

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

June 8, 2026 – 4:00 p.m.

60 Geurink Blvd. Holland, MI 49423

[Microsoft Team's Link](#)

Authority Members

City of Holland

Charles Murray
Devin Shea*
Nathan Bocks*

City of Zeeland

Heather Roden
Sally Gruppen*
(Vacant)

Park Township

Ken Brandsen
Joan Zeerip*
Cynthia Martinez

Ex-officio

Whitney Ehresman
(Allegan)
Jacob Bonnema
(Ottawa)

*Denotes
Municipal Elected
Participant

1. Call to Order
2. Roll Call
3. Approval of Agenda (3 Minutes): **Action Requested.**
4. Public Comment
*Public comment is limited to **3 minutes** per speaker on an agenda item. The Public Comment period is established for public individuals to voice opinions to the Board. The Chair holds discretion on any interaction by the Board, otherwise Airport Authority Board Members or Airport Staff do not respond during this period.*
5. Approval of May 11th, 2026, Meeting Minutes (3 Minutes): **Action Requested.**
6. Consent Agenda
 - A. FBO Report
7. Unfinished Business
 - A. Consideration of TKP LLC Lease Review (20 Minutes): **Action Requested**
8. New Business
 - A. Airport Insurance Renewal (10 Minutes): **Action Requested**
 - B. Financial Reports (10 Minutes): **Action Requested**
 - C. Ottawa County Ex-Officio Absence (10 Minutes): *No Action Requested*
 - D. Landing Fee Evaluation (15 Minutes): *No Action Requested*
 - E. Year-end Budget amendment (10 Minutes): **Action Requested**
 - i. Purchase Waiver for Broom Equipment (5 Minutes): **Action Requested**
 - F. North hangar Taxilane Contract Mod #3 Adoption (3 Minutes): **Action Requested**
9. Communications from Airport Authority Manager
10. Updates from Board Members.
11. Adjourn: **Action Requested.**

Next Meeting will be held July 13th, 2026, at 4:00 PM.

West Michigan Airport Authority

May 11, 2026

Draft Meeting Minutes

Call to Order: Chair Murray called the meeting to order at 4:00 PM local time.

Roll Call: The following members were present: Charles Murray, Devin Shea, Nathan Bocks, Sally Gruppen, Ken Brandsen, Cynthia Martinez, and Joan Zeerip. Members absent: Heather Roden, Ex-Officio Whitney Ehresman, and Ex-Officio Jacob Bonnema, also absent was HYAC student Nile Leonard.

Also present were Manager Matt Neyens, Treasurer Lynn McCammon, Authority Counsel Rachel Hillegonds, Leanne Schaeffer with Boileau, and Jeff Thoman with Mead & Hunt (online).

Approval of Agenda: Member Bocks moved to approve the agenda, as amended to reflect plurality in the contracts for the TWY A project, supported by Member Gruppen. The motion passed unanimously by voice vote. No one opposed and no one abstained.

Public Comment: Chair Murray asked for public comment. No one sought recognition.

Approval of April Minutes: Member Bocks moved to approve the April 13, 2026 Board Meeting Minutes as presented, supported by Member Gruppen. No discussion was held. The motion passed unanimously by voice vote. No one opposed and no one abstained.

Consent Agenda:

A. FBO Report

Member Brandsen moved to approve the Consent Agenda as presented, supported by Member Bocks. No discussion was held. The motion passed unanimously by voice vote. No one opposed and no one abstained.

Unfinished Business:

1. Building & Development Committee:
 - a. **Member Changes:** Manager Neyens advised that new board member Cynthia Martinez expressed interest in joining both the Building & Development Committee and the Marketing and PR Committee. Chair Murray appointed her to both committees.
 - b. **May Building & Development Committee Meeting Recap:** The committee reviewed several items, including all three lease/LOI matters listed on the agenda for this meeting. The committee agreed that allowing Circling

Approach LLC to relocate to the north side of the taxilane and extending the Due Diligence period to July 14 was acceptable.

New Business

2. Boileau Marketing Presentation: Leanne Schaeffer with Boileau Communications provided a presentation to the Board regarding the work completed for the Authority over the past year. A two-page summary letter outlining activity was included in the Board Packet, along with presentation slides that were added to the packet.
3. Financial Reports: Treasurer McCammon reviewed and presented the monthly financial reports. There was very little discussion. Member Bocks moved to approve the Financial Reports, supported by Member Zeerip. No further discussion was held. The motion passed unanimously by voice vote. No one opposed and no one abstained.
4. FY 2027 Budget:
 - a. Public Comment on FY 2027 WMAA Budget: Chair Murray asked for public comment regarding the FY 2027 WMAA Budget. No one sought recognition.
 - b. FY 2027 West Michigan Airport Authority Budget Review & Discussion: Manager Neyens presented the FY 2027 Budget. There was extensive discussion regarding the proposed budget, and all questions were addressed. Two modifications to the proposed budget were discussed and agreed upon by the Board. The Board agreed to add \$1,500 for Human Resources services, and Manager Neyens requested increasing the diesel fuel line item from \$5,000 to \$10,000. After discussion, Member Bocks made a motion, seconded by Member Gruppen that the board approves the new 2027 Proposed Budget with the two additional changes for Human Resources and Diesel Fuel. A Roll Call vote was taken: Shea-**yes**, Bocks-**yes**, Gruppen-**yes**, Brandsen-**yes**, Zeerip-**yes**, Martinez-**yes**, Murray-**yes**. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

