

# 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

April 14, 2025

4:00 p.m. – 5:30 p.m.

60 Geurink Blvd. Holland, MI 49423

#### Authority Members

##### City of Holland

Charles Murray  
Quincy Byrd\*  
Devin Shea\*

##### City of Zeeland

Heather Roden  
Sally Gruppen\*  
Al Dannenberg

##### Park Township

Elisa Hoekwater  
Ken Brandsen  
Joan Zeerip\*

##### Ex-officio

Craig Van Beek\*  
(Allegan)  
Ben Fogg (Ottawa)

\*Denotes  
Municipal Elected  
Participant

Join Zoom Meeting

<https://zoom.us/j/91571931403?pwd=EZYcyBa1hkaWJwH8GvbEabCVgp6gaZ.1>

Meeting ID: 915 7193 1403

Passcode: 010596

1. Call to Order
2. Roll Call
3. Public Comment  
*All public comments are limited to 3 minutes per speaker on an Agenda item. 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.*
4. Approval of Agenda (3 Minutes): **Action Requested.**
5. Approval of Prior Meeting Minutes: (3 Minutes): **Action Requested**
  - A. February 10, 2025 Regular Meeting Minutes
  - B. March 24, 2025, Special Meeting Minutes
  - C. April 1, 2025, Special Meeting Minutes
  - D. April 9 and 10 Special Meetings Minutes
6. Approval of consent agenda (3 Minutes): **Action Requested.**
  - A. FBO Report
  - B. Report on 1200.AERO data collection
7. Unfinished Business
  - A. Airport Manager Hiring Committee Update (15 minutes): **Action Requested**

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

## West Michigan Airport Authority

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8. New Business
  - A. ODC expansion of wetland mitigation site (10 minutes): **Action Requested**
  - B. WMAA Freedom of Information Act Policy (10 minutes): **Action Requested**
  - C. Initial Discussion on FY 2026 Budget
    - i. Report from Treasurer with 5 Year Forecast: **Information Session**
    - ii. Financial Reports (5 Minutes): **Action Requested.**
9. Communications from Airport Authority Manager
10. Updates from the Board
11. Adjourn: **Action Requested.**

Next Meeting will be held May 12, 2025, at 4:00 PM.

*\*All agenda item times are approximate*

**West Michigan Airport Authority**  
**Minutes**  
**February 10, 2025**

**CTO:** Chair Murray called the board to order at 4:01 pm (1601)

**Roll Call:** The following members answered the roll call: Shea, Roden, Gruppen, Dannenberg, Hoekwater, Brandsen; *ex-officio*: Van Beek, Fogg. Members Zeerip and Byrd were absent. Others present: Rachel Hillegonds, WMAA counsel; Lynn McCammon, treasurer; Tyler VandenBrand, FBO-AvFlight; Leanne Schaeffer, communications-marketing consultant; Storey, Sawyer, WMAA staff.

**Public Comment:** None offered.

**Agenda:** Dannenberg moved approval, Gruppen second. Motion passes voice vote.

**Minutes:** Dannenberg moved approval of January 13, 2025, minutes; seconded by Shea. Corrected spelling of Ms. Roden's name noted. Motion passes voice vote.

**Introductions:** Chair Murray introduced new board member Heather Roden representing city of Zeeland and Craig Van Beek, *ex-officio* member representing Allegan County.

**Consent Agenda:** Dannenberg moved approval of the consent agenda consisting of the FBO report, 1200 Aero data collection, snow removal costs, WMAA member terms of office. Seconded by Hoekwater. Motion passed voice vote. Storey directed to follow-up on questions and statements concerning 1200 Aero submission.

**Conflict of Interest Documentation:** Storey read out the names of members who filed conflict of interest statements. All but two statements from board members were received. Storey directed to follow-up.

**OMA presentation:** WMAA legal counsel Rachel Hillegonds briefed the board on the essential requirements of the state open meetings act (OMA). Ms. Hillegonds distributed a fact sheet developed by the Michigan Municipal League, and a copy of the OMA. Hillegonds noted: all decisions and deliberations of the board must be made in public when a quorum is present; public has right to attend, record, and speak at meetings (Board by rule can set boundaries on public comment); emails cannot be used to deliberate an issue; a quorum of members can attend outside meetings as long as no deliberation of authority business is conducted; limitations on closed meetings; minutes posting requirements; calling a special meeting; remote attendance and in person attendance requirements; OMA does

not apply to committees consisting of less than a board member quorum and are not a decision body.

**Airport Manager Hiring Committee:** Committee chair Brandsen reported that candidate submissions have been shared with the board; city of Holland human resources director Orme is assisting and contacted applicants for a phone assessment; candidates will be given a Kolbe assessment; committee intends to present list for board interviews by March meeting.

**Crosswind Runway Committee:** Committee member Voss said that committee is gathering data and deciding direction.

**4 One Air LLC franchise:** Board members discussed the company's proposed modification of the franchise agreement that was distributed at the January 13 WMAA meeting. Company CEO Rick Thompson responded to questions on the details of the proposal. Member Shea verified submissions by Thompson of other flight schools' financial arrangements with their host airport. Dannenberg moved to reject the company's January 7, 2025; seconded by Gruppen. After brief discussion, Gruppen moved an amendment to form a committee to negotiate an alternative proposal and bring back a recommendation at the March meeting. Seconded by Shea. Amendment adopted on voice vote. The amended motion passed on voice vote. Dannenberg moved to appoint members Shea and Hoekwater with support from Treasurer McCammon to the committee to develop a proposal. Motion passed voice vote.

**AEV Charging Station (BETA):** Board reviewed a schematic submitted by Beta Technologies locating an aircraft electric charging station at the north-south midpoint of the west edge of the business center apron and two alternative EV charging locations adjacent to the vehicle parking lot. Discussion ensued on the revenue yield from the charging stations; the decision whether the agreement with Beta for the installation and operation of the stations should be with the WMAA or AvFlight, the FBO. Hoekwater moved that WMAA accept the proposal by Beta Technologies as depicted in the diagram for the location of the aircraft charger and alternative one for the vehicle charging station. Second, by Dannenberg. Motion passes voice vote.

**Financial Reports:** Treasurer McCammon repeated her recommendation not to act on whether to transfer funds to capital budget. Murray reminded the board that the new snowplow may be a stretch goal. Brandsen moved acceptance of the financial reports; Dannenberg seconded. Motion passed voice vote.

**Veregy Solar Array** – Dr. Jeff Studebaker of Veregy presented the company's proposal to install solar panels at WMRA. He was accompanied by Corey Harper and Tyler Grant. The

board reviewed the case study handouts of MBS International Airport's and Jackson County Airport with Veregy and the company's payback projections from installation. The board presented several questions to the Veregy representatives.

Members Gruppen and VanBeek departed meeting for other commitments at 5:45pm.

**Airport Authority Manager Communications**– Storey brought to the board's attention the request of HoM Flats for a waiver to the city of Holland's airport overlay development ordinance height restriction for its proposed development on Cabill Drive. Airport consultant Mead & Hunt found the proposed height of forty-nine feet not an impediment to aircraft operations. Board members discussed the request. Dannenberg moved the board waive objection to the HoM Flats proposed development; seconded by Shea. Murray announced a quorum was still present. Motion passed voice vote. Other airport manager communications were in a written report sent to the board.

**Board Updates** – Hoekwater announced her absence from the March 10 meeting. Brandsen noted he would also be absent. Zeerip previously advised her intended absence. As a result, the meeting would be absent a quorum. Hoekwater moved, Brandsen seconded motion to move March 10 meeting to March 17. Motion passed voice vote.

**Adjourn:** The business of board having been completed, Dannenberg moved to adjourn; seconded by Shea. Motion passed voice vote at 1753 (5:53pm).

Respectfully submitted,

Jim Storey  
Interim Airport Manager

**West Michigan Airport Authority**  
**Minutes (DRAFT)**  
**Special Meeting: March 24, 2025**  
Robinson Board Room

**Call to Order:** Chair Charles Murray called meeting into session at 7:30am

**Roll Call:** Members answering the roll call: Byrd, Shea, Gruppen, Dannenberg, Brandsen, Chair Murray. Ex-officio present, Fogg, VanBeek. Member Roden took seat at 7:36. Also present: WMAA contractors/consultants: Jennifer Orme and Kevin Ranke, city of Holland; virtual: Rachel Hillegonds, legal counsel; Leanne Schaeffer, Boileau Communications; Tyler VandenBrand, AvFlight G.M., Drew Rothstein, youth advisory member.

Chair Murray announced a quorum was present.

**Public Comment:** Dave Craig, Westshore Aviation addressed the board

**Airport Manager Hiring Committee:** Chair Murray announced the purpose of the special meeting was to receive the report of the Airport Manager Hiring Committee. He also announced two additional items to take-up: the engineering consultant retention process and the disposition of the snowplow and tractor leased for the 2024-2025 season. He recognized hiring committee chair, Member Brandsen.

Member Brandsen outlined the process used to examine the list of 14 applicants to winnow it to finalists for further consideration. At the March 13 meeting the committee approved four (4) candidates for further consideration. Since that meeting, one candidate's work status came into question. The committee recommended three candidates for the next round of interviewing by the entire board. They are: Adam Marymee, Nick Biniker, Matt Neyens.

The board discussed next steps among the members and with Ms. Orme and Ms. Hillegonds.

After deliberating how to proceed, Mr. Dannenberg offered the following motion:

We (the board) vote the three candidates: Neyens, Biniker, and Marymee as discussed with the search committee that these are the candidates we are going to interview virtually. Second by Ms. Gruppen. Roll Call: passed unanimously.

Mr. Byrd then offered the following motion: The board will meet April 1 to interview the candidates with slot one at 8am, slot two at 8:45am, slot three at 4:30 pm with board meeting to follow. Second by Shea. Motion passed on voice vote.

**Engineering Consultant Selection Committee** – Chair Murray brought up the request by the interim airport manager to select four of the five members of the engineering consultant selection committee. State of Michigan, MDOT-Aero, requires airports receiving state assistance to conduct a request for qualifications process every five years. Motion by Mr. Shea to allow the interim manager to put together a committee for the RFQ process for the engineering consultant. Second by Mr. Dannenberg. Motion passes by voice vote.

**Snow plow purchase** – Chair Murray brought up the matter of the large tractor and plow leased by the authority for the 2024-2025 winter season. The leases expire April 12. Mr. Storey referred questions about the effectiveness of the unit to Mr. VandenBrand who briefed the board on its use. After discussing the options, Mr. Byrd moved that inquiries be made as to whether credits for purchase attributed to lease payments would be retained if the authority does not purchase the Metal Pless MaxxPro blade. Mr. Dannenberg seconded. Motion passed by voice vote.

The Chair recognized Mr. VandenBrand to outline local management changes within the FBO, AvFlight.

The business matters to come before the Authority board having been completed, Mr. Dannenberg moved that it adjourn, seconded by Mr. Byrd. Passed voice at 9:02am.

Next meetings: April 1, 2025 special meeting; April 14 regular meeting.

Respectfully submitted,

Jim Storey, Interim Airport Manager

**West Michigan Airport Authority**

April 1, 2025, Special Meeting

**MINUTES (Draft)**

**Call to Order: 8:00am (0800)** Chair Murray called the West Michigan Airport Authority into session.

**Rollcall:** The following members answered the roll call: Roden, Gruppen, Dannenberg, Brandsen\*, Shea (8:10am). Ex-Officio: VanBeek\*, Fogg\* Also present: Jennifer Orme, Kevin Ranken, Lynn McCammon\*; city of Holland. Jim Storey, interim manager.

\*= Remote attendance

**Interview** – Chair Murray called upon Ms. Orme to conduct the formal questions interview with airport manager candidate Adam Marymee. Members of the board then asked questions and Mr. Marymee asked questions of the Board. Orme asked the Board members to complete scoring sheets for Mr. Marymee and all candidates.

**Public Comment:** Chair Murray called for public comment. None were offered.

**Recess:** 8:44am The stated business of the session having been completed; Chair Murray declared a recess without objection to 4:30 p.m.

**Reconvene:** 4:30pm. Chair Murray declared the board back in session.

**Rollcall:** The following members answered the call: Brandsen, Dannenberg, Gruppen, Roden, Shea, Byrd\* Ex-Officio: Fogg\*  
Also present, Orme, McCammon, Ranken, Storey.

**Interview** Chair Murray called upon Ms. Orme to conduct the formal interview with airport manager candidate Nick Biniker. Following the formal interview, the board asked additional questions, and Mr. Biniker asked the board questions. The interview ended at 5:00pm

**Interview:** at 5:16pm Chair Murray asked Ms. Orme to begin the formal interview with Matthew Neyens; the board members asked questions following the formal interview and Mr. Neyens asked the board questions. The interview ended at 5:47pm.

**Public Comment:** Chair Murray invited public comment at 5:49 pm. None were offered.

**RECESS** called by chair at 5:50 until 6:00pm

**Reconvene:** 6:00 pm (1800) The chair called the board back into session.



**Roll call:** Zeerip\*, Brandsen, Dannenberg, Gruppen, Roden, Shea, Byrd\*, Ex Officio, Fogg\*.  
Present also: Orme, McCammon, Rankin, Storey.

**Discussion:** The board discussed the candidates, deciding whom to invite for in-person interviews. **Moved** by Shea to invite Neyens and Binker for in person interviews, seconded by Dannenberg. Passed unanimously on a roll call vote.

**HES** - Chair Murray brought before the board the matter of the April 12 expiring leases with HES for the tractor and snow blade retained for the winter season. Moved by Dannenberg, seconded by Brandsen to allow both leases to expire. Passed unanimously voice vote.

**TT Fly-In** – Storey advised plans were underway for the airport to host a Fly-In for the first Saturday of Tulip Time, May 3, 2025.

**Adjournment:** The business of the board having been completed, Dannenberg moved to adjourn, Gruppen seconded. Passed unanimously. 6:50pm (1850).

Respectfully submitted,

Jim Storey  
Interim Airport Manager

5-D

## West Michigan Airport Authority

April 9 and 10, 2025, Special Meetings

### MINUTES (Draft)

#### April 9, 2025, Minutes:

**CTO:** Chair Murray called the meeting to order at 8:39am (0839)

**Roll Call:** The following members answered call: Zeerip, Brandsen, Dannenberg, Gruppen, Shea. ex-officio member, Fogg. Also present: Jennifer Orme, human resources director, Holland; Joseph Firmiss, IT director, Holland; Jim Storey, interim airport director.

Chair Murray introduced airport manager candidate Nick Biniker and recognized Orme to lead the in-person interview. Board members asked questions.

**RECESS:** Chair Murray recessed the meeting at 9:35 a.m. to permit Mr. Biniker to tour the airport property and business center.

**CTO:** Chair Murray called the board back into session at 10:41am. Mr. Biniker presented his thoughts on actions he would take in the first 30 to 60 days if hired. Chair Murray asked Mr. Biniker to pose questions to the board.

Member Byrd joined the meeting at 11:30 a.m.

**Adjourn:** The business of the Authority's meeting having been completed, Dannenberg moved the meeting adjourned; seconded by Byrd. Passed on voice vote.

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#### APRIL 10, 2025, Minutes:

**CTO:** Chair Murray called the meeting to order at 8:37 a.m.

**ROLL CALL:** The following members answered the call: Zeerip, Brandsen, Dannenberg, Shea. Also present: Jennifer Orme, human resources director, Holland; Joseph Firmiss, IT director, Holland; Jim Storey, interim airport director.

Chair Murray introduced airport manager candidate Matt Neyens and recognized Orme to lead the in-person interview. Board members asked questions.

Member Gruppen joined the meeting at 9:24a.m.

**RECESS:** Chair Murray recessed the meeting at 9:38am to permit Mr. Neyens to tour the airport property and business center.

**CTO:** Chair Murray called the board back into session at 10:43am. Mr. Neyens presented his thoughts of actions he would take in the first 30-60 days if hired. Chair Murray asked Mr. Neyens to pose questions to the board members.

Ex-officio member Fogg joined the meeting at 11:28am; Member Byrd joined the meeting at 11:32am.

**ADJOURN:** The business of the Authority having been completed, Shea moved to adjourn the meeting at 11:42, seconded by Dannenberg. Passed on voice vote.

