRPORT) GENERAL FUND						
Account Category: Revenues						
Department: 000.000 GENERAL						
110-000.000-573.000	SMALL TAXPAYER PPT LOSS REIMBURSEMEN	18,000.00	13,627.39	4,372.61	75.71	21,828.76
110-000.000-581.100	CONTRIB FROM OTHER GOVTS-CITY OF HOL	145,000.00	147,742.45	(2,742.45)	101.89	130,307.48
110-000.000-581.110	CONTRIB FROM OTHER GOVTSCITY OF ZEEL	80,000.00	56,495.09	23,504.91	70.62	84,809.96
110-000.000-581.210	CONTRIB FROM OTHER GOVTS-PARK TOWNSH	120,000.00	2.39	119,997.61	0.00	135,116.38
110-000.000-615.810	FRANCHISE FEES-FBO FRANCHISE	29,000.00	12,506.37	16,493.63	43.13	64,704.46
110-000.000-615.820	FRANCHISE FEES-FUEL FLOWAGE FEE	84,460.00	23,481.85	60,978.15	27.80	62,816.00
110-000.000-615.830	FRANCHISE FEES-LANDING FEES	30,000.00	12,574.90	17,425.10	41.92	24,868.10
110-000.000-665.000	INVESTMENT INCOME	15,000.00	(51.92)	15,051.92	(0.35)	47,118.65
110-000.000-665.900	INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	0.00	0.00	0.00	11,723.36
110-000.000-665.905	RENTAL-AGRICULTURAL LAND LEASE	12,500.00	0.00	12,500.00	0.00	12,346.48
110-000.000-665.910	RENTAL-HANGAR LAND LEASE	170,000.00	11,714.25	158,285.75	6.89	134,886.29
110-000.000-665.915	RENTAL-T-HANGARS	61,800.00	28,934.19	32,865.81	46.82	57,738.06
110-000.000-665.920	RENTAL-AIRPORT BUSINESS CENTER	9,600.00	3,295.05	6,304.95	34.32	9,681.87
Total Dept 000.000 - GENERAL		775,360.00	310,322.01	465,037.99	40.02	797,945.85
Department: 595.100 AIRPORT OPERATIONS						
110-595.100-691.000	OTHER SOURCES - LEASE FINANCING	0.00	0.00	0.00	0.00	13,011.00
Total Dept 595.100 - AIRPORT OPERATIONS		0.00	0.00	0.00	0.00	13,011.00
Revenues		775,360.00	310,322.01	465,037.99	40.02	810,956.85
Account Category: Expenditures						
Department: 595.100 AIRPORT OPERATIONS						
110-595.100-701.000	PAYROLL-REGULAR	150,305.00	27,081.34	123,223.66	18.02	105,142.57
110-595.100-702.000	PAYROLL-TEMPORARY HELP	11,700.00	0.00	11,700.00	0.00	3,765.00
110-595.100-703.100	SPECIAL PAY ONE TIME PAYMENT	0.00	24,432.50	(24,432.50)	100.00	0.00
110-595.100-705.000	PAYROLL-OVERTIME	0.00	0.00	0.00	0.00	131.25
110-595.100-710.000	PAYROLL-VACATION/PTO GENERAL	10,000.00	3,541.17	6,458.83	35.41	7,519.17
110-595.100-712.000	PAYROLL-HOLIDAYS	3,600.00	408.00	3,192.00	11.33	4,574.68
110-595.100-720.005	INSURANCE HEALTH	6,516.00	1,581.84	4,934.16	24.28	4,352.30
110-595.100-720.030	INSURANCE-INCOME PROTECT (STD)	600.00	327.97	272.03	54.66	446.65
110-595.100-721.005	RETIREMENT CONTRIBUTION MERS	11,191.00	2,256.36	8,934.64	20.16	9,282.05
110-595.100-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	12,891.00	4,363.94	8,527.06	33.85	9,599.61
110-595.100-723.500	WORKERS COMP INSURANCE	320.00	0.00	320.00	0.00	311.00
110-595.100-730.000	POSTAGE	100.00	0.00	100.00	0.00	5.93
110-595.100-740.000	OPERATING SUPPLIES GENERAL	2,000.00	722.60	1,277.40	36.13	8,061.09
110-595.100-741.000	OPERATING SUPPLIES-CONTROLLED CAPITA	1,000.00	0.00	1,000.00	0.00	3,116.28
110-595.100-801.000	CONTRACTUAL-LEGAL	25,000.00	1,482.00	23,518.00	5.93	23,677.00
110-595.100-802.005	CONTRACTUAL-AUDIT SERVICES	8,500.00	7,650.00	850.00	90.00	8,300.00
110-595.100-802.200	CONTRACTUAL-FISCAL AGENT SERVICES	2,000.00	5,000.00	(3,000.00)	250.00	2,000.00
110-595.100-807.000	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	3,917.90	(3,917.90)	100.00	23,702.56
110-595.100-807.415	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	1,551.05	(1,551.05)	100.00	1,963.00
110-595.100-808.000	CONTR-BLDGS&GRNDS	45,000.00	8,843.87	36,156.13	19.65	70,817.18
110-595.100-808.001	CONTR-BLDGS&GRNDS JANITORIAL	0.00	952.83	(952.83)	100.00	3,510.00
110-595.100-808.801	CONTR-BLDGS&GRNDS MAINTENANCE GENERA	20,000.00	10,299.78	9,700.22	51.50	30,929.21
110-595.100-808.802	CONTR-BLDGS&GRNDS SNOWPLOWING	60,000.00	36,816.37	23,183.63	61.36	77,736.52
110-595.100-809.001	CONTRACTUAL-MISC CONSULTING	10,000.00	0.00	10,000.00	0.00	13,924.24
110-595.100-809.003	CONTRACTUAL-MISC MANAGEMENT SVCS	37,221.00	10,517.00	26,704.00	28.26	31,380.00
110-595.100-809.005	CONTRACTUAL-MISC AIRPORT MANAGER	3,000.00	5,081.67	(2,081.67)	169.39	9,248.44



