

## 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

**July 14, 2025**

**4:00 p.m. – 5:30 p.m.**

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

<https://zoom.us/j/94664461967?pwd=AtSfW46O4vmnpVtYlb7gGxlo0u2kdC.1>

#### 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

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. June 9, 2025, Meeting Minutes
6. Unfinished Business
  - A. Update on BETA EV Installation (5 Minutes): **No action requested**
  - B. February 2025 FOIA Request; reminder for Board to submit data by August 1<sup>st</sup> (5 Minutes): **No action requested**
7. New Business
  - A. FBO Report (5 Minutes): **Action Requested**
  - B. City of Holland IT Support Agreement (5 Minutes): **Action Requested**
  - C. Resumption of Building and Development Committee; Member Nomination Process (5 Minutes): **Action Requested**
  - D. WMAA/WMRA Engineering Consultant Selection (15 Minutes): **Action Requested**
  - E. North Taxi Lane Project; Hangar Buildout Options Discussion (30 Minutes): **No action requested**
  - F. Agricultural Lease Discussion; Review what is known and discussion on potential ways forward (20 Minutes): **No Action Requested**
  - G. Financial Reports (5 minutes): **Action Requested**

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

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8. Communications from Airport Authority Manager / Interim Manager
9. Updates from the Board
10. Adjourn: **Action Requested.**

Next Meeting will be held August 11, 2025, at 4:00 PM.

*\*All agenda item times are approximate*

## West Michigan Airport Authority

### *DRAFT* - Minutes

June 9, 2025

**CTO:** Chair Murray called the authority board into session 4:00pm (160).

**ROLL CALL:** The following members answered the call: Gruppen, Dannenberg, Byrd, Shea, Hoekwater, Zeerip, Brandsen. Absent: Roden, ex-officios Fogg, VanBeek.

Also present: Treasurer McCammon, Schaeffer (Boileau), Interim Manager Storey, AvFlight Operations Manager Lotz.

**WELCOME:** The chair welcomed newly appointed airport director and manager, Matthew Neyens. Board members individually added their welcome. Manager Neyens stated he was glad to be joining the airport.

**Public Comment:** Chair Murray announced the period for public comment was open. No one sought recognition.

**Agenda:** Dannenberg moved adoption of the agenda as posted; Byrd seconded. Approved by voice vote.

**Minutes:** Brandsen moved adoption of the May 12 meeting minutes; seconded by Hoekwater. Motion passed by voice vote.

**Unfinished Business** – Chair Murray and Storey reported on the status of the aviation charging station to be installed by Beta Technologies. The Holland Board of Public Works and Beta Technologies have agreed on a service contract that does not involve costs for the Authority. It is anticipated that construction will start either late in the current week or early the following week.

### **New Business**

- A. FBO Report** – Lotz highlighted sections of the FBO report, noting that fuel sales have declined month to month, but have started to turn around. He also noted the first freight flight since December arrived last week. Quincy moved to accept the report as presented; Dannenberg seconded. Passed on voiced vote.
- B. Modification of Contract with Jim Storey** – Chair Murray introduced a contract extension amendment to August 15 for the contract with Interim Airport Manager Storey to assist with the transition to permanent manager Neyens. Hoekwater moved

adoption of the amendment, seconded by Dannenberg. Motion passed by unanimous roll call vote.

- C. T-Hanger lease review and extension** – A revised T-Hanger lease document was presented for review and discussion. Information was presented by Storey and Chair Murray on the comparison of the authority's \$200/month rate for leasing T-hanger space with other Michigan airports. The WMRA rate has stayed the same for more than a decade and is below market rates. Changing the leases from a month-to-month basis to a set term was also discussed. Members were asked to review the lease document for consideration at a future board meeting.
- D. Budget amendment** – Treasurer McCammon presented information on proposed amendment to the 2025 budget. Revenue from the personal property tax reimbursement was higher than expected while expenditures in three areas were higher than planned, both requiring a budget amendment to accommodate show those changes approved by the board. Gruppen moved adoption of the amendment, seconded by Dannenberg. Passed by unanimous roll call vote. McCammon also proposed moving \$135,000 to the capital budget. Dannenberg moved adoption, seconded by Byrd. Motion passed unanimously by roll call vote.
- E. Financial Report** – Treasurer McCammon presented the financial report with the results through the end of May. Members asked questions about details. Byrd moved adoption of the report, seconded by Hoekwater. Passed on voice vote.
- F. Gallagher Insurance Proposal** – Representatives of the A.J. Gallagher Insurance and Risk Management Company presented a proposal for renewing insurance coverages for the airport's various holdings, functions, and activities. Compared with FY 2025, the premium for FY 2026 declined \$183, from \$30,492 to \$30,309. Byrd moved acceptance of the quote; seconded by Dannenberg. Passed by voice vote. Gruppen moved to confer signing authority for accepting the policy on Chair Murray; seconded by Dannenberg. Passed by voice vote.