Respectfully submitted,

Jim Storey  
Interim Airport Manager

6A

# WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report  
Avflight Holland  
February 2025

Total Fuel Gallons  
Delivered

	Current Month 02/25	One Year Ago 02/24	Current Year To Date 01/01/25-02/28/25	F/Y to Date Compared 01/01/24-02/29/24	
Avgas	1,272	2,173	779	417	
Jet Fuel	34,179	37,954	24,728	25,390	
Total Gallons Delivered	35,451	40,127	25,507	25,807	(300)

Landing Fees Collected

\$1581 (85% to airport = 1280.61)

# WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report  
 Avflight Holland  
 March 2025

**Total Fuel Gallons  
 Delivered**

	Current Month 03/25	One Year Ago 03/24	Current Year To Date 01/01/25-03/31/25	F/Y to Date Compared 01/01/24-03/31/24	
Avgas	1,962	1,560	4,013	4,150	
Jet Fuel	35,447	55,603	94,354	118,947	
<b>Total Gallons Delivered</b>	<b>37,409</b>	<b>57,163</b>	<b>98,367</b>	<b>123,097</b>	<b>(24730)</b>

**Landing Fees Collected**

\$1853 (85% to airport = 1575.05)

# #6-B

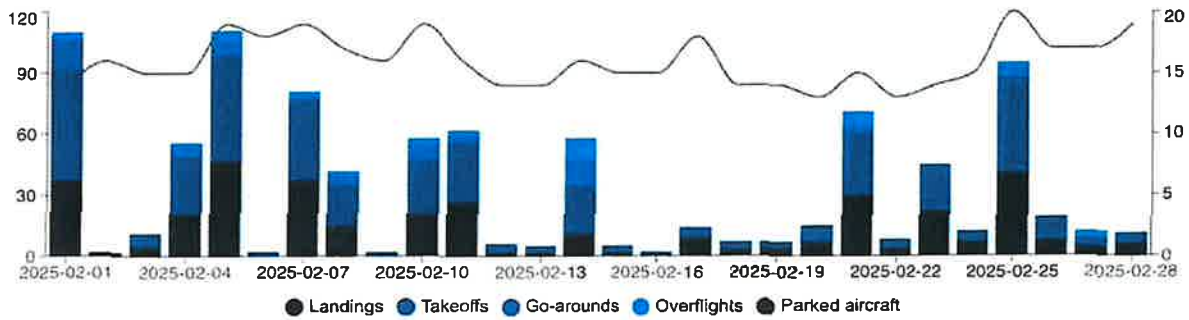


1200.aero

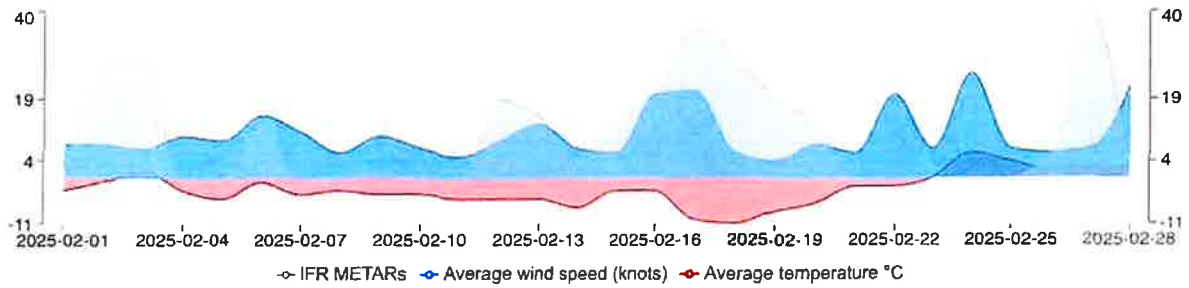
## KBIV - West Michigan Regional Operations Report for February 2025

Operations <b>929</b>	Landings <b>379</b>	Takeoffs <b>447</b>	Go-arounds <b>65</b>	Overflights <b>38</b>
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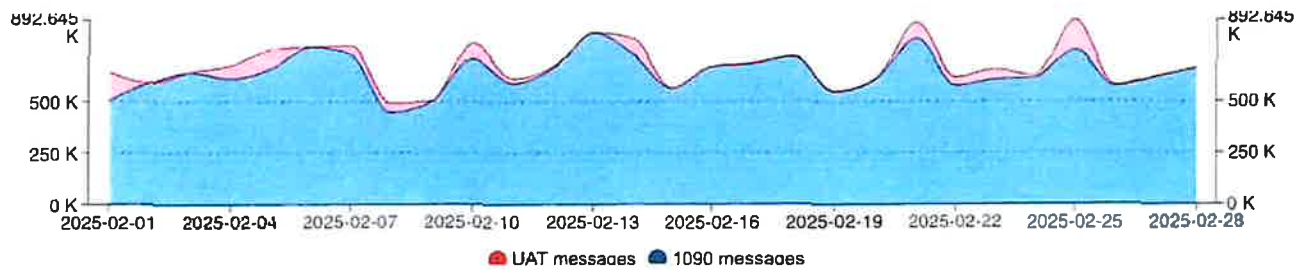
### Operations by Day



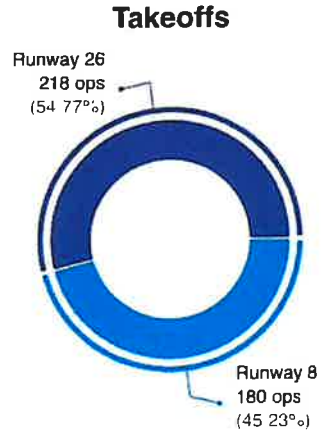
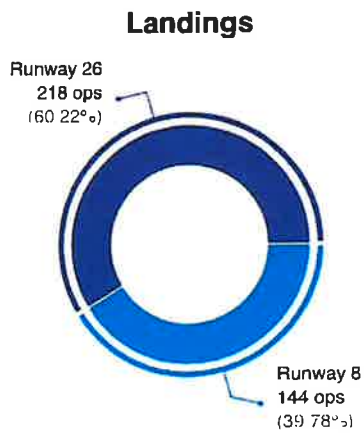
### Weather Conditions



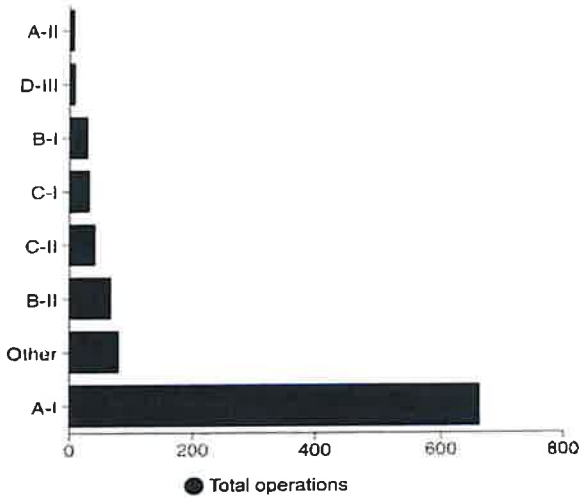
### Receiver health



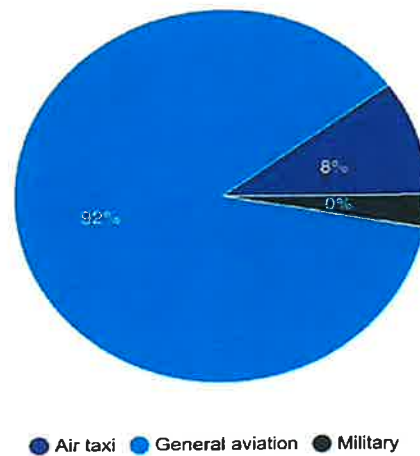
## Operations by Runway



## Operations by Category

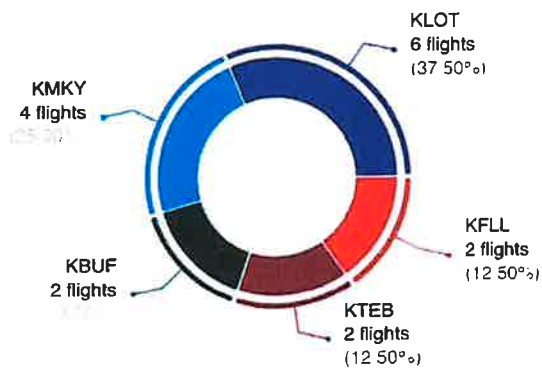


## Operations by Type

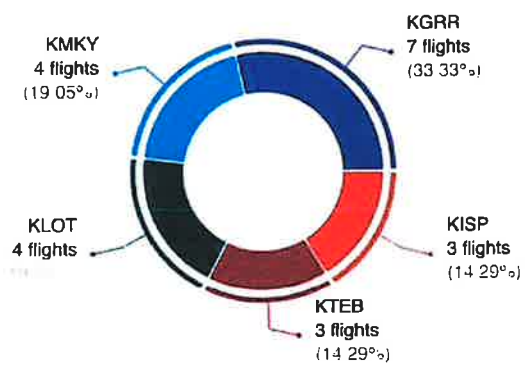


## Top Airports

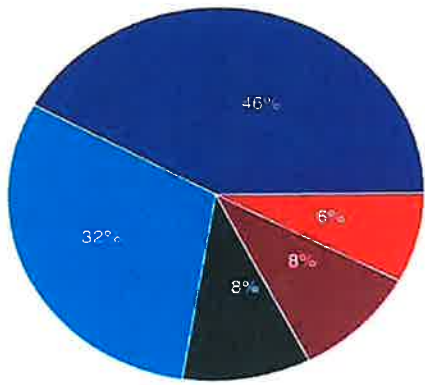
### Top Origin Airports



### Top Destination Airports

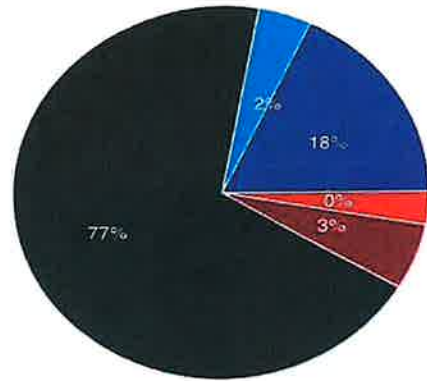


Top Aircraft Types



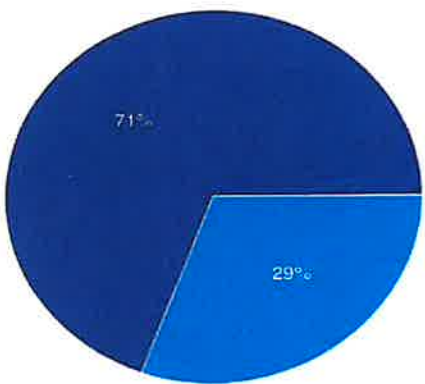
● C152 ● C172 ● Other ● C182 ● P28A

Operations by Engine Type



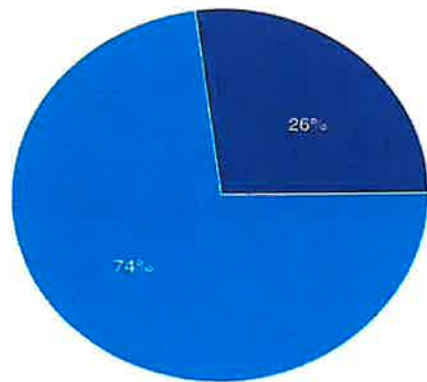
● Jet ● Other ● Piston ● Turbo-prop ● Turbo-shaft

Local vs. Itinerant Flights



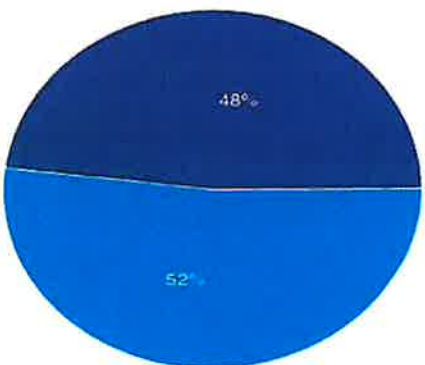
● Itinerant ● Local

Training Operations



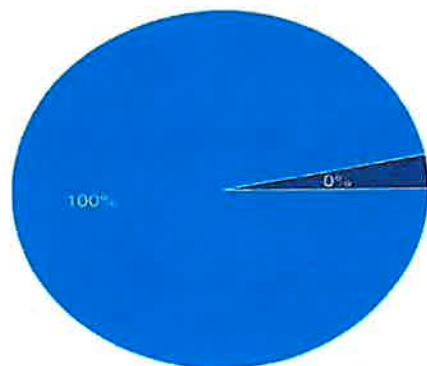
● Training ● Non-training

IFR vs. VFR flights



● IFR ● VFR

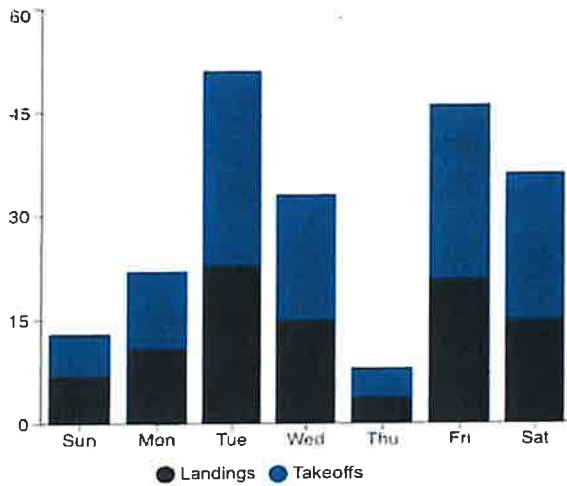
After Hours Operations



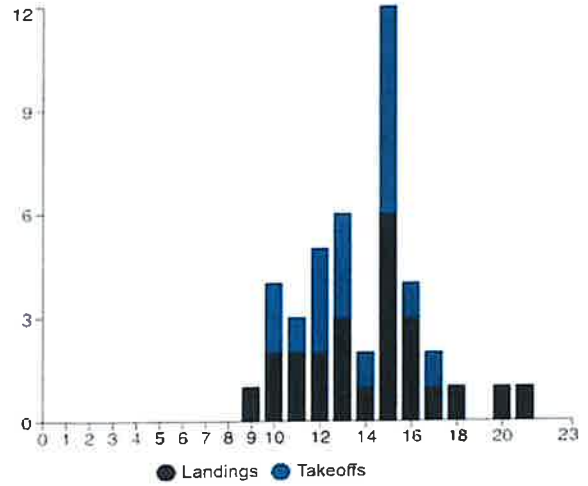
● After hours ● Tower/attendance hours



Operations by Day of Week

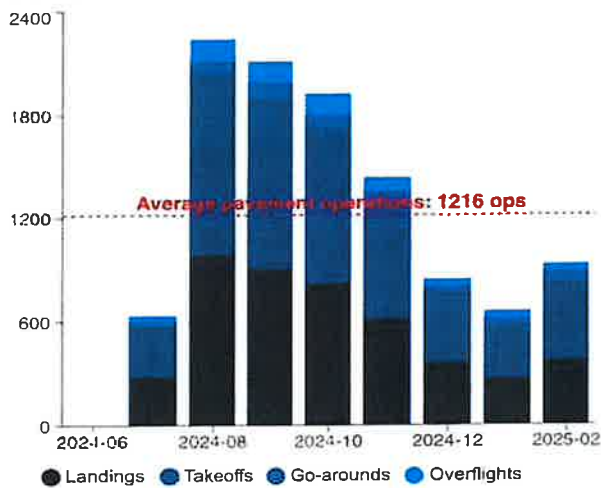


Operations by Hour



### Historical Data

Landings and Takeoffs by Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2024-09-26 (Thu)	152	30
2	2024-11-12 (Tue)	131	28
3	2024-08-08 (Thu)	119	29
4	2024-08-22 (Thu)	116	32
5	2024-11-08 (Fri)	115	27
6	2024-09-10 (Tue)	114	24
6	2024-08-13 (Tue)	114	29
7	2024-11-27 (Wed)	111	29
7	2024-08-21 (Wed)	111	29
8	2024-10-27 (Sun)	108	27

# 6-C

## Snow Removal/Ice Management Report

February 2025

### Airfield

	<u>Hours</u>	<u>Cost</u>
• AvFlight Equipment --		
Tractor with front end loader	7	\$ 736.89
Snow Plowing/Pickup Truck	75.5	5,517.54
Larger Commercial Snowplow Truck	45.50	4,539.08
Blower/Sweeper	72.50	16,914.25
TOTAL:	200.5	<u>27,707</u>
• HES Rental	25.5	<u>9,150</u>

### **Parking Lot and Sidewalks**

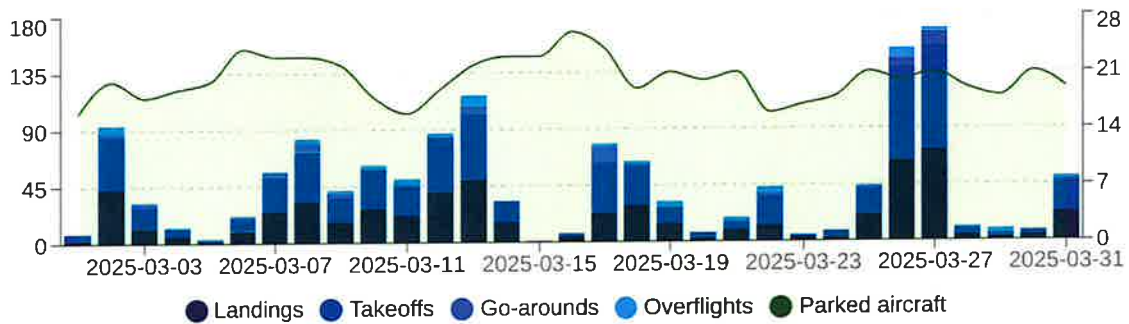
Snow removal – seasonal charge	3,200
Ice melting and shoveling; chg per application	2,695
TOTAL	<u>5,895</u>