# West Michigan Airport Authority Budget Performance Report

Balance As of 10/31/2024

		24-25 Amended Budget	YTD Transactions	Available Balance 10/31/2024	% Bdgt Used	End Balance 06/30/2024
Fund: 110 WMAA (AIRPORT) GENERAL FUND						
Account Category: Expenditures						
Department: 595.100 AIRPORT OPERATIONS						
110-595.100-850.000	COMMUNICATIONS TELEPHONE	0.00	1,277.20	(1,277.20)	100.00	(76.00)
110-595.100-851.000	COMMUNICATIONS CELLULAR	2,400.00	600.00	1,800.00	25.00	1,100.00
110-595.100-852.000	COMMUNICATIONS WIFI INTERNET	0.00	0.00	0.00	0.00	620.00
110-595.100-901.000	CONTR-PRINTING	2,820.00	0.00	2,820.00	0.00	0.00
110-595.100-903.000	CONTR-PRINTING ADVERTISING/PROMOTION	57,000.00	10,641.65	46,358.35	18.67	49,267.64
110-595.100-920.805	PUBLIC UTILITIES-FENCE GATES	550.00	85.58	464.42	15.56	523.12
110-595.100-920.810	PUBLIC UTILITIES-LANDING LIGHTS/SYST	4,000.00	656.03	3,343.97	16.40	3,691.51
110-595.100-920.815	PUBLIC UTILITIES-PARKING LOT LIGHTS	800.00	73.98	726.02	9.25	535.14
110-595.100-920.820	PUBLIC UTILITIES-RUNWAY LIGHTS	6,000.00	822.24	5,177.76	13.70	5,351.08
110-595.100-920.825	PUBLIC UTILITIES-T HANGARS	6,700.00	635.59	6,064.41	9.49	5,328.36
110-595.100-921.010	PUBLIC UTILITIES-NATURAL GAS	0.00	0.00	0.00	0.00	174.92
110-595.100-931.000	BLDG & GRNDS MAINT GENERAL	6,000.00	545.57	5,454.43	9.09	5,166.66
110-595.100-931.810	BLDG & GRNDS MAINT SIGNAGE	8,000.00	0.00	8,000.00	0.00	0.00
110-595.100-933.000	EQUIPMENT MAINTENANCE-GENERAL	6,500.00	338.48	6,161.52	5.21	1,312.00
110-595.100-933.015	EQUIPMENT MAINTENANCE-ILS LANDING	16,000.00	4,000.00	12,000.00	25.00	8,000.00
110-595.100-940.000	BUILDING RENTAL/LEASE	1,000.00	1,000.00	0.00	100.00	1,000.00
110-595.100-946.000	OFFICE EQUIP RENTAL/LEASE	0.00	0.00	0.00	0.00	(470.00)
110-595.100-955.000	MISC. GENERAL	9,300.00	845.04	8,454.96	9.09	3,299.97
110-595.100-960.000	EDUCATION, TRAINING, CONF REGISTRATI	4,500.00	375.00	4,125.00	8.33	1,717.00
110-595.100-961.000	TRAVEL, MEALS, MILEAGE	3,500.00	1,303.05	2,196.95	37.23	901.40
110-595.100-962.000	INSURANCE PREMIUMS	35,000.00	36,704.00	(1,704.00)	104.87	34,072.00