**Communications from Interim Manager** – Storey referred members to his written report in the meeting packet. He also highlighted a June 21 scheduled Fly-In by Apogee Air for Cirrus aircraft and discussion with State Sen. Victory's staff about conferring on general aviation airports the same privilege for awarding liquor licenses as currently available to scheduled air carrier airports. He also reported on the work of the consultant selection committee.

**Updates from Board Members** – Vice Chair Gruppen urged members to work with Neyens to visit each members' government boards.

**ADJOURNMENT** – The business of the board having been completed, Byrd moved adjournment; seconded by Dannenberg. Motion passed by voice vote at 5:46pm (1746).

Respectfully submitted,

Jim Storey, Interim Airport Manager

## **Beta Technologies Project Update**

Work on the Beta Technologies installation has progressed steadily since commissioning. The underground inspection was successfully completed on the morning of July 2nd. Since then, the contractors have been actively engaged in mechanical and hardware installations. Visible progress includes the installation of the EV charger bollards and conduit in the parking lot as well as the bollards and conduit for the Beta equipment that will be adjacent to the ramp.

Substantial completion of the project occurred on July 10th. Beta and their contractors anticipate completing all remaining work and having the system fully operational by July 25th.

The Board of Public Works (BPW) will conduct a final inspection once Beta notifies them that installation is complete. If the installation passes inspection, BPW will be ready to complete their remaining work, which is expected to take approximately half a day. Final project completion remains on track for July 25, pending successful coordination between Beta and BPW.

# WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report  
Avflight Holland  
June 2025

## Total Fuel Gallons Delivered

	Current Month 06/25	One Year Ago 06/24	Current Year To Date 01/01/25-06/30/25	F/Y to Date Compared 01/01/24-06/30/24
Avgas	3,897	4,012	16,852	15,526
Jet Fuel	48,588	39,121	236,330	251,903
Total Gallons Delivered	52,485	43,133	253,182	(14247)

## Landing Fees Collected

\$4,167      ( 85% to airport)=      \$3,541.95

# *Annual Technology Support Contract for the West Michigan Airport Authority*

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## *Services to be Performed by the City of Holland*

The City of Holland will be the vendor for all I.T. support for the West Michigan Airport Authority  
*Support Contract Valid From 7/1/2024 to 6/30/2025*

West Michigan Airport authority has identified a need for Technology Support from a Technology Team to perform the following:

- Overall IT support of user's devices including printers, laptops desktops, etc.
- Assist with the purchase of new technology as needed.
  - Annual fee does not include the purchase of new technology.
  - Annual fee does not include special projects/events.
- Make recommendations for overall I.T. efficacy.

## *Pricing*

*The following price for the West Michigan Airport Authority will be billed annually and will be agreed upon by both parties.*

***\*\*Annual rate will be reviewed each year for accurate pricing\*\****

Annual IT Support Contract:	Total: <b>\$4,999</b>
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City of Holland  
Technology Service Manager

Date

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West Michigan Airport Authority Director Date



Agenda Item #

**Recommended Proposal to Enter into Contract with MEAD & HUNT**

**TO:** West Michigan Airport Authority and WMAA Executive Committee

**FROM:** Elisa Hoekwater, Park Township Representative, WMAA

Engineering Consultant Selection Committee

**RE: Recommendation to Contract with Mead & Hunt  
To provide airport planning, architectural/engineering design, and  
construction administration services**

**DATE: July 1, 2025**

The Engineering Consultant Selection Committee reviewed responses to the RFQ and recommends that WMAA enter into a contract with Mead & Hunt. The proposed recommendation is based on qualifications to provide airport planning, architectural and engineering design, as well as construction-related administrative services required by WMAA's Five-Year Airport Capital Improvement Plan (ACIP). Below is a summary documenting the process followed by the Engineering Consultant Selection Committee.

**PROCESS**

The selection committee met twice following the 30-day period from the posting of the request for qualifications (RFQ) for an engineering consultant to advise on projects for the next five years.

