

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

December 9th, 2024

4:00 p.m. – 5:30 p.m.

60 Geurink Blvd. Holland, MI 49423

<https://zoom.us/j/91806701836>

Meeting ID: 918 0670 1836

Authority Members

City of Holland

Scott Corbin
Charles Murray
Quincy Byrd

City of Zeeland

Sally Gruppen
Beth Blanton
Al Dannenberg

Park Township

Elisa Hoekwater
Ken Brandsen
VACANT

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 holds 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: (3 Minutes): **Action Requested.**
 - A. November 12, 2024, Minutes
 - B. December 2, 2024, N/S Runway Public Hearing Minutes
5. Approval of consent agenda (3 Minutes): **Action Requested.**
 - A. FBO Report
 - B. Report on 1200.AERO data collection
 - C. Board Member WMRAA.ORG emails coming in 2025.
 - D. Report on WMAA Board Member Terms concluding in next (6) months.
 - E. Report on Michigan Airports Planning (MAP) meeting

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

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- F. Thomen report: AICP funding revisions
- G. B. Fogg email & attachment; S. Corbin clarification on remarks
- 6. Departing Board Members Recognition (5 Minutes): **No Action Requested**
- 7. Approval of proposed 2025 WMAA Board meeting dates and times (3 Minutes): **Action Requested**
- 8. Financial Reports (5 Minutes): **Action Requested.**
- 9. Rehmann Presentation on Audit results (10 Minutes): **Action Requested**
- 10. Airport Director Search Committee Report (15 Minutes): **Action Requested.**
- 11. Default of 4 One Air, LLC Operating Agreement (10 minutes) **Action Requested**
- 12. Decision Concerning N/S Runway and whether it remain on WMAA Plan or be if the Plan shall be Modified, Draft resolution. (20 Minutes): **Action Requested.**
- 13. USDA Wildlife Management / Cooperative Services Agreement for CY 2025 (5 Minutes): **Action Requested**
- 14. MDOT Agreement Approval (north taxi lane project) (5 Minutes): **Action Requested.**
- 15. Adjourn: **Action Requested.**

Next Meeting will be held January 13, 2025, at 4:00 PM.

**All agenda item times are approximate*

4A

West Michigan Regional Airport Authority

MEETING MINUTES

November 12, 2024

4:00PM- 5:30PM

Present: Corbin, Gruppen, Murray, Brandson, Storey, Blanton, Hoekwater, Byrd, Keeter

Absent: Dannenberg

Others Present: Leanne Schaeffer, Lynn McCammon, Rick Thompson, Courtney Sawyer, Sue Lamar, Drew Rothstein, Nile Leonard, Rachel Hillegonds

Board Chair Murray called to order 4:00pm

11.12.01 Roll Call

11.12.02 Public Comment

Rick Thompson, owner of 4OneAir, presented to the board.

11.12.03 Approval of Agenda (3 Minutes):

Motion by Corbin, Support by Byrd.

Motion Carries.

11.12.04 Approval of Prior Meeting Minutes:

October 14, 2024, Minutes

Motion to approve by Corbin, Support by Gruppen.

Motion Carries.

October 25, 2024, Special Meeting Minutes

Motion to approve by Hoekwater, Support by Brandsen.

Motion Carries.

11.12.05 Approval of Consent Agenda

be waived, effective immediately, to support the company's recovery and long-term sustainability. I appreciate your prompt consideration of this request."

Murray presents that 4 One Air LLC sought and received a franchise agreement in February 2023 to operate a flight school at WMRA. The contract was signed effective 2023, with identified franchise payments due 1st business day of each calendar month. 4 One Air was a signatory. The Chairperson of WMAA was a signatory and the document was approved by WMAA counsel. The contract was not forwarded to Holland City Finance. We're unsure why. It is customary to send invoices but not required. In spring 2024, the former director advised the agreement had not been sent to finance and the franchisee had not been invoiced. Invoicing is not a requirement of the agreement; at most it would be a courtesy. Through the agreement, the franchisee was responsible for paying the fee each month.

Murray stated in spring 2024, an invoice or statement seeking payment was sent to 4 One Air. The amount was significant as no fees had been paid per the terms of the Agreement. Fees were due and owing back to February 2023. 4 One Air may have had direct contact with the former director on payment. After the departure of the former director, the Board Chair reached out via email to 4 One Air seeking to discuss the situation and find options to resolve it. Email received from 4 One Air conveyed its belief that WMAA/WMRA violated terms of the agreement, was in violation of the terms, and stated negative consequences to WMAA/WMRA if payment was sought. 4 One Air also stated it could relocate the operations to another facility. The chair obtained and reviewed the agreement and began communications with WMAA Counsel as 4 One Air indicated potential legal action. Counsel took over negotiations with 4 One Air. After discussion through counsel, and with consent of the Executive Committee, the Chair offered a payment structure to allow 4 One Air to come current on fees due and owing over 2 years. The chair received word from Counsel the offer had been verbally agreed to. Finance received a certain payment in line with the proposed terms by the requested payment date. 4 One Air then advised Counsel it rejected the proposed revised terms and would seek a full waiver of all franchise fees. WMAA received at prior board meeting a document purported endorsed by the airport advisory group supporting full waiver of franchise fees for 4 One Air. The document was not signed by anyone in the Advisory Group.

Blanton requests that we outline what additional information we'd like to consider if we were to table this. We're missing assessment information and financial information. Suggests that we solve the motion at hand and identify next steps. Acknowledges that we want to see success for the flight school and that we believe the proposal is not fair.

Corbin agrees would like to see additional data and have the flight school come back to present other options at another date.

McCammon shares that with the current contract agreement and proposal if the board were to waive the fees, it would be at the value of approx. \$66,000.

Murray presents that the default letter was sent out to October 15th and that the 30 day default timeline is almost expired. Believes we are a publicly funded organization and required to uphold the contract.

Gruppen and Byrd agree that it is not just about this contract but holding a precedent.

Corbin makes a motion to deny the request that is being proposed. Seconded by Keeter.

Roll Call Vote:

AYE: Corbin, Byrd, Gruppen, Blanton, Hoekwater, Keeter, Brandsen, Murray

Nay: none

Motion Carries.

Corbin requests that the airport manager understand the formula for pricing for the current contract and confirm the accuracy of the data presented by 4OneAir and lastly, if we were to consider changes to the agreement that it would be a short-term understanding of no more than one year.

Murray would like to see the financial details. The board needs to ensure that the school is viable. Recognizes that we have a default franchise agreement on Friday and looks to the board for unified direction.

Keeter would like to see the board sit on the default for a limited period of time. Second, he would like to see a proposal from 4OneAir that shows a graduated fee payment that helps to pay the fees. Would like to see a win-win and keep it fair to all of our franchisees.

Lynn presents that they have met with Storey, but will get ready for mid-year budget amendment.

Motion to accepted the report Keeter, second Byrd

Motions carries.

11.12.13 Chairman's Report

The snowplow equipment is here in Holland and upon agreement of the insurance rider, WMRA will have the equipment on site.

In December we do need to present our 2025 dates.

The Manager will provide onboarding packets for new members and present the three members exiting: Keeter, Corbin & Blanton.

Storey presents that the FBO is getting certified to accept international waste off of airplanes.

11.12.14 Public Comment

11.12.15 Adjourn

Motion to end by Bryd, support by Keeter.

Motion Carries.

#4B

West Michigan Regional Airport Authority
60 Geurink Blvd.
Holland, MI 49423

Minutes
Public Hearing
December 2, 2024
City of Holland Hall
Holland, MI 49423

Call to Order: The chair of the authority board, Charles Murray, called the public hearing on the matter of a north south, crosswind runway to order at 4:00 pm EST.

Introduction: Chair Murray requested Interim Airport Director Jim Storey to introduce members of the authority board. Present were Ken Brandsen, Park Township; Beth Blanton, city of Zeeland; Chair Murray, city of Holland; Scott Corbin, city of Holland; Al Dannenberg, city of Zeeland; Quincy Byrd, city of Holland; and Elisa Hoekwater, Park Township.

Agenda: Member Corbin moved to adopt the agenda as published; motion seconded by member Blanton. Motion passed on voice vote.

Public Hearing Notice: Chair Murray called upon Director Storey to read the Notice of the Public Hearing.

Mead & Hunt Presentation: Chair Murray called upon Mark Breukink, Vice President of Mead & Hunt consulting engineers, to present its findings on the north-south, crosswind runway. Mr. Breukink presented a power point detailing his firm's assessment of the proposed runway. He identified the runway was eligible for funding from federal and state governments, but new runway construction at a general aviation airport was not a priority. At the conclusion of his presentation, Mr. Breukink fielded questions from the members of the authority board.

Public Comment: Chair Murray invited members of the public attending the public hearing to comment on the north-south, crosswind runway, advising that comments were limited to five minutes per individual, and requesting those addressing the authority to state their name and identify the city or township where they lived.

The following individuals addressed the authority:
Craig Warren, Gun Plain Township

Cal Matthyse, Park Township
Jeremy Fogg, Ganges Township
Eric Fog, Laketown Township
Rick Thompson, Holland township
Paul Sig, Holland city
Mike Overbeek, Park Township
Clayton Bates, Holland city
John Borgman, Byron Center
Susan Lamar, Holland Township
David Field, Holland city
Dr. Jack Dinga, Park Township
Ben Fogg, West Olive
Michael Cording, Holland city
Jeff Foss, Laketown township
Roger Littlepaige, Holland Township
Adam Fogg, Park Township
Rossi Hahn, Holland Township
Bruce Wickman, Laketown Township
Miles Deso, Holland Township
Brandon Israel, Pere Marquette Township
John Grondyck, Zeeland Township
Maddie Derby, Allendale Township

Adjournment: Following the call by Chair Murray for anyone else wishing to make public comment and receiving no additional persons seeking to comment, moved by Corbin, seconded by Byrd to adjourn the public hearing. Motion passed by voice vote at 5:35p.m.

Link to public hearing video recording follows:

<https://vimeo.com/1035628909/8b88997de2?share=copy>

WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report
Avflight Holland
November 2024

| Total Fuel Gallons Delivered | | Current Month | One Year Ago | Current Year To Date | F/Y to Date Compared | |
|--------------------------------|---------------|---------------|---------------|----------------------|----------------------|---------------|
| Avgas | 2,158 | 11/24 | 11/23 | 01/01/24-11/30/24 | 01/01/23-11/30/23 | |
| Jet Fuel | 45,420 | | | | | |
| Total Gallons Delivered | 47,578 | | 38,838 | 510,573 | 513,123 | (2550) |

Landing Fees Collected

\$3144 (85% to airport = \$2672.4)



AVFLIGHT HOLLAND CORPORATION

Fuel Flowage Fee

Nov-24

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

| | |
|--------------------------------|-----------|
| <u>Jet Fuel Sold (Gallons)</u> | 45,388.00 |
| LESS | - |
| Swift @ \$0.10/GAL | - |
| Total: | 45,388.00 |

| | |
|-------------------------|------------|
| Flow Fees @ \$0.10/GAL: | - |
| Flow Fees @ \$0.11/GAL: | \$4,992.68 |

| | |
|----------------------------------|----------|
| <u>Avgas Fuel Sold (Gallons)</u> | 2,158.30 |
| LESS Use | - |
| Total: | 2,158.30 |

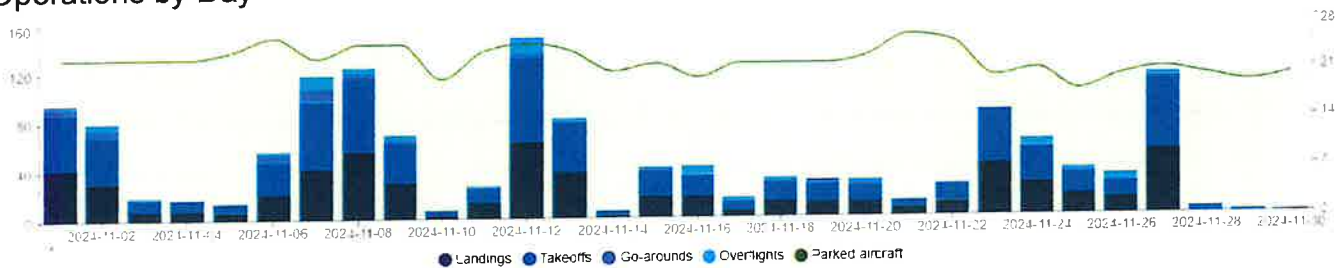
| | |
|-------------------------|----------|
| Flow Fees @ \$0.11/GAL: | \$237.41 |
|-------------------------|----------|