## West Michigan Regional | Standard Report

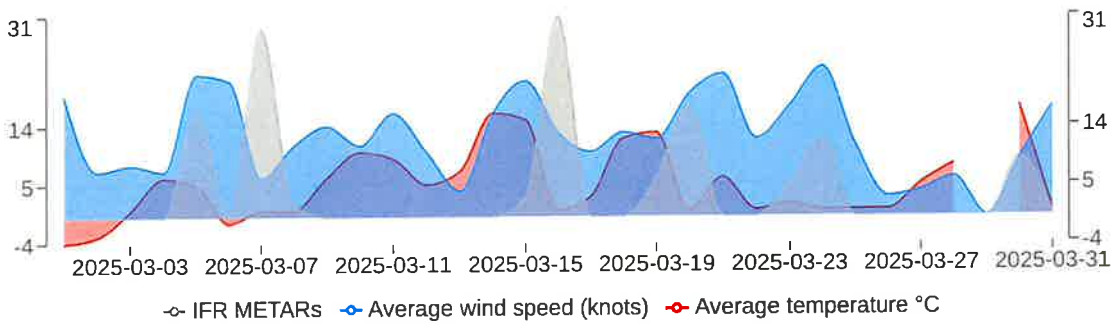
Report Date Range: 03/2025  
 Report Creation Date: 04/09/2025 11:39  
 Generated by: ivan@1200.aero

Total Operations	Landings	Takeoffs	Go-Arounds	Overflights
<b>1,415</b>	<b>604</b>	<b>682</b>	<b>62</b>	<b>67</b>

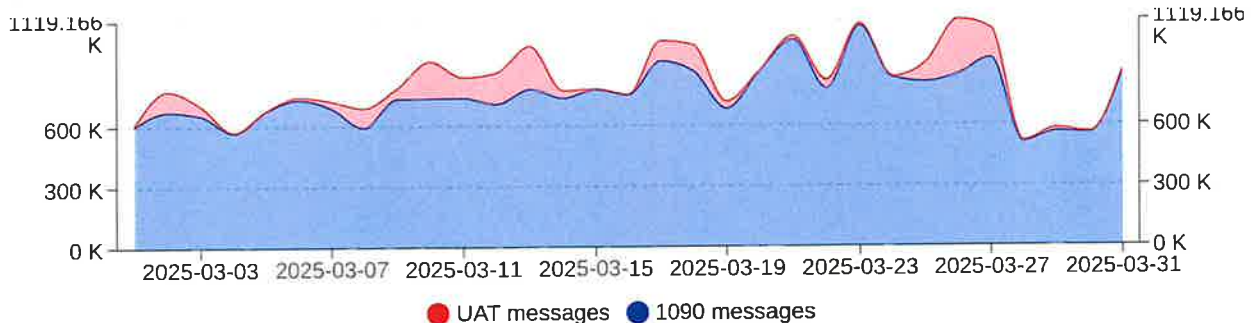
### Operations by Day



### Weather Conditions

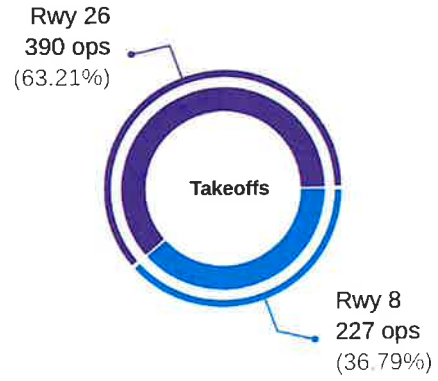
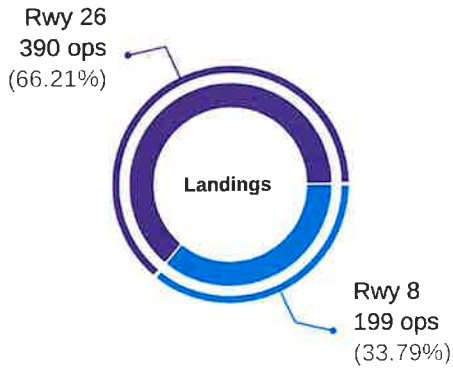


### Receiver health

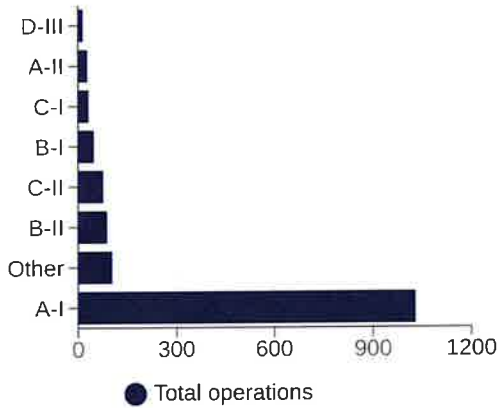


**West Michigan Regional | Standard Report**  
 Report Date Range: 03/2025

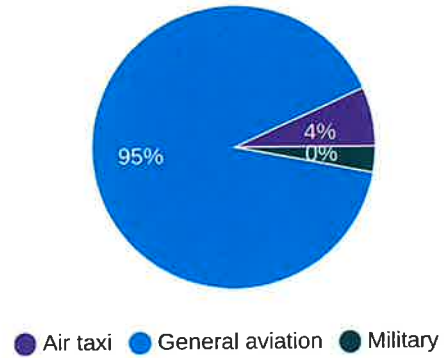
**Operations by Runway**



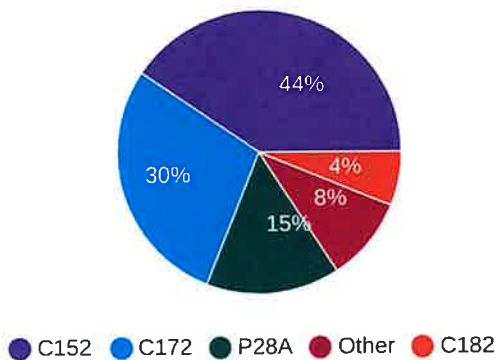
**Operations by Category**



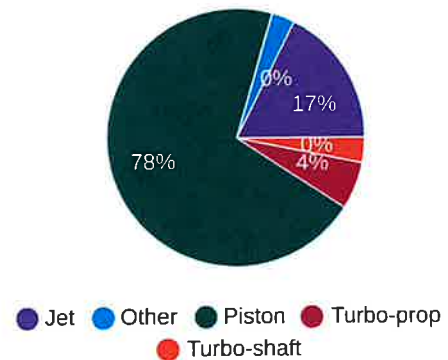
**Operations by Type**



**Top Aircraft Types**



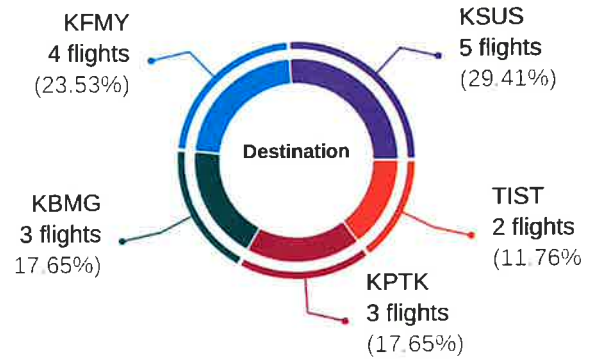
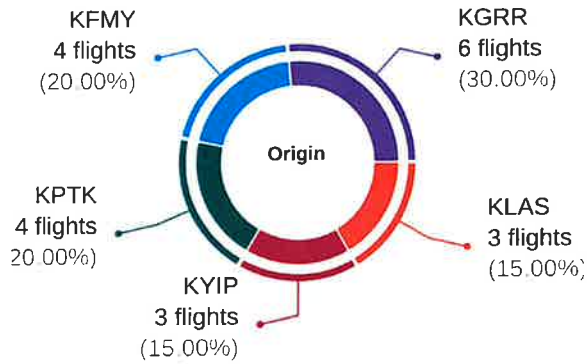
**Operations by Engine Type**



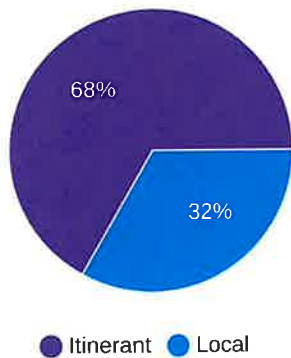
## West Michigan Regional | Standard Report

Report Date Range: 03/2025

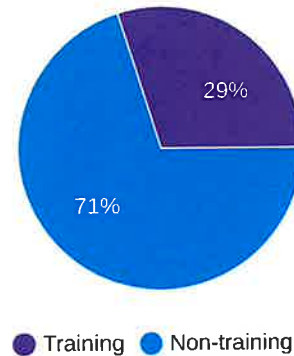
### Top Airports



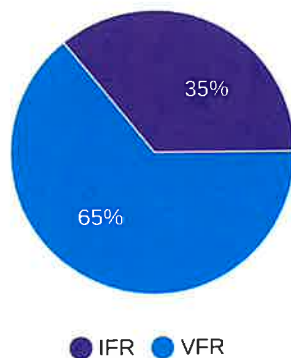
### Local vs Itinerant Flights



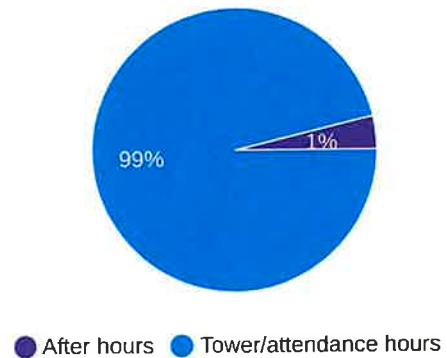
### Training Operations



### IFR vs VFR Flights

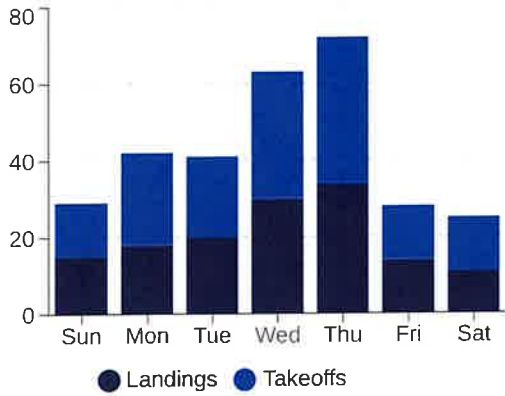


### After Hours Operations

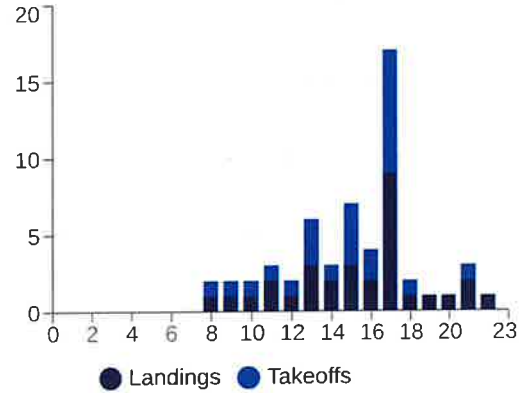


**West Michigan Regional | Standard Report**  
 Report Date Range: 03/2025

**Operations by Day of Week**

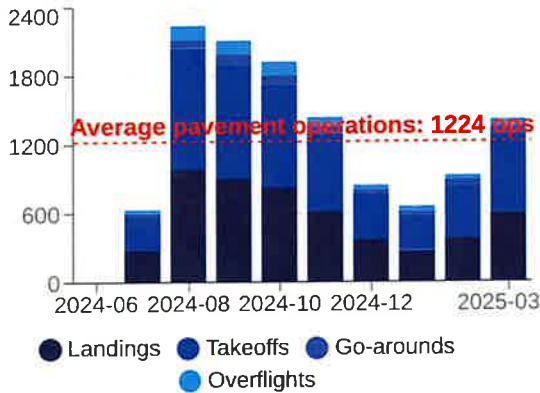


**Operations by Hour**



**Historical Data**

**Landings and Takeoff By Month**



**Busiest Days on Record**

Rank	Date	Pavement ops	Aircraft
1	2025-03-27 (Th)	156	25
2	2024-09-26 (Th)	152	30
3	2025-03-26 (We)	139	25
4	2024-11-12 (Th)	131	28
5	2024-08-08 (Th)	119	29
6	2024-08-22 (Th)	116	32
7	2024-11-08 (Fr)	115	27
8	2024-09-10 (Th)	114	24
8	2024-08-13 (Th)	114	29
9	2024-08-21 (We)	111	29

# #8-A

## South Macatawa Mitigation Bank Development Overview

### For the West Michigan Regional Airport Authority March Meeting

- The ODC Network (operators of the Outdoor Discovery Center) is working on expanding our existing wetland mitigation bank, located on property east of the West Michigan Regional Airport
- The current bank is running low on wetland mitigation credits, which can be purchased by local developers needing to offset wetland impacts
- The land, currently farmed, will be converted to vegetated wetland (not open water)
- The site of the new mitigation bank is not located under the flightpath east of the runway
- ODC is working on permitting with the Michigan Department of Environment, Great Lakes, and Energy
- Hope College completed a study during the development of the first mitigation bank that showed no adverse wildlife impacts to the airport
- Working with City Planning Department around rezoning property to Natural (Open) Space; staff may inquire airport staff for comment
- The ODC seeks to continue being good neighbors to the WMRA and are willing to help with any habitat, stormwater, or other land use concerns around the neighborhood



For further information or questions, contact Dan Callam at [danc@outdoordiscovery.org](mailto:danc@outdoordiscovery.org)

# 8-28

## FOIA Procedures and Guidelines

### West Michigan Airport Authority

#### Preamble: Statement of Principles

It is the policy of West Michigan Airport Authority (WMAA) that all persons, except those serving a term of imprisonment, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The WMAA's policy with respect to FOIA requests is to comply with state law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The WMAA acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The WMAA acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

WMAA will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. WMAA's policy is to disclose public records consistent with and in compliance with state law.

WMAA has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

#### Section 1: General Policies

The WMAA designates the Airport Director as the FOIA Coordinator. He or she is authorized to designate other WMAA staff to act on his or her behalf to accept and process written requests for the WMAA's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator or its designee first becomes aware of the request. The FOIA Coordinator or designee shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator or designee became aware of the request. The FOIA Coordinator or its designee shall review their spam and junk-mail folders on a regular basis, which shall be no less than once a month.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with state law and these FOIA Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

WMAA is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator, its designee, nor other WMAA staff or board members are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator or its designee shall keep a copy of all written requests for public records received by the WMAA on file for a period of at least one year.

WMAA will make this FOIA Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, WMAA cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this FOIA Procedures and Guidelines document and the WMAA's Written Public Summary must be publicly available by providing free copies both in the WMAA's response to a written request and upon request by visitors at the WMAA's business center and terminal, unless they are posted on the WMAA's website, in which case the link to the documents on the web page shall be provided.

#### Section 2: Requesting a Public Record

A person requesting to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the



WMAA under FOIA must do so in writing. No specific form to submit a request for a public record is required. However the FOIA Coordinator or designee may make available a FOIA Request For Public Records form for use by the public.

A request from a person, other than an individual who qualifies as indigent under FOIA, must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

Written requests for public records may be submitted in person or by mail to the FOIA Coordinator or its designee. Requests may also be submitted electronically by facsimile and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator or its designee for processing.

The WMAA may provide requested information without receipt of a written request, provided such requested information is available in the public records.

If a person makes a verbal, non-written request for information believed to be available on the WMAA's website, the WMAA shall, where practicable, inform the requestor about the WMAA's pertinent website address.

A written request must sufficiently describe a public record so as to enable WMAA personnel to identify and find the requested public record.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The WMAA will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

### **Section 3: Processing a Request**

Unless otherwise agreed to in writing by the person making the request, the WMAA will issue a response within 5 business days of receipt of a FOIA request. If a request is received by facsimile, email or other electronic transmission, the request is deemed to have been received on the following business day. The WMAA will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the WMAA needs an additional 10 business days to respond. Only one such extension is permitted for a particular request.
- Issue a written notice indicating that the public record requested is available at no charge on the WMAA s website and provide the specific webpage address where the requested information is available.

#### ***When a request is granted:***

If the request is granted, or granted in part, the FOIA Coordinator or its designee will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator or its designee shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the WMAA will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator or its designee shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the WMAA to process the request and also provide a best efforts estimate of a time frame it will take the WMAA to provide the records to the requestor. The best efforts estimate shall be nonbinding on the WMAA, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 above.

***When a request is denied or denied in part:***

If the request is denied, or denied in part, the FOIA Coordinator or its designee will issue a notice of denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the WMAA; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the WMAA Board of Directors or seek judicial review in the Ottawa County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The notice of denial shall be signed by the FOIA Coordinator or its designee.

If a request does not sufficiently describe a public record, the FOIA Coordinator or its designee may, in lieu of issuing a notice of denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

***Requests to inspect public records:***

The WMAA shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator or its designee is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect WMAA records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal WMAA operations.

***Requests for certified copies:***

The FOIA Coordinator or its designee shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

**Section 4: Fee Deposits**

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the WMAA in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator or its designee will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the WMAA's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the WMAA to provide the records;
- Forty-five (45) days have passed since the FOIA Coordinator or its designee notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the WMAA; and
- The FOIA Coordinator or its designee has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator or its designee will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to WMAA;
- The WMAA is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the WMAA.

If a deposit that is required is not received by the public body within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount pursuant to

section 10a of FOIA, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. Notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement must include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

## Section 5: Calculation of Fees

A fee may be charged for the actual total cost, including labor costs, of *necessary duplication or publication*, including making paper copies, making digital copies or transferring digital public records.