At the first meeting, May 5, we reviewed the response from the two responders to the RFQ and discussed the process for deciding on a recommendation. We also decided to schedule in-person presentations. During the period leading up to the second meeting, Interim Manager Storey invited each respondent to inspect the condition of the airport surfaces that constitute much of the work during the period for which a selection is made. Both organizations did that.

At the second meeting, June 2, we heard presentations from representatives of Prein & Newhof and Mead & Hunt. Members of the committee asked questions and discussed

## **Recommended Proposal to Enter into Contract with MEAD & HUNT**

current and future projects at West Michigan Regional Airport. This portion followed the requirements of MDOT-Aeronautics for conducting the selection process.

Following the conclusion of the second and final presentation, we discussed the qualifications of each respondent. Committee members then entered a quiet period during which each member scored the respondents using the matrix supplied by MDOT-Aero. The Committee considered the following areas in developing their recommendation: qualifications, soundness of approach, integrity, fiscal responsibility, regulatory knowledge, innovation, and customer focus.

Following the completion of the quiet period, the members developed a consensus to recommend Mead & Hunt. At the request of one member, a motion was made and seconded to confirm that recommendation by vote. The motion passed by unanimous vote to recommend Mead & Hunt.

### **Comments**

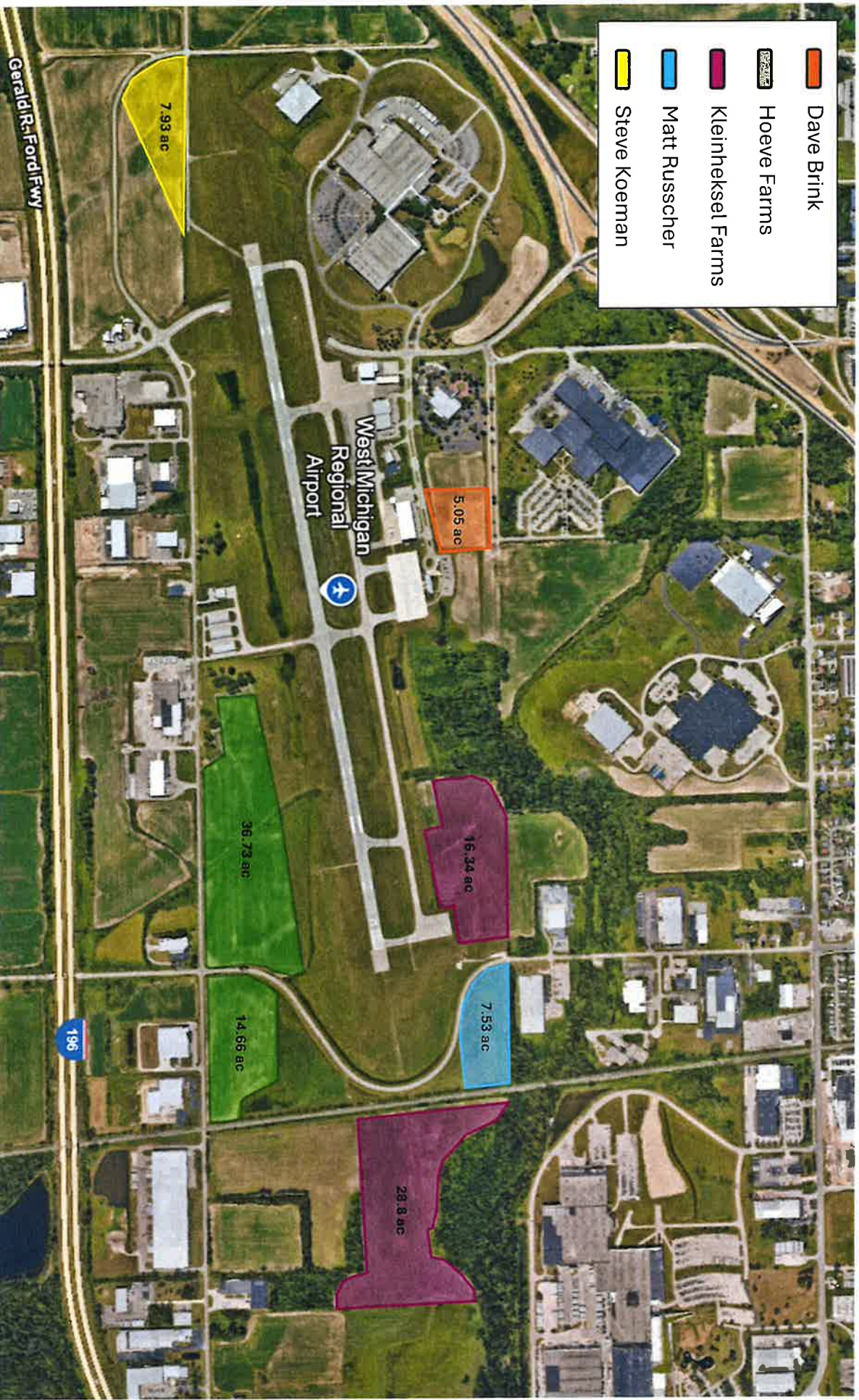
Members provided comments for their voters. In the spirit of MDOT-Aero requirements for recording the scoring, individual names are not associated with a particular comment.