FY 2027 Budget Resolution: Member Bocks moved to approve the resolution associated with the newly adopted FY 2027 Budget, supported by Member Shea. A Roll Call vote was had. Shea-**yes**, Bocks-**yes**, Gruppen-**yes**, Brandsen-**yes**, Zeerip-**yes**, Martinez-**yes**, Murray-**yes**. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

5. TWY A Project Contract & Sponsor Certification: Manager Neyens presented two separate contracts, along with the associated sponsor certification, related to the

Taxiway A Rehabilitation Project. The first item involved approval of the MDOT contract and sponsor certification. The second item involved the professional engineering services agreement with Mead & Hunt for design and engineering services associated with the Taxiway A Rehabilitation Project. Discussion was held regarding the project scope, breakdown, and associated costs, with additional clarification provided by Jeff Thoman with Mead & Hunt. Following discussion, Member Brandsen moved to approve execution of the sponsor contract and sponsor certification, supported by Member Gruppen. Shea-**yes**, Bocks-**yes**, Gruppen-**yes**, Brandsen-**yes**, Zeerip-**yes**, Martinez-**yes**, Murray-**yes**. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

Member Bocks made a second motion, seconded by Member Brandsen, to authorize the board chair to execute the professional engineering services contract with Mead & Hunt, for the Taxiway A Rehabilitation Design Project, Contingent upon satisfactory final legal review by the Airport Authority Attorney. A roll call vote then was taken. Shea-**yes**, Bocks-**yes**, Gruppen-**yes**, Brandsen-**yes**, Zeerip-**yes**, Martinez-**yes**, Murray-**yes**. The motion passed unanimously with a roll call vote. No one opposed, no one abstained.

E. Circling Approach LLC Lease Footprint Change Request: The existing lease agreement remains in place, with the current Due Diligence period set to expire on May 22, 2026. Circling Approach formally requested an amendment to relocate the leasehold area to the north side of the North Taxilane, as shown in the exhibit included in the Board Packet. The Board discussed the reasons for the requested change. Manager Neyens voiced both his support and the support of the Building & Development Committee for the amendment, noting that this project remains the closest to active development currently proposed on the airfield. Member Bocks moved to approve the amendment to the lease reflecting the revised leasehold area as outlined in the attached exhibit and to extend the Due Diligence period to July 14, 2026, supported by Member Zeerip. The motion passed unanimously by voice vote. No one opposed and no one abstained.

F. TKP LLC Lease Presentation: The proposed lease agreement currently does not contain signatures or a finalized exhibit clearly identifying the intended leasehold area. The Board discussed the status of the agreement and concluded that additional clarification and completion of the document was necessary before moving forward.

Member Bocks moved to postpone discussion and consideration of the lease until a more complete lease agreement is presented, including signatures and an exhibit clearly depicting the proposed leased premises, supported by Member Gruppen. The motion passed unanimously by voice vote. No one opposed and no one abstained.

G. BR Garages LLC intends to enter into a Lease agreement with WMAA: BR Garages LLC expressed interest in potentially developing additional hangars for the West Michigan Airport Authority and exploring a structure under which the airport could ultimately purchase the hangars over a reasonable timeframe and at a reasonable cost. The Board discussed the concept in detail, including questions regarding the potential arrangement, financial structure, and development figures. Discussion also included the fact that the primary parcel BR Garages had initially expressed interest in was recently committed to the Circling Approach project. Following discussion, Member Bocks moved to postpone further consideration of the matter until BR Garages is able to provide additional information and a more developed proposal for Board review, supported by Member Gruppen. The motion passed unanimously by voice vote. No one opposed and no one abstained.

Communications from Airport Manager: Manager Neyens provided an update regarding the Congressionally Directed Spending project and advised that Senator Gary Peters' office had advanced the project to the next round of consideration. Manager Neyens noted that while this is a promising development, there is still a long process remaining before any funding is formally awarded.

Updates from the Board: Chair Murray reminded Board members that he may be absent for the June meeting and asked members to watch for an upcoming email regarding the Airport Manager's annual review.

Adjourn: Member Bocks moved to adjourn the meeting, supported by Member Zeerip. The motion passed unanimously by voice vote. No one opposed and no one abstained.

The meeting adjourned at 6:02 PM local time.

WMAA MONTHLY FBO REPORT

West Michigan Regional Airport FBO Report
 Avflight Holland
 May 2026

Total Fuel Gallons
 Delivered

	Current Month 05/26	One Year Ago 05/25	Current Year To Date 05/01/26-05/31/26	F/Y to Date Compared 05/01/25-05/31/25	
Avgas	3,366	4,667	7,948	12,955	
Jet Fuel	45,724	46,260	192,600	187,742	
Total Gallons Delivered	49,090	50,927	200,548	200,697	(149)