110-595.100-964.001	REFUNDS-PRIOR YEAR PROPERTY TAX	0.00	75.92	(75.92)	100.00	56.83
110-595.100-965.000	DUES & SUBSCRIPTIONS	2,220.00	2,832.23	(612.23)	127.58	1,872.98
110-595.100-969.200	WRITE-OFFS UNCOLL PROPERTY TAXES	0.00	0.00	0.00	0.00	(17.82)
110-595.100-977.000	MACHINERY & EQUIPMENT GENERAL	0.00	0.00	0.00	0.00	13,011.00
110-595.100-991.500	PRINCIPAL PMT-LEASE	0.00	0.00	0.00	0.00	436.00
110-595.100-993.500	INTEREST-LEASE	0.00	0.00	0.00	0.00	34.00
Total Dept 595.100 - AIRPORT OPERATIONS		593,234.00	219,639.75	373,594.25	37.02	590,403.52
Department: 595.200 BUSINESS CENTER						
110-595.200-808.001	CONTR-BLDGS&GRNDS JANITORIAL	10,000.00	2,184.00	7,816.00	21.84	7,904.12
110-595.200-850.000	COMMUNICATIONS TELEPHONE	3,800.00	1,249.30	2,550.70	32.88	305.00
110-595.200-852.000	COMMUNICATIONS WIFI INTERNET	4,000.00	0.00	4,000.00	0.00	6,577.02
110-595.200-920.005	PUBLIC UTILITIES-HBPW	19,500.00	3,771.72	15,728.28	19.34	18,384.61
110-595.200-921.010	PUBLIC UTILITIES-NATURAL GAS	5,000.00	187.70	4,812.30	3.75	4,316.31
110-595.200-931.000	BLDG & GRNDS MAINT GENERAL	5,000.00	2,131.79	2,868.21	42.64	7,592.58
110-595.200-933.000	EQUIPMENT MAINTENANCE-GENERAL	5,000.00	10,991.73	(5,991.73)	219.83	7,278.46
Total Dept 595.200 - BUSINESS CENTER		52,300.00	20,516.24	31,783.76	39.23	52,358.10
Department: 965.000 TRANSFERS OUT AND OTHER FINANCING USES						
110-965.000-995.410	TRANSFER TO WMAA CAPITAL FUND	0.00	0.00	0.00	0.00	579,698.00
Total Dept 965.000 - TRANSFERS OUT AND OTHER FINANCING USES		0.00	0.00	0.00	0.00	579,698.00
Expenditures		645,534.00	240,155.99	405,378.01	37.20	1,222,459.62
Fund 110 - WMAA (AIRPORT) GENERAL FUND:						
TOTAL REVENUES		775,360.00	310,322.01	465,037.99		810,956.85
TOTAL EXPENDITURES		645,534.00	240,155.99	405,378.01		1,222,459.62



# West Michigan Airport Authority Budget Performance Report

Balance As of 10/31/2024

	24-25 Amended Budget	YTD Transactions	Available Balance 10/31/2024	End Balance 06/30/2024
Fund: 110 WMAA (AIRPORT) GENERAL FUND				
NET OF REVENUES & EXPENDITURES:	129,826.00	70,166.02	59,659.98	(411,502.77)