Here are comments from each committee member:

**Mead & Hunt** – “exceptional regulatory knowledge”, “pavement rehab knowledge valuable to address PCI thresholds”, “great skills on innovation”, “willing to go above and beyond”, “a deep bench of professional staff”, “institutional knowledge”, “hungry to retain business and continue serving the greater Holland/West Michigan community”. “Nationwide presence,” willing to lean-in on extra work.”

# West Michigan Airport Authority

Leased Farmland: As of July 2025



## Current Land Status:

- ❖ Hoeve Farms: Confirmed their two parcels of land, provided copy of liability insurance. Currently **pays \$121.71 an Acre**.
- ❖ Dave Brink (Sunny Side Acres): advised he has 1 parcel of land, previously believed to be two. Provided a copy of his liability insurance. Currently **doesn't pay the airport**.
  - When I spoke with Dave, he did express that he would not be interested in signing a lease. He advised that he farmed this land as a favor to prevent growth around the airport.
  - When digging into the lease summary, I confirmed what he told me. The one piece of land Dave confirmed he was farming (east of Crown motors) is not what we appeared to be charging him for. We have been charging Dave for 8 acres, on the Southwest side of the airfield, which we now know **Steve Koeman** is farming.
- ❖ Steve Koeman (Sub lessor of Dave Brink): Is farming the parcel of land we thought Dave Brink was still farming. I have not received a copy of liability insurance yet. He **pays \$120.22 an Acre**, which to the best of my knowledge now, we thought was coming from Brink.
  - Advised that he would agree to sign a lease and provide proof of insurance.
- ❖ Kleinheksel Farms: Confirmed his two plots of land. Said he would provide proof of insurance, have not received it yet. Currently **pays \$116.36 an Acre**.
- ❖ Matt Russcher: Confirmed their one parcel of land, provided copy of liability insurance. Currently **pays \$70.00 an Acre**.
- All Lease payments are current and up to date.
- All the leased land is not irrigated.
- All land is for agriculture, right now a mix of soybeans, wheat and corn.
- Hoeve Farms is currently the only Signed Lease agreement we have on file



# West Michigan Airport Authority

**Meeting Date:** July 14, 2025

**Agenda Item:**

**Subject:** Financial Reports for 6/30/2025-Unaudited

**Prepared By:** Devon Bialik, City Finance

**Recommendation:** Accept Financial Reports as information

The West Michigan Airport Authority's fiscal year ended on June 30, 2025. However, activity related to FY 2025 will continue to be recorded through mid-August because revenues and expenses must be reported in the fiscal year earned or incurred. Attached are Budget Performance Reports for the twelve months ended June 30, 2025 (100.00% of the year), and the Balance Sheet Reports through June 30, 2025. These reports are unaudited and will continue to change during the next few weeks as additional transactions are recorded for FY 2025.

## GENERAL FUND

### Revenues

Operating revenues for the twelve months totaled \$778,138.15, or 99.61% of budget. June operating revenues include monthly 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 June 2025 have been paid.

### Expenses

Operating expenses (including transfers) for the twelve months totaled \$855,954.93, or 90.38% of budget.

## CAPITAL FUND

### Revenues/Expenses

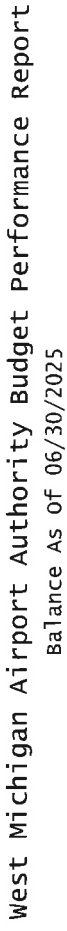
Capital revenues and expenses do not reflect activity as funding information will be obtained from MDOT at fiscal year-end and the related transactions will be recorded then.

## BALANCE SHEET/COMBINED FUND EQUITY

The West Michigan Airport Authority began FY 2025 with a combined fund balance of \$2,450,037.