A fee will *not* be charged for the labor cost of **search**, **examination**, **review** and the **deletion** and **separation** of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the WMAA because of the nature of the request in the particular instance, and WMAA specifically identifies the nature of the unreasonably high costs.

The following factors shall be used to determine an unreasonably high cost to the WMAA:

- o The particular request incurs costs greater than incurred from the typical or usual request received by the WMAA.
- o Volume of the public record requested.
- o Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- o The available staffing to respond to the request.
- o Any other similar factors identified by the FOIA Coordinator or its designee in responding to the particular request.

When and as allowed by statute, the WMAA may charge for the following costs associated with processing a request:

- Labor costs directly associated with **searching** for, **locating** and **examining** a requested public record, *but only when failure to charge a fee for such costs will result in unreasonably high costs to the WMAA*
- Labor costs associated with a **review** of a record to **separate** and **delete** information exempt from disclosure of information which is disclosed *but only when failure to charge a fee for such costs will result in unreasonably high costs to WMAA*
- Labor costs directly associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- The actual cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the WMAA's website if you ask for the WMAA to make copies.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the WMAA website if you ask for the WMAA to make copies.
- The actual cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15 minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid WMAA employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The WMAA may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- If contracted labor is used to separate and delete exempt material from non-exempt material, the WMAA will note the name of the person or firm who does the contracted labor and the total contracted labor costs will be charged at the hourly rate of no more than 6 times the state minimum hourly wage, which is currently \$12.48 per hour for a total of \$74.88 per hour.

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the WMAA has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- WMAA will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the WMAA technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- WMAA may provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- WMAA may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator or its designee does not respond to a written request in a timely manner, the WMAA must:

- Reduce the labor costs by 5% for each day the WMAA exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:
  - The WMAA's late response was willful and intentional,
  - The written request conveyed a request for information within the first 250 words of the body of a letter, facsimile, email or email attachment, or
  - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15.231, et seq. or 1976 Public Act 442 on the front of an envelope, or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the FOIA Fee Itemization Form.

## **Section 6: Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator or its designee a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public, based on criteria approved by the FOIA Coordinator. The WMAA will waive the first \$10.00 of a specific public records request, but reserves the right to charge fees otherwise allowable under these FOIA Procedures and Guidelines if any request is made in a piecemeal manner in an effort to circumvent charges otherwise allowed under these FOIA Procedures and Guidelines. In determining whether any specific request is a piecemeal request, the FOIA Coordinator or its designee may consider any specific requests made within a 30 day time period that are made in separate parts or stages and are cumulatively part of a request for a larger quantity of public records, which if combined as one request would incur charges of more than \$10.00.

## **Section 7: Discounted Fees**

### ***Indigence***

The FOIA Coordinator or its designee will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requester has previously received discounted copies of public records from the WMAA twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing

payment to make the request.

The FOIA Coordinator or its designee may make a fee waiver affidavit form available for use by the public.

### ***Nonprofit organization advocating for developmentally disabled or mentally ill individuals***

The FOIA Coordinator or its designee will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
  - o Is made directly on behalf of the organization or its clients;
  - o Is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931; and
  - o Is accompanied by documentation of its designation by the state.

### **Section 8: Appeal of a Denial of a Public Record**

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal the denial to the WMAA's Board of Directors.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requester is seeking a reversal of the denial. The FOIA Appeal Form – To Appeal a Denial of Records, may be used.

Within 10 business days of receiving the appeal the WMAA will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records or the need to collect the requested records from numerous facilities located apart from the office receiving or processing the request, the WMAA may issue not more than 1 notice extending for not more than 10 business days the period during which the WMAA shall respond to the written appeal.

If the WMAA fails to respond to a written appeal, or if the WMAA upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Ottawa County Circuit Court.

Whether or not a requester submitted an appeal of a denial to the WMAA, he or she may file a civil action in Ottawa County Circuit Court within 180 days after the WMAA's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the WMAA to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or WMAA prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the WMAA has arbitrarily and capriciously violated the FOIA by refusal or delay in disclosing or providing copies of a public record, the court shall order the WMAA to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

### **Section 9: Appeal of an Excessive FOIA Processing Fee**

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requester believes that the fee charged by the WMAA to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the WMAA's Board of Directors by submitting a written appeal

for a fee reduction to the WMAA's Board of Directors.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The FOIA Appeal Form – To Appeal an Excess Fee may be used.

Within 10 business days after receiving the appeal, the WMAA will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee, accompanied by a certification by the WMAA Board of Directors that the statements in the determination are accurate and the reduced fee amount complies with these FOIA Procedures and Guidelines and section 4 of the FOIA;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee, accompanied by a certification by WMAA Board of Directors that the statements in the determination are accurate and the reduced fee amount complies with these FOIA Procedures and Guidelines and section 4 of the FOIA; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the WMAA will respond to the written appeal. The WMAA shall not issue more than 1 notice of extension for a particular written appeal.

Within 45 days after receiving notice of the WMAA's determination of an appeal, the requesting person may commence a civil action in Ottawa County Circuit Court for a fee reduction.

If a civil action is commenced against the WMAA for an excess fee, the WMAA is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless **one** of the following applies:

- The WMAA does not provide for appeals of fees,
- The WMAA failed to respond to a written appeal as required, or
- The WMAA issued a determination to a written appeal.

If a court determines that the WMAA required a fee that exceeds the amount permitted under its publicly available FOIA Procedures and Guidelines and section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the WMAA has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the WMAA to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

#### **Section 10: Conflict with State Law; Effective Date**

To the extent that any provision of these FOIA Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any state statute, the applicable statute shall control. The FOIA Coordinator may adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with state law and these FOIA Procedures and Guidelines.

These FOIA Policies and Guidelines become effective March \_\_, 2025.

## **Section 11: Appendix of WMAA FOIA Forms**

- FOIA Request for Public Records form
- Notice to Extend Response Time for FOIA Request form
- Notice of Denial of FOIA Request form
- FOIA Fee Itemization Form
- FOIA Appeal Form – To Appeal Denial of Records
- FOIA Appeal Form – To Appeal an Excess Fee

## WEST MICHIGAN AIRPORT AUTHORITY

### WRITTEN PUBLIC SUMMARY OF FOIA PROCEDURES AND GUIDELINES

Consistent with Public Act 563 of 2014 amending the Michigan Freedom of Information Act (FOIA), the West Michigan Airport Authority (WMAA) provides this Written Public Summary of the WMAA's FOIA Procedures and Guidelines.

#### 1. How do I submit a FOIA request to the WMAA?

- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the WMAA under FOIA must be in writing.
- A request must sufficiently describe a public record to allow the WMAA to find it.
- No specific form is required to submit a written request. However, a FOIA request form is available on the WMAA's website at \_\_\_\_\_.
- A written request can be made in person by delivery to WMAA's FOIA Coordinator or its designee at the West Michigan Regional Airport located at 60 Geurink Blvd, Holland, MI, 49423 in person or by mail.
- Requests can be made by facsimile by dialing \_\_\_\_\_.
- A request may also be submitted by e-mail. To ensure a prompt response, e-mail requests should contain the term "FOIA" or "FOIA Request" in the subject line and be sent to the Airport Manager.

#### 2. What kind of response can I expect to my request?

- Within 5 business days of receiving a FOIA request the WMAA will respond. If a request is received by facsimile or e-mail, the request will be considered received on the following business day. The WMAA will respond to your request in one of the following ways:
  - Grant the request.
  - Deny the request.
  - Grant the request, in part, and deny the request, in part.
  - Issue a notice that the WMAA needs an additional 10 business days to respond due to the nature of the request.
  - Issue a written notice that the public record requested is available at no charge on the WMAA's website.



**3. If the request is granted, or granted in part, the WMAA will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available. If the cost of processing the request is expected to exceed \$50.00, or if you have not paid for a previously granted request, the WMAA will require a deposit before processing the request. What are the WMAA's fee deposit requirements?**

- The WMAA will estimate the total fee for processing the request. If the WMAA's good faith fee estimate shows that the fee will exceed \$50.00, then the WMAA will require a deposit in the amount of 50% of the total estimated fee. When the WMAA requests the deposit it will provide you a non-binding best efforts estimate of how long it will take to process the request after the WMAA receives your deposit.
- If the WMAA receives a request from a person who has not paid the WMAA for copies of a previously granted request, then the WMAA will require a deposit of 100% of the estimated processing fee before it begins a new search for a public record. Such deposit will be required when all of the following conditions exist:
  - the final fee for the prior written request is not more than 105% of the estimated fee;
  - the public records made available contained the information sought in the prior written request and remain in the WMAA's possession;
  - the public records were made available to the individual, subject to payment, within the time frame estimated by the WMAA to provide the records;
  - 90 days have passed since the WMAA notified the individual in writing that the public records were available for pickup or mailing;
  - the individual is unable to show proof of prior payment to the WMAA; and
  - the WMAA has calculated a detailed itemization supporting the increased estimated fee deposit for the current written request.
- The WMAA will not require the 100% estimated fee deposit if any of the following apply:
  - the person making the request is able to show proof of prior payment in full to the WMAA;
  - the WMAA is paid in full for all applicable prior written requests; or
  - 365 days have passed since the person made the request for which full payment was not made to the WMAA.

**4. How does the WMAA calculate FOIA processing fees?**

- A fee will not be charged for the cost to search, examine, review and delete and separate exempt from nonexempt information unless not charging a fee would result in unreasonably high costs to the WMAA because of the nature of the request in the particular instance, and the WMAA specifically identifies the nature of the unreasonably high costs.
- The WMAA may charge and collect a fee for the following six items:
  - 1) Labor costs for searching, locating and examining a requested public record, but only when failure to charge for such costs will result in unreasonably high costs to the WMAA.
  - 2) Labor costs for review of a record and to separate and delete information exempt from disclosure, but only when failure to charge for such costs will result in unreasonably high costs to the WMAA.
  - 3) The cost of computer discs, computer tapes or other digital or similar media when the

requester asks for records in non-paper physical media.

- 4) The cost of duplication or publication, not including labor, of paper copies of public records.
- 5) Labor costs for duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- 6) The cost to mail or send a public record to a requestor.

#### **Labor Costs**

- All labor costs will be estimated and charged in 15 minute time increments with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid WMAA employee able to do the work in the specific fee category, regardless of who actually performs the work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.

#### **Non-paper Physical Media**

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be charged if the WMAA has the technological capability necessary to provide the public record in the requested non-paper physical media format.

#### **Paper Copies**

- Paper copies of public records made on a standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets paper will reflect the actual cost of reproduction.
- The WMAA may provide records using double-sided printing, if cost-saving and available.

#### **Mailing Costs**

- The cost to mail public records will use a reasonably economical and justified means.
- The WMAA may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested.

### **5. How do I qualify for a reduction of processing fees?**

- The WMAA may waive or reduce the fee associated with a request when WMAA determines that a waived or reduced fee is in the public interest because the labor and resources expended in producing the requested information is considered as primarily benefitting the general public. The WMAA will waive the first \$10.00 of a specific public records request, but will charge such fee if any request is made in an effort to avoid charges otherwise allowed under the FOIA Procedures and Guidelines policy.

- The WMAA will discount the first \$20.00 of the processing fee for a request if you submit and affidavit stating that you are:
  - indigent and receiving specific public assistance; or
  - if not receiving public assistance, stating facts showing that you lack the ability to pay because of your lack of income or other financial resources.
- You are not eligible to receive the \$20.00 waiver if you:
  - have previously received discounted copies of public records from the WMAA twice during the calendar year; or
  - are requesting information on behalf of other persons who are offering or providing payment to you to make the request.
- An affidavit is a sworn statement.
- The WMAA will waive the fee for a nonprofit organization which meets all of the following conditions:
  - the organization is designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act;
  - the request is made directly on behalf of the organization or its clients'
  - the request is made for a reason wholly consistent with the provisions of federal law under Section 931 of the Mental Health Code; and
  - the request is accompanied by documentation of the organization's designation by the State

## 6. How may I challenge the denial of a public record or an excessive fee?

- Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may file an appeal of the denial with the WMAA Board of Directors. The appeal must be in writing, state the word "appeal" and identify the reason or reasons you are seeking a reversal of the denial.

Within 10 business days of receiving the appeal the WMAA Board of Directors will respond in writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or
- reverse the disclosure denial, in part, and uphold the disclosure denial, in part.

Whether or not you submitted an appeal of a denial to the WMAA Board of Directors, you may file a civil action in Ottawa County Circuit Court within 180 days after the WMAA's final determination to deny your request. Should you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the WMAA acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.00.

- Appeal of an Excessive FOIA Processing Fee

If you believe that the fee charged by the WMAA to process your FOIA request exceeds the amount permitted by state law, you must first submit a written appeal for a fee reduction to the WMAA Board of Directors. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the WMAA Board of Directors will respond in writing by:

- waiving the fee;
- reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the WMAA Board of Directors will respond to the written appeal

Within 45 days after receiving notice of the WMAA determination of the processing fee appeal, you may commence a civil action in the Ottawa County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the WMAA acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.00.

#### **Need more details or information?**

This is only a summary of the WMAA's FOIA Procedures and Guidelines. For more details and information, copies of the WMAA's FOIA Procedures and Guidelines are available at no charge at any City office and on the City's website, \_\_\_\_\_.

Keep original and provide copy, along with Procedures and Guidelines and Public Summary to requestor at no charge, if not on web site.

# West Michigan Airport Authority

Denial Form

## Notice of Denial of FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via:  Email  Fax  Other Electronic Method  
 Date of This Notice: \_\_\_\_\_ Date delivered to junk/spam folder: \_\_\_\_\_  
 (Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_  
 Request for:  Copy  Certified copy  Record inspection  Subscription to record issued on regular basis

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Delivery Method: Will pick up Mail to address above Email to address above  
 Deliver on digital media provided by the WMAA: \_\_\_\_\_

Record(s) You Requested: (Listed here or see attached copy of original request) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

All OR Part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact the FOIA Coordinator or Designee.

### Reason for Denial:

1. Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_  
 \_\_\_\_\_

2. Record Does Not Exist: This item does not exist under the name provided in your request or by another name reasonably known to the WMAA. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: \_\_\_\_\_  
 \_\_\_\_\_

3. Redaction: A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_  
 \_\_\_\_\_

A brief description of the information that had to be separated or deleted:  
 \_\_\_\_\_  
 \_\_\_\_\_

### Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the WMAA Board of Directors or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the WMAA has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator or Designee: \_\_\_\_\_

Date: \_\_\_\_\_

## FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

**15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.**

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**History:** 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015

Keep original and provide copy, along with Procedures and Guidelines and Public Summary to requestor at no charge, if not on web site.

# West Michigan Airport Authority

Fee Appeal Form

## FOIA Appeal Form—To Appeal an Excess Fee

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via:  Email  Fax  Other Electronic Method  
Date of This Notice: \_\_\_\_\_ Date delivered to junk/spam folder: \_\_\_\_\_  
(Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_  
Request for:  Copy  Certified copy  Record inspection  Subscription to record issued on regular basis

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Delivery Method: Will pick up Mail to address above Email to address above  
Deliver on digital media provided by the WMAA: \_\_\_\_\_

Record(s) You Requested: (Listed here or see attached copy of original request) \_\_\_\_\_

### Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### West Michigan Airport Authority Response:

The WMAA must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

WMAA Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until \_\_\_\_\_ (month, day, and year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: \_\_\_\_\_

If you have any questions regarding this extension, contact the FOIA Coordinator or Designee.

WMAA Determination:  Fee Waived  Fee Reduced  Fee Upheld

Written basis for WMAA determination: \_\_\_\_\_

### Notice of Requestor's Right to Seek Judicial Review

If you believe the fee exceeds the amount permitted under the WMAA's written Procedures and Guidelines or FOIA statute, you are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the WMAA Board of Directors. If a civil action is commenced in court, the WMAA is not obligated to compete processing the request until the court resolves the fee dispute. If the court determines that the WMAA required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

# West Michigan Airport Authority FOIA Fee Itemization Form

Itemization Form

Keep original and provide copy, along with Procedures and Guidelines and Public Summary to requestor at no charge, if not on web site.

## Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Component	Cost Calculations	Total
<b>1. Labor Costs- Search, Location and Examination of Records*</b>	Enter the hourly wage of lowest paid employee capable of performing the search, location and examination $\$ \_\_\_\_ \text{ per hour}$  Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) $\_\_\_\_ \%$  Multiply the hourly wage times the fringe benefit multiplier $\$ \_\_\_\_ \times 1. \_\_\_\_ = \$ \_\_\_\_$  Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment $\$ \_\_\_\_ / 4 = \$ \_\_\_\_$	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate $\_\_\_\_ \times \$ \_\_\_\_ = \$ \_\_\_\_$	
<b>2. Employee Labor Costs-Redaction*</b>	If performed by the public body's employee:  Enter the hourly wage of lowest paid employee capable of performing the reaction $\$ \_\_\_\_ \text{ per hour}$  Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) $\_\_\_\_ \%$  Multiply the hourly wage times the fringe benefit multiplier $\$ \_\_\_\_ \times 1. \_\_\_\_ = \$ \_\_\_\_$  If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) $\$ \_\_\_\_ + \_\_\_\_ = \$ \_\_\_\_$  Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment $\$ \_\_\_\_ / 4 = \$ \_\_\_\_$	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate $\_\_\_\_ \times \$ \_\_\_\_ = \$ \_\_\_\_$	
<b>2. Contracted Labor Costs- Redaction*</b>	If performed by Contracted Labor (Only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator):  Name of person or firm contracted: _____  Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. $\$12.48 \times 6 = \$74.88$ ) $\$ \_\_\_\_ \text{ per hour}$	



	<p>Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment  <math>\\$ \_\_\_\_ / 4 = \\$ \_\_\_\_</math></p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate  <math>\_\_\_\_ \times \\$ \_\_\_\_ = \\$ \_\_\_\_</math></p>	\$ _____
<b>3. Non-Paper Physical Media</b>	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives \$ _____ x number used _____ = \$ _____</p> <p>Computer Discs \$ _____ x number used _____ = \$ _____</p> <p>Other Media \$ _____ x number used _____ = \$ _____</p>	\$ _____
<b>4. Paper Copies</b>	<p>Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>:</p> <p>Letter paper (8 1/2" x 11")  number of sheets _____ x \$0.____ = \$ _____</p> <p>Legal paper (8 1/2" x 14")  number of sheets _____ x \$0.____ = \$ _____</p> <p>Actual cost of other types of paper:</p> <p>Type of Paper: _____  number of sheets _____ x \$ _____ = \$ _____</p> <p>Type of Paper: _____  number of sheets _____ x \$ _____ = \$ _____</p> <p><b>(NOTE: Must print double-sided if available and costs less)</b></p>	\$ _____
<b>5. Labor Cost-Duplication Copying, and transferring records to non-paper physical media</b>	<p>Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media  \$ _____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost)  _____ %</p> <p>Multiply the hourly wage times the fringe benefit multiplier  \$ _____ x 1. _____ = \$ _____</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)  \$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by _____ to determine the charge per _____ (____) minute increment  <math>\\$ \_\_\_\_ / 4 = \\$ \_\_\_\_</math></p> <p><b>(NOTE: May use any time increment for this category)</b></p>	
	<p>Number of _____ minute increments (partial time increments must be rounded down) multiplied by the permitted rate  <math>\_\_\_\_ \times \\$ \_\_\_\_ = \\$ \_\_\_\_</math></p>	\$ _____

<b>6. Mailing</b>	<p>Actual cost of mailing records in a reasonable and economical manner:</p> <p style="text-align: center;">Cost of mailing: \$ _____</p> <p>Cost of least expensive form of postal delivery confirmation: \$ _____</p> <p>Cost of expedited shipping or insurance only if specifically stipulated by the requestor: \$ _____</p>	\$ _____
	<b>Subtotal</b>	\$ _____
<b>Waivers and Reductions</b>	<p>Subtract any Fee Waiver or Reduction: \$20.00 for indigence or nonprofit organization as further described in the Public Body's Procedures and Guidelines.</p> <p>Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. \$ _____</p> <p>The reduction amount due to the late response of the Public Body. 5% of fee x _____ days late = _____% reduction (maximum reduction is 50%)</p>	-\$ _____
<b>Deposit</b>	Subtract any good-faith deposit received: \$ _____	-\$ _____
	<b>Total Due</b>	\$ _____

\*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the request in the particular instance, and the public body specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs uncured by the public body in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools*, (Mich.App. Apr. 26, 2011), 2011 WL 1564645.

Keep original and provide copy, along with Procedures and Guidelines and Public Summary to requestor at no charge, if not on web site.

# West Michigan Airport Authority

Extension Form

## Notice to Extend Response Time for FOIA Request

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Date of This Notice: \_\_\_\_\_  
(Please Print or Type)

Check if received via:  Email  Fax  Other Electronic Method  
Date delivered to junk/spam folder: \_\_\_\_\_  
Date discovered in junk/spam folder: \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for:  Copy  Certified copy  Record inspection   
Delivery Method:  Will pick up  Mail to address above  Email to address above  
 Deliver on digital media provided by the WMAA: \_\_\_\_\_

Record(s) You Requested: (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are extending the date to respond to your FOIA request for no more than 10 business days, until \_\_\_\_\_ (month, day, year). Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact the FOIA Coordinator or Designee.

Estimated Time Frame to Provide Records: \_\_\_\_\_ (days or date)  
The time frame estimate is non-binding upon the WMAA, but the WMAA is providing the estimate in good faith. Providing a time frame does not relieve a public body from any of the other requirements of this act.

### Reason for Extension:

1. The WMAA needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the WMAA must:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The WMAA needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the WMAA office. Specifically, the WMAA must coordinate documents from the following locations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Other (describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of FOIA Coordinator or Designee:

Date:

\_\_\_\_\_  
\_\_\_\_\_

## West Michigan Airport Authority

**Meeting Date:** April 14, 2025

**Agenda Item:**

**Subject:** Long-Term Forecast

**Prepared By:** Lynn McCammon, City Finance

**Recommendation:** N/A – Information Only

The West Michigan Airport Authority prepares an annual budget for the General Fund, which is legally adopted as required by the Uniform Budgeting Act (P.A. 621 of 1978) of the State of Michigan. Beginning this year, the Authority has prepared a 6-year Financial Forecast for the fiscal years ending June 30, 2026 through June 30, 2031. The forecast focuses on the General Fund, which is the Authority's main operating fund and incorporates the long-term capital plan to ensure the future capital needs can be appropriately funded. The forecast is designed to assist with the identification of resources available in the long-term to allow the Authority to achieve the service and infrastructure goals and will be updated annually as part of the budget process. This forecast provides a visualization of the future impact of current budget decisions.

The Treasurer will present information on the process, assumptions used, potential long-term trends for General Fund and Capital Fund reserves, and challenges/opportunities. It is important to note that this information is based on the best information available at the time of the forecast and *NOT* a budget for future years. Additionally, given the transition in airport staffing, the forecast is primarily based on historical financial data. Once a new Director is in place, the Treasurer will work with the Authority to refine the forecast.



## Introduction

The West Michigan Regional Airport is a community-owned resource, supported through operations revenue, government funding and local taxpayers. The West Michigan Airport Authority (the “Authority”) governs policy, budget and strategic planning for the airport to align with the best interests of taxpayers. The Authority was formed in 2008 and consists of three regional municipalities where voters approved an operations millage for the airport. These include the City of Holland, Park Township and the City of Zeeland.

The Authority prepares an annual budget for the General Fund, which is legally adopted as required by the Uniform Budgeting Act (P.A. 621 of 1978) of the State of Michigan. Beginning this year, the Authority has prepared a 6-year Financial Forecast for the fiscal years ending June 30, 2026 through June 30, 2031. The forecast focuses on the General Fund, which is the Authority’s main operating fund, and incorporates the long-term capital plan to ensure the future capital needs can be appropriately funded. The forecast is designed to assist with the identification of resources available in the long-term to allow the Authority to achieve the service and infrastructure goals and will be updated annually as part of the budget process. This forecast provides a visualization of the future impact of current year budget decisions.

The forecast includes projections based on historical information and the most recent economic data available at the time of the forecast. It is important to keep in mind that the forecast is not a budget, but rather a vehicle that provides a look at what the future financial position could be given the assumptions used in the forecast. While the uncertainty of the forecast increases with the length of the period predicted, the forecast can provide insight into future financial capacity so that strategies can be developed to achieve long-term sustainability in light of the Authority’s service objectives and financial challenges.

## Macroeconomic Data

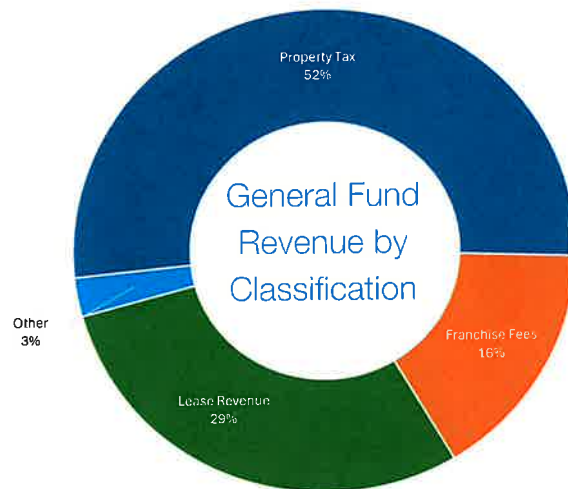
The forecast utilizes key macroeconomic data when building projections for future revenues and expenditures. Macroeconomic data, such as inflation, unemployment and interest rates provide insights into the direction of the economy. The data used in the forecast is derived from recognized sources, including the Congressional Budget Office (CBO), Federal Reserve, and the Bureau of Labor Statistics. These sources provide longer term projections of economic data which are incorporated into the longer term projections in this forecast.

## Forecast Assumptions

Revenue and expenditure projections are essential components in developing a long-term financial outlook. The forecast utilizes key revenue and expenditure assumptions as the foundation for the projections. Due to practical limitations, the forecast focuses on some specific items while forecasting the remainder by category.

## General Fund Revenue Assumptions

Revenue forecasts combine an analysis of economic factors, State limitations, and historical trends. Property tax and personal property tax reimbursement revenue account for 52% of General Fund revenue, lease revenues represent 29%, and franchise and related FBO pass thru revenues account for 16%. These revenues are forecast in detail, while other revenues are grouped together for the purpose of forecasting.



### Property Tax Revenue: Outlook - Stable (near term) Uncertain (long-term)

Property tax revenue is the largest source of revenue for the General Fund, representing 52% of total revenues. The City of Holland, City of Zeeland, and Park Township voters approved a 1.0 millage in 2017 for the operation of the municipal airport. The millage expires on 12/31/2027.

Michigan has a complicated set of rate limits that restrict annual increases in property *taxable* value, generally coinciding with the rate of inflation (CPI) or 5%, whichever is less, plus an allowance for net new property additions. The forecast for this revenue source will be based on the prior year actual property tax revenue increased by the following:

- o Growth from *existing taxable value* is projected to increase by CPI (per January 2025 CBO "The Budget and Economic Outlook: 2025 to 2035"): 2.4% in 2026; 2.3% declining to 2.2% in years 2 through 6.
- o *new growth* estimate at a conservative 1.0%.

While the forecast will include property tax revenue projected for the entirety of the forecast period, it is important to note that the millage expires on 12/31/2027 and an extension requires approval of voters. This could potentially impact property tax revenues beginning in FY 2029.



## General Fund Revenue Assumptions

### Personal Property Tax Reimbursement: Outlook - Uncertain

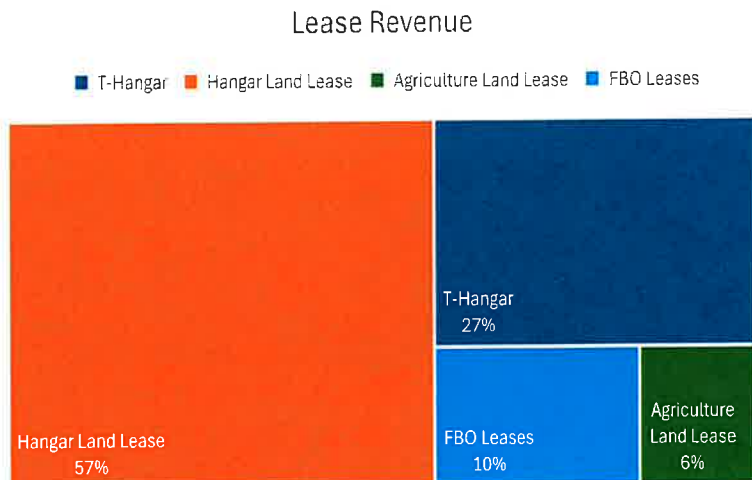
In 2016 the state adopted legislation which resulted in exemptions for small tax payers and initiated phasing out the eligible manufacturing personal property (EMPP). To replace the revenue source, the Local Community Stabilization Authority (LCSA) Act requires Personal Property Tax (PPT) reimbursement to municipalities. The complex calculation is designed to reimburse for the essential services (police and fire) and a portion of the qualified loss.

A change to the formula began to be phased in starting in FY 2022 and effective for tax year 2023, the state increased the threshold for small business exemption from \$80,000 to \$180,000. Given the complexity of the calculation and lack of available data surrounding inputs in the formula, this revenue source was conservatively budgeted at zero growth for the General Fund for the entirety of the forecast.

### Lease Income: Outlook - Stable

Lease income represents 29% of General Fund revenues and is comprised of the following:

- o Hangar Land Leases: These are ground leases that grant the lessee the right to construct a hangar or other structure on the property and the privilege of using the public flying field of the airport. This is the largest component of lease income, consisting of 9 leases with terms ranging from 30 to 50 years. The leases provide for an annual increase based on CPI.
- o T-Hangar leases: The airport leases airport-owned storage T-hangars for \$200 per month. There are currently 24 hangar leases. The leases do not include an adjustment factor and have not increased in recent years.
- o Agricultural Land Lease: The airport currently leases land for farm use. These are primarily informal agreements, but generally increase by CPI.



The leases that include provisions for CPI adjustments will be forecast to increase by CPI. T-Hangar leases will conservatively include a zero increase.



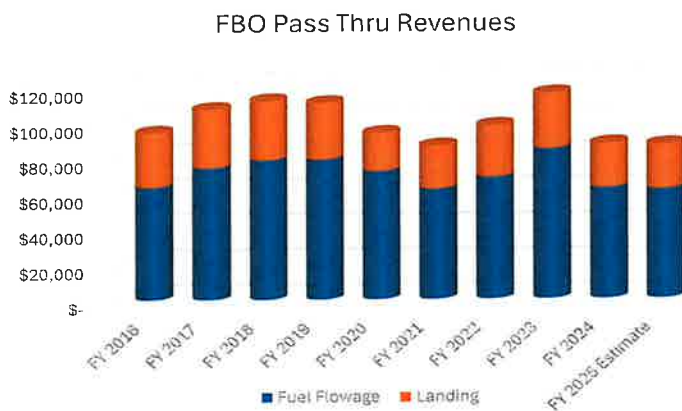
## General Fund Revenue Assumptions

### Fixed Base Operator (FBO) Agreement and Pass Thru Revenues: Outlook - Stable

Fixed base operation services are essential to the proper accommodation of general and commercial aviation at the airport. The Authority utilizes FBO services and entered into an agreement which provides for the following revenue sources:

- o Franchise fee: A flat fee which has an annual increase based on CPI.
- o Fuel flowage fees: The Authority receives 11 cents per gallon of fuel sold.
- o Landing fees: Landing fees are collected by the FBO, who then retains a portion. The current FBO retains 15% of the fees (the prior FBO retained 3%).

As the chart illustrates, the total revenue from the fuel flowage and landing fees declined during COVID, rebounded in FY 2023, but is currently tracking below pre-pandemic levels. The decline in landing fees is partially due to a change in the fee structure from 3% retained by the



FBO to 15% beginning in July 2023. The fuel flowage rate has remained at 11 cents since July 2019, but the average monthly volume has declined in recent years.

The forecast for the franchise fee will include an increase equal to CPI, in accordance with the agreement.

Fuel flowage and landing fees will include a conservative 2% increase to reflect continued room for growth to return to pre-pandemic levels.

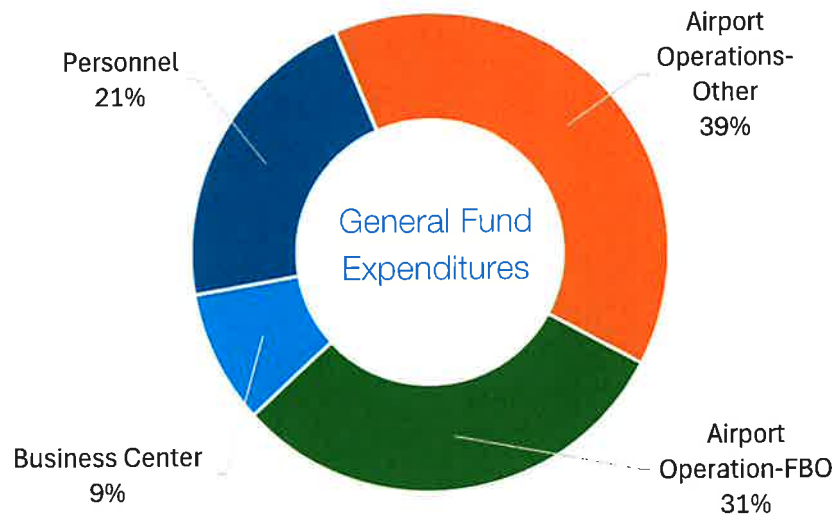
### Other Income: Outlook - Stable

Other income primarily consists of investment income. The Authority participates in the City of Holland's pooled cash and investments fund. In accordance with Government Finance Officers Association best practices, the City's investment policy primary objectives of investment activities, in priority order, are Safety, Liquidity and Yield. The policy authorizes investments in accordance with Public Act 20, as amended through December 31, 1997. For the purposes of this forecast, investment income will be calculated on an average balance multiplied by the projected Fed Funds rate as forecast by the CBO.



## General Fund Expenditure Assumptions

General Fund expenditures include personnel costs, airport operations, business center operations, and FBO reimbursements. Capital expenditures are included in the Capital Fund. FBO reimbursed expenditures and personnel costs together represent 52% of the proposed FY 2026 General Fund budget and will be forecast in detail. Other operating expenditures are forecast by category.