TOTAL Flow Fees Due: \$5,230.09

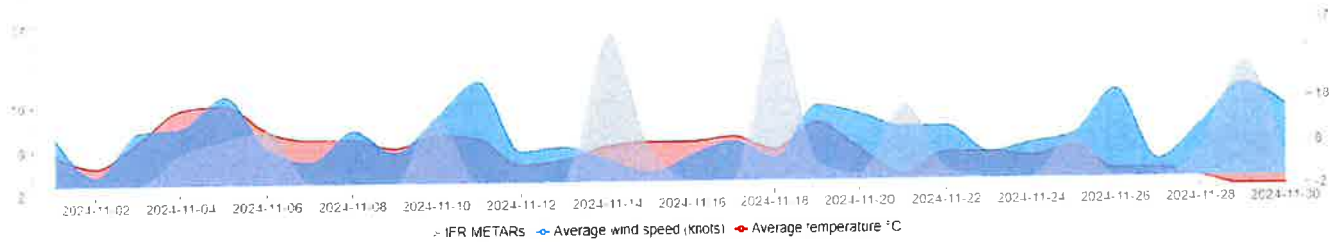
KBIV - West Michigan Regional Operations Report for November 2024

| | | | | |
|----------------------------|------------------------|------------------------|-------------------------|--------------------------|
| Operations 1,434 | Landings 619 | Takeoffs 677 | Go-arounds 59 | Overflights 79 |
|----------------------------|------------------------|------------------------|-------------------------|--------------------------|

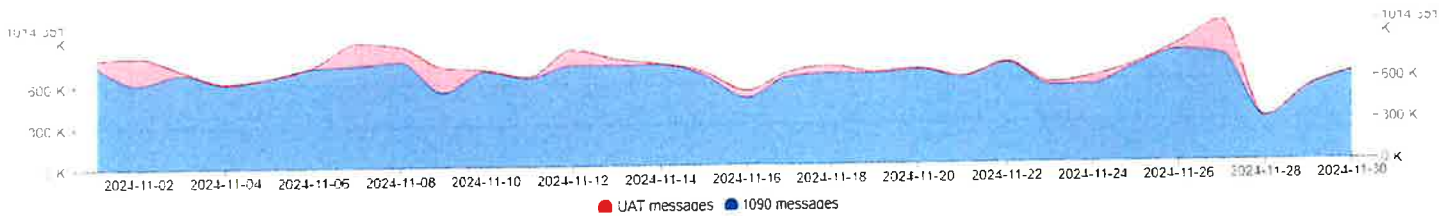
Operations by Day



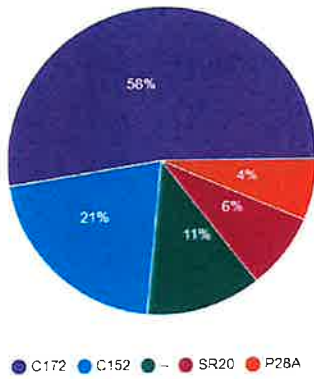
Weather Conditions



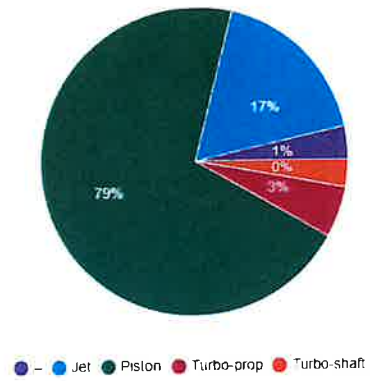
Receiver health



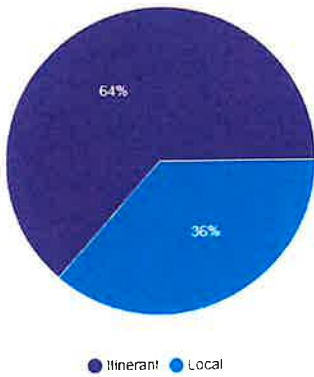
Top Aircraft Types



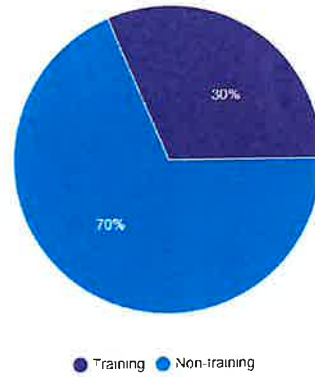
Operations by Engine Type



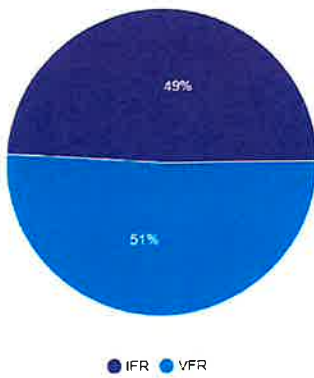
Local vs. Itinerant Flights



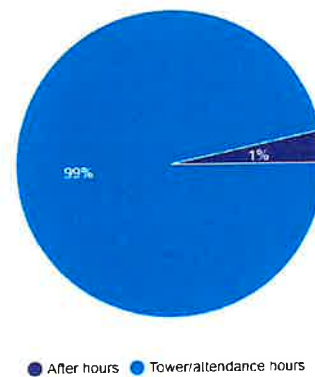
Training Operations



IFR vs. VFR flights



After Hours Operations



#5c

West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



12/5/2024

To: Jim Storey, Interim Airport Director
From: Courtney Sawyer, Community Engagement Specialist and Operations
Subject: Board Member Emails

To streamline our communications, the authority is introducing dedicated email accounts for board members. Thanks to the assistance of the City of Holland IT team, these accounts are now active and the board contact information on our website will be updated accordingly. All emails will be first initial, period, and full last name with @wmraa.org. Instructions and password will be sent out and it is recommended to change the password immediately.

Email Addresses:

Q.byrd@wmraa.org

C.murray@wmraa.org

E.hoekwater@wmraa.org

K.brandsen@wmraa.org

S.gruppen@wmraa.org

A.dannenberg@wmraa.org

#5E

TO: Members, West Michigan Airport Authority
RE: Michigan Airports Planning (MAP) meeting
DATE: December 4, 2024
FROM: Jim Storey, Interim Airport Director

Together with Jeff Thomen of Mead and Hunt, participated in the annual MAP meeting conducted by staff of Bureau of Aeronautics (BOA), Michigan Department of Transportation.

The meetings are conducted to update both local airport operators and state partners with the material condition of the airport and the proposed construction projects going forward.

Material Condition, Airspace, Inspection

- BOA conducted an airspace flight in 2022 and has one planned for 2025. The ends of the runway were clear, but notations were made of trees growing into the controlled airspace at each end of the runway. Complications exist in addressing the trees as on the east end as they are in a wetland forested area adjacent to the Macatawa River and will require EGLE clearance. On the west end, one or two are located on private property and others appear to be located on land already owned by the airport.
- Review was also conducted of the notes from the March 2022 field inspection. Among those observations were the that multiple concrete light bases, drainage covers and signage bases were not flush with the ground; the existing fuel farm is a safety hazard to moving aircraft (advised BOA of relocated farm awaiting controls to place in operation), recommended review of emergency response plan on a regular basis.

FUNDING AND CONSTRUCTION

- Airport is "entitled" to two annual allocations from distinct funding categories. AIP funding is an annual \$150,000 allocation that can be accumulated over four years to be directed at specific project(s). Bipartisan infrastructure (BIL) funding is a newer source and may not be around long. WMRA has \$99.4 remaining from FY 2024. It is anticipated we will get \$687,000 in FY 2025.
- Were advised that it is time for WMRA to conduct a consultant selection process. Every five years, airports are required to conduct a consultant selection search with prescribed processes. Will be getting the guidelines from BOA. Conducting the

consultant selection is required prior to starting a new project (i.e., the north taxiway project).

- Future construction projects (not including the north taxiway project) are:
 - Rehab or reconstruct parallel taxiway. To justify reconstruction, it will be important to document the number of heavy aircraft prior to commencing design. Design is authorized for 2026, meaning that documentation of heavy aircraft usage at WMRA needs to be documented to help generate authorization for a reconstruction rather than a rehabilitation. Construction is targeted for 2027.
 - Replace the precision approach for the runway is programmed for 2026-2027. Will need to document use of funding for previous replacement.
 - West overflow apron rehabilitation is targeted for 2028. BOA recommends using BIL allocation for this project as it is unlikely it would compete well for discretionary funding.

North South Runway

I introduced the issue of the north-south/crosswind runway into the discussion and Jeff led an update of the project as well as the comments made by participants at the public hearing. Some of the complications if it were to be built were addressed by the BOA staff including a huge, potential environmental hurdle of building a runway over the Macatawa River branch. Statement was made that it is unlikely the pertinent agencies, U.S. Army Corps of Engineers, EGLE, would treat the proposal kindly. That consideration would dictate that any decision to build would render the runway being a maximum of 2500 feet that than the 3500 feet now shown on the airport layout plan.

The staff also advised that money from existing programs is highly unlikely as other needs in the state exist that out-rank the crosswind at WMRA. They opined the WMRAA could seek a “Congressionally directed” allocation as the funding source should a build decision be made.

Conference

Betsy Steudle, who is a long-serving BOA staff member and influential in the agency’s decision making, encouraged WMRA to attend the annual Michigan Association of Airport Executives (MAAE) conference on February 19-20 at the Lansing Center. BOA is especially active, in my experience, organizing this conference.

#5F

Jim,

REC'D 12/05/2024

Please see the attached revised ACIP based on discussion and direction give by MDOT at the MAP meeting this week. A summary of the change is below:

1. Moved Concept #209434 (Design for Taxiway A Rehabilitation) from 2025 to 2026 at MDOT's direction due to funding for construction not being available until at least 2027
2. Moved Concept #216148 (Construction for Taxiway A Rehabilitation) from 2026 to 2027 at MDOT's direction due to funding not being available until at least 2027. Project could slip to 2028 based on lack of funding.
3. Adjusted funding split from 90/5/5 Fed/Sate/Local to 95/5 Fed/State for Concept #216152 (Design for Replace 8-26 PAPIs)
4. Adjusted funding split from 90/5/5 Fed/Sate/Local to 95/5 Fed/State for Concept #216153 (Construction for Replace 8-26 PAPIs)
5. Adjusted funding source from Federal Entitlements to Federal AIG for Concept #128819 (Design for West Overflow Apron Reconstruction) and change split on federally eligible portion from 90/5/5 Federal/State/Local to 95/5 Federal/State as directed by MDOT.
6. Adjusted primary funding source from Federal Entitlements/Federal Apportionment to Federal AIG for Concept #128821 (Construction for West Overflow Apron Reconstruction) and change split on federally eligible portion from 90/5/5 Federal/State/Local to 95/5 Federal/State as directed by MDOT. There still a small portion that will need to be funded by AIP, as you won't have quite enough BIL money.
7. Generally, changes in funding sources/splits adjusted available money for every project, allowing concept #216149 (Design South Taxiway Extension) to be funded without Federal Apportionment money and reducing the Federal Apportionment ask for Concept #216151 (Construction for South Taxiway Extension).

MDOT will want these submitted within 14 days. As nothing in this submittal is binding, and it is just a plan, does it need to be approved by the board, or can I submit as shown on your behalf without board approval?