General Fund Assets totaled \$1,149,996.91 at June 30<sup>th</sup>, comprised mostly of cash. General Fund Liabilities totaled \$90,280.50 at June 30<sup>th</sup>, and represents unearned revenue (prepaid lease). The ending fund balance at June 30<sup>th</sup> is \$1,059,716.41.

The combined General and Capital funds cash balance at June 30<sup>th</sup> is \$2,605,690.



West Michigan Airport Authority Budget Performance Report  
Balance As of 06/30/2025

Balance As of 06/30/2025

24-25  
Amended  
Budget

Available  
Balance  
06/30/2025

**% Bdgt  
Used**

**End Balance**  
**06/30/2024**

## Account Category: Revenues

[illegible]



West Michigan Airport Authority Budget Performance Report

Balance As of 06/30/2025

24-25

Available  
Balance

YTD Balance  
06/30/2025

% Bdgt  
Used

End Balance  
06/30/2024

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

595.100	Amended Budget	YTD Balance 06/30/2025	Available Balance 06/30/2025	% Bdgt Used	End Balance 06/30/2024
110-595.100-808.802	7,500.00	6,007.40	1,492.60	80.10	77,736.52
110-595.100-809.001	52,000.00	51,428.44	571.56	98.90	13,924.24
110-595.100-809.005	0.00	1,406.79	(1,406.79)	100.00	9,248.44
110-595.100-812.100	18,900.00	16,694.64	2,205.36	88.33	0.00
110-595.100-812.110	88,500.00	71,264.72	17,235.28	80.53	0.00
110-595.100-812.115	121,400.00	113,668.00	7,732.00	93.63	0.00
110-595.100-812.120	18,300.00	18,415.60	(115.60)	100.63	0.00
110-595.100-816.000	5,000.00	5,981.39	(981.39)	119.63	0.00
110-595.100-850.000	0.00	0.00	0.00	0.00	(76.00)
110-595.100-851.000	1,000.00	600.00	400.00	60.00	1,100.00
110-595.100-851.050	0.00	307.66	(307.66)	100.00	0.00
110-595.100-852.000	0.00	0.00	0.00	0.00	620.00
110-595.100-901.000	0.00	8.56	(8.56)	100.00	0.00
110-595.100-902.000	0.00	226.72	(226.72)	100.00	0.00
110-595.100-903.000	45,000.00	43,412.63	1,587.37	96.47	49,267.64
110-595.100-920.805	600.00	476.12	123.88	79.35	523.12
110-595.100-920.810	4,200.00	3,843.19	356.81	91.50	3,691.51
110-595.100-920.815	600.00	407.96	192.04	67.99	535.14
110-595.100-920.820	5,700.00	4,774.15	925.85	83.76	5,351.08
110-595.100-920.825	5,500.00	4,863.47	636.53	88.43	5,328.36
110-595.100-921.010	0.00	0.00	0.00	0.00	174.92
110-595.100-931.000	0.00	0.00	0.00	0.00	5,166.66
110-595.100-933.000	0.00	1,344.16	(1,344.16)	100.00	1,312.00
110-595.100-933.015	16,000.00	16,000.00	0.00	100.00	8,000.00
110-595.100-940.000	1,000.00	1,000.00	0.00	100.00	1,000.00
110-595.100-943.000	54,900.00	44,150.00	10,750.00	80.42	0.00
110-595.100-946.000	0.00	0.00	0.00	0.00	(470.00)
110-595.100-955.000	3,000.00	1,365.43	1,634.57	45.51	3,299.97
110-595.100-960.000	1,000.00	375.00	625.00	37.50	1,717.00
110-595.100-961.000	3,000.00	1,578.05	1,421.95	52.60	901.40
110-595.100-961.100	0.00	2,630.93	(2,630.93)	100.00	0.00
110-595.100-962.000	37,700.00	37,658.00	42.00	99.89	34,072.00
110-595.100-964.001	100.00	75.92	24.08	75.92	56.83
110-595.100-965.000	3,500.00	488.51	3,011.49	13.96	1,872.98
110-595.100-969.200	0.00	0.00	0.00	0.00	(17.82)
110-595.100-977.000	6,600.00	0.00	6,600.00	0.00	13,011.00
110-595.100-991.500	0.00	0.00	0.00	0.00	436.00
110-595.100-993.500	0.00	0.00	0.00	0.00	34.00
Total	745,800.00	661,546.93	84,253.07	88.70	590,403.52
595.200	12,500.00	9,385.88	3,114.12	75.09	7,904.12
110-595.200-808.001	7,800.00	8,125.38	(325.38)	104.17	305.00
110-595.200-850.000	0.00	0.00	0.00	0.00	6,577.02
110-595.200-852.000	1,600.00	644.29	955.71	40.27	0.00
110-595.200-901.000	19,200.00	17,140.47	2,059.53	89.27	18,384.61
110-595.200-920.005	5,000.00	4,912.84	87.16	98.26	4,316.31
110-595.200-921.010	8,000.00	5,087.84	2,912.16	63.60	7,592.58