### FBO Reimbursed Expenditures: Outlook - Monitoring

The FBO provides services for which they receive compensation from the Authority. This includes miscellaneous management, snowplowing, mowing and other maintenance. The FBO payments represent 31% of the FY 2026 proposed budget. Snowplowing costs are variable as they are dependent on weather conditions. The FY 2026 proposed budget represents a decline from projected FY 2025 amounts as snowplowing in FY 2025 exceeded prior year totals. The forecast for the remaining years will include an increase equal to the Personal Consumption Expenditure (PCE) index which is representative of potential inflation.

### Personnel Expenditures: Outlook - Monitoring Staffing Changes

Personnel costs have varied over the past several years as staffing levels have changed. In addition, the Airport Director position is open and in the process of being filled. For the purposes of this forecast, staffing is projected to include one full-time Airport Director beginning in May 2024 at the mid-point of the salary range. The forecast also includes one part-time (20 hours per week) administrative position.



## General Fund Expenditure Assumptions

### Personnel Expenditures (continued): Outlook - Monitoring Staff Changes

The forecast for personnel wage expenditures will include the following:

- ◇ Wages—includes an increase based on the Employer Cost Index (ECI) plus an adjustment for a wage progression factor based on the Authority's wage scale.
- ◇ Employee health insurance—assumes one employee insured; coverage through the City's PPO plan for family coverage, including an inflation factor based on projections for National Health Expenditure Data as reported by the Centers for Medicare and Medicaid Services.
- ◇ Pension and payroll taxes—the calculation is based on projected wages.

### Airport Operations-Other Expenditures and Business Center Expenditures: Outlook - Stable

These categories primarily include expenditures such as utilities, ground maintenance, janitorial, and contractual costs related to legal, accounting and marketing. The forecast includes an inflation factor equal to the PCE index.

### Transfers to Capital Project Fund

The Authority's Fund Balance Policy recommends a minimum General Fund balance between 75% and 120% of annual budgeted expenditures. Any funds in excess of this are available to transfer to the Capital Project Fund. The forecast assumes any excess over the top of the range is transferred to the Capital Project Fund.

## General Fund Reserves

The Authority's Fund Balance Policy recommends an ending unassigned fund balance between 75% and 120% of budgeted expenditures for the General Fund. The recommended range was established by the board and higher target levels reflect the reliance on a property tax millage that requires periodic voter renewal. Maintaining a strong fund balance position allows the Authority to respond to unexpected events without impacting service levels.



# FINANCIAL FORECAST

## General Fund

The following summary is based on the assumptions discussed in the forecast. It is important to remember that this summary is an estimate of potential future finances and *not* a budget. However, the forecast serves as a useful tool in evaluating the future impact of current budget decisions.

	FY 2025 PROJECTED	FY 2026 BUDGET	FY 2027 FORECAST	FY 2028 FORECAST	FY 2029 FORECAST	FY 2030 FORECAST	FY 2031 FORECAST
Beginning Fund Balance	1,137,532	965,432	909,132	929,077	942,844	957,886	973,246
<i>Revenues:</i>							
Property Tax	388,800	401,300	414,200	427,100	440,037	453,388	467,168
Franchise Fees	124,100	123,800	126,415	129,051	131,705	134,414	137,178
Lease Revenue	218,200	224,900	228,915	232,855	236,711	240,652	244,679
Investment Income	35,000	20,000	32,805	30,330	30,887	30,412	30,898
Other	-	-	-	-	-	-	-
<i>Total Revenues</i>	766,100	770,000	802,335	819,336	839,340	858,866	879,923
<i>Expenditures:</i>							
Personnel Costs	118,800	161,700	174,278	185,301	191,625	198,180	204,632
Airport Operations-Supplies	6,100	6,100	6,228	6,352	6,478	6,608	6,740
Airport Operations-Contractual	176,500	102,200	104,347	106,433	108,562	110,732	112,947
Airport Operations-FBO	247,100	230,100	234,932	239,630	244,423	249,312	254,298
Airport Operations-Other	188,400	189,000	192,971	196,828	200,765	204,780	208,877
Business Center-Contractual	20,300	20,300	20,727	21,141	21,563	21,995	22,435
Business Center-Other	47,000	47,900	48,907	49,884	50,882	51,899	52,937
<i>Total Expenditures</i>	804,200	757,300	782,390	805,569	824,298	843,506	862,866
Transfer to Capital Fund	134,000	56,500					
Total Expenditures & Transfers Out	938,200	826,300	782,390	805,569	824,298	843,506	862,866
Net Revenues over (under) expenditure	(172,100)	(56,300)	19,945	13,767	15,042	15,360	17,057
Projected Ending Fund Balance	965,432	909,132	929,077	942,844	957,886	973,246	990,303
	120.0%	120.0%	118.7%	117.0%	116.2%	115.4%	114.8%

Based on the assumptions included in the forecast, the ending fund balance begins to decline, but remains within the recommended range. However, it is important to note that funds in excess of the recommended range in the General Fund provide funding for the local match for capital projects. The forecast suggests that there may not be sufficient funds for the transfer to the Capital Fund beginning in FY 2027.

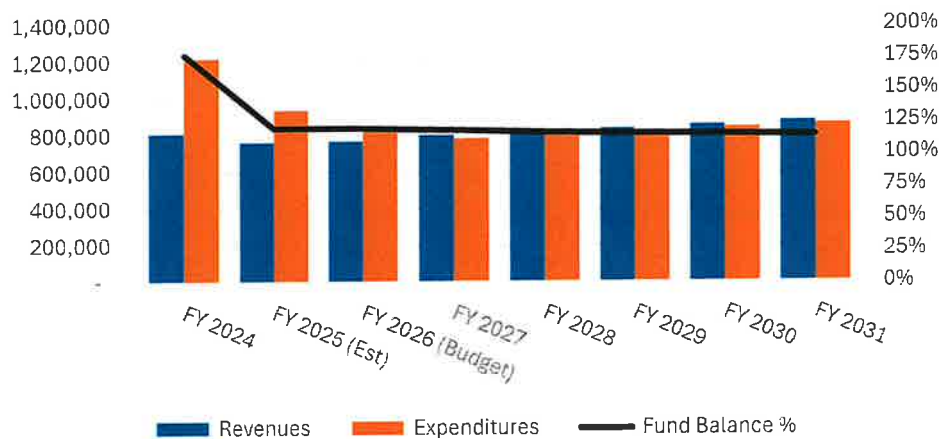


## General Fund Reserves

The following chart illustrates the projected total revenues and expenditures by year as well as the fund balance percent of total expenditures. This assumes the millage is renewed at the current level. General Fund revenues decline slightly, but remain within the recommended range.

As noted earlier, the assumptions are based on the best information available at the time of the forecast and the Authority will continue to monitor this in light of changing economic data that may impact the assumptions utilized in this forecast.

General Fund Revenues, Expenditures & Fund Balance



## Capital Project Fund

The Capital Projects Fund is used to account for and report expenditures for capital outlay. Funding for projects is primarily provided by federal and state grants. There is typically a required local match, usually around 5%. In certain cases the Authority may request an addition to the project that is not covered by grant funds. When this occurs, the Authority is responsible for 100% of the additional costs.

In FY 2023, the Authority received a one-time \$703,356 contribution from the City of Holland from the gain on the sale of land (parcel K) that was purchased in 1988 with grant funds when the Authority was a department of the city. There are no other designated funding sources for the fund, other than transfers from the General Fund. Therefore, it is important to look at the forecast for the Capital Project Fund in conjunction with the General Fund forecast to ensure there are sufficient funds for the Authority as a whole to fund both operations and capital needs.



# FINANCIAL FORECAST

## Capital Project Fund

The Authority submits an annual airport capital improvement plan (ACIP) to the Michigan Department of Transportation (MDOT). The forecast for the Capital Project Fund is based on the information included in the most recent ACIP plan

PROJECT CONCEPT	FY 2025 PROJECTED	FY 2026 BUDGET	FY 2027 FORECAST	FY 2028 FORECAST	FY 2029 FORECAST	FY 2030 FORECAST	FY 2031 FORECAST
Beginning Fund Balance	1,312,505	1,443,797	1,180,516	1,078,316	1,073,780	757,158	761,298
<i>Revenues:</i>							
Federal Grant-Federal Capital	432,405	1,520,509	2,862,605	101,867	1,260,577	182,790	1,527,210
State Grant-MDOT Capital	22,745	84,253	157,670	5,361	70,257	10,155	84,845
Investment Income	35,000	30,000	45,925	37,271	35,510	29,295	24,295
Investment Income-Market Adj							
Transfers In from General Fund	134,000	69,000					
<i>Total Revenues</i>	<u>624,150</u>	<u>1,703,761</u>	<u>3,066,200</u>	<u>144,499</u>	<u>1,366,344</u>	<u>222,240</u>	<u>1,636,350</u>
<i>Projects:</i>							
Contractual-Architect/Engineer - General	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Capital Outlay-General							
Taxilane North Hangar Park	B-26-0045-4018	35,873					
Taxilane North Hangar Park	E-26-0045-4120	124,747					
Taxilane North Hangar Park	B-26-0045-4424	317,237					
Taxilane North Hangar Park	3-26-SBGP-178-2024		1,388,354				
Taxiway North Hangar Park	N/A	267,189					
Taxiway A Rehabilitation-Design	209434	217,500					
8-26 PAPI Replacement-Design	216152	79,000					
Taxiway A Rehabilitation-Construction	216148		2,662,500				
8-26 PAPA Replacement-Construction	216153		490,900				
West Overflow Apron -Design	128819			134,035			
West Overflow Apron -Construction	128821				1,667,965		
South Taxiway Extension-Design	216149					203,100	
South Taxiway Extension-Construction	216141						1,696,900
<i>Total Expenditures</i>	<u>492,858</u>	<u>1,967,043</u>	<u>3,168,400</u>	<u>149,035</u>	<u>1,682,965</u>	<u>218,100</u>	<u>1,711,900</u>
<i>Net Revenues Over (Under) Expenditures</i>	<u>131,292</u>	<u>(263,282)</u>	<u>(102,200)</u>	<u>(4,536)</u>	<u>(316,621)</u>	<u>4,140</u>	<u>(75,550)</u>
Projected Ending Fund Balance	<u>1,443,797</u>	<u>1,180,516</u>	<u>1,078,316</u>	<u>1,073,780</u>	<u>757,158</u>	<u>761,298</u>	<u>685,749</u>

The Capital Project Fund balance is sufficient to provide for the capital projects that are currently in the planning stage. However, the balance does begin to decline as there are limited transfers in from the General Fund to cover the local match for projects.



## Challenges and Opportunities

The forecast has been prepared using recent experience, trends, and assumptions as discussed above. However, there are several challenges and opportunities that could significantly impact the outlook, including:

### *Property Tax Revenue: Millage renewal (Challenge/Opportunity)*

Property tax revenue accounts for 52% of the Authority's General Fund revenue. This is based on a voter approved millage that is set to expire on 12/31/2027. The forecast assumes the millage will be renewed by voters at the same level. If the millage was not renewed, it would present a challenge to continue funding the current services provided by the Authority (Challenge). However, the millage could be approved at a different rate or the millage could be approved by one of the other surrounding municipalities that currently do not provide financial support. Either one or both of these scenarios could potentially increase funding for future airport operations (Opportunity).

### *User Fees: Review of fee structure (Opportunity)*

The Authority receives pass thru revenues from the FBO for landing fees and fuel flowage fees. The revenues have not increased to pre-pandemic levels. The Authority may benefit from working with the FBO to analyze what is driving this result and determining a path forward that returns these revenues to pre-pandemic levels.

The Authority also leases hangars. The lease rates have not increased for many years, yet demand remains strong. The Authority has an opportunity to review the current fee structures to determine the feasibility of any potential rate increases.

### *Expenditures (all): Review for potential savings (Opportunity)*

The Authority is currently transitioning all permanent staff. The process for hiring a new Airport Director is in the final stages, but given the timing will not allow for significant input into the FY 2026 budget process. Once new staff is in place, there will be an opportunity to review the budget and identify potential areas for cost savings.

### *Capital Project Fund Revenue: Identify dedicated revenue (Opportunity)*

The Capital Project fund currently has no dedicated revenue sources, but rather relies on transfers from the General Fund. The fund received a one-time contribution from the City of Holland in FY 2023 related to the sale of Parcel K, but by the end of the forecast period, the reserve balance ends below this amount, suggesting transfers alone are not sufficient to cover the local match for projects. Identification of a dedicated revenue source would help ensure funding for future capital projects.



## Conclusion

The Authority has a history of conservative management of finances, which has contributed to a stable level of General Fund reserves and allowed for contributions to the Capital Project Fund to be used for the local match requirements on major projects. While the forecast is primarily focused on the General Fund, it also includes projections for the Capital Project Fund, since the majority of the projects require a local match as part of grant agreements.

While the General Fund forecast suggests financial stability, the Authority has identified potential challenges that could significantly impact the future. In addition, there is currently no dedicated revenue source for the Capital Project Fund, but rather the Authority relies on transfers of excess funds from the General Fund to cover the local match. After FY 2026, the forecast does not have sufficient excess funds to provide a transfer to the Capital Project Fund.

The Capital Project Fund includes all projects that are currently in process or in concept and remains funded through FY 2031. However, with no additional transfers from the General Fund to cover the local match for projects, the fund balance continues to decline.

The Authority's commitment to long-term planning will be key to identifying any developments in these areas as well as any new challenges. The data model supporting the forecast will also provide the Authority with the ability to develop scenario analysis to determine the potential impact of future challenges and corresponding strategies to minimize any downside risk.

## West Michigan Airport Authority

**Meeting Date:** April 14, 2025

**Agenda Item:**

**Subject:** Financial Reports for 3/31/2025-Unaudited

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

**Recommendation:** Accept Financial Reports as information

The West Michigan Airport Authority is nine months into fiscal year 2025. Attached are Budget Performance Reports for the nine months ended March 31, 2025 (75.00% of the year), and the Balance Sheet Reports through March 31, 2025.

### GENERAL FUND

#### Revenues

Operating revenues for the first nine months totaled \$675,909.65, or 87.17% of budget, and are above expectations due to the timing of property tax payments. March operating revenues are also composed of franchise fees, quarterly hangar rentals invoiced, and quarterly/semi-annual hangar land leases billed out. The flight school franchise fee is recorded in a separate account and all invoices through April 2028 have been paid.

#### Expenses

Operating expenses for the first nine months totaled \$576,519.85, or 82.89% of budget, which is higher than anticipated. This is primarily due to increased contractual costs related to the transition in personnel and increased snow removal costs. Given the transition, the mid-year budget amendment was postponed and instead the FY 2025 budget will be amended as part of the FY 2026 budget 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 \$1,289,613.64 at March 31<sup>st</sup>, comprised mostly of cash. General Fund Liabilities totaled \$52,690.65 at March 31<sup>st</sup> and represent unearned revenue (prepaid lease). The ending fund balance at March 31<sup>st</sup> is \$1,36,922.99.

The combined General and Capital funds cash balance at March 31<sup>st</sup> is \$2,618,549.

Note: A potential transfer from the General Fund to the Capital Fund in the amount of \$266,945 can be considered.