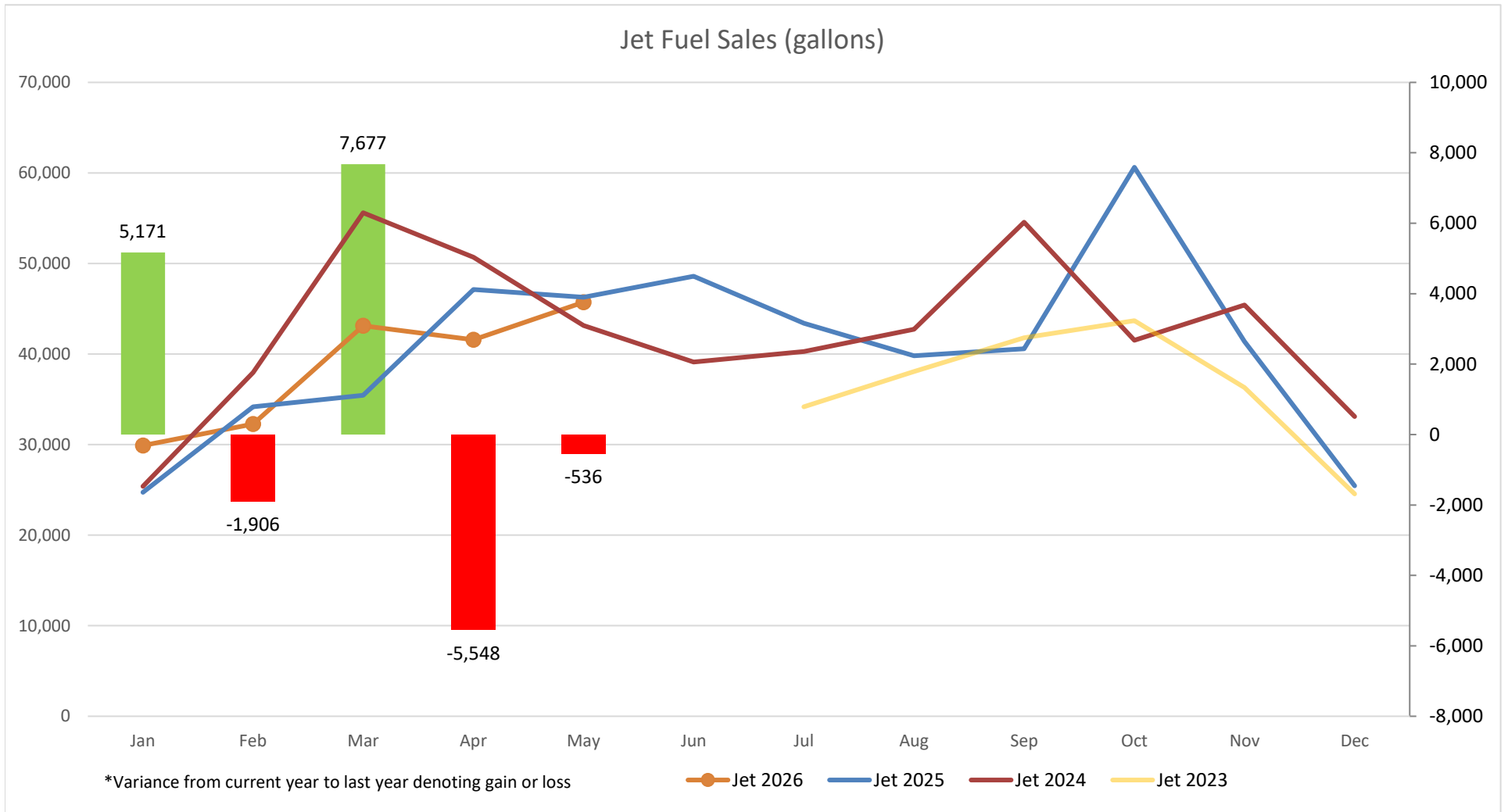
Landing Fees Collected

\$3,001

(85% to airport)=

\$2,550.85

WMAA MONTHLY FBO REPORT



GROUND LEASE
between
WEST MICHIGAN AIRPORT AUTHORITY
and
TKP HOLDINGS, LLC

This Ground Lease ("Lease") is made as of this _____ day of _____, 202[] ("Effective Date"), between the **WEST MICHIGAN AIRPORT AUTHORITY**, a Michigan community airport authority formed under Act 206 of the Public Acts of 1957, as amended ("Lessor"), and **TKP HOLDINGS, LLC**, a Michigan limited liability company, with its principal place of business located in Holland, Michigan ("Lessee").

Background

Lessor holds an interest in the property described in this Lease, pursuant to the terms of a ground lease dated March 26, 2012 (the "Master Lease") between the City of Holland (the holder of fee title to the property) and Lessor as the ground lessee. The Master Lease grants Lessor the right to enter into land leases for the operation of the West Michigan Regional Airport and to receive revenues derived from those land leases.

Agreement

In consideration of their mutual covenants, the parties agree as follows:

1. **Premises Leased.** The Lessor hereby leases to the Lessee certain portions of the West Michigan Regional Airport (the "Airport"), located in the County of Allegan, State of Michigan, as depicted on **Exhibit A** (the "Demised Premises"). The Demised Premises shall consist of two separate areas identified as Premises A and Premises B.

A. **Premises A** consists of approximately 116,118 square feet and shall include the hangar development area, aircraft apron/ramp areas, required green space, and vehicle parking areas intended for Lessee's aviation-related improvements.

B. **Premises B** consists of approximately 11,453 square feet and shall include a taxiway area intended to be constructed by Lessee and ultimately conveyed to Lessor as shared Airport infrastructure, subject to the terms of this Lease. Premises B is leased solely for the purpose of constructing Airport infrastructure and shall not be used for private aeronautical operations, revenue-generating activities, or exclusive operational purposes.