West Michigan Airport Authority Budget Performance Report

Balance As of 06/30/2025

24-25

	Amended Budget	YTD Balance 06/30/2025	Available Balance 06/30/2025	% Bdg't Used	End Balance 06/30/2024
<b>Fund: 110 WMAA (AIRPORT) GENERAL FUND</b>					
<b>Account Category: Expenditures</b>					
595.200					
110-595.200-933.000 EQUIPMENT MAINTENANCE-GENERAL	10,000.00	12,624.73	(2,624.73)	126.25	7,278.46
110-595.200-946.000 OFFICE EQUIP RENTAL/LEASE	3,200.00	2,486.57	713.43	77.71	0.00
Total	67,300.00	60,408.00	6,892.00	89.76	52,358.10
965.000					
110-965.000-995.410 TRANSFER TO WMAA CAPITAL FUND	134,000.00	134,000.00	0.00	100.00	579,698.00
Total	134,000.00	134,000.00	0.00	100.00	579,698.00
Expenditures	947,100.00	855,954.93	91,145.07	90.38	1,222,459.62
<b>Fund 110 - WMAA (AIRPORT) GENERAL FUND:</b>					
TOTAL REVENUES	781,200.00	778,138.15	3,061.85	99.61	(810,956.85)
TOTAL EXPENDITURES	947,100.00	855,954.93	91,145.07	90.38	1,222,459.62
NET OF REVENUES & EXPENDITURES:	(165,900.00)	(77,816.78)	(88,083.22)		(411,502.77)





West Michigan Airport Authority Budget Performance Report

Balance As of 06/30/2025

24-25

Amended Budget  
YTD Balance  
06/30/2025  
Available Balance  
06/30/2025  
% Bdg't Used  
End Balance  
06/30/2024

Fund: 410 WMAA (AIRPORT) CAPITAL PROJECTS

Account Category: Revenues

000.000						
410-000.000-538.000	FEDERAL GRANT-FEDERAL CAPITAL	432,405.00	99.12	432,305.88	0.02	(265,046.68)
410-000.000-579.000	STATE GRANT-MDOT CAPITAL	22,745.00	4,808.60	17,936.40	21.14	(2,064.00)
410-000.000-665.000	INVESTMENT INCOME	35,000.00	15,984.25	19,015.75	45.67	(8,038.19)
410-000.000-665.900	INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	(8,229.59)	8,229.59	100.00	(8,229.59)
410-000.000-683.000	MISCELLANEOUS REVENUE	0.00	917.95	(917.95)	100.00	0.00
410-000.000-699.110	TRANSFER FROM WMAA GENERAL FUND	134,000.00	134,000.00	0.00	100.00	(579,698.00)

Total

624,150.00

147,580.33

476,569.67

23.65

(863,076.46)

595.000

410-595.000-579.000 STATE GRANT-MDOT CAPITAL

0.00

344.99

(344.99)

100.00

0.00

Total

0.00

344.99

(344.99)

100.00

0.00

Revenues

Account Category: Expenditures

595.000						
410-595.000-807.000	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	10,600.55	(10,600.55)	100.00	10,249.00
410-595.000-807.415	CONTRACTUAL-ARCHITECT/ENGINEER	15,000.00	0.00	15,000.00	0.00	0.00
410-595.000-974.000	LAND IMPROVEMENTS GENERAL	477,832.00	2,304.84	475,527.16	0.48	107,441.15
Total		492,832.00	12,905.39	479,926.61	2.62	117,690.15

Expenditures

Fund 410 - WMAA (AIRPORT) CAPITAL PROJECTS:

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES:

624,150.00	147,925.32	476,224.68	23.70	(863,076.46)
492,832.00	12,905.39	479,926.61	2.62	117,690.15
131,318.00	135,019.93	(3,701.93)		745,386.31