## West Michigan Airport Authority Budget Performance Report

Balance As of 3/31/2025

	24-25 Amended Budget	YTD Transactions	Available Balance 3/31/2025	% Bdgt Used	End Balance 06/30/2024	
<b>Fund: 110 WMAA (AIRPORT) GENERAL FUND</b>						
<b>Account Category: Revenues</b>						
000.000						
110-000.000-573.000	SMALL TAXPAYER PPT LOSS REIMBURSEMEN	18,000.00	23,840.45	(5,840.45)	132.45	(21,828.76)
110-000.000-581.100	CONTRIB FROM OTHER GOVTS-CITY OF HOL	145,000.00	137,502.96	7,497.04	94.83	(130,307.48)
110-000.000-581.110	CONTRIB FROM OTHER GOVTS-CITY OF ZEEL	80,000.00	57,238.86	22,761.14	71.55	(84,809.96)
110-000.000-581.210	CONTRIB FROM OTHER GOVTS-PARK TOWNSH	120,000.00	141,709.87	(21,709.87)	118.09	(135,116.38)
110-000.000-615.810	FRANCHISE FEES-FBO FRANCHISE	29,000.00	21,895.72	7,104.28	75.50	(64,704.46)
110-000.000-615.815	FRANCHISE FEES-FLIGHT SCHOOL	0.00	9,709.87	(9,709.87)	100.00	0.00
110-000.000-615.820	FRANCHISE FEES-FUEL FLOWAGE FEE	84,460.00	51,089.16	33,370.84	60.49	(62,816.00)
110-000.000-615.830	FRANCHISE FEES-LANDING FEES	30,000.00	22,398.35	7,601.65	74.66	(24,868.10)
110-000.000-665.000	INVESTMENT INCOME	15,000.00	16,201.01	(1,201.01)	108.01	(47,118.65)
110-000.000-665.900	INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	0.00	0.00	0.00	(11,723.36)
110-000.000-665.905	RENTAL-AGRICULTURAL LAND LEASE	12,500.00	12,738.74	(238.74)	101.91	(12,346.48)
110-000.000-665.910	RENTAL-HANGAR LAND LEASE	170,000.00	130,627.17	39,372.83	76.84	(134,886.29)
110-000.000-665.915	RENTAL-T-HANGARS	61,800.00	43,534.19	18,265.81	70.44	(57,738.06)
110-000.000-665.920	RENTAL-AIRPORT BUSINESS CENTER	9,600.00	7,423.30	2,176.70	77.33	(9,681.87)
110-000.000-691.000	OTHER SOURCES - LEASE FINANCING	0.00	0.00	0.00	0.00	(13,011.00)
<b>Total</b>		775,360.00	675,909.65	99,450.35	87.17	(810,956.85)
Revenues		775,360.00	675,909.65	99,450.35	87.17	(810,956.85)
<b>Account Category: Expenditures</b>						
595.100						
110-595.100-701.000	PAYROLL-REGULAR	150,305.00	44,163.34	106,141.66	29.38	105,142.57
110-595.100-702.000	PAYROLL-TEMPORARY HELP	11,700.00	0.00	11,700.00	0.00	3,765.00
110-595.100-703.100	SPECIAL PAY ONE TIME PAYMENT	0.00	24,432.50	(24,432.50)	100.00	0.00
110-595.100-705.000	PAYROLL-OVERTIME	0.00	0.00	0.00	0.00	131.25
110-595.100-710.000	PAYROLL-VACATION/PTO GENERAL	10,000.00	8,344.67	1,655.33	83.45	7,519.17
110-595.100-712.000	PAYROLL-HOLIDAYS	3,600.00	1,656.00	1,944.00	46.00	4,574.68
110-595.100-720.005	INSURANCE HEALTH	6,516.00	2,779.59	3,736.41	42.66	4,352.30
110-595.100-720.030	INSURANCE-INCOME PROTECT (STD)	600.00	327.97	272.03	54.66	446.65
110-595.100-721.005	RETIREMENT CONTRIBUTION MERS	11,191.00	4,107.04	7,083.96	36.70	9,282.05
110-595.100-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	12,891.00	6,225.29	6,665.71	48.29	9,599.61
110-595.100-723.500	WORKERS COMP INSURANCE	320.00	0.00	320.00	0.00	311.00
110-595.100-730.000	POSTAGE	100.00	0.00	100.00	0.00	5.93
110-595.100-740.000	OPERATING SUPPLIES GENERAL	2,000.00	2,394.27	(394.27)	119.71	8,061.09
110-595.100-741.000	OPERATING SUPPLIES-CONTROLLED CAPITA	1,000.00	0.00	1,000.00	0.00	3,116.28
110-595.100-801.000	CONTRACTUAL-LEGAL	25,000.00	24,133.00	867.00	96.53	23,677.00
110-595.100-802.005	CONTRACTUAL-AUDIT SERVICES	8,500.00	8,500.00	0.00	100.00	8,300.00
110-595.100-802.200	CONTRACTUAL-FISCAL AGENT SERVICES	37,221.00	27,729.25	9,491.75	74.50	31,380.00
110-595.100-803.000	CONTR-HUMAN RESOURCES	0.00	1,565.00	(1,565.00)	100.00	0.00
110-595.100-806.000	CONTRACTUAL-TECHNOLOGY	2,000.00	5,000.00	(3,000.00)	250.00	2,000.00
110-595.100-807.000	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	14,374.89	(14,374.89)	100.00	23,702.56
110-595.100-807.415	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	(48.95)	48.95	100.00	1,963.00
110-595.100-808.000	CONTR-BLDGS&GRNDS	45,000.00	988.38	44,011.62	2.20	70,817.18
110-595.100-808.001	CONTR-BLDGS&GRNDS JANITORIAL	0.00	0.00	0.00	0.00	3,510.00
110-595.100-808.002	CONTR-BLDGS&GRNDS SOLID WASTE DISPOS	0.00	681.70	(681.70)	100.00	0.00
110-595.100-808.801	CONTR-BLDGS&GRNDS MAINTENANCE GENERA	20,000.00	5,548.79	14,451.21	27.74	30,929.21
110-595.100-808.802	CONTR-BLDGS&GRNDS SNOWPLOWING	60,000.00	34,397.16	25,602.84	57.33	77,736.52
110-595.100-809.001	CONTRACTUAL-MISC CONSULTING	10,000.00	21,844.52	(11,844.52)	218.45	13,924.24
110-595.100-809.005	CONTRACTUAL-MISC AIRPORT FBO	3,000.00	1,406.79	1,593.21	46.89	9,248.44



## West Michigan Airport Authority Budget Performance Report

Balance As Of 3/31/2025

	24-25 Amended Budget	YTD Transactions	Available Balance 3/31/2025	% Bdgt Used	End Balance 06/30/2024	
<b>Fund: 110 WMAA (AIRPORT) GENERAL FUND</b>						
<b>Account Category: Expenditures</b>						
<b>595.100</b>						
110-595.100-812.100	CONTR-FBO MGMT SVCS	0.00	11,448.83	(11,448.83)	100.00	0.00
110-595.100-812.110	CONTR-FBO MOWING	0.00	51,474.71	(51,474.71)	100.00	0.00
110-595.100-812.115	CONTR-FBO SNOWPLOWING	0.00	83,699.19	(83,699.19)	100.00	0.00
110-595.100-812.120	CONTR-FBO GEN MAINTENANCE	0.00	12,259.17	(12,259.17)	100.00	0.00
110-595.100-816.000	CONTRACTUAL-SOFTWARE SUBSCRIPTIONS	0.00	5,523.33	(5,523.33)	100.00	0.00
110-595.100-850.000	COMMUNICATIONS TELEPHONE	0.00	0.00	0.00	0.00	(76.00)
110-595.100-851.000	COMMUNICATIONS CELLULAR	2,400.00	756.85	1,643.15	31.54	1,100.00
110-595.100-852.000	COMMUNICATIONS WIFI INTERNET	0.00	0.00	0.00	0.00	620.00
110-595.100-901.000	PRINTING	2,820.00	8.56	2,811.44	0.30	0.00
110-595.100-903.000	PRINTING ADVERTISING/PROMOTIONAL	57,000.00	26,615.59	30,384.41	46.69	49,267.64
110-595.100-920.805	PUBLIC UTILITIES-FENCE GATES	550.00	306.48	243.52	55.72	523.12
110-595.100-920.810	PUBLIC UTILITIES-LANDING LIGHTS/SYST	4,000.00	2,431.02	1,568.98	60.78	3,691.51
110-595.100-920.815	PUBLIC UTILITIES-PARKING LOT LIGHTS	800.00	257.23	542.77	32.15	535.14
110-595.100-920.820	PUBLIC UTILITIES-RUNWAY LIGHTS	6,000.00	3,079.52	2,920.48	51.33	5,351.08
110-595.100-920.825	PUBLIC UTILITIES-T HANGARS	6,700.00	3,183.70	3,516.30	47.52	5,328.36
110-595.100-921.010	PUBLIC UTILITIES-NATURAL GAS	0.00	0.00	0.00	0.00	174.92
110-595.100-931.000	BLDG & GRNDS MAINT GENERAL	6,000.00	0.00	6,000.00	0.00	5,166.66
110-595.100-931.810	BLDG & GRNDS MAINT SIGNAGE	8,000.00	0.00	8,000.00	0.00	0.00
110-595.100-933.000	EQUIPMENT MAINTENANCE-GENERAL	6,500.00	0.00	6,500.00	0.00	1,312.00
110-595.100-933.015	EQUIPMENT MAINTENANCE-ILS LANDING	16,000.00	12,000.00	4,000.00	75.00	8,000.00
110-595.100-940.000	BUILDING RENTAL/LEASE	1,000.00	1,000.00	0.00	100.00	1,000.00
110-595.100-943.000	EQUIPMENT RENTAL/LEASE GENERAL	50,000.00	35,000.00	15,000.00	70.00	0.00
110-595.100-946.000	OFFICE EQUIP RENTAL/LEASE	0.00	0.00	0.00	0.00	(470.00)
110-595.100-955.000	MISC. GENERAL	9,300.00	1,109.74	8,190.26	11.93	3,299.97
110-595.100-960.000	EDUCATION, TRAINING, CONF REGISTRATI	4,500.00	375.00	4,125.00	8.33	1,717.00
110-595.100-961.000	TRAVEL, MEALS, MILEAGE	3,500.00	1,578.05	1,921.95	45.09	901.40
110-595.100-962.000	INSURANCE PREMIUMS	35,000.00	37,658.00	(2,658.00)	107.59	34,072.00
110-595.100-964.001	REFUNDS-PRIOR YEAR PROPERTY TAX	0.00	75.92	(75.92)	100.00	56.83
110-595.100-965.000	DUES & SUBSCRIPTIONS	2,220.00	488.51	1,731.49	22.00	1,872.98
110-595.100-969.200	WRITE-OFFS UNCOLL PROPERTY TAXES	0.00	0.00	0.00	0.00	(17.82)
110-595.100-977.000	MACHINERY & EQUIPMENT GENERAL	0.00	0.00	0.00	0.00	13,011.00
110-595.100-991.500	PRINCIPAL PMT-LEASE	0.00	0.00	0.00	0.00	436.00
110-595.100-993.500	INTEREST-LEASE	0.00	0.00	0.00	0.00	34.00
Total	643,234.00	530,880.60	112,353.40	82.53	590,403.52	
<b>595.200</b>						
110-595.200-808.001	CONTR-BLDGS&GRNDS JANITORIAL	10,000.00	7,110.48	2,889.52	71.10	7,904.12
110-595.200-850.000	COMMUNICATIONS TELEPHONE	3,800.00	5,025.38	(1,225.38)	132.25	305.00
110-595.200-852.000	COMMUNICATIONS WIFI INTERNET	4,000.00	0.00	4,000.00	0.00	6,577.02
110-595.200-901.000	PRINTING	0.00	580.75	(580.75)	100.00	0.00
110-595.200-920.005	PUBLIC UTILITIES-HBPW	19,500.00	11,726.97	7,773.03	60.14	18,384.61
110-595.200-921.010	PUBLIC UTILITIES-NATURAL GAS	5,000.00	3,792.41	1,207.59	75.85	4,316.31
110-595.200-931.000	BLDG & GRNDS MAINT GENERAL	5,000.00	3,687.04	1,312.96	73.74	7,592.58
110-595.200-933.000	EQUIPMENT MAINTENANCE-GENERAL	5,000.00	11,808.23	(6,808.23)	236.16	7,278.46
110-595.200-946.000	OFFICE EQUIP RENTAL/LEASE	0.00	1,907.99	(1,907.99)	100.00	0.00
Total	52,300.00	45,639.25	6,660.75	87.26	52,358.10	
<b>965.000</b>						
110-965.000-995.410	TRANSFER TO WMAA CAPITAL FUND	0.00	0.00	0.00	0.00	579,698.00



## West Michigan Airport Authority Budget Performance Report

Balance As of 3/31/2025

	24-25 Amended Budget	YTD Transactions	Available Balance 3/31/2025	% Bdgt Used	End Balance 06/30/2024
<b>Fund: 110 WMAA (AIRPORT) GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
965.000					
Total	0.00	0.00	0.00	0.00	579,698.00
Expenditures	695,534.00	576,519.85	119,014.15	82.89	1,222,459.62
<b>Fund 110 - WMAA (AIRPORT) GENERAL FUND:</b>					
TOTAL REVENUES	775,360.00	675,909.65	99,450.35	87.17	(810,956.85)
TOTAL EXPENDITURES	695,534.00	576,519.85	119,014.15	82.89	1,222,459.62
NET OF REVENUES & EXPENDITURES:	79,826.00	99,389.80	(19,563.80)		(411,502.77)



## West Michigan Airport Authority Budget Performance Report

Balance As of 3/31/2025

	24-25 Amended Budget	YTD Transactions	Available Balance 3/31/2025	% Bdgt Used	End Balance 06/30/2024
<b>Fund: 410 WMAA (AIRPORT) CAPITAL PROJECTS</b>					
<b>Account Category: Revenues</b>					
000.000					
410-000.000-538.000	FEDERAL GRANT-FEDERAL CAPITAL	0.00	0.00	0.00	(265,046.68)
410-000.000-579.000	STATE GRANT-MDOT CAPITAL	0.00	0.00	0.00	(2,064.00)
410-000.000-665.000	INVESTMENT INCOME	0.00	16,064.38	(16,064.38)	(8,038.19)
410-000.000-665.900	INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	0.00	0.00	(8,229.59)
410-000.000-699.110	TRANSFER FROM WMAA GENERAL FUND	0.00	0.00	0.00	(579,698.00)
Total		0.00	16,064.38	(16,064.38)	(863,076.46)
595.000					
410-595.000-579.000	STATE GRANT-MDOT CAPITAL	0.00	344.99	(344.99)	0.00
Total		0.00	344.99	(344.99)	0.00
Revenues		0.00	16,409.37	(16,409.37)	(863,076.46)
<b>Account Category: Expenditures</b>					
595.000					
410-595.000-807.000	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	0.00	0.00	10,249.00
410-595.000-807.415	CONTRACTUAL-ARCHITECT/ENGINEER	15,000.00	0.00	15,000.00	0.00
410-595.000-974.000	LAND IMPROVEMENTS GENERAL	10,875.00	0.00	10,875.00	0.00
Total		25,875.00	0.00	25,875.00	0.00
Expenditures		25,875.00	0.00	25,875.00	0.00
<b>Fund 410 - WMAA (AIRPORT) CAPITAL PROJECTS:</b>					
TOTAL REVENUES	0.00	16,409.37	(16,409.37)	100.00	(863,076.46)
TOTAL EXPENDITURES	25,875.00	0.00	25,875.00	0.00	117,690.15
NET OF REVENUES & EXPENDITURES:	(25,875.00)	16,409.37	(42,284.37)		745,386.31



# Balance Sheet

Through 3/31/25

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			
<b>ASSETS</b>			
110-000.000-001.675	Cash Due from Cash/Inv Pool	1,240,898.77	1,289,733.23
110-000.000-018.000	Accounts Receivable General	17,488.61	(275.84)
110-000.000-028	Prior Years Taxes Receivables	288.34	272.89
110-000.000-031.000	Allowance for Uncollectible Taxes	(116.64)	(116.64)
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	10,482.00	-
110-000.000-090.000	Accounts Receivable In/Out	-	-
110-000.000-123.000	Prepaid Items General	1,170.00	-
	<b>ASSETS TOTALS</b>	<u>1,270,211.08</u>	<u>1,289,613.64</u>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>LIABILITIES</b>			
110-000.000-202.000	Accounts Payable General	59,541.04	-
110-000.000-201.000	Contracts Payable	-	-
110-000.000-257.000	Accrued Wages Payable General	7,305.65	-
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	65,831.60	52,690.65
	<b>LIABILITIES TOTALS</b>	<u>132,678.29</u>	<u>52,690.65</u>
<b>FUND EQUITY</b>			
110-000.000-385.000	Fund Balance - Assigned (By Action) Business Center	125,000.00	125,000.00
110-000.000-390.000	Fund Balance-Unassigned	1,012,533.19	1,111,922.99
	<b>FUND EQUITY TOTALS</b>	<u>1,137,533.19</u>	<u>1,236,922.99</u>
	<b>LIABILITIES AND FUND EQUITY</b>	<u>1,270,211.48</u>	<u>1,289,613.64</u>
	Fund Balance, Beginning		1,236,922.99
	Remaining Budget Revenues		99,450.35
	Remaining Budget Expenditures		(119,014.15)
	Fund Balance, Estimated Ending		<u>1,217,359.19</u>
	Fund Balance % of Budgeted Expenditures		<u>175%</u>
	<b>Year-End Transfer to Capital</b>		
	FY 2024 Ending Fund Balance (Unassigned)	1,136,362.00	
	2025 Budgeted Expenditures	695,534.00	
	Fund Balance % of Budgeted Expenditures		163%
	Proposed Transfer of amount > 120% max range		<u>266,944.50</u>



# Balance Sheet

Through 3/31/25  
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 - WMAA (Airport) Capital Projects			
<b>ASSETS</b>			
410-000.000-001.675	Cash Due from Cash/Inv Pool	1,322,655	1,328,815
410-000.000-078.000	Due from State of Michigan Due from State-Aeronautics	99	99
<b>ASSETS TOTALS</b>		<u>1,322,754</u>	<u>1,328,915</u>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>LIABILITIES</b>			
410-000.000-202.000	Accounts Payable General	10,249	
<b>LIABILITIES TOTALS</b>		<u>10,249</u>	
<b>FUND EQUITY</b>			
410-000.000-390.000	Fund Balance-Unassigned	1,312,505	1,328,915
<b>FUND EQUITY TOTALS</b>		<u>1,312,505</u>	<u>1,328,915</u>
<b>LIABILITIES AND FUND EQUITY TOTALS</b>		<u>1,322,754</u>	<u>1,328,915</u>