Jeff Thoman, PE

Senior Project Manager | Aviation

Direct: 517-908-3120 | Cell: 517-974-2747 | [Transfer Files](#)

Mead&Hunt

[LinkedIn](#) | [Facebook](#) | [Instagram](#)

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 acceptab

| Airport Name: | | West Michigan Regional Airport | | | | | | | | | | Date prepared: 12/04/24 |
|---------------------|---------------|---|-------------|----------------------|-----------------------|-----------------------|-----------|-----------|-------------|--|--|-------------------------|
| Associated City: | | Holland, MI | | | | | | | | | | Prepared By: JET |
| Sponsor: | | West Michigan Airport Authority | | | | | | | | | | Sponsor email address & |
| Airport Identifier: | | BIV | | | | | | | | | | |
| Development Year | Year Priority | Project Description | Federal AIG | Federal Entitlements | Federal Apportionment | Federal Discretionary | State | Local | Total | | | |
| 2025** | | Carry forward NPE = \$127,345 & BIL = \$0* | | | | | | | | | *Remaining 2024 BIL mon | |
| 2026** | | Carry Forward NPE & BIL | | | | | | | | | | |
| | | Carry forward NPE = \$277,345 & BIL = \$687,000 | | | | | | | | | | |
| Concept #: 209434 | 1 | Design for Taxiway A Rehabilitation | | \$195,750 | | | \$10,875 | \$10,875 | \$217,500 | | 90 Fed/5 State/5 Local | |
| Concept #: 216152 | 2 | Design for Replace 8-26 PAPIs | \$75,240 | | | | \$3,960 | \$0 | \$79,200 | | 95 Fed/ 5 State; includes r | |
| 2027 | | Carry forward NPE = \$231,595 & BIL = \$1,298,760 | | | | | | | | | | |
| Concept #: 216148 | 1 | Construction for Taxiway A Rehabilitation | | \$381,595 | | \$2,014,655 | \$133,125 | \$133,125 | \$2,662,500 | | 90 Fed/5 State/5 Local | |
| Concept #: 216153 | 2 | Construction for Replace 8-26 PAPIs | \$466,355 | | | | \$24,545 | \$0 | \$490,900 | | 95 Fed/5 State | |
| 2028 | | Carry forward NPE = \$0 & BIL = \$1,298,760 | | | | | | | | | | |
| Concept # 128819 | 1 | Design for West Overflow Apron Reconstruction | \$101,867 | | | | \$5,361 | \$26,807 | \$134,035 | | Local Share includes 0% c | |
| 2029 | | Carry forward NPE = \$150,000 & BIL = \$1,196,893 | | | | | | | | | | |
| Concept #: 128821 | 1 | Construction for West Overflow Apron Reconstruction | \$1,196,893 | \$63,684 | | | \$70,257 | \$337,131 | \$1,667,965 | | Local Share includes 0% c Eligible BIL funded area (\$ | |
| 2030 | | Carry forward NPE = \$236,316 | | | | | | | | | | |
| Concept #: 216149 | 1 | Design South Taxiway Extension | | \$182,790 | | | \$10,155 | \$10,155 | \$203,100 | | 90 Fed/5 State/5 Local; in | |
| 2031 | | Carry forward NPE = \$203,426 | | | | | | | | | | |
| Concept #: 216151 | 1 | Construction for South Taxiway Extension | | \$353,426 | \$1,173,784 | | \$84,845 | \$84,845 | \$1,696,900 | | 90 Fed/ 5 State/5 Local; in | |

5 G

Hello All

I know the Mead Hunt team had a very large number for the cost of the wetland assessment. I cannot remember but I thought it was large.

This is for the board Jim please deliver it.

Its free to you from me Merry Christmas.

I think it costs \$2,200.00 and took the team about 2 months. I personally walked the property with EGLE as well and confirmed the estimations.

It clearly outlines about 10 acres not 30 to 40 like the Mead Hunt presentation. Just this radically lowers the estimated cost of the project in my opinion. I know I do not have the south portion in my thinking so that must be added but it looks small to me. These are worst case numbers I feel there is a 20% safety margin based on the presentations.

To me every HUGE obstacle presented seems to be smaller /cheaper than expected and has a practical solution to the issue.

I just learned from State representative Nancy DeBoer that she is supportive and will fight for the funding, she also suggested that 100% of the funds could be donors she helped raise 17 million to finish the Holland civic center from local donors and everyone told her it could not be done, and look now DONE...

If we keep the ALP we have a chance to go try at no cost to the airport. God does miracles every day we just need to allow him to work.

Together we can do this !

Ben Fogg

RECD: 12/05/2024

Jim,

I believe we must include any communications to the board as part of the board packet. In response to your inquiry regarding Representative Nancy DeBoer's statement about the funding of the Holland Civic Center Place, I have gathered the following information:

[Representative DeBoer's official biography](#) states that she "led the \$17.5 million community effort to renovate the Civic Center without increasing taxes." Additional sources indicate that the renovation project had a budget of approximately \$15.1 million, which was later increased to \$16.5 million. ([WZZM 13 News](#))

The funding comprised contributions from both taxpayers and private donors. Notably, a \$1 million donation was made by Dick Haworth and Holland-based office furniture maker Haworth Inc. Furthermore, an [anonymous donor contributed \\$2 million](#) toward the renovation.

These details demonstrate the renovation was financed through a **combination of public funds and private donations, with significant contributions from the community.**

I hope this information assists in confirming the statement in question.

Scott Corbin
Mayor ProTem, Chief Governance Officer
Holland City Council, Ward 5
20 West 39th Street
Holland, MI 49423
Ph: 616-218-2533
e-mail: s.corbin@cityofholland.com
RECEIVED: 12/06/2024

PRELIMINARY WETLAND ASSESSMENT



This report was prepared for:

Ben Fogg
1581 S Washington Ave, Holland, MI 49423

Property Information:

Address: 100 E 48th St, Holland, MI 49423
Parcel #: 53-02-08-200-005
Parcel acreage: 34.36 acres
Property Class: 601 Developmental-Improved
Unit: 53 City of Holland-Allegan

Project Overview

The ODC Conservation Services team was asked to conduct a preliminary wetland assessment of parcel #: 53-02-08-200-005 in September of 2023. The primary goal of the assessment is to develop an approximate figure of existing wetland on the site in order to determine how much could potentially be impacted by future development. The site was evaluated using an initial desktop analysis of aerial imagery, soil maps, as well as field observations to confirm the data and document the presence of hydric soils, wetland plant communities, and hydrology. The preliminary wetland assessment was conducted in accordance with all applicable environmental regulations and guidelines.

Methodology

The parcel under review was surveyed between September 19 – September 22 of 2023, by Ben Heerspink (Land Stewardship Manager) and Tanner Bricker (Conservation Services Director) of the ODC Conservation Services team. Following the desktop analysis of aerial imagery, vegetative cover, soil, and topographic maps (see Figures 1-5), we conducted a field investigation of the parcel to cross reference desktop analysis data and determine approximate wetland boundaries.

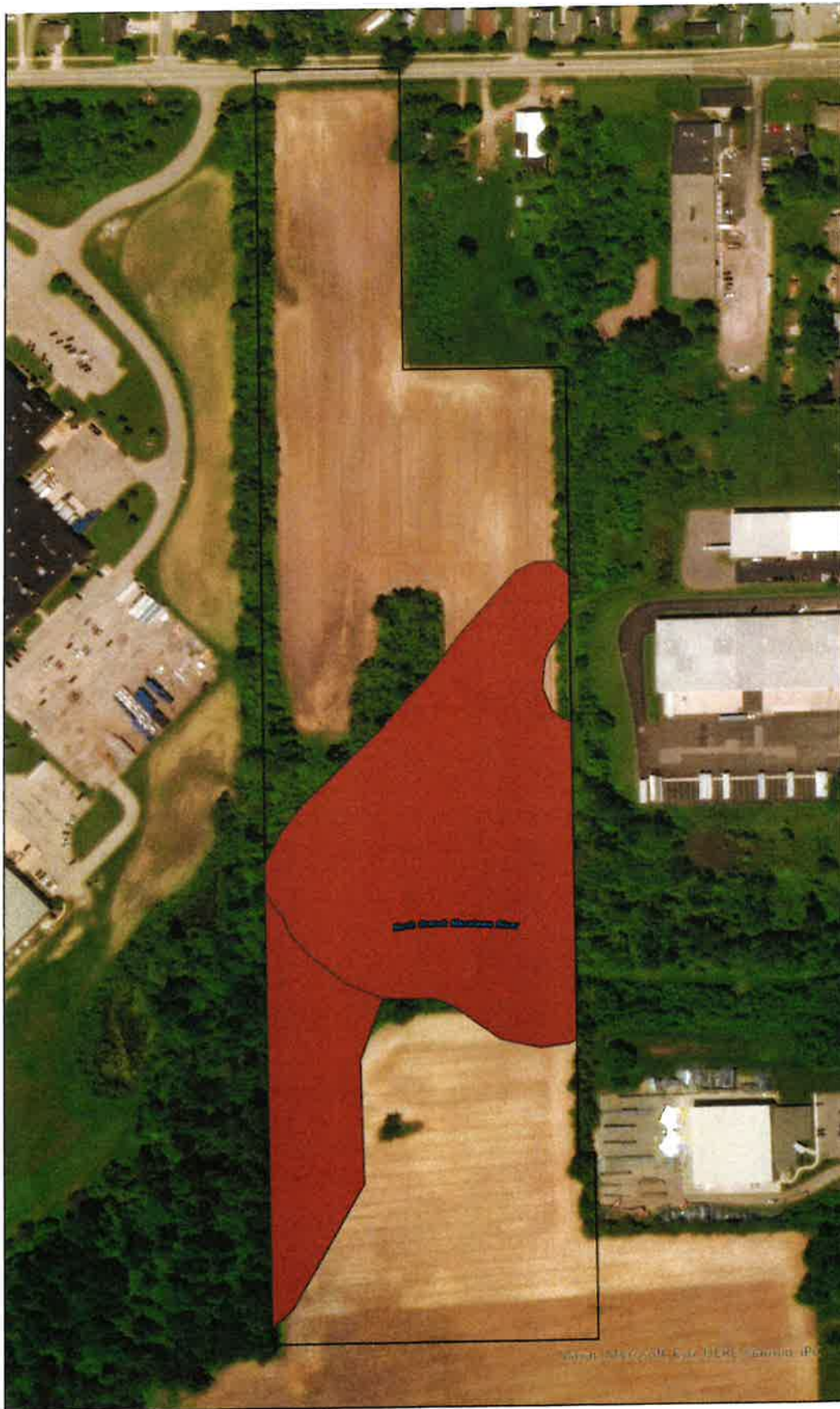
During the field investigation, the site was evaluated for wetland vegetation, hydric soils, and hydrology. Survey points (see Figure 6 for map) were analyzed in obvious low-lying topographic areas and where the vegetative community shifted drastically within the central portion of the unit to determine if wetland conditions were present. Additionally, each survey point was monitored for signs of hydrology, as well as the presence of hydric soils. Environmental and climatic conditions were considered normal for the time of year at the time of the investigation.

Findings

The central portion of the parcel consists of predominately low-lying floodplain forest plant community surrounding the section of the north branch of the Macatawa River that passes through the center of the parcel. Active agricultural field currently in corn production buffers both the northern and southern portions of the parcel. The central portion of the parcel is notably lower in topographic position (~5-10' on average). Several sampling points were taken throughout the low-lying, wetter areas throughout the central unit of the parcel where noteworthy shifts in plant community were observed. Vegetation was analyzed within a 20' buffer around each survey point to determine if wetland vegetation is present. Additionally, each survey point was monitored for hydrological indicators including: water-stained leaves, algal mats, standing water, channels, etc.), as well as the presence of hydric soils.

Based on the findings of the wetland assessment, the property should be anticipated to have approximately **8.2 acres** of wetland (+/- 1.0 acres). Forested wetland habitat makes up the majority of the wetland on the property with approximately 6.94 total acres. Wet meadow makes up another approximately 1.26 acres. Should further development of the property be sought, a comprehensive wetland review and delineation should be completed in order to determine exact wetland boundaries.

Figure 1: Hydric Soils Map



100 East 48th Street Hydric Soils Map

Analysis done by ODC Network at the request of property owner to assess future development and project viability.

Site observation and mapping done on 9/19/23. Desktop analysis completed on 9/22/23.



Property Metrics
Total Wetland Area: 8.2 ac.
Forested Wetland: 6.94 ac.
Wet Meadow: 1.26 ac.
Upland: 26.16 ac.

The preliminary wetland assessment should serve as a tool to help determine the development potential of the parcel in question before any extensive design and/or construction occurs. This report does not eliminate the need for an official wetland delineation and should only be considered as a preliminary determination until it has been reviewed by the appropriate jurisdictional authorities. Additionally, this report does not account for the following:

- Official determinations for wetland mitigation (final mitigation determinations will be directed by the appropriate local, state, and federal authorities).
- Official recommendations for site plan alterations based on wetland assessment findings.
- Recommendations for pre-construction permitting.

 Hydric Soils

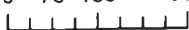
0 75 150 300 Feet


Figure 3: National Wetlands Inventory (NWI) Identified Wetland



100 East 48th Street State Identified Wetland

Analysis done by ODC Network at the request of property owner to assess future development and project viability.

Site observation and mapping done on 9/19/23. Desktop analysis completed on 9/22/23.



Property Metrics

Total Wetland Area: 8.2 ac.
Forested Wetland: 6.94 ac.
Wet Meadow: 1.26 ac.
Upland: 26.16 ac.