**Holland**  
MICHIGAN

## Balance Sheet

Through 6/30/25

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	1,158,263.95
110-000.000-018.000	Accounts Receivable General	17,488.61	(8,423.29)
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>		<b>1,270,211.08</b>	<b>1,149,996.91</b>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>LIABILITIES</b>			
110-000.000-202.000	Accounts Payable General	59,541.04	37,589.85
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>		<b>132,678.29</b>	<b>90,280.50</b>
<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	934,716.41
<b>FUND EQUITY TOTALS</b>		<b>1,137,533.19</b>	<b>1,059,716.41</b>
<b>LIABILITIES AND FUND EQUITY</b>		<b>1,270,211.48</b>	<b>1,149,996.91</b>
Fund Balance, Beginning			1,059,716.41
Remaining Budget Revenues			3,061.85
Remaining Budget Expenditures			(91,145.07)
Fund Balance, Estimated Ending			971,633.19
Fund Balance % of Budgeted Expenditures			103%



Account	Account Description	Prior Year Total Actual	Current YTD Balance
Fund Category	GOVERNMENTAL		
Fund Type	CAPITAL PROJECT FUNDS		
Fund	410 - WMAA (Airport) Capital Projects		
ASSETS			
410-000.000-001.675	Cash Due from Cash/Inv Pool	1,322,655	1,447,426
410-000.000-078.000	Due from State of Michigan Due from State-Aeronautics	99	99
ASSETS TOTALS		1,322,754	1,447,525
LIABILITIES AND FUND EQUITY			
LIABILITIES			
410-000.000-202.000	Accounts Payable General	10,249	
LIABILITIES TOTALS		10,249	
FUND EQUITY			
410-000.000-390.000	Fund Balance-Unassigned	1,312,505	1,447,525
FUND EQUITY TOTALS		1,312,505	1,447,525
LIABILITIES AND FUND EQUITY TOTALS		1,322,754	1,447,525

CASH DISBURSEMENT REPORT WMAA FOR CITY OF HOLLAND

EXP CHECK RUN DATES 06/01/2025 - 06/30/2025

POSTED  
PAID

Invoice Number	Date Paid	Approval Department	Paid By Check Number	Vendor Name	Description	Inv Amt
695387	06/05/2025	AIR	14412	123.NET-ACH	AIRPORT SERVICES	620.00
MAY 2025	06/05/2025	AIR	14417	AVFLIGHT HOLLAND CORPORTATION - ACH	MAY 2025 SERVICES	14,362.75
421389	06/05/2025	AIR	14463	WEST MICHIGAN UNIFORM - ACH	AIRPORT MAY STMT	163.46
AIRPORT - SEMC	06/05/2025	AIR	14471	SEMCO ENERGY GAS COMPANY - ACH	NATURAL GAS UTILITY	380.80
3132667	06/05/2025	AIR	90837	ARROWASTE INC.	REFUSE AT AIRPORT	75.79
361190	06/05/2025	AIR	90838	CUNNINGHAM DALMAN P.C.	LEGAL SERVICES FOR AIRPORT	209.00
780	06/05/2025	AIR	90839	HARRIS AIRPORT SYSTEMS	2025 2ND QUARTER MAINTENANCE FEE	4,000.00
2025-06-05	06/05/2025	AIR	90840	HOLLAND BOARD OF PUBLIC WORKS	AIRPORT UTILITIES DUE 6/8/25	2,326.01
PMT DT 6/12/25	06/12/2025	AIR	14485	JAMES M STOREY - ACH	3/31/25-4/11/25 AND MILEAGE	3,654.60
26877	06/12/2025	AIR	91039	BOILEAU & CO.	MAY 2025 RETAINER BILLING	3,000.00
26823	06/12/2025	AIR	91039	BOILEAU & CO.	AIRPORT ANNUAL WEBSITE HOSTING	449.00
BROADBAND AIRP	06/12/2025	AIR	91040	HOLLAND BOARD OF PUBLIC WORKS	ACCT 77528427-00	80.00
41266481	06/26/2025	AIR	14547	CANON FINANCIAL SERVICES INC. - ACH	COPIER LEASE AND COPIES	332.55
INTERIM DIRECT	06/26/2025	AIR	14560	JAMES M STOREY - ACH	4/21/25-5/3/25	3,870.00
WELCOME DINNER	06/26/2025	AIR	14560	JAMES M STOREY - ACH	REIMBURSEMENT	117.68
6034420876	06/26/2025	AIR	14578	STAPLES - ACH	PAPER FOR AIRPORT	44.17
210272270	06/26/2025	AIR	14580	TRU GREEN LIMITED PARTNERSHIP - ACH	FERTILIZER SERVICES AT AIRPORT	156.15
INV304622831	06/26/2025	AIR	14587	PCARD - ZOOM.COM	AIRPORT ANNUAL SUBSCRIPTION	158.89
E0800w5JGJ	06/26/2025	AIR	14587	PCARD - MICROSOFT PURCHASES	AIRPORT MONTHLY SUBSCRIPTION	60.00
AIRPORT 2025-0	06/26/2025	AIR	91070	AT&T MOBILITY	287349516528X06142025	100.54
12076	06/26/2025	AIR	91071	KORTHASE AND SONS CO.	FAA LIGHTING SYSTEM REPAIRS	915.00
Report Total:						35,076.39