C. The boundaries of Premises A and Premises B are reflected in the survey attached as **Exhibit A**.¹

2. **Term.**

A. The commencement date of this Lease ("Commencement Date") shall begin on the earlier of: (i) the date the Lessee provides written notice to Lessor that the results of its due diligence, studies and inspections are acceptable and completed; or (ii) one hundred twenty (120) days from the Effective Date. Lessor and Lessee shall sign the Notice of Commencement Date, attached hereto as **Exhibit B**, upon the occurrence of the Commencement Date.

B. The Lessee shall have and hold the Demised Premises for a term of thirty (30) years, beginning on the Commencement Date and expiring at 11:59 P.M. on the last day of the 30th year, inclusive (unless the term shall be sooner terminated as hereinafter provided, pursuant to sections 18 and 19 below), upon the terms, covenants and conditions hereinafter contained.

¹ The Exhibit A will be updated via lease amendment to include a legal description for Premises A and Premises B, on or before the Commencement Date.

C. The Lessee shall have the privilege of using, for the term of this Lease and any extensions thereof, in common with others and the public, the public flying field of the Airport, subject to the charges, rules and regulations governing such field issued by the federal and state aeronautical agencies and by the Lessor, and any other agency or entity which may have jurisdiction, in whole or in part, over the Airport.

3. **Option to Renew.** The term of this Lease may be extended, subject to Lessor's approval, for three (3) additional terms of ten (10) years under the following terms:

A. Written notice of the exercise of this option must be given by Lessee to Lessor not less than 180 days prior to the expiration of the then-current term. The Lessor shall endeavor to notify the Lessee when the then-current term of this Lease shall expire; however, the failure to provide such notification shall not relieve the Lessee of its requirement to strictly comply with the notice requirements of this paragraph.

B. Lessor's approval of Lessee's renewal of the Lease shall be limited to review and negotiation of the following: (i) the alignment of the rental rate during the renewal term with other ground leases at the Airport; and (ii) the compliance of Lessee's use and Lease terms with Federal Aviation Administration ("FAA") and other applicable federal, state, or local requirements and regulations.

C. Lessee shall not be permitted to renew this Lease if, at the time of exercise, Lessee shall be in default of any term, condition, or agreement set forth in this Lease beyond any applicable cure period.

4. **Rental.**

a. Premises A rent shall be calculated at \$.48 per square foot, resulting in an annual rental amount of \$55,736.64. Rent shall be payable annually beginning

on the Commencement Date and on the same date of each successive year thereafter during the term of the Lease.

- b. Premises B rent shall be calculated at \$.09 per square foot, resulting in an annual rental amount of \$1,030.77. The lease rate for Premises B reflects its limited and temporary use solely for the construction of Airport infrastructure and not for private aeronautical operations.

The annual rent for Premises A shall be increased on the yearly anniversary of the Commencement Date, and as of each and every year thereafter during the term and any renewal term, in accordance with the increase in the Consumer Price Index (“CPI”) applying the published CPI rate for the calendar month before each yearly anniversary of the Commencement Date. If there is a decrease in the CPI for the adjustment period, the annual rent shall remain the same as previously determined until the next annual adjustment date. The annual rent shall be adjusted to an amount equal to the product obtained by multiplying the annual rent in effect for the immediately preceding 12-month period by a fraction, the numerator of which is the CPI for the year to be adjusted, and the denominator of which is the CPI for the prior 12th month period. If the CPI has not increased for the annual adjustment period, the annual rent for the next year of the Lease shall remain the same as the prior year’s annual rent.

For the purpose of this Lease, the CPI means the Index for “All Items,” for Urban Wage Earners and Clerical Workers Commodity Groups for the Detroit area as determined by the United States Department of Labor, Bureau of Statistics. Should the United States Government revise its price index at any time, the parties will follow such suggestions as the government may issue for making an arithmetical changeover from one index to another. Should the price index be wholly

discontinued, then its successor or the most nearly comparable successor index thereto shall be used.

5. **Sublease.** Lessee may assign, sublet, or sell all or any portion of the Demised Premises or the buildings or other improvements located thereon at any time and from time to time, but only after obtaining the written approval of Lessor which shall not be unreasonably delayed or withheld, to any other entity so long as the assignee, subtenant, or buyer (collectively, "Subtenant") complies with the provisions of this Lease (to the extent they apply to the Subtenant). Lessee acknowledges that it will notify any Subtenant of the terms, conditions, and agreements of this Lease and shall incorporate by reference all requirements of this Lease in any agreement executed between Lessee and any Subtenant. Lessee shall ensure that none of its Subtenants use the Demised Premises in a manner which would constitute a violation of any of the provisions of this Lease or any other lease or contract to which the Lessor is a party or the field rules and regulations of the Lessor. A sublease of the Demised Premises shall not release any financial security under the terms of this Lease.

6. **Purposes for Which Demised Premises to be Used.** The Demised Premises are to be used by the Lessee for the following purposes only:

A. Premises A as the site for an airplane hangar or hangars, aircraft apron/ramp areas, associated hangar office space, and required vehicle parking. Subject to the terms, restrictions and requirements of section 5 above, the Lessee shall have the right to sublease any part of a hangar placed on the Demised Premises.

B. Premises B shall only be used solely for the construction of the Premises B Taxiway, as defined in section 9(A), below. Premises B shall not be used for private aeronautical operations, revenue generating activities or any exclusive operations.