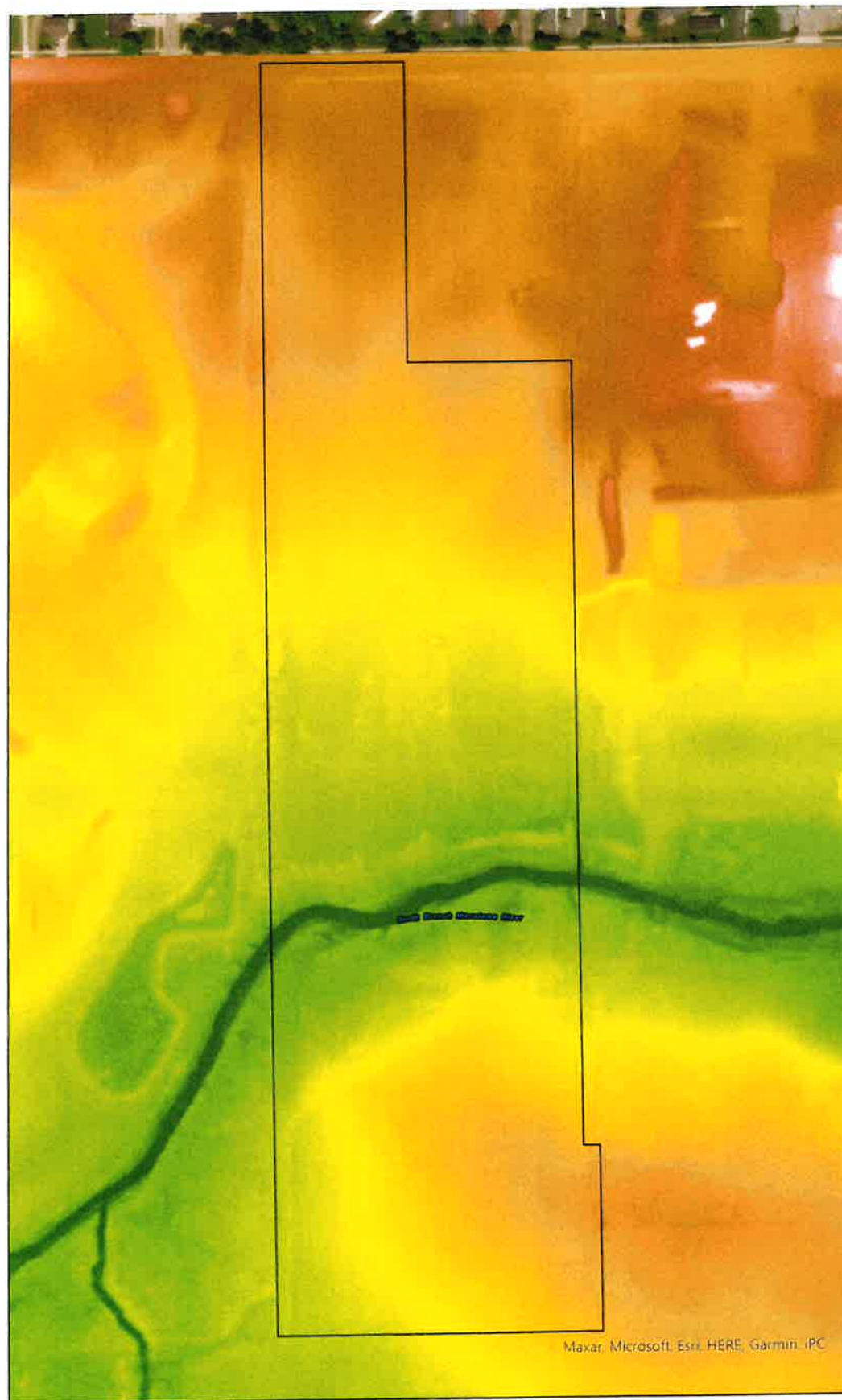
The preliminary wetland assessment should serve as a tool to help determine the development potential of the parcel in question before any extensive design and/or construction occurs. This report does not eliminate the need for an official wetland delineation and should only be considered as a preliminary determination until it has been reviewed by the appropriate jurisdictional authorities. Additionally, this report does not account for the following:

- Official determinations for wetland mitigation (final mitigation determinations will be directed by the appropriate local, state, and federal authorities).
- Official recommendations for site plan alterations based on wetland assessment findings.
- Recommendations for pre-construction permitting.

State Identified Wetland

0 75 150 300 Feet

Figure 5: Digital Elevation Model



100 East 48th Street Digital Elevation Model

Analysis done by ODC Network at the request of property owner to assess future development and project viability.

Site observation and mapping done on 9/19/23. Desktop analysis completed on 9/22/23.



Property Metrics

Total Wetland Area: 8.2 ac.
Forested Wetland: 6.94 ac.
Wet Meadow: 1.26 ac.
Upland: 26.16 ac.

The preliminary wetland assessment should serve as a tool to help determine the development potential of the parcel in question before any extensive design and/or construction occurs. This report does not eliminate the need for an official wetland delineation and should only be considered as a preliminary determination until it has been reviewed by the appropriate jurisdictional authorities. Additionally, this report does not account for the following:

- Official determinations for wetland mitigation (final mitigation determinations will be directed by the appropriate local, state, and federal authorities).
- Official recommendations for site plan alterations based on wetland assessment findings.
- Recommendations for pre-construction permitting.

Value

701.754

656.869

0 75 150 300 Feet

Figure 7: Wetland Acreage Analysis

100 East 48th Street Wetland Inventory and Analysis

Analysis done by ODC Network at the request of property owner to assess future development and project viability.

Site observation and mapping done on 9/19/23. Desktop analysis completed on 9/22/23.



Property Metrics
Total Wetland Area: 8.2 ac.
Forested Wetland: 6.94 ac.
Wet Meadow: 1.26 ac.
Upland: 26.16 ac.

The preliminary wetland assessment should serve as a tool to help determine the development potential of the parcel in question before any extensive design and/or construction occurs. This report does not eliminate the need for an official wetland delineation and should only be considered as a preliminary determination until it has been reviewed by the appropriate jurisdictional authorities. Additionally, this report does not account for the following:

- Official determinations for wetland mitigation (final mitigation determinations will be directed by the appropriate local, state, and federal authorities).
- Official recommendations for site plan alterations based on wetland assessment findings.
- Recommendations for pre-construction permitting.

 Potential Wetland

0 75 150 300 Feet




Photo #2: Forested wetland habitat pictured. Plant community shifts into typical floodplain forest moving north to south throughout the property heading towards the North Branch of the Macatawa River. The canopy is dominated by wetland tree species including silver maple, boxelder, hawthorn, and green ash.



7

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

2025 Board Meeting Calendar

Regular board meetings are scheduled on the second Monday of each month at 4:00 p.m./1600 eastern time, except when federal holidays conflict, at the Authority's offices.

January 13

February 10

March 10

April 14

May 12

June 9

July 14

August 11

September 8

October 14* 2nd Tuesday

November 10

December 8

8

West Michigan Airport Authority

Meeting Date: December 9, 2024

Agenda Item:

Subject: Financial Reports for 11/30/2024-Unaudited

Prepared By: Julie Ziurinskas, City Finance

Recommendation: Accept Financial Reports as information

The West Michigan Airport Authority is five months into fiscal year 2025. Attached are Budget Performance Reports for the five months ended November 30, 2024 (41.67% of the year), and the Balance Sheet Reports through November 30, 2024.

GENERAL FUND

Revenues

Operating revenues for the first five months totaled \$525,369.92, or 67.76% 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. November 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 five months totaled \$283,998.18, or 43.99% 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 mid-year budget amendment process.

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 \$1,437,009.17 at November 30th, comprised mostly of cash. General Fund Liabilities totaled \$58,104.24 at November 30th, and represents unearned revenue (prepaid lease).

The combined General and Capital funds balance at November 30 is \$2,801,825.73.



West Michigan Airport Authority Budget Performance Report

Balance As of 11/30/2024

Fund: 110 WMAA (AIRPORT) GENERAL FUND
Account Category: Revenues

| | 24-25 Original Budget | 24-25 Amended Budget | YTD Transactions | Available Balance 11/30/2024 | % Bgdt Used | End Balance 06/30/2024 |
|--------------------------------|-----------------------------|----------------------------|---------------------|------------------------------------|----------------|---------------------------|
| 110-000.000-573.000 | 18,000.00 | 18,000.00 | 23,840.45 | (5,840.45) | 132.45 | (21,828.76) |
| 110-000.000-581.100 | 145,000.00 | 145,000.00 | 285,245.41 | (140,245.41) | 196.72 | (130,307.48) |
| 110-000.000-581.110 | 80,000.00 | 80,000.00 | 56,925.42 | 23,074.58 | 71.16 | (84,809.96) |
| 110-000.000-581.210 | 120,000.00 | 120,000.00 | 2.39 | 119,997.61 | 0.00 | (135,116.38) |
| 110-000.000-615.810 | 29,000.00 | 29,000.00 | 15,640.28 | 13,359.72 | 53.93 | (64,704.46) |
| 110-000.000-615.820 | 84,460.00 | 84,460.00 | 29,804.38 | 54,655.62 | 35.29 | (62,816.00) |
| 110-000.000-615.830 | 30,000.00 | 30,000.00 | 15,095.15 | 14,904.85 | 50.32 | (24,868.10) |
| 110-000.000-665.000 | 15,000.00 | 15,000.00 | 12,401.40 | 2,598.60 | 82.68 | (47,118.65) |
| 110-000.000-665.900 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (11,723.36) |
| 110-000.000-665.905 | 12,500.00 | 12,500.00 | 0.00 | 12,500.00 | 0.00 | (12,346.48) |
| 110-000.000-665.910 | 170,000.00 | 170,000.00 | 53,320.15 | 116,679.85 | 31.36 | (134,886.29) |
| 110-000.000-665.915 | 61,800.00 | 61,800.00 | 28,974.19 | 32,825.81 | 46.88 | (57,738.06) |
| 110-000.000-665.920 | 9,600.00 | 9,600.00 | 4,120.70 | 5,479.30 | 42.92 | (9,681.87) |
| Total | 775,360.00 | 775,360.00 | 525,369.92 | 249,990.08 | 67.76 | (797,945.85) |
| 595.100 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (13,011.00) |
| 110-595.100-691.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (13,011.00) |
| Total | 775,360.00 | 775,360.00 | 525,369.92 | 249,990.08 | 67.76 | (810,956.85) |
| Account Category: Expenditures | | | | | | |
| 595.100 | 150,305.00 | 150,305.00 | 30,929.34 | 119,375.66 | 20.58 | 105,142.57 |
| 110-595.100-701.000 | 11,700.00 | 11,700.00 | 0.00 | 11,700.00 | 0.00 | 3,765.00 |
| 110-595.100-702.000 | 0.00 | 0.00 | 24,432.50 | (24,432.50) | 100.00 | 0.00 |
| 110-595.100-703.100 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 131.25 |
| 110-595.100-705.000 | 10,000.00 | 10,000.00 | 3,853.17 | 6,146.83 | 38.53 | 7,519.17 |
| 110-595.100-710.000 | 3,600.00 | 3,600.00 | 408.00 | 3,192.00 | 11.33 | 4,574.68 |
| 110-595.100-712.000 | 6,516.00 | 6,516.00 | 1,852.30 | 4,663.70 | 28.43 | 4,352.30 |
| 110-595.100-720.005 | 600.00 | 600.00 | 327.97 | 272.03 | 54.66 | 446.65 |
| 110-595.100-721.005 | 11,191.00 | 11,191.00 | 2,589.16 | 8,601.84 | 23.14 | 9,282.05 |
| 110-595.100-723.000 | 12,891.00 | 12,891.00 | 4,702.87 | 8,188.13 | 36.48 | 9,599.61 |
| 110-595.100-730.500 | 320.00 | 320.00 | 0.00 | 320.00 | 0.00 | 311.00 |
| 110-595.100-730.000 | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 | 5.93 |
| 110-595.100-740.000 | 2,000.00 | 2,000.00 | 722.60 | 1,277.40 | 36.13 | 8,061.09 |
| 110-595.100-741.000 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 3,116.28 |
| 110-595.100-801.000 | 25,000.00 | 25,000.00 | 7,600.00 | 17,400.00 | 30.40 | 23,677.00 |
| 110-595.100-802.000 | 8,500.00 | 8,500.00 | 7,650.00 | 850.00 | 90.00 | 8,300.00 |
| 110-595.100-802.200 | 2,000.00 | 2,000.00 | 5,000.00 | (3,000.00) | 250.00 | 2,000.00 |
| 110-595.100-807.000 | 0.00 | 0.00 | 6,526.40 | (6,526.40) | 100.00 | 23,702.56 |
| 110-595.100-807.415 | 0.00 | 0.00 | 1,551.05 | (1,551.05) | 100.00 | 1,963.00 |
| 110-595.100-808.001 | 45,000.00 | 45,000.00 | 15,390.62 | 29,609.38 | 34.20 | 70,817.18 |
| 110-595.100-808.001 | 0.00 | 0.00 | 952.83 | (952.83) | 100.00 | 3,510.00 |
| 110-595.100-808.801 | 20,000.00 | 20,000.00 | 12,567.38 | 7,432.62 | 62.84 | 30,929.21 |
| 110-595.100-808.802 | 60,000.00 | 60,000.00 | 36,816.37 | 23,183.63 | 61.36 | 77,736.52 |
| 110-595.100-809.001 | 10,000.00 | 10,000.00 | 2,940.36 | 7,059.64 | 29.40 | 13,924.24 |
| 110-595.100-809.003 | 37,221.00 | 37,221.00 | 10,517.00 | 26,704.00 | 28.26 | 31,380.00 |
| 110-595.100-809.005 | 3,000.00 | 3,000.00 | 5,942.97 | (2,942.97) | 198.10 | 9,248.44 |