## **Manager's Notes**

**RE:** July 2025 WMAA Board Meeting

**Date:** July 10<sup>th</sup>

**From:** Matt Neyens, Airport Manager

### **Building and Development Committee:**

In my first few weeks, one of my key priorities has been assessing the airfield and gaining a full understanding of our upcoming capital projects. Jeff from Mead & Hunt has been an invaluable resource in helping me get up to speed, as have several individuals from MDOT.

Through these conversations, I repeatedly heard mention of the former Building and Development Committee. It seems clear that reestablishing this committee would be highly beneficial, and I recommend we take steps to do so.

As part of my efforts to meet with each board member, I sat down with the Park Township representatives, including Ken, who previously served on this committee. I shared my thoughts about bringing the committee back and received positive feedback. For the committee to be effective, I believe we need to clearly define its structure: who should serve on it, how frequently it should meet, and what types of recommendations should be expected for full board action.

Given Ken's prior involvement and professional background, he seems like a natural fit to help reinstate this committee, he also offered to chair the committee.

### **North Taxilane Buildout:**

We have received interest from multiple companies regarding development opportunities along the north taxilane. Two stand out in particular: Space Source and Avflight.

Space Source is prepared to move forward and is seeking a commitment from us to begin the design and planning process. Their readiness makes them a strong candidate for near-term development.

Avflight and I have had productive conversations, but at this stage they remain exploratory. Should they choose to move forward, they would likely want to partner with us in some capacity. Avflight has an in-house hangar development team and manages design and construction internally, which simplifies the process on our end. Given that, I believe it is important to proactively reserve a portion of land for their potential use.

I recommend we begin planning efforts with Space Source while also reserving a designated area for Avflight or working out an agreement that gives them first right of refusal should they choose to pursue development.

### **Agricultural Leases:**

This area has required some cleanup, but it is manageable going forward. My separate packet item on this outlines the lands current situation in detail.

In short, I believe most current tenants will be open to formalizing their leases. The only concern may be the small size of some parcels, which could make them less attractive. While we may not be able to command premium rates, I believe there is room to move toward more competitive pricing. Based on public data from USDA, Michigan State, and local farmers we can likely charge a decently higher rate than what we currently are.

### **T-Hangars:**

While reviewing our lease files, I also investigated the T-hangar agreements. I found several missing or incomplete lease documents, and in some cases, our records list individuals who are no longer occupying the units. I have started contacting current tenants to confirm their status and have already secured signed lease agreements for all but six units.

After I return from vacation, I plan to begin contacting individuals on the T-hangar waiting list. I want to confirm their continued interest, understand their preferred hangar size, and gauge interest in possible amenities such as heated units.

One suggestion raised during public comment at the June Board meeting was the idea of collecting a refundable deposit from those on the waiting list. I have been considering an alternative: a non-refundable deposit that could be applied to the tenant's first quarter rent when a hangar becomes available. This would help us maintain a more accurate and committed list, and it would also reduce the accounting challenges created if the deposit were refundable.

### **This 'N That:**

**Ground Breaking Ceremony** – Mead Brothers Construction has advised they will start construction of the North Taxiway project Monday, August 11. Plans are being discussed for a groundbreaking event to start late morning. A guest list of community and business leaders is being developed to attend the start of this first major capital project since the groundbreaking for the business center 10 years ago. Plans are also being discussed for a program to highlight the event. Board members are encouraged to attend.

**Fennville Summer Students** – Twenty-three Fennville middle school students together with eight teachers/chaperones toured the airport Thursday. This is the fourth distinct school group to tour WMRA since the arrival of warm weather. One of the stops, Flight Path, was hosted by Wendy and Jeff. Each attendee was handed a WMRA sticker as they departed.