C. Maintenance and servicing for only those aircraft owned by the Lessee or Sublessee and stored in the Lessee's hangar(s) on Premises A.

D. Any other uses for which the Lessor gives its written approval in its sole discretion.

7. **Prohibited Uses of the Demised Premises.** The Demised Premises shall not be used by the Lessee for any of the following purposes:

A. Passenger service, charter, and commercial operations;

B. Sale of aircraft and accessories (except aircraft used exclusively by Lessee);

C. Engaging in the business of aviation instruction (except for instruction involving pilots and aircraft used exclusively by Lessee);

D. Maintenance and servicing of aircraft, except as permitted pursuant to section 6(C) above;

E. The sales or storage of aviation fuels or petroleum products; or

F. Any form of fixed based operation unless Lessee meets the Minimum Operating Standards (defined below) and requirements of the Lessor, including entering into a separate fixed base operator agreement with the Lessor.

G. Any use not related to aeronautical activities.

Notwithstanding the above, subsections 7(A) through 7(D) may be permitted upon compliance with the Lessor's *Minimum Standards for Fixed Base Operators and Permit Holders to Provide Aeronautical Services to the Public*, now existing or hereafter amended ("Minimum Operating Standards"), including entering into a separate fixed base operator agreement with Lessor if required by the Minimum Operating Standards in place at the time, payment of the associated required fee(s), and satisfying other conditions as may be required by Lessor.

Notwithstanding the above, subsection 7(E) may be permitted upon execution of a fuel farm lease agreement, and satisfying other conditions as may be required by Lessor.

8. **Conduct of Operations on Demised Premises**. In its use of the Demised Premises the Lessee will comply with the following requirements and regulations:

A. The Lessee shall not consent to any unlawful use of the Demised Premises, nor permit any such unlawful use thereof.

B. The Lessee further agrees that all federal, state and local laws will be observed, including the rules and regulations of the federal and state aeronautical authorities, local governing authority and Lessor, and any other agency or entity which may have jurisdiction, in whole or in part, over the Airport.

C. The operations of the Lessee, its employees, invitees and those doing business with it shall be conducted in an orderly and proper manner and so as not to annoy, disturb or be offensive to others at the Airport. The Lessor shall have the right to complain to the Lessee as to the demeanor and conduct of the Lessee's employees, invitees and those doing business with it, whereupon the Lessee will take all steps necessary to remove the cause of the complaint.

D. All rules and regulations of the Michigan State Fire Marshal shall be complied with by the Lessee in the conduct of its operations on the Demised Premises.

E. The Lessee agrees to pay all taxes, assessments, license fees or other charges levied or assessed on the buildings, structures or their contents during the term of this Lease or any renewal thereof.

F. The Lessee shall pay for water, gas, sewer charges and electrical current, telephone service and other utilities utilized or consumed on the Demised Premises.

G. The Lessee agrees at all times to keep the Demised Premises in a neat, clean and orderly condition, free of weeds, rubbish or any unsightly accumulations of any nature whatsoever.

H. The Lessee shall maintain the building and other improvements, including underground facilities and utilities which were installed by or at the direction of Lessee, are owned by Lessee, or are used exclusively by Lessee, on the Demised Premises, including the apron/ramp areas, in an attractive, well-maintained condition and repair which favorably reflects on the conditions and operations of the Airport. Lessee acknowledges that its building and improvements and their condition, maintenance, and repair are significant to the image of the Airport. Upon 30 days notice by the Lessor that the buildings and other improvements are not being maintained as required by this paragraph, Lessee shall immediately submit a plan and timetable to commence and diligently complete the required maintenance and repair. The plan and timetable must be approved by the Lessor. If Lessee fails to perform the required maintenance and repair, Lessor may terminate this Lease and repair or demolish the buildings and other improvements on the Demised Premises. All costs incurred by Lessor for such demolition and repair (including attorneys fees) shall be paid by Lessee.

I. Lessee, its employees, agents, Subtenants, or invitees shall not operate its aircraft in any manner to create or likely to create "jet blast" from the Demised Premises onto adjacent, adjoining, or nearby hangar properties.

J. Lessee shall be required to provide snow removal services for the Demised Premises. However, if Lessor has entered into a fixed base operator agreement for the operation of the Airport, or a maintenance agreement, which requires the fixed base operator ("Operator") to provide snowplowing services at the Airport, Lessee may elect to engage or otherwise use the Operator for snowplowing services. If such option is exercised by Lessee, Lessee agrees to pay all

charges, fees, and costs incurred by the Operator, if any, relating to the snowplowing for areas leased to Lessee pursuant to this Lease.