# West Michigan Airport Authority Budget Performance Report

Balance As of 10/31/2024

	24-25 Amended Budget	YTD Transactions	Available Balance 10/31/2024	% Bdgt Used	End Balance 06/30/2024
<b>Fund: 410 WMAA (AIRPORT) CAPITAL PROJECTS</b>					
<b>Account Category: Revenues</b>					
<b>Department: 000.000 GENERAL</b>					
410-000.000-538.000 FEDERAL GRANT-FEDERAL CAPITAL	0.00	0.00	0.00	0.00	265,046.68
410-000.000-579.000 STATE GRANT-MDOT CAPITAL	0.00	0.00	0.00	0.00	2,064.00
410-000.000-665.000 INVESTMENT INCOME	0.00	0.00	0.00	0.00	8,038.19
410-000.000-665.900 INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	0.00	0.00	0.00	8,229.59
410-000.000-699.110 TRANSFER FROM WMAA GENERAL FUND	0.00	0.00	0.00	0.00	579,698.00
Total Dept 000.000 - GENERAL	0.00	0.00	0.00	0.00	863,076.46
Revenues	0.00	0.00	0.00	0.00	863,076.46
<b>Account Category: Expenditures</b>					
<b>Department: 595.000 AIRPORT OPERATIONS</b>					
410-595.000-807.000 CONTRACTUAL-ARCHITECT/ENGINEER	0.00	0.00	0.00	0.00	10,249.00
410-595.000-807.415 CONTRACTUAL-ARCHITECT/ENGINEER	15,000.00	0.00	15,000.00	0.00	0.00
410-595.000-974.000 LAND IMPROVEMENTS GENERAL	10,875.00	0.00	10,875.00	0.00	107,441.15
Total Dept 595.000 - AIRPORT OPERATIONS	25,875.00	0.00	25,875.00	0.00	117,690.15
Expenditures	25,875.00	0.00	25,875.00	0.00	117,690.15
<b>Fund 410 - WMAA (AIRPORT) CAPITAL PROJECTS:</b>					
TOTAL REVENUES	0.00	0.00	0.00		863,076.46
TOTAL EXPENDITURES	25,875.00	0.00	25,875.00		117,690.15
NET OF REVENUES & EXPENDITURES:	(25,875.00)	0.00	(25,875.00)		745,386.31



# Balance Sheet

Through 10/31/24

Detail Listing

Exclude Rollup Account

Account	Account Description	FY 2024 Actual	FY 2025 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	1,240,899	1,342,269
110-000.000-018.000	Accounts Receivable General	17,489	(76,625)
110-000.000-028	Prior Years Taxes Receivables	288	277
110-000.000-031.000	Allowance for Uncollectible Taxes	(117)	(117)
110-000.000-076.010	Due from Local Govt Units Due from Park Township		
110-000.000-071.010	Due from Local Govt Units Due from Zeeland City	10,482	
110-000.000-090.000	Accounts Receivable In/Out		
110-000.000-123.000	Prepaid Items General	1,170	
ASSETS TOTALS		1,270,211	1,265,803
LIABILITIES AND FUND EQUITY			
LIABILITIES			
110-000.000-202.000	Accounts Payable General	59,541	
110-000.000-201.000	Contracts Payable		
110-000.000-257.000	Accrued Wages Payable General	7,306	
110-000.000-258.010	Accrued Fringes Payable FICA-Social Security/Medicare		
110-000.000-259.010	Accrued Fringes Payable Pension		
110-000.000-360.000	Deferred Revenue General	65,832	58,104
LIABILITIES TOTALS		132,678	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	1,012,533	1,082,699
FUND EQUITY TOTALS		1,137,533	1,207,699
LIABILITIES AND FUND EQUITY		1,270,211	1,265,803
Fund Balance, Beginning			\$1,207,699
Remaining Budget Revenues			\$465,038
Remaining Budget Expenditures			\$405,378
Fund Balance, Estimated Ending			\$2,078,115
Fund Balance % of Budgeted Expenditures			322%



Account	Account Description	Prior Year Total Actual	Current YTD Balance
Fund Category	GOVERNMENTAL		
Fund Type	CAPITAL PROJECT FUNDS		
Fund	410 - WMAA (Airport) Capital Projects		
	ASSETS		
410-000.000-001.675	Cash Due from Cash/Inv Pool	1,322,655	1,312,406
410-000.000-078.000	Due from State of Michigan Due from State-Aeronautics	99	99
	ASSETS TOTALS	1,322,754	1,312,505
	LIABILITIES AND FUND EQUITY		
	LIABILITIES		
410-000.000-202.000	Accounts Payable General	10,249	
	LIABILITIES TOTALS	10,249	
	FUND EQUITY		
410-000.000-390.000	Fund Balance-Unassigned	1,312,505	1,312,505
	FUND EQUITY TOTALS	1,312,505	1,312,505
	LIABILITIES AND FUND EQUITY TOTALS	1,322,754	1,312,505