West Michigan Airport Authority Budget Performance Report

Balance As of 11/30/2024

Fund: 110 WMAA (AIRPORT) GENERAL FUND
NET OF REVENUES & EXPENDITURES:

| 24-25 Original Budget | 24-25 Amended Budget | YTD Transactions | Available Balance 11/30/2024 | End Balance 06/30/2024 |
|-----------------------------|----------------------------|---------------------|------------------------------------|---------------------------|
| 129,826.00 | 129,826.00 | 241,371.74 | (111,545.74) | (411,502.77) |



West Michigan Airport Authority Budget Performance Report

Balance As of 11/30/2024

| | 24-25 Original Budget | 24-25 Amended Budget | YTD Transactions | Availible Balance 11/30/2024 | % Bdgt Used | End Balance 06/30/2024 |
|--|-----------------------------|----------------------------|---------------------|------------------------------------|----------------|---------------------------|
|--|-----------------------------|----------------------------|---------------------|------------------------------------|----------------|---------------------------|

Fund: 410 WMAA (AIRPORT) CAPITAL PROJECTS
Account Category: Revenues

| | | | | | | |
|---------------------|------|------|----------|------------|--------|--------------|
| 000.000 | | | | | | |
| 410-000.000-538.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (265,046.68) |
| 410-000.000-579.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (2,064.00) |
| 410-000.000-665.000 | 0.00 | 0.00 | 1,495.50 | (1,495.50) | 100.00 | (8,038.19) |
| 410-000.000-665.900 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (8,229.59) |
| 410-000.000-699.110 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (579,698.00) |
| Total | 0.00 | 0.00 | 1,495.50 | (1,495.50) | 100.00 | (863,076.46) |

| | | | | | | |
|--------------------------------|------|------|----------|------------|--------|--------------|
| Revenues | 0.00 | 0.00 | 1,495.50 | (1,495.50) | 100.00 | (863,076.46) |
| Account Category: Expenditures | | | | | | |

| | | | | | | |
|---------------------|-----------|-----------|------|-----------|------|------------|
| 595.000 | | | | | | |
| 410-595.000-807.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,249.00 |
| 410-595.000-807.415 | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 0.00 | 0.00 |
| 410-595.000-974.000 | 10,875.00 | 10,875.00 | 0.00 | 10,875.00 | 0.00 | 107,441.15 |
| Total | 25,875.00 | 25,875.00 | 0.00 | 25,875.00 | 0.00 | 117,690.15 |
| Expenditures | 25,875.00 | 25,875.00 | 0.00 | 25,875.00 | 0.00 | 117,690.15 |

| | | | | | | |
|---|-------------|-------------|----------|-------------|--|--------------|
| Fund 410 - WMAA (AIRPORT) CAPITAL PROJECTS: | | | | | | |
| TOTAL REVENUES | 0.00 | 0.00 | 1,495.50 | (1,495.50) | | (863,076.46) |
| TOTAL EXPENDITURES | 25,875.00 | 25,875.00 | 0.00 | 25,875.00 | | 117,690.15 |
| NET OF REVENUES & EXPENDITURES: | (25,875.00) | (25,875.00) | 1,495.50 | (27,370.50) | | 745,386.31 |



Balance Sheet

Through 11/30/24

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 | 1,487,924 |
| 110-000.000-018.000 | Accounts Receivable General | 17,489 | (51,071) |
| 110-000.000-028 | Prior Years Taxes Receivables | 288 | 273 |
| 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 | | <u>1,270,211</u> | <u>1,437,009</u> |
| 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 | | <u>132,678</u> | <u>58,104</u> |
| 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 | 1,253,905 |
| FUND EQUITY TOTALS | | <u>1,137,533</u> | <u>1,378,905</u> |
| LIABILITIES AND FUND EQUITY | | <u>1,270,211</u> | <u>1,437,009</u> |
| Fund Balance, Beginning | | | \$1,378,905 |
| Remaining Budget Revenues | | | \$249,990 |
| Remaining Budget Expenditures | | | \$361,536 |
| Fund Balance, Estimated Ending | | | <u>\$1,990,431</u> |
| Fund Balance % of Budgeted Expenditures | | | <u>308%</u> |



West Michigan Airport Authority Budget Performance Report

Balance As of 11/30/2024

| | 24-25 Original Budget | 24-25 Amended Budget | YTD Transactions | Available Balance 11/30/2024 | % Bdg't Used | End Balance 06/30/2024 |
|--|-----------------------------|----------------------------|---------------------|------------------------------------|-----------------|---------------------------|
| Fund: 410 WMAA (AIRPORT) CAPITAL PROJECTS | | | | | | |
| Account Category: Revenues | | | | | | |
| 000.000 | | | | | | |
| 410-000.000-538.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (265,046.68) |
| 410-000.000-579.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (2,064.00) |
| 410-000.000-665.000 | 0.00 | 0.00 | 1,495.50 | (1,495.50) | 100.00 | (8,038.19) |
| 410-000.000-665.900 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (8,229.59) |
| 410-000.000-699.110 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (579,698.00) |
| Total | 0.00 | 0.00 | 1,495.50 | (1,495.50) | 100.00 | (863,076.46) |
| Revenues | | | | | | |
| Account Category: Expenditures | | | | | | |
| 595.000 | | | | | | |
| 410-595.000-807.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,249.00 |
| 410-595.000-807.415 | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 0.00 | 0.00 |
| 410-595.000-974.000 | 10,875.00 | 10,875.00 | 0.00 | 10,875.00 | 0.00 | 107,441.15 |
| Total | 25,875.00 | 25,875.00 | 0.00 | 25,875.00 | 0.00 | 117,690.15 |
| Expenditures | | | | | | |
| Fund 410 - WMAA (AIRPORT) CAPITAL PROJECTS: | | | | | | |
| TOTAL REVENUES | | | | | | |
| TOTAL EXPENDITURES | 25,875.00 | 25,875.00 | 1,495.50 | (1,495.50) | | (863,076.46) |
| NET OF REVENUES & EXPENDITURES: | (25,875.00) | (25,875.00) | 1,495.50 | (27,370.50) | | 117,690.15 |
| | | | | | | 745,386.31 |



Balance Sheet

Through 11/30/24
 Detail Listing
 Exclude Rollup Account

| Account | Account Description | Prior Year Total Actual | Current YTD Balance |
|--|---|----------------------------|------------------------|
| Fund Category GOVERNMENTAL | | | |
| Fund Type CAPITAL PROJECT FUNDS | | | |
| Fund 410 - WMVA (Airport) Capital Projects | | | |
| ASSETS | | | |
| 410-000.000-001.675 | Cash Due from Cash/Inv Pool | 1,322,655 | 1,313,902 |
| 410-000.000-078.000 | Due from State of Michigan Due from State-Aeronautics | 99 | 99 |
| ASSETS TOTALS | | <u>1,322,754</u> | <u>1,314,001</u> |
| LIABILITIES AND FUND EQUITY | | | |
| LIABILITIES | | | |
| 410-000.000-202.000 | Accounts Payable General | 10,249 | |
| LIABILITIES TOTALS | | <u>10,249</u> | |
| FUND EQUITY | | | |
| 410-000.000-390.000 | Fund Balance-Unassigned | 1,312,505 | 1,314,001 |
| FUND EQUITY TOTALS | | <u>1,312,505</u> | <u>1,314,001</u> |
| LIABILITIES AND FUND EQUITY TOTALS | | <u>1,322,754</u> | <u>1,314,001</u> |

CASH DISBURSEMENT REPORT WMAA
 EXP CHECK RUN DATES 11/01/2024 - 11/30/2024
 POSTED
 PAID

| Invoice Number | Date Paid | Approval Department | Check Number | Vendor Name | Description | Inv Amt |
|----------------|------------|---------------------|--------------|--------------------------------------|---------------------------------------|----------|
| 347715 | 11/07/2024 | AIR | 88262 | CUNNINGHAM DALMAN P.C. | LEGAL SERVICES FOR AIRPORT | 2,394.00 |
| 347714 | 11/07/2024 | AIR | 88262 | CUNNINGHAM DALMAN P.C. | LEGAL SERVICES FOR AIRPORT | 2,660.00 |
| 347718 | 11/07/2024 | AIR | 88262 | CUNNINGHAM DALMAN P.C. | LEGAL SERVICES FOR AIRPORT | 1,064.00 |
| 1503 | 11/07/2024 | AIR | 88263 | JOSE S MARROQUIN MELENDEZ | AIRPORT CLEANING FOR 9/20-10/20/24 | 720.00 |
| 2024-10-31 | 11/14/2024 | AIR | 13437 | AVFLIGHT HOLLAND CORPORATION - AGH | AIRPORT OCTOBER 2024 SERVICES | 9,130.65 |
| 667591 | 11/14/2024 | AIR | 88393 | 123.NET, INC | TELEPHONE FOR AIRPORT | 638.88 |
| 26429 | 11/14/2024 | AIR | 88394 | BOTLEAU & CO. | OCTOBER SERVICES FOR AIRPORT | 3,000.00 |
| 2024-11-08 DUE | 11/14/2024 | AIR | 88395 | HOLLAND BOARD OF PUBLIC WORKS | OCTOBER UTILITIES | 2,810.70 |
| 2025-00883 | 11/14/2024 | AIR | 88396 | HOLLAND CITY TREASURER | BLDG AND GROUNDS SERVICES FOR AIRPORT | 236.88 |
| 11242 | 11/14/2024 | AIR | 88397 | KORTHASE AND SONS CO. | LIGHTING REPAIRS FOR AIRPORT | 545.00 |
| 01-14832 | 11/21/2024 | AIR | 13467 | HES/A&B FARMS INC. - ACH | 11/14/24-12/12/24 SNOW PLOW | 5,900.00 |
| 376708 | 11/21/2024 | AIR | 13477 | MEAD & HUNT INC - ACH | SERVICES FOR AIRPORT | 2,218.50 |
| 36543456 | 11/21/2024 | AIR | 88493 | CANON FINANCIAL SERVICES INC. | COPIER SERVICES FOR AIRPORT | 264.40 |
| 2024-11-21 | 11/21/2024 | AIR | 88494 | JAMES M STOREY | PAYMENT FOR SERVICES 10/28/24-11/8/24 | 2,940.36 |
| 374556 | 11/29/2024 | AIR | 13512 | MEAD & HUNT INC - ACH | OCTOBER SERVICES FOR AIRPORT | 390.00 |
| 2024-11-27 | 11/29/2024 | AIR | 13527 | SEMCO ENERGY GAS COMPANY - ACH | AIRPORT GAS BILL | 212.64 |
| 910389791 | 11/29/2024 | AIR | 88581 | ALLIED UNIVERSAL TECHNOLOGY SERVICES | SERVICE CALL FOR AIRPORT | 254.00 |
| 2024-11-27 | 11/29/2024 | AIR | 88582 | HOLLAND BOARD OF PUBLIC WORKS | AIRPORT UTILITIES DUE 12/8/24 | 2,639.99 |
| 1516 | 11/29/2024 | AIR | 88583 | JOSE S MARROQUIN MELENDEZ | 10/20/24-11/20/24 CLEANING | 720.00 |