9. **Building.**

A. Within twenty-four (24) months of the Effective Date, the Lessee shall, at its own expense, and in accordance with Lessor's development, improvement and building standards, including the Airport Building Standards, now existing or hereafter amended, promulgated by Lessor ("Building Standards"), commence construction of new facilities and improvements on the Demised Premises. "Commence construction" or "commencement of construction" shall mean when the Lessee has secured all necessary permits and approvals, and has begun excavation or earthmoving, or the physical installation of permanent improvements such as pavement or concrete footings, foundation, or utilities. These improvements shall include the following:

- A 140'x100' hangar ("Hangar 1") on the northern portion of Premises A;
- The associated northern portion of the aircraft apron/ramp adjacent to Hangar 1 and within Premises A ("Hangar 1 Apron");
- The access drive and parking areas within Premises A (the "Parking Area"); and
- The taxiway improvements within Premises B that connect the existing north taxilane to Hangar 1 and the Hangar 1 Apron ("Premises B Taxiway"). The Premises B Taxiway shall be constructed to meet all requirements for Taxiways intended to serve ADG III (limited to 100' wingspan), TDG 3 aircraft as shown in FAA Advisory Circular (AC) 150/5300-13B Change 1 (or the latest version at the time of construction). Construction materials and methods shall be in accordance with FAA AC 150/5370-10H (or latest edition at the time of construction) and/or MDOT 2020 Standards Specifications for Construction (or latest edition at the time

of construction). In addition, construction shall be completed in accordance with all required federal, state, and local permits, including but not limited to: building permits, soil erosion and sedimentation permits, stormwater management and maintenance permits, and National Pollutant Discharge Elimination System (NPDES) permits.

B. Within thirty-six (36) months of the Effective Date, the Lessee shall, at its own expense, and in accordance with Lessor's Building Standards, commence construction of a second 140'x100' hangar ("Hangar 2") on the southern portion of Premises A, as well as the associated southern portion of the aircraft apron/ramp adjacent to Hangar 2 and within Premises A ("Hangar 2 Apron").

C. Prior to construction of any improvements described in subsections A and B above, which are depicted on **Exhibit A**, the Lessee shall submit to the Lessor building plans and drawings showing in full detail the location of all buildings and improvements on the Demised Premises (including representative samples of all building materials, windows, lighting, and other exterior appurtenances to be used in the construction of the hangar) for review and approval by the Lessor. The building and improvements shall be designed and constructed to eliminate drainage on any adjacent and adjoining properties, and provide green space as required by the Building Standards. Lessee shall secure all necessary approvals from the City of Holland, including without limitation a building permit from the City of Holland planning commission if required, and shall comply with the City of Holland's water ordinance.

D. During the term of this Lease, the Lessee may, at its own expense, with the prior permission from Lessor, also make alterations, additions and improvements to the Demised Premises, including the demolition of all existing structures on the Demised Premises and the

construction of one or more new buildings on the Demised Premises. Lessor shall grant its written consent to all alterations, additions, demolitions and improvements to the Demised Premises which meet the Building Standards. If there is any discrepancy or conflicting terms between the Lease and Building Standards, the Building Standards shall control.

E. Any expenses incurred by the Lessor in its review and approval of any alterations, additions, demolitions and improvements to the Demised Premises, including without limitation engineering, architectural, site review, legal and other professional expenses, shall be reimbursed by Lessee to the Airport upon reasonable written demand from the Lessor.

F. All alterations, buildings, hangars or improvements shall be and remain the personal property of the Lessee or a Subtenant, as the case may be, throughout the term of this Lease, or any extension thereof. The Lessee shall have the privilege of removing any or all of the buildings, alterations, additions, hangars or improvements placed on the Demised Premises, at any time prior to the expiration of this Lease, or any extension thereof, provided that on such removal the Lessee shall restore the Demised Premises to a graded and level condition and neat appearance. No building, hangar, or other improvements may be removed by the Lessee, unless replaced, until all rents due have been paid to date and all defaults under the Lease are cured. If the Lessee does not intend to remove the aforesaid alterations, additions, hangars, buildings or improvements prior to the end of the term of this Lease, it shall give written notice of this fact to the Lessor at least sixty (60) days prior to such termination, in which case the Lessor may, at its discretion: (i) order the Lessee to remove any or all such alterations, additions, hangars, buildings, or improvements, or (ii) Lessor may, at its sole and complete discretion, require that the additions, hangars, buildings, or improvements remain and the Lessor shall pay to the Lessee a mutually agreed cost. Failure on the part of the Lessee to comply with such order to remove shall entitle the Lessor to cause to have

any or all said alterations, additions, hangars, buildings, or improvements removed, and the cost of such removal (including attorneys fees) shall become the obligation and the responsibility of the Lessee, or at the discretion of the Lessor, the alterations, additions, hangars, buildings may be allowed to remain in place and shall thereupon become the sole property of the Lessor without reimbursement to Lessee.

G. Lessee shall not permit any construction liens or similar liens ("Liens") to remain upon the Demised Premises for labor or materials furnished to Lessee or claimed to have been furnished to Lessee in connection with work of any character performed or claimed to have been performed at the direction of Lessee, and shall cause any such Liens to be released of record, or bonded at Lessee's election within ninety (90) days without cost to Lessor. Lessee agrees to indemnify, defend and save Lessor harmless from any Liens, including related costs, expenses, liabilities or claims (including reasonable attorneys' fees) which may be incurred by or asserted against Lessor in conjunction with such Liens or securing release of such Liens. Upon surrendering the Demised Premises, the Lessee shall surrender possession to the Lessor free and clear of any encumbrances, excepting those placed thereon by the Lessor.