CASH DISBURSEMENT REPORT WMAA  
EXP CHECK RUN DATES 10/01/2024 - 10/31/2024

POSTED  
PAID

Invoice Number	Date Paid	Approval Department	Paid By Check Number	Vendor Name	Description	Inv Amt
5859492	10/03/2024	AIR	13205	WEST MICHIGAN UNIFORM - ACH	SUPPLIES FOR WMAA	57.95
5855894	10/03/2024	AIR	13205	WEST MICHIGAN UNIFORM - ACH	SUPPLIES FOR WMAA	60.91
AUGUST 2024 AI	10/03/2024	AIR	13208	HUNTINGTON NATIONAL BANK - CREDIT CARD - ACH	AIRPORT AUGUST CREDIT CARD PMT	328.72
2024-10-03	10/03/2024	AIR	13210	SEMCO ENERGY GAS COMPANY - ACH	GAS UTILITY FOR WMAA	55.31
IN1-910374058	10/03/2024	AIR	87724	ALLIED UNIVERSAL TECHNOLOGY SERVICES	SERVICES FOR AIRPORT	323.50
2959244	10/03/2024	AIR	87725	ARROWASTE INC.	REFUSE FOR AIRPORT	155.46
2024-10-03	10/03/2024	AIR	87726	HOLLAND BOARD OF PUBLIC WORKS	UTILITIES FOR AIRPORT DUE 10/8/24	2,980.51
203544	10/03/2024	AIR	87727	NEDERVELD ASSOCIATES INC	DESCRIPTION AND MAP FOR APRIPORT	1,551.05
1424935	10/03/2024	AIR	87728	PERMA GREEN	FERTILIZING FOR AIRPORT	184.25
2024-09-30	10/17/2024	AIR	13265	AVFLIGHT HOLLAND CORPORTATION - ACH	SEPTEMBER 2024 AIRPORT SERVICES	11,508.94
STMT 406025	10/17/2024	AIR	13293	WEST MICHIGAN UNIFORM - ACH	AND INV 5863080 FOR AIRPORT	377.17
IN1-910372678	10/17/2024	AIR	88014	ALLIED UNIVERSAL TECHNOLOGY SERVICES	AIRPORT SERVICES	6,571.25
26369	10/17/2024	AIR	88015	BOILEAU & CO.	SEPTEMBER AIRPORT SERVICES	3,380.73
2024-10-17	10/17/2024	AIR	88016	COURTNEY SAWYER	MAAE CONFERENCE 9/30/24-10/3/24	863.61
2024-09-30	10/17/2024	AIR	88017	CUNNINGHAM DALMAN P.C.	SEPTEMBER LEGAL SERVICES	342.00
2025-010819	10/17/2024	AIR	88018	HOLLAND CITY TREASURER	AUGUST 2024 GROUNDS MAINTENANCE	545.57
1498	10/17/2024	AIR	88019	JOSE S MARROQUIN MELENDDEZ	AUGUST 20-SEPTEMBER 20 & THANGER RESTROOM	1,014.00
1437490	10/17/2024	AIR	88020	PERMA GREEN	EARLY FALL APPLICATION AIRPORT	184.25
2024-10-24	10/24/2024	AIR	88087	123.NET, INC	ACCT 503804 FOR AIRPORT	1,249.30
35807998	10/24/2024	AIR	88088	CANON FINANCIAL SERVICES INC.	AIRPORT COPIER SERVICES	229.10
3005134981	10/24/2024	AIR	88089	USDA, APHIS, GENERAL	SERVICES FOR AIRPORT THROUGH 9/30/24	3,122.28
2024-09-30 AIR	10/31/2024	AIR	13384	HUNTINGTON NATIONAL BANK - CREDIT CARD - ACH	AIRPORT CREDIT CARD STMT SEPTEMBER 2024	1,514.53
2024-10-31 WMA	10/31/2024	AIR	13386	SEMCO ENERGY GAS COMPANY - ACH	AIRPORT GAS UTILITY	75.35
10001664916	10/31/2024	AIR	88171	ACCIDENT FUND INSURANCE CO OF AMERICA	INSURANCE AUDIT FOR AIRPORT	61.00
2024-10-31	10/31/2024	AIR	88172	COURTNEY SAWYER	10/24-10/25/24 AIRPORTS 101 CONF	439.44
1209	10/31/2024	AIR	88173	KELLY HOEZE	TEST 2 BACKFLOW PREVENTORS AT WMAA	200.00
Report Total:						37,376.18