Report Total: 38,740.00



West Michigan Airport Authority Budget Performance Report

Balance As Of 11/30/2024

Fund: 110 WMAA (AIRPORT) GENERAL FUND
 Account Category: Revenues

| | 24-25 Original Budget | 24-25 Amended Budget | YTD Transactions | Available Balance 11/30/2024 | % Bdg't Used | End Balance 06/30/2024 |
|---------------------|-----------------------------|----------------------------|---------------------|------------------------------------|-----------------|---------------------------|
| 110-000.000-573.000 | 18,000.00 | 18,000.00 | 23,840.45 | (5,840.45) | 132.45 | (21,828.76) |
| 110-000.000-581.100 | 145,000.00 | 145,000.00 | 285,245.41 | (140,245.41) | 196.72 | (130,307.48) |
| 110-000.000-581.110 | 80,000.00 | 80,000.00 | 56,925.42 | 23,074.58 | 71.16 | (84,809.96) |
| 110-000.000-615.210 | 120,000.00 | 120,000.00 | 2.39 | 119,997.61 | 0.00 | (135,116.38) |
| 110-000.000-615.810 | 29,000.00 | 29,000.00 | 15,640.28 | 13,359.72 | 53.93 | (64,704.46) |
| 110-000.000-615.820 | 84,460.00 | 84,460.00 | 29,804.38 | 54,655.62 | 35.29 | (62,816.00) |
| 110-000.000-615.830 | 30,000.00 | 30,000.00 | 15,095.15 | 14,904.85 | 50.32 | (24,868.10) |
| 110-000.000-665.000 | 15,000.00 | 15,000.00 | 12,401.40 | 2,598.60 | 82.68 | (47,118.65) |
| 110-000.000-665.900 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (11,723.36) |
| 110-000.000-665.905 | 12,500.00 | 12,500.00 | 0.00 | 12,500.00 | 0.00 | (12,346.48) |
| 110-000.000-665.910 | 170,000.00 | 170,000.00 | 53,320.15 | 116,679.85 | 31.36 | (134,886.29) |
| 110-000.000-665.915 | 61,800.00 | 61,800.00 | 28,974.19 | 32,825.81 | 46.88 | (57,738.06) |
| 110-000.000-665.920 | 9,600.00 | 9,600.00 | 4,120.70 | 5,479.30 | 42.92 | (9,681.87) |
| Total | 775,360.00 | 775,360.00 | 525,369.92 | 249,990.08 | 67.76 | (797,945.85) |

| | | | | | | |
|---------------------|---------------------------------|------|------|------|------|-------------|
| 595.100 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (13,011.00) |
| 110-595.100-691.000 | OTHER SOURCES - LEASE FINANCING | 0.00 | 0.00 | 0.00 | 0.00 | (13,011.00) |
| Total | | 0.00 | 0.00 | 0.00 | 0.00 | (13,011.00) |

Account Category: Expenditures

| | | | | | | |
|---------------------|--------------------------------------|------------|-----------|------------|------------|------------|
| 595.100 | 150,305.00 | 150,305.00 | 30,929.34 | 119,375.66 | 20.58 | 105,142.57 |
| 110-595.100-701.000 | PAYROLL-REGULAR | 11,700.00 | 0.00 | 11,700.00 | 0.00 | 3,765.00 |
| 110-595.100-702.000 | PAYROLL-TEMPORARY HELP | 0.00 | 0.00 | 24,432.50 | 100.00 | 0.00 |
| 110-595.100-703.100 | SPECIAL PAY ONE TIME PAYMENT | 0.00 | 0.00 | 0.00 | 0.00 | 131.25 |
| 110-595.100-705.000 | PAYROLL-OVERTIME | 10,000.00 | 10,000.00 | 3,853.17 | 6,146.83 | 38.53 |
| 110-595.100-710.000 | PAYROLL-VACATION/PTO GENERAL | 3,600.00 | 3,600.00 | 408.00 | 3,192.00 | 11.33 |
| 110-595.100-712.000 | PAYROLL-HEALTH | 6,516.00 | 6,516.00 | 1,852.30 | 4,663.70 | 28.43 |
| 110-595.100-720.005 | INSURANCE-INCOME PROTECT (STD) | 600.00 | 600.00 | 327.97 | 272.03 | 54.66 |
| 110-595.100-721.005 | RETIREMENT CONTRIBUTION MERS | 11,191.00 | 11,191.00 | 2,589.16 | 8,601.84 | 23.14 |
| 110-595.100-723.000 | EMPLOYER FICA/MEDICARE CONTRIBUTION | 12,891.00 | 12,891.00 | 4,702.87 | 8,188.13 | 36.48 |
| 110-595.100-723.500 | WORKERS COMP INSURANCE | 320.00 | 320.00 | 0.00 | 320.00 | 0.00 |
| 110-595.100-730.000 | POSTAGE | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| 110-595.100-740.000 | OPERATING SUPPLIES GENERAL | 2,000.00 | 2,000.00 | 722.60 | 1,277.40 | 36.13 |
| 110-595.100-741.000 | OPERATING SUPPLIES-CONTROLLED CAPITA | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 110-595.100-801.000 | CONTRACTUAL-LEGAL | 25,000.00 | 25,000.00 | 7,600.00 | 17,400.00 | 30.40 |
| 110-595.100-802.005 | CONTRACTUAL-AUDIT SERVICES | 8,500.00 | 8,500.00 | 7,650.00 | 850.00 | 90.00 |
| 110-595.100-802.200 | CONTRACTUAL-FISCAL AGENT SERVICES | 2,000.00 | 2,000.00 | 5,000.00 | (3,000.00) | 250.00 |
| 110-595.100-807.000 | CONTRACTUAL-ARCHITECT/ENGINEER | 0.00 | 0.00 | 6,526.40 | (6,526.40) | 100.00 |
| 110-595.100-807.415 | CONTRACTUAL-ARCHITECT/ENGINEER | 0.00 | 0.00 | 1,551.05 | (1,551.05) | 100.00 |
| 110-595.100-808.000 | CONTR-BLDGS&GRNDS | 45,000.00 | 45,000.00 | 15,390.62 | 29,609.38 | 34.20 |
| 110-595.100-808.001 | CONTR-BLDGS&GRNDS JANITORIAL | 0.00 | 0.00 | 952.83 | (952.83) | 100.00 |
| 110-595.100-808.801 | CONTR-BLDGS&GRNDS MAINTENANCE GENERA | 20,000.00 | 20,000.00 | 12,567.38 | 7,432.62 | 62.84 |
| 110-595.100-808.802 | CONTR-BLDGS&GRNDS SNOWPLOWING | 60,000.00 | 60,000.00 | 36,816.37 | 23,183.63 | 61.36 |
| 110-595.100-809.001 | CONTRACTUAL-MISC CONSULTING | 10,000.00 | 10,000.00 | 2,940.36 | 7,059.64 | 29.40 |
| 110-595.100-809.003 | CONTRACTUAL-MISC MANAGEMENT SVCS | 37,221.00 | 37,221.00 | 10,517.00 | 26,704.00 | 28.26 |
| 110-595.100-809.005 | CONTRACTUAL-MISC AIRPORT MANAGER | 3,000.00 | 3,000.00 | 5,942.97 | (2,942.97) | 198.10 |



Holland

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West Michigan Airport Authority Budget Performance Report

Balance As of 11/30/2024

Fund: 110 MAA (AIRPORT) GENERAL FUND
NET OF REVENUES & EXPENDITURES:

| 24-25 Original Budget | 24-25 Amended Budget | YTD Transactions | Available Balance 11/30/2024 | End Balance 06/30/2024 |
|-----------------------------|----------------------------|---------------------|------------------------------------|---------------------------|
| 129,826.00 | 129,826.00 | 241,371.74 | (111,545.74) | (411,502.77) |

#9

West Michigan
Airport Authority



WEST MICHIGAN™
REGIONAL AIRPORT

Year Ended
June 30, 2024

Financial
Statements

Rehmann

WEST MICHIGAN AIRPORT AUTHORITY

■ Table of Contents

| | <u>Page</u> |
|---|-------------|
| Independent Auditors' Report | 1 |
| Management's Discussion and Analysis | 5 |
| Basic Financial Statements | |
| Government-wide Financial Statements: | |
| Statement of Net Position | 12 |
| Statement of Activities | 13 |
| Fund Financial Statements: | |
| Balance Sheet – Governmental Funds | 14 |
| Reconciliation of Fund Balances of the Governmental Funds to Net Position of Governmental Activities | 15 |
| Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds | 16 |
| Reconciliation of Net Changes in Fund Balances of the Governmental Funds to Change in Net Position of Governmental Activities | 17 |
| Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund | 18 |
| Notes to Financial Statements | 19 |
| Internal Control and Compliance | |
| Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> | 33 |

INDEPENDENT AUDITORS' REPORT

December 2, 2024

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Authority, as of June 30, 2024, and the respective changes in financial position thereof, and the budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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



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

Independent Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

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

Required Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 2, 2024, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Rehmann Loborn LLC

Required Supplementary Information

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

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Rehmann Lobson LLC

MANAGEMENT'S DISCUSSION AND ANALYSIS

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

As management of the West Michigan Airport Authority (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2024. We encourage readers to consider the information presented here in conjunction with additional information that is furnished the financial statements and notes to the financial statements.

Financial Highlights

The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$12,104,201 (*net position*). Of this amount, \$2,444,903 was unrestricted net position and may be used to meet the Authority's ongoing obligations to citizens and creditors. The Authority's total net position decreased by \$455,272.

As of the close of the current fiscal year, the Authority's general fund reported an ending fund balance of \$1,137,532, a decrease of \$411,504 from the prior year.

Overview of the Financial Statements

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

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

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

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

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

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

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

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

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

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

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

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

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by \$12,104,201 at the close of the most recent fiscal year.

| | Net Position | |
|----------------------------------|----------------------|----------------------|
| | 2024 | 2023 |
| Assets | | |
| Current and other assets | \$ 2,592,965 | \$ 2,199,914 |
| Capital assets, net | 9,671,873 | 10,450,794 |
| Total assets | <u>12,264,838</u> | <u>12,650,708</u> |
| Liabilities | | |
| Long-term liabilities | 17,709 | 7,476 |
| Other liabilities | 142,928 | 83,759 |
| Total liabilities | <u>160,637</u> | <u>91,235</u> |
| Net position | | |
| Net investment in capital assets | 9,659,298 | 10,450,794 |
| Unrestricted | 2,444,903 | 2,108,679 |
| Total net position | <u>\$ 12,104,201</u> | <u>\$ 12,559,473</u> |

A portion of the Authority's net position (79.8%) reflects its net investment in capital assets (e.g., land, buildings, and equipment). The Authority uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

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WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

During fiscal year 2023, the Authority established a capital projects fund. The fund had ending fund balance of \$1,312,505, which is committed for future construction projects.

General Fund Budgetary Highlights

The original and final revenue budget was \$697,000 and \$734,200, respectively. Adjustments from the original to the final revenue budget, as well as final budget to actual differences, are primarily due to actual receipts for lease, property tax revenue and state grants as compared to the conservative original budgeted amounts. The original and final expenditure budget was \$675,470 and \$590,384, respectively. Adjustments from the original to the final expenditure budget and other financing uses, as well as final budget to actual differences, are primarily related to the transfer of budgeted amounts for capital related expenditures moving to the newly created capital project fund.

Capital Asset and Debt Administration

Capital Assets. During the fiscal year, the Authority continued runway improvements of \$104,691. The City of Holland, Michigan retained ownership of capital assets consisting of land, land improvements, building and equipment acquired prior to formation of the Authority.

| | Capital Assets (Net of Depreciation/Amortization) | |
|----------------------------------|---|----------------------|
| | 2024 | 2023 |
| Land | \$ 520,353 | \$ 520,353 |
| Construction in progress | 304,650 | 199,959 |
| Land improvements | 4,561,198 | 5,085,543 |
| Buildings and improvements | 4,108,592 | 4,445,713 |
| Equipment | 164,503 | 199,226 |
| Lease equipment | 12,577 | - |
| Total capital assets, net | \$ 9,671,873 | \$ 10,450,794 |

Additional information on the Authority's capital assets can be found in Note 6 of this report.

Debt. The Authority had no long-term debt at June 30, 2024 and 2023.

Economic Factors and Next Year's Budget and Rates

The Authority has a history of conservatively managing finances. The local economy continues to be strong with very low unemployment rates and increasing property values in all property classifications. A ten-year property tax millage renewal vote was approved by voters in November 2018. The tax millage Headlee reduced rate was .0935 mill for FY 2024. Total property tax revenues increased 7.6% from the prior year given increased property values.

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

WEST MICHIGAN AIRPORT AUTHORITY

Management's Discussion and Analysis

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Debt. The Authority had no long-term debt at June 30, 2024 and 2023.

Economic Factors and Next Year's Budget and Rates

The Authority has a history of conservatively managing finances. The local economy continues to be strong with very low unemployment rates and increasing property values in all property classifications. A ten-year property tax millage renewal vote was approved by voters in November 2018. The tax millage Headlee reduced rate was .0935 mill for FY 2024. Total property tax revenues increased 7.6% from the prior year given increased property values.

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

BASIC FINANCIAL STATEMENTS

BASIC FINANCIAL STATEMENTS

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Activities

For the Year Ended June 30, 2024

| Functions / Programs | Expenses | Program Revenues | | | Net (Expenses) Revenues |
|----------------------------------|--------------|-------------------------|--|--|-------------------------------|
| | | Charges for Services | Operating Grants and Contributions | Capital Grants and Contributions | |
| Governmental activities | | | | | |
| Transportation | \$ 1,536,595 | \$ 367,040 | \$ 51,857 | \$ 267,111 | \$ (850,587) |
| General revenues | | | | | |
| Property taxes | | | | | 320,205 |
| Unrestricted investment earnings | | | | | 75,110 |
| Total general revenues | | | | | <u>395,315</u> |
| Change in net position | | | | | (455,272) |
| Net position, beginning of year | | | | | <u>12,559,473</u> |
| Net position, end of year | | | | | <u>\$ 12,104,201</u> |

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

WEST MICHIGAN AIRPORT AUTHORITY

Statement of Activities

For the Year Ended June 30, 2024

| Functions / Programs | Expenses | Program Revenues | | | Net (Expenses) Revenues |
|----------------------------------|--------------|-------------------------|--|--|-------------------------------|
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The accompanying notes are an integral part of these financial statements.