9.1 **Premises B Taxiway.** The Premises B Taxiway shall be eligible for acceptance by Lessor, in Lessor's sole discretion, as shared Airport infrastructure upon satisfaction of the following conditions: (i) the Premises B Taxiway has been designed and constructed in accordance with applicable FAA and Michigan Department of Transportation ("MDOT") standards and the requirements of this Lease, as determined by Lessor; and (ii) the Premises B Taxiway serves more than one aeronautical user, which condition shall be satisfied upon the construction of another hangar or aeronautical facility that utilizes the Premises B Taxiway. Acceptance of the Premises B Taxiway by Lessor shall be accomplished by written amendment to this Lease, which

amendment shall be signed by Lessor and Lessee (the “Taxiway Amendment”). The Taxiway Amendment shall remove Premises B from the Demised Premises, and confirm that maintenance, repair and replacement responsibility for Premises B is no longer the responsibility of Lessee. Following execution of the Taxiway Amendment, Lessor shall reimburse Lessee for the documented and approved cost of constructing the Premises B Taxiway. Reimbursements of such costs may be accomplished by credits applied towards rent due under the Lease, a direct payment or series of direct payments by Lessor to Lessee, or a combination of both. In the event of credits applied towards rent due under this Lease, such repayment terms shall be included in the Taxiway Amendment. All reimbursements to Lessee are limited to the actual documented and approved costs of construction of the Premises B Taxiway, and shall not include costs of maintenance, repairs and replacements incurred by Lessee after the Premises B Taxiway is initially completed.

Lessee acknowledges that nothing in this Lease grants Lessee any exclusive right to conduct aeronautical activities at the Airport or to use any taxiway, taxilane or other airfield infrastructure, including the Premises B Taxiway, exclusively. The Premises B Taxiway shall be subject to the Lessor’s continuing authority to regulate and control Airport infrastructure in accordance with applicable FAA requirements, including the obligation to make the Airport available for public use on reasonable and non-discriminatory terms. Nothing in this Lease, regarding the Premises B Taxiway or otherwise, shall be interpreted or enforced in a manner that would create an exclusive right to provide aeronautical services.

10. **Maintenance, Repairs and Replacements of Parking Area Aprons, and Taxiway.**

Lessee hereby agrees that it shall be responsible for all maintenance, repair, and replacement of the Parking Area, Hangar 1 Apron, and Hangar 2 Apron. Additionally, Lessee shall

be responsible for all maintenance, repair, and if necessary, replacement of the Premises B Taxiway, until such time as the Premises B Taxiway is accepted by Lessor as shared Airport infrastructure as provided in section 9.1, above. All maintenance, repair, and replacement of the Demised Premises and Premises B Taxiway shall be in accordance with any federal, state, or local requirements. All repairs and replacements of the Premises B Taxiway shall also be coordinated with and subject to advance review and approval by the Lessor. In the event Lessee should fail to comply with the provisions of this paragraph, Lessor may enter on the Parking Area, Hangar 1 Apron, Hangar 2 Apron, and Premises B Taxiway to perform necessary maintenance, repairs, and replacements, and assess Lessee the cost therefor.

11. **Compliance with Rules and Regulations**. The Lessee shall construct all buildings and all improvements, including parking facilities, on the Demised Premises in accordance with all applicable state and city ordinances, and regulations adopted for the operation of the Airport, including regulations of the Michigan State Fire Marshal and any other applicable state, county, and local laws, ordinances, and regulations.

At any time during the term of the Lease, the Demised Premises, buildings, and improvements located thereon, shall be subject to the inspection, upon reasonable prior written notice, and approval of the Michigan State Fire Marshal, the City of Holland, the Lessor, and any other representatives of interested state, county, or local governments as specified above.

The Lessee agrees, during the term of the Lease, to comply with all federal, state and local laws, including all building codes, pertaining to sanitation, health, police and fire protection. In the event it is necessary for Lessee to connect to water, storm and sanitary sewer, gas or electrical lines or facilities, the Lessee shall be responsible for the cost of the connection and utility

installations, and for the cost of extending such utilities from their present termination point outside the Demised Premises to any building or buildings upon the Demised Premises.

12. **Insurance.** Insurance for loss by fire and extended coverage shall be kept and maintained on all buildings and improvements located on the Demised Premises by the Lessee in such amount as Lessee determines to be appropriate, and with such insurance company or companies as are approved by the Michigan Insurance Bureau. In the event of loss by fire, hail, or windstorm, the proceeds from such insurance shall be used by the Lessee to repair or replace such loss, or the Lessee shall demolish the building and improvements so damaged and restore the Demised Premises to a graded level and neat appearance. A casualty loss of the hangar, building, or other improvements on the Demised Premises shall not terminate this Lease unless the Lessor and Lessee agree in writing that due to the circumstances of the loss that the Lease will be terminated.

Further, the Lessee shall procure, keep and maintain during the term of this Lease, and any renewal thereof, insurance policies providing public liability and property damage insurance of not less than \$1,000,000.00 each occurrence/\$1,000,000.00 aggregate for property damage and of not less than \$1,000,000.00 each occurrence/\$1,000,000.00 aggregate for comprehensive general liability. The policies shall cover losses caused by the acts and omissions of the Lessee, its agents and employees, or by the operation of vehicles or other equipment owned or operated by the Lessee, its agents or employees. The certificate of insurance of Lessee shall name the City of Holland, Lessor, and their officials, board members, officers, agents, and employees as additional insureds for required coverage for public liability, and a certificate of insurance and additional insured endorsement shall be filed with the Lessor upon the commencement of this Lease. The certificate of insurance shall waive subrogation against the additional insureds.