CASH DISBURSEMENT REPORT WMAA FOR CITY OF HOLLAND

EXP CHECK RUN DATES 03/01/2025 - 03/31/2025

POSTED  
PAID

Invoice Number	Date Paid	Approval Department	Paid By Check Number	Vendor Name	Description	Inv Amt
10739	03/06/2025	AIR	89747	EDGEWATER LANDSCAPE LLC	SALTING AND SHOVELING IN 2/25	682.00
BALANCE DUE	03/06/2025	AIR	89748	HOLLAND BOARD OF PUBLIC WORKS	DUE 3/8/25 ORIG CK INCORRECT	304.68
1560	03/06/2025	AIR	89749	JOSE S MARROQUIN MELENDDEZ	1/20/25-2/20/25 AIRPORT CLEANING	720.00
2502518	03/06/2025	AIR	89750	PERFORMANCE STRATEGIES GROUP INC	AIRPORT TESTS FOR MANAGER	1,565.00
3070316	03/13/2025	AIR	89825	ARROWASTE INC.	REFUSE SERVICES AT AIRPORT	72.32
26639	03/13/2025	AIR	89826	BOILEAU & CO.	FEBRUARY 2025 RETAINER AND SERVICES	3,560.00
FEBRUARY 2025	03/20/2025	AIR	14006	AVFLIGHT HOLLAND CORPORTATION - ACH	AIRPORT SERVICES	30,176.82
39470233	03/20/2025	AIR	14008	CANON FINANCIAL SERVICES INC. - ACH	COPIER LEASE 3/25 COPIES 2/25	334.87
CONTRACT 1521	03/20/2025	AIR	14016	HES/A&B FARMS INC. - ACH	LOADER AND PLOW FOR 2/12-3/12/25	9,150.00
3/20/25	03/20/2025	AIR	14021	JAMES M STOREY - ACH	HOURS FOR 1/20/25-1/31/25	3,600.00
11263591370810	03/27/2025	AIR	14073	PCARD - AMAZON PURCHASES	AIRPORT OFFICE SUPPLIES	19.59
E0900V6CQM	03/27/2025	AIR	14073	PCARD - MICROSOFT PURCHASES	AIRPORT SOFTWARE	131.93
11209093723062	03/27/2025	AIR	14073	PCARD - AMAZON PURCHASES	AIRPORT OFFICE SUPPLIES	43.99
E0800V6A4E	03/27/2025	AIR	14073	PCARD - MICROSOFT PURCHASES	AIRPORT SOFTWARE	124.68
2025-03-27 AIR	03/27/2025	AIR	14082	SEMCO ENERGY GAS COMPANY - ACH	GAS UTILITY	915.39
IN1-910396483	03/27/2025	AIR	89996	ALLIED UNIVERSAL TECHNOLOGY SERVICES	ALARM SERVICES	358.00
IN1-910390913	03/27/2025	AIR	89996	ALLIED UNIVERSAL TECHNOLOGY SERVICES	ALARM SERVICES	219.00
ACCT 62039649	03/27/2025	AIR	89997	AT&T MOBILITY	INV 287349516528X03142025	50.27
358575	03/27/2025	AIR	89998	CUNNINGHAM DALMAN P.C.	LEGAL SERVICES	127.00
3005307106	03/27/2025	AIR	89999	USDA, APHIS, GENERAL	PERSONNEL & PROG SUPPORT THRU 1/31/25	819.24
Report Total:						52,974.78

## West Michigan Airport Authority

**Meeting Date:** April 14, 2025

**Agenda Item:**

**Subject:** Proposed FY 2026 Budget

**Prepared By:** Lynn McCammon, City Finance

**Recommendation:** Set Public Hearing for FY 26 Budget

The West Michigan Airport Authority prepares and submits an annual budget for the General Fund and Capital Project Fund. The Authority Board reviews the budget and schedules a Public Hearing, after which they vote to adopt the final budget.

Attached is the proposed FY 2026 General Fund and Capital Project Fund proposed budgets. The presentation also includes an estimate for FY 2025 which will become the amended FY 2025 budget as part of the FY 2026 budget approval process.

The General Fund is projected to end FY 2025 with total revenues of \$766,100 and expenditures of \$804,200. Total expenditures exceeded revenues in FY 2025 due to additional snowplowing costs and contractual costs associated with the transition of personnel. Also included in projected FY 2025 is a transfer to the Capital Project Fund of \$134,000 which would leave the ending fund balance at the top of the recommended range (120%).

The FY 2026 proposed budget includes \$770,000 revenues and \$757,300 expenditures. Overall revenues are consistent with the prior year and include:

- \$378,500 property tax revenue from City of Holland, City of Zeeland, and Park Township, consistent with prior years.
- Franchise fees for the FBO are projected to increase in-line with CPI estimates.
- Flight School franchise fee reflects a potential move to a \$5,000 annual franchise fee.
- Fuel Flowage fee budget is in-line with FY 2024 actual amounts and projected FY 2025 amounts.
- Landing Fees budget reflects a slight increase from projected FY 2025.
- Lease agreements have been budgeted to reflect any allowable increases (typically based on CPI) in the agreements.
- Investment income is conservatively budgeted at \$20,000.

FY 2026 General Fund expenditures include:

- Personnel costs of \$161,700 based on staffing of one full-time Airport Director position with full benefits and one part-time (20 hours) administrative staff.
- Contractual-FBO costs for management services, mowing, snowplowing and general maintenance (\$230,100 total) are primarily in-line with the prior year with the exception of snowplowing which has been lowered to reflect a more moderate winter season than the current year.
- Contractual-miscellaneous consulting has been decreased as this account included funding for the interim manager which will be discontinued after a permanent manager has been hired.



## West Michigan Airport Authority

The General Fund is projected to end FY 2026 with an ending fund balance of \$978,132, or 129.2% of budgeted expenditures. This is slightly above the recommended top of the Fund Balance policy range. Once the audit has been completed, the Authority Board will have the option to approve a transfer of any excess to the Capital Project Fund.

### Capital Project Fund

The Capital Project Fund FY 2026 budget includes revenues totaling \$1,703,761 and expenditures of \$1,967,043. The \$263,282 difference represents a planned use of reserves, primarily to cover the local match for capital projects. The projected ending fund balance for FY 2026 is \$1,180,516.

### Set Public Hearing

Once the Authority Board has reviewed the proposed budget, authorization to set a public hearing for May 12, 2025 to consider the Fiscal Year 2026 West Michigan Airport Authority budget is requested.

Upon the completion of the public hearing, the Authority Board can vote to approve the FY 2026 budget. Per state requirements, the Authority is required to adopt a budget before the beginning of the new fiscal year. Copies of the budget will be available on the Authority's website.

West Michigan Airport Authority  
Proposed FY 2026 General Fund Budget

G/L #	DESCRIPTION	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 PROJECTED	FY 2026 BUDGET
<b><u>REVENUES</u></b>					
110-000.000-573.000	Small Taxpayer PPT Loss Reimbursement	21,829	18,000	23,800	22,800
110-000.000-581.100	Contrib From Other Govts-City Of Holland	130,307	145,000	143,000	150,000
110-000.000-581.110	Contrib From Other Govtscity Of Zeeland	84,810	80,000	85,000	87,500
110-000.000-581.210	Contrib From Other Govts-Park Township	135,116	120,000	137,000	141,000
110-000.000-615.810	Franchise Fees-FBO Franchise	64,704	29,000	29,000	29,800
110-000.000-615.815	Franchise Fees-Flight School	-	-	8,100	5,000
110-000.000-615.820	Franchise Fees-Fuel Flowage Fee	62,816	84,460	60,000	60,000
110-000.000-615.830	Franchise Fees-Landing Fees	24,868	30,000	25,000	27,000
110-000.000-665.000	Investment Income	47,119	15,000	35,000	20,000
110-000.000-665.900	Investment Income-Market Adj (Audit Only)	11,723	-	-	-
110-000.000-665.905	Rental-Agricultural Land Lease	12,346	12,500	12,700	13,100
110-000.000-665.910	Rental-Hangar Land Lease	134,886	170,000	127,600	132,300
110-000.000-665.915	Rental-T-Hangars	57,738	61,800	57,600	57,600
110-000.000-665.920	Rental-Airport Business Center (FBO)	9,682	9,600	9,900	10,200
110-000.000-691.000	Other Sources-Lease Fin (Audit Adj Only)	13,011	-	-	-
Revenues		810,957	775,360	766,100	770,000
<b><u>EXPENDITURES</u></b>					
<b><u>Personnel</u></b>					
110-595.100-701.000	Payroll-Regular	105,143	150,305	59,600	95,900
110-595.100-702.000	Payroll-Temporary Help	3,765	11,700	4,400	26,000
110-595.100-703.100	Special Pay One Time Payment	-	-	24,400	-
110-595.100-705.000	Payroll-Overtime	131	-	-	-
110-595.100-710.000	Payroll-Vacation/Pto General	7,519	10,000	8,300	-
110-595.100-712.000	Payroll-Holidays	4,575	3,600	1,700	-
110-595.100-720.005	Insurance Health	4,352	6,516	6,100	20,400
110-595.100-720.010	Insurance Dental	-	-	200	1,400
110-595.100-720.030	Insurance-Income Protect (Std)	447	600	600	600
110-595.100-721.005	Retirement Contribution Mers	9,282	11,191	5,400	7,700
110-595.100-723.000	Employer Fica/Medicare Contribution	9,600	12,891	7,800	9,400
110-595.100-723.500	Workers Comp Insurance	311	320	300	300
Total Personnel Costs		145,124	207,123	118,800	161,700
<b><u>Airport Operations</u></b>					
110-595.100-730.000	Postage	6	100	100	100
110-595.100-740.000	Operating Supplies General	8,061	2,000	2,000	2,000
110-595.100-741.000	Operating Supplies-Controlled Capital	3,116	1,000	3,000	3,000
110-595.100-801.000	Contractual-Legal	23,677	25,000	32,000	28,000
110-595.100-802.005	Contractual-Audit Services	8,300	8,500	8,500	8,700
110-595.100-802.200	Contractual-Fiscal Agent Services	31,380	37,221	40,000	30,800
110-595.100-803.000	Contractual-Human Resources	-	-	6,500	-
110-595.100-806.000	Contractual-Technology	2,000	2,000	5,000	5,000
110-595.100-807.000	Contractual-Architect/Engineer	23,703	-	10,000	10,000
110-595.100-807.415	Contractual-Architect/Engineer	1,963	-	-	-
110-595.100-808.000	Contr-Bldgs&Grnds	70,817	45,000	1,000	1,000
110-595.100-808.001	Contr-Bldgs&Grnds Janitorial	3,510	-	-	-
110-595.100-808.002	Contr-Bldgs&Grnds Solid Waste	-	-	1,000	1,000
110-595.100-808.801	Contr-Bldgs&Grnds Maintenance General Re	30,929	20,000	7,000	7,000
110-595.100-808.802	Contr-Bldgs&Grnds Snowplowing	77,737	60,000	7,500	5,000
110-595.100-809.001	Contractual-Misc Consulting	13,924	10,000	52,000	-
110-595.100-812.100	Contr-FBO Mgmt Services	9,248	3,000	18,900	20,000
110-595.100-812.110	Contr-FBO Mowing	-	-	88,500	91,100

West Michigan Airport Authority  
Proposed FY 2026 General Fund Budget

G/L #	DESCRIPTION	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 PROJECTED	FY 2026 BUDGET
110-595.100-812.115	Contr-FBO Snowplowing			121,400	100,000
110-595.100-812.120	Contr-FBO General Maintenance			18,300	19,000
110-595.100-816.000	Contractual-Software			5,000	5,000
110-595.100-850.000	Communications Telephone	(76)	-	-	-
110-595.100-851.000	Communications Cellular	1,100	2,400	1,000	700
110-595.100-852.000	Communications Wifi Internet	620	-	-	-
110-595.100-901.000	Contr-Printing	-	2,820	-	-
110-595.100-903.000	Contr-Printing Advertising/Promotional	49,268	57,000	45,000	45,000
110-595.100-920.805	Public Utilities-Fence Gates	523	550	600	600
110-595.100-920.810	Public Utilities-Landing Lights/System	3,692	4,000	4,200	4,500
110-595.100-920.815	Public Utilities-Parking Lot Lights	535	800	600	700
110-595.100-920.820	Public Utilities-Runway Lights	5,351	6,000	5,700	6,000
110-595.100-920.825	Public Utilities-T Hangars	5,328	6,700	5,500	5,800
110-595.100-921.010	Public Utilities-Natural Gas	175	-	-	-
110-595.100-931.000	Bldg & Grnds Maint General	5,167	6,000	-	-
110-595.100-931.810	Bldg & Grnds Maint Signage	-	8,000	-	-
110-595.100-933.000	Equipment Maintenance-General	1,312	6,500	-	-
110-595.100-933.015	Equipment Maintenance-Ils Landing	8,000	16,000	16,000	16,000
110-595.100-940.000	Building Rental/Lease	1,000	1,000	1,000	1,000
110-595.100-943.000	Equipment Rental/Lease General	-	50,000	54,900	55,000
110-595.100-946.000	Office Equip Rental/Lease	(470)	-	-	-
110-595.100-955.000	Misc. General	3,300	9,300	3,000	3,400
110-595.100-960.000	Education, Training, Conf Registration	1,717	4,500	1,000	3,000
110-595.100-961.000	Travel, Meals, Mileage	901	3,500	3,000	3,000
110-595.100-962.000	Insurance Premiums	34,072	35,000	37,700	41,500
110-595.100-964.001	Refunds-Prior Year Property Tax	57	-	100	-
110-595.100-965.000	Dues & Subscriptions	1,873	2,220	3,500	3,500
110-595.100-969.200	Write-Offs Uncoll Property Taxes	(18)	-	-	-
110-595.100-977.000	Machinery & Equipment General	13,011	-	6,600	-
110-595.100-991.500	Principal Pmt-Lease	436	-	-	-
110-595.100-993.500	Interest-Lease	34	-	-	-
	<i>Total Airport Operations</i>	<u>445,279</u>	<u>436,111</u>	<u>618,100</u>	<u>527,400</u>
<b>Business Center</b>					
110-595.200-808.001	Contr-Bldgs&Grnds Janitorial	7,904	10,000	12,500	12,500
110-595.200-850.000	Communications Telephone	305	3,800	7,800	7,800
110-595.200-852.000	Communications Wifi Internet	6,577	4,000	-	-
110-595.200-901.000	Contr-Printing			1,600	1,700
110-595.200-920.005	Public Utilities-HBPW	18,385	19,500	19,200	19,500
110-595.200-921.010	Public Utilities-Natural Gas	4,316	5,000	5,000	5,500
110-595.200-931.000	Bldg & Grnds Maint General	7,593	5,000	8,000	8,000
110-595.200-933.000	Equipment Maintenance-General	7,278	5,000	10,000	10,000
110-595.200-946.000	Office Equip Rental/Lease			3,200	3,200
	<i>Total Business Center</i>	<u>52,358</u>	<u>52,300</u>	<u>67,300</u>	<u>68,200</u>
	<b>Total Expenditures</b>	<u>642,762</u>	<u>695,534</u>	<u>804,200</u>	<u>757,300</u>
<b>TRANSFERS OUT AND OTHER FINANCING USES</b>					
110-965.000-995.410	Transfer To Wmaa Capital Fund	579,698	-	134,000	-
		<u>579,698</u>	<u>-</u>	<u>134,000</u>	<u>-</u>
	<b>Net Revenues Over (Under) Expenditures/Transfers</b>	<u>(411,503)</u>	<u>488,411</u>	<u>819,400</u>	<u>595,600</u>
<b>Fund 110 - WMAA (AIRPORT) GENERAL FUND:</b>					

West Michigan Airport Authority  
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G/L #	DESCRIPTION	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 PROJECTED	FY 2026 BUDGET
	TOTAL REVENUES	810,957	775,360	766,100	770,000
	TOTAL EXPENDITURES AND TRANSFERS	1,222,460	695,534	938,200	757,300
	NET OF REVENUES & EXPENDITURES:	(411,503)	79,826	(172,100)	12,700
	BEG. FUND BALANCE - ALL FUNDS	1,549,036	1,137,532	1,137,532	965,432
	END FUND BALANCE - ALL FUNDS	1,137,532	1,217,358	965,432	978,132
		177.0%	175.0%	120.0%	129.2%

West Michigan Airport Authority  
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	PROJECT/ CONCEPT	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2025 PROJECTED	FY 2026 BUDGET
Beginning Fund Balance				1,312,505	1,443,797
<i>Revenues:</i>					
Federal Grant-Federal Capital		265,047		432,405	1,520,509
State Grant-MDOT Capital		2,064		22,745	84,253
Investment Income		8,038		35,000	30,000
Investment Income-Market Adj		8,230			
Transfers In from General Fund		579,698		134,000	69,000
	<i>Total Revenues</i>	863,076	-	624,150	1,703,761
<i>Projects:</i>					
Contractual-Architect/Engineer - General		10,249	15,000	15,000	15,000
Taxilane North Hangar Park	B-26-0045-4018			35,873	
Taxilane North Hangar Park	E-26-0045-4120			124,747	
Taxilane North Hangar Park	B-26-0045-4424			317,237	
Taxilane North Hangar Park	3-26-SBGP-178-2024				1,388,354
Taxiway North Hangar Park	N/A				267,189
Taxiway A Rehabilitation-Design	209434				217,500
8-26 PAPI Replacement-Design	216152				79,000
Taxiway A Rehabilitation-Construction	216148				
8-26 PAPA Replacement-Construction	216153				
West Overflow Apron -Design	128819				
West Overflow Apron -Construction	128821				
South Taxiway Extension-Design	216149				
South Taxiway Extension-Construction	216141				
	<i>Total Expenditures</i>	10,249	15,000	492,858	1,967,043
	<i>Net Revenues Over (Under) Expenditures</i>	852,827	(15,000)	131,292	(263,282)
Projected Ending Fund Balance		567,119	(15,000)	1,443,797	1,180,516