WEST MICHIGAN AIRPORT AUTHORITY

Reconciliation

Fund Balances of the Governmental Funds
to Net Position of Governmental Activities
June 30, 2024

Fund balances - governmental funds \$ 2,450,037

Amounts reported for *governmental activities* in the statement of net position are different because:

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

| | |
|---|-----------|
| Capital assets not being depreciated/amortized | 825,003 |
| Capital assets being depreciated/amortized, net | 8,846,870 |

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

| | |
|----------------------|----------|
| Lease liability | (12,575) |
| Compensated absences | (5,134) |

Net position of governmental activities \$ 12,104,201

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WEST MICHIGAN AIRPORT AUTHORITY

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Net position of governmental activities \$ 12,104,201

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WEST MICHIGAN AIRPORT AUTHORITY

Reconciliation

Net Changes in Fund Balances of the Governmental Funds
to Change in Net Position of Governmental Activities
For the Year Ended June 30, 2024

Net changes in fund balances - governmental funds \$ 333,882

Amounts reported for *governmental activities* in the statement of activities are different because:

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

| | |
|--------------------------------------|-----------|
| Capital assets purchased/constructed | 117,702 |
| Depreciation/amortization expense | (688,479) |
| Loss on disposal of capital assets | (208,144) |

Lease proceeds provide current financial resources to governmental funds in the period issued, but issuing leases increases long-term liabilities in the statement of net position. Repayment of lease principal is an expenditure in the governmental funds, but a reduction in long-term liabilities on the statement of net position.

| | |
|---|----------|
| Principal payments on long-term liabilities | 436 |
| Issuance of long-term liabilities | (13,011) |

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

| | |
|--|--------------|
| Change in accrual for compensated absences | <u>2,342</u> |
|--|--------------|

Change in net position of governmental activities \$ (455,272)

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

WEST MICHIGAN AIRPORT AUTHORITY

Reconciliation

Net Changes in Fund Balances of the Governmental Funds
to Change in Net Position of Governmental Activities
For the Year Ended June 30, 2024

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

NOTES TO FINANCIAL STATEMENTS

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WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

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

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

The Authority reports the following major governmental funds:

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

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

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

Cash and Cash Equivalents

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

State statute authorizes the Authority to invest in:

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

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

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

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WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

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

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

Compensated Absences

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

Leases

Lessee. The Authority is a lessee for a noncancellable lease of equipment. The Authority recognizes a lease liability and an intangible right-to-use lease asset in the government-wide financial statements. The Authority recognizes lease liabilities with an initial, individual value of \$5,000 or more.

At the commencement of a lease, the Authority initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the Authority determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments. The Authority uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Authority generally uses its estimated incremental borrowing rate as the discount rate for leases. The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price (if applicable) that the Authority is reasonably certain to exercise.

The Authority monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Unearned Revenue

The Authority reports unearned revenue for prepayments of lease rent.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Intergovernmental Revenues/Property Taxes

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

Use of Estimates

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

Fund Equity

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

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

2. BUDGETARY INFORMATION

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

1. The Authority's Manager oversees the Authority's operations and is responsible for submitting the proposed operating budget for the following fiscal year to the Authority Board. The Authority Board, during its review, holds a public hearing to obtain taxpayer comments. The budget is legally enacted by resolution of the Board.

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

2. Any revisions that alter total appropriations of any fund must be approved by the Authority Board. Budgeted appropriations lapse each year; however, appropriations for continuing projects and programs which the Authority intends to complete are included in the budget of the ensuing year.
3. Budgeted amounts are as originally adopted or as amended by the Authority Board during the year. The budgets have been prepared in accordance with generally accepted accounting principles.
4. The budget has been adopted on a department level basis; expenditures at this level in excess of amounts budgeted are a violation of Michigan law.
5. Annual budgets are legally adopted for the general fund as required by the Uniform Budgeting Act (P.A. 621 of 1978) of the State of Michigan.

3. ACCOUNTABILITY AND BUDGETARY COMPLIANCE

P.A. 621 of 1978, as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated. During the year ended June 30, 2024, expenditures exceeded appropriations at the legal level of budgetary control in the following funds:

| | Total Appropriation | Amount of Expenditures | Budget Variance |
|--------------------------|------------------------|---------------------------|--------------------|
| General Fund | | | |
| Current - Transportation | \$ 590,384 | \$ 642,325 | \$ 51,941 |
| Debt service - Principal | - | 436 | 436 |
| Transfers out | 579,000 | 579,698 | 698 |

4. DEPOSITS AND INVESTMENTS

The Authority reported cash and pooled investments of \$2,563,554 on the statement of net position as of June 30, 2024. This amount was held by the City's pooled cash and investments on behalf of the Authority.

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

WEST MICHIGAN AIRPORT AUTHORITY

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WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

Depreciation/amortization expense of \$688,479 has been charged to the transportation function.

7. LONG-TERM LIABILITIES

Long-term liabilities activity for the year ended June 30, 2024 was as follows:

| | Beginning Balance | Additions | Deductions | Ending Balance | Due Within One Year |
|-------------------------|----------------------|------------------|--------------------|-------------------|------------------------|
| Lease liability | \$ - | \$ 13,011 | \$ (436) | \$ 12,575 | \$ 2,452 |
| Compensated absences | 7,476 | 9,752 | (12,094) | 5,134 | 5,134 |
| | <u>\$ 7,476</u> | <u>\$ 22,763</u> | <u>\$ (12,530)</u> | <u>\$ 17,709</u> | <u>\$ 7,586</u> |

The Airport is involved in an agreement as a lessee that qualifies as a long-term lease agreement. Below is a summary of the nature of this agreement. This agreement qualifies as an intangible, right-to-use asset and not a financed purchase, as the Airport will not own the asset at the end of the contract term and the noncancelable term of the agreement surpasses one year.

| Asset Type | Remaining Term of Agreement |
|------------|-----------------------------------|
| Equipment | 5 years |

The lease equipment and the related activity are included in Note 6, Capital Assets. The lease liability and related activity are presented above.

The net present value of future minimum payments as of June 30, 2024, were as follows:

| Year Ended June 30, | Principal | Interest |
|------------------------|------------------|-----------------|
| 2025 | \$ 2,452 | \$ 368 |
| 2026 | 2,532 | 288 |
| 2027 | 2,615 | 205 |
| 2028 | 2,699 | 121 |
| 2029 | 2,277 | 33 |
| | <u>\$ 12,575</u> | <u>\$ 1,015</u> |

WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

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WEST MICHIGAN AIRPORT AUTHORITY

■ Notes to Financial Statements

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| Year Ended June 30, | Amount |
|------------------------|---------------------|
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| 2026 | 147,021 |
| 2027 | 230,056 |
| 2028 | 165,932 |
| 2029 | 125,574 |
| 2030-2034 | 858,819 |
| 2035-2039 | 670,785 |
| 2040-2044 | 481,978 |
| 2045-2049 | 561,128 |
| 2050-2054 | 474,295 |
| 2055-2059 | 195,459 |
| 2060-2064 | <u>179,106</u> |
| | <u>\$ 4,268,857</u> |

The Airport recognized \$214,652 of rental income for the year ended June 30, 2024.

12. NET INVESTMENT IN CAPITAL ASSETS

The composition of the Authority's net investment in capital assets as of June 30, 2024, was as follows:

| | |
|---|----------------------------|
| Capital assets: | |
| Capital assets not being depreciated/amortized | \$ 825,003 |
| Capital assets being depreciated/amortized, net | <u>8,846,870</u> |
| | 9,671,873 |
| Related debt: | |
| Lease liability | <u>12,575</u> |
| Net investment in capital assets | <u><u>\$ 9,659,298</u></u> |

13. TRANSFERS

For the year ended June 30, 2024, an interfund transfer in the amount of \$579,698 was made from the general fund to the capital projects fund in order to fund constructions costs.



WEST MICHIGAN AIRPORT AUTHORITY

Notes to Financial Statements

The net present value of future minimum payments as of June 30, 2024 were as follows:

| Year Ended June 30, | Amount |
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INTERNAL CONTROL AND COMPLIANCE

INTERNAL CONTROL AND COMPLIANCE

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

December 2, 2024

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 2, 2024.

Report on Internal Control Over Financial Reporting

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

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

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



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

December 2, 2024

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 2, 2024.

Report on Internal Control Over Financial Reporting

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

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

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



INDEPENDENT AUDITORS' COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

December 2, 2024

Airport Authority Board Members
West Michigan Airport Authority
Holland, Michigan

We have audited the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority"), as of and for the year ended June 30, 2024, and have issued our report thereon dated December 2, 2024. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated June 10, 2024, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

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

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

We have provided our findings regarding internal control over financial reporting and compliance noted during our audit in a separate letter to you dated December 2, 2024.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

The schedule of adjustments passed is included with management's written representations in Attachment B to this letter, and summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and each applicable opinion unit.

Disagreements with Management

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

Representations Requested from Management

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

Management's Consultations with Other Accountants

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

Other Significant Matters, Findings, or Issues

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

Upcoming Changes in Accounting Standards

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

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

Rehmann Robson LLC

WEST MICHIGAN AIRPORT AUTHORITY

■ Attachment A – Upcoming Changes in Accounting Standards / Regulations For the June 30, 2024 Audit

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

GASB 101 ■ Compensated Absences *Effective 12/15/2024 (your FY 2025)*

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

GASB 102 ■ Certain Risk Disclosures *Effective 06/15/2025 (your FY 2025)*

This standard requires governments to disclose essential information about risks related to vulnerabilities due to certain concentrations or constraints. We do not expect this standard to have any significant effect on the Authority.

GASB 103 ■ Financial Reporting Model Improvements *Effective 06/15/2026 (your FY 2026)*

This standard establishes new accounting and financial reporting requirements—or modifies existing requirements—related to the following: a. management's discussion and analysis (MD&A), b. unusual or infrequent items, c. presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position, d. information about major component units in basic financial statements, e. budgetary comparison information, and f. financial trends information in the statistical section.

GASB 104 ■ Disclosure of Certain Capital Assets *Effective 06/15/2026 (your FY 2026)*

This standard requires certain types of capital assets to be disclosed separately in the capital assets note disclosures, requires certain intangible assets to be disclosed separately by major class, and requires additional disclosures for capital assets held for sale.



WEST MICHIGAN AIRPORT AUTHORITY

Attachment A – Upcoming Changes in Accounting Standards / Regulations

For the June 30, 2024 Audit

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

GASB 101 ■ Compensated Absences

Effective 12/15/2024 (your FY 2025)

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GASB 102 ■ Certain Risk Disclosures

Effective 06/15/2025 (your FY 2025)

This standard requires governments to disclose essential information about risks related to vulnerabilities due to certain concentrations or constraints. We do not expect this standard to have any significant effect on the Authority.

GASB 103 ■ Financial Reporting Model Improvements

Effective 06/15/2026 (your FY 2026)

This standard establishes new accounting and financial reporting requirements—or modifies existing requirements—related to the following: a. management's discussion and analysis (MD&A), b. unusual or infrequent items, c. presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position, d. information about major component units in basic financial statements, e. budgetary comparison information, and f. financial trends information in the statistical section.

GASB 104 ■ Disclosure of Certain Capital Assets

Effective 06/15/2026 (your FY 2026)

This standard requires certain types of capital assets to be disclosed separately in the capital assets note disclosures, requires certain intangible assets to be disclosed separately by major class, and requires additional disclosures for capital assets held for sale.



West Michigan Airport Authority

60 Geurink Boulevard, Holland, MI 49423

P (616) 368-3023

Comprising City of Zeeland, Park Township and City of Holland



December 2, 2024

Rehmann Robson
2330 East Paris Ave
Grand Rapids, MI 49546

This representation letter is provided in connection with your audit of the financial statements of the governmental activities and each major fund of the **West Michigan Airport Authority** (the "Authority"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations and the budgetary comparison for the general fund of the Authority in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

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

We confirm that, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of December 2, 2024:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 10, 2024, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
2. The financial statements referred to above have been fairly presented in accordance with U.S. GAAP, and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
3. We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
4. With respect to the nonattest services provided, which include any assistance you provided in drafting the financial statements and related notes, and proposing standard, adjusting, correcting or GASB 34 conversion journal entries, we have performed the following:
 - a. Made all management decisions and performed all management functions;
 - b. Assigned a competent individual to oversee the services;
 - c. Evaluated the adequacy of the services performed;
 - d. Evaluated and accepted responsibility for the result of the service performed; and
 - e. Established and maintained internal controls, including monitoring ongoing activities.

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

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Comprising City of Zeeland, Park Township and City of Holland



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

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21. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
22. All required supplementary information is measured and presented within the prescribed guidelines.

Information Provided

23. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
24. All transactions have been recorded in the accounting records and are reflected in the financial statements.
25. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
26. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a material effect on the financial statements.
27. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), regulators, or others.
28. We have no knowledge of any instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
29. We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
30. We have a process to track the status of audit findings and recommendations.
31. We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
32. We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
33. We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.

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- d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

Jim Storey

Jim Storey, Interim Airport Director

Lynn McCammon, Finance Director

Lynn McCammon, Finance Director

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- d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

Jim Storey

Jim Storey, Interim Airport Director

Lynn McCammon, FINANCE DIRECTOR

Lynn McCammon, Finance Director

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.



Local Government Electronic Filing System

Michigan Department of Treasury

Michigan Department of Treasury
421 16-151

Auditing Procedures Report

Issued under Public Act 207 of 1998, as amended

Local Unit Basic Information

| | | | | | |
|-----------|----------|------------|------------------------------|------------------|---------------------------------|
| County: | OTTAWA | Type: | Authority | Local Unit Name: | West Michigan Airport Authority |
| Municode: | 70-7-535 | FY Ending: | 2024 | Year End Month: | 6 |
| Form ID: | 132016 | | Instructions | | FAQs |

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

| Attachment | Filename | Description |
|--------------------------|--|----------------------------|
| AUDITRPT | West Michigan Airport Authority 06 30 24-SOM.pdf | Please attach Audit Report |

Successful submission Dec 4 2024 3:33PM.
Confirmation number: 132016
Please print for your records.

OK

11-1

Date: 11/13/2024

To: West Michigan Regional Airport Authority

Attention: Charles Murray, Chairperson

From: Rick Thompson, Owner of 4 One Air LLC

Subject: Proposal to Lower Payment within Operating Agreement

Dear Charles Murray and Members of the West Michigan Regional Airport Authority,

I hope this letter finds you well. Thank you for your time, discussing the flight school.

As the Owner of 4 One Air LLC, I am committed to fostering aviation growth and development within our community, and I am grateful for the partnership we have built. However, as you are aware, I recently acquired this company, and I am in the process of rebuilding its foundation and overall financial stability. Given this context, I am reaching out to request a modification to the payment terms outlined in our current operating agreement.

Proposal 1: Cancellation of Flight School Fees Through 2025:

To further support our efforts to establish a strong financial foundation, I am requesting that the West Michigan Regional Airport Authority cancel all previous flight school fees and current fees through December 31, 2025.

- **Rationale for Fee Cancellation:**
 - **Financial Relief:** Cancelling these fees will provide critical financial relief. I purchased a flight school that was struggling. I am unable to meet these obligations as my first year, I did not earn any financial gains.

Proposed Adjustment Timeline:

- **Fee Cancellation:** I request cancellation of all previous and current flight school fees through December 31, 2025.

11-2

Proposal 2: To Lower Flight School Payment:

I respectfully request that the Airport Authority consider reducing my payment obligation under the terms of our agreement. The agreement I am seeking is \$2,000 annually beginning January 1 2026.

Justification:

- **Unjust Fee: (Documentation)**
 - **Level Of Fee:** 4 One Air LLC seeks to be fair in all of its dealings with customers and vendors. As we have done our research, there are no flight schools getting charged a fee even close to what was originally agreed upon. I will provide documentation for other schools and commercial flight instruction that can support this claim. The fee that is in the operating agreement is about 40x the fees in the surrounding areas.
 - **Mutual Benefits:** This adjustment would contribute to our ability to attract more students, provide better services, and ultimately increase traffic and engagement at West Michigan Regional Airport. As the business grows, our collective impact on the community will also increase, furthering your mission.
 - **Commitment to Long-Term Success:** I am committed to the long-term viability of 4 One Air LLC. Lowering my payment obligation temporarily would enhance our financial position, thus allowing us to better serve the airport and the community.

Proposed Adjustment Timeline:

I propose that this payment adjustment be in effect for 36 months starting January 1 2026, with the possibility of reevaluating the terms based on progress and financial health.

I am willing to provide detailed documentation of our current financial state and outline how this benefits both our company and the West Michigan Regional Airport Authority.

Thank you for considering my proposal. I am eager to continue collaborating to foster aviation excellence in our community.

Sincerely,
Rick Thompson
Owner, 4 One Air LLC

11-3

Proposal to the Airport Authority Board: Adjusted Flight Training Fee Structure for 4 One Air Flight School and Independent Instructors

Dear Members of the Airport Authority Board,

At 4 One Air Flight School, we are deeply committed to advancing aviation opportunities while upholding principles of fairness, equality, and community development. We are writing to propose an updated fee structure that aligns with these values and ensures that flight training remains accessible to all, regardless of scale or circumstance. It is our desire that you hear our heart and recognize the thought and effort we put in to include not just 4 One Air but everybody. We desire to push aviation forward in Holland and we want the boards support in these efforts.

A Proposal for Fair and Inclusive Access

Aviation should be a field where everyone has the freedom to pursue their passion for flight, whether they are aspiring pilots, independent instructors, or established flight schools. In this spirit, we propose a fee structure that enables a wide range of participants to contribute to the vibrancy of our airport community. We believe that this fee structure is inclusive to all and doesn't exclude any.

To ensure a balanced and equitable approach to supporting aviation education providers at our airport, we propose the following fee structure:

1. Annual Fee per Airplane:

A flat **\$100 annual fee per airplane** used for flight training, applicable to all operators, including both flight schools and independent instructors. This ensures affordability and encourages all participants to contribute to the airport's community.

2. Profit-Based Contribution:

Flight schools and independent instructors would contribute **3% of their net profits** annually, with a **maximum annual fee of \$5,000** per operator. This ensures that contributions are scaled to success while maintaining operational flexibility and financial predictability for all.

3. No CPI Adjustments:

The flight training fee will not include annual Consumer Price Index (CPI) adjustments, ensuring long-term predictability for operators. **Justification:** Transient flight training operations—those conducted by operators or schools that do not base their activities at this airport—currently occur at no cost. This policy aligns with the principle of fairness by ensuring that those based at the airport are not disproportionately burdened compared to transient operators.

Rationale for the Proposed Structure

This structure reflects our Grant Assurances commitment to equity, growth, and fostering a vibrant aviation ecosystem. Key advantages include:

- **Inclusivity and Fairness:** A low \$100 per airplane annual fee ensures that even small-scale independent instructors can provide training, maintaining accessibility for all.
- **Proportional Contributions:** By tying fees to net profits, the structure ensures fairness and encourages growth, while the \$5,000 cap prevents undue financial strain.
- **Equitable Treatment:** Eliminating CPI adjustments acknowledges the disparity in current practices, where transient operators use airport facilities for training without contributing financially.

Advancing the Airport's Vision

Implementing this fee structure would position the airport as a forward-thinking, community-oriented facility that supports both established and emerging aviation education providers. Encouraging active participation from all types of operators will drive economic growth, enhance the airport's reputation, and build a stronger aviation community.

A Collaborative Path Forward

This proposal is designed to align with the airport's mission and shared values of fairness and inclusivity. I am eager to work with the Airport Authority Board to implement these changes, ensuring that our airport remains a hub for opportunity and innovation.

Thank you for considering this proposal. I look forward to discussing it further and collaborating to create a fee structure that benefits everyone.

With respect and shared purpose,

Rick Thompson
Owner, 4 One Air Flight School

Resolution for the Crosswind Runway Feasibility Study and Planning

WHEREAS, the neighboring properties around the airport are restricted in their use and development due to the airport's operations and overlays, and the Airport Authority recognizes the importance of balancing airport growth with the concerns of the surrounding community; and

WHEREAS, the proposed crosswind runway is included in the FAA-approved airport overlay and recognized under the City of Holland Unified Development Ordinance (UDO); and

WHEREAS, the Airport Authority aims to ensure that any such project does not jeopardize the airport's operating budget or its ability to maintain the current level of services;

NOW, THEREFORE, BE IT RESOLVED by the Airport Authority Board:

1. Authorization to Form a Committee

The Chairperson of the Board is hereby authorized to establish a committee tasked with researching and providing a viable plan to construct the crosswind runway at the current location, as identified in the FAA-approved airport overlay, within the next five years.

2. Budgetary Constraints

The committee must ensure that any proposed plans for the crosswind runway do not jeopardize the airport's operating budget or hinder its ability to continue providing its current level of services.

3. Staff and Contractor Support

The committee will have full access to the support of airport staff and contracting services, including accounting, legal, and other resources, to develop a comprehensive and actionable proposal.

4. Timeline for Research and Reporting

The committee shall have 365 days (one year) from the date of this resolution to complete its research and present its findings, including a detailed proposal and recommendations, to the Airport Authority Board.

5. Contingency for Non-Completion

In the event that the committee fails to complete its research and deliver recommendations within the specified timeframe, the Airport Authority will proceed with requesting the FAA to evaluate the necessity of the North-South Crosswind Runway and consider its removal from the airport plan.

6. Stakeholder Collaboration

The committee is encouraged to engage with the FAA, neighboring property owners, the City of Holland, and other relevant stakeholders to ensure that its findings and recommendations are comprehensive and well-informed.

7. Future Project Planning

The committee's recommendations should include a clear pathway for

constructing the crosswind runway within five years, ensuring compliance with applicable regulations and alignment with community and budgetary considerations.

ADOPTED by the Airport Authority Board this [date] day of [month], [year].

Signed:

[Name]

Chairperson

Airport Authority Board

#13

WS Agreement Number: _____-RA

WBS: _____

[optional] Cooperator PO: _____

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 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

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.

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

Charles Murray
60 Geurink Boulevard
Holland, MI 49423

Date

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

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

Date

Prepared by (APHIS-WS employee): Dave Madrigal

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

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

#14



December 5, 2024

Mr. James Storey
Interim West Michigan Airport Authority Manager
West Michigan Regional Airport
60 Geurink Blvd
Holland, MI 49423

Subject: North Hangar Area Taxilane Contract Document Review

Dear Mr. Storey:

Mead & Hunt has reviewed the documents provided by MDOT Aeronautics in separate emails sent to the previous Airport Authority Manager and Airport Authority Board Chair Chuck Murray dated 9/3/2024, with subject lines "MDOT Aero Contract 2024-0806 Holland (172824) – Signatures needed" and "MDOT Aero Contract 2024-0802 Holland (4424) – Signatures Needed". Documents attached to those emails are described below:

1. Holland 2024-0806 (17824) – Ready for Signature.pdf
 - a. This document is the Michigan Department of Transportation Bipartisan Infrastructure Law Agreement and serves to allow MDOT Aeronautics to facilitate the Bipartisan Infrastructure Law Grant (2024-0806) utilizing the Airport's BIL entitlements that was applied for and received to fund the civil portions (excavation, drainage, pavement, etc.) of the North Hangar Area Taxilane project. It is one of two grants that fund the construction contract between Mead Bros Excavating (CONTRACTOR) and West Michigan Airport Authority (SPONSOR) for the Federally Eligible work items. Federally eligible work items are items associated with the construction of taxilane to FAA justified width (35'). The additional work items associated with the construction of the additional taxilane width (15') are to be funded by local only funding and are not include in the grant.

Included in the agreement is Exhibit 1 which indicates the funding breakdown (Federal, State and Local) associated with the Grant. The eligible portion of the work is being funded at 90% Federal, 5% State and 5% Local rate.

This agreement appears to in order and as expected based on previous project eligibility and funding discussions with MDOT Aeronautics.

Mr. James Storey, Interim WMAA Manager

December 5, 2024

Page 3

As mentioned above, and its worth noting again, these agreements/contract only fund the FAA eligible portion of the project. The remain ineligible portion will be funded using local funds. Additional local funds required for the project include:

- Construction – Civil Portion - \$240,980
- Construction – Electrical Portion - \$2,258
- Construction Administration - \$23,048
- IFE - \$333*

*Indicates cost has already been paid by WMAA

If you have any questions or require additional information, please contact me.

Sincerely,

MEAD & HUNT, Inc.



Jeff Thoman, PE

Senior Project Manager

Attachment:

1. Holland 2024-0806 (17824) – Ready for Signature.pdf
2. Holland 2024-0806 (4424) – Ready for Signature.pdf
3. Digital sign FAA Sponsor – Holland 2024-0802 (4424).pdf

cc: Chuck Murray, WMAA Board Chair (chuck@ggmtlaw.com)