As to all insurance required under this section, the Lessee shall give the Lessor sufficient evidence in writing that each and every such coverage has been issued by an insurance company or companies as are approved by the Michigan Insurance Bureau. The Lessee agrees to defend and hold the Lessor harmless from any claim, suit, or processes of any nature, including reasonable attorney fees and costs, whatsoever arising out of this Lease. The agreement to defend and hold harmless shall be in effect even though the Lessee has obtained the various insurance policies hereinabove stated. During the term of this Lease, the amounts and levels of insurance may be increased by Lessor based upon revised insurance requirements and specifications which shall apply to all entities subject to a ground lease at the Airport.

13. **Compliance with Federal Agreements.** This Lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport; provided, however, that any right, title, and interest of the Lessee in the Demised Premises (including any improvements made by Lessee to the Demised Premises) shall not be taken without just compensation therefor being first made. In addition, this Lease shall be subject to the following:

A. The Lessor reserves the right to further develop or improve the landing area of the Airport as it sees fit regardless of the desires or views of the Lessee, so long as the changes do not interfere with access to the Demised Premises from the landing area of the Airport as determined by Lessor.

B. The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstruction, together with the right to prevent the Lessee

from erecting or permitting to be erected any building or other structure on the Airport which, in the reasonable opinion of the Lessor, would limit the usefulness of the Airport or constitutes a hazard to aircraft.

14. **Right-of-Way for Ingress and Egress, Parking, Fencing.**

A. The Lessee, its agents, licensees, invitees, sub-tenants and employees to Lessee shall have the non-exclusive right and privilege to use the Airport service roads (including Geurink Boulevard) to the Demised Premises for purposes of ingress and egress during the term of this Lease, in common with others.

B. The Lessee shall construct the Parking Area upon the Demised Premises with the Lessee being responsible for all maintenance, all snow removal, and repair relating to such parking facilities which are not serviced by the Operator for the Airport. Lessee warrants that the completed parking facilities will be adequate for the needs of the Lessee's business, providing sufficient spaces for Lessee's employees, customers and guests.

C. In case it shall become necessary to reconstruct, replace, or relocate any existing fence to accommodate the Demised Premises of Lessee; construct any fences for the protection of the public using the Airport as a public facility; or the construction is deemed necessary by the Lessor to preserve substantial uniformity of appearance of all fencing and buildings at the Airport, or to provide privacy to the Lessee at the Demised Premises; or if federal authorities require the construction thereof, such fence shall be reconstructed, replaced, relocated, and erected at the Lessee's sole expense, and only after approval and consent is had from the Lessor as to location and type of fencing. Any fencing shall be consistent with the Building Standards. Upon the giving of notice by the Lessor to the Lessee, in writing, requesting that fencing be erected on the Demised Premises, the Lessee shall erect such fencing as soon as possible and maintain the same in good

repair and condition at all times in accordance with the request made by the Lessor. If the Lessor, pursuant to the terms of this paragraph, requests the Lessee to remove existing fencing or construct fencing relating to the development of the Demised Premises, the Lessee shall comply with such demand and shall pay the costs thereof.

15. **Signs.** The Lessee shall have the right to erect a building identification sign, consistent with the Building Standards, upon the exterior of the buildings on the Demised Premises or in the front yard area thereof. No other signs or advertising matter shall be painted, posted or displayed upon any portion of the Demised Premises, including upon the buildings and structures placed thereon, without the written consent of the Lessor, which consent shall not be unreasonably withheld.

16. **Mortgage by Lessee.** The Lessee may place a mortgage upon any and all buildings located on the Demised Premises or Lessee's leasehold interest under this Lease for the purposes of securing a loan or loans, and the Lessee shall notify the Lessor in writing of the name and address of the lender prior to the placement thereof. Any mortgage placed on the Demised Premises shall be subordinate to this Lease and the interest of the Lessor. Lessor, in its sole discretion, may require the Lessee to secure a subordination agreement, in a form acceptable to the Lessor, from its mortgage lender, confirming the subordination of the lender's interest to the interest of Lessor. Any notice of default in the terms of the Lease served upon the Lessee by the Lessor shall also be served upon the mortgage lender, and the mortgage lender shall have a like opportunity to cure such defect as the Lessee may have.

17. **Late Rental Payments.** If, during the term of this Lease, the Lessee shall be late in making rental payments or any other payments as provided herein, the Lessee shall pay, and the Lessor shall receive, a service charge of one and one half percent (1.5%) per month of the late

rental payment or other charge until the amount is paid. This shall be in addition to any other rights reserved to the Lessor or existing in the Lessor by virtue of the laws of the State of Michigan.

18. **Default and Termination.** The Lessor and the Lessee agree that this Lease shall terminate at the expiration of the term herein specified. Further, upon the breach by the Lessee of any of the terms and conditions herein, the Lessor shall give written notice to the Lessee and a period of thirty (30) days from the date of the notice to cure such breach. If the breach constitutes an emergency condition as determined by Lessor, the period to cure shall be five (5) business days from the date of the notice to cure or according to another time period approved in writing by the Lessor. If the breach is not timely cured by the Lessee as provided in this paragraph (or if the breach cannot be cured within the thirty (30) day period, if Lessee does not commence curing the default within the thirty (30) day period and thereafter diligently prosecute it to completion), this Lease may be deemed forfeited by the Lessee and cancelled by the Lessor, upon the receipt by the Lessee of an additional notice in writing of such cancellation from the Lessor.

Lessee shall pay reasonable costs and attorney fees incurred by Lessor in connection with the termination, cancellation, and forfeiture of the Lease. Upon termination, cancellation or forfeiture of the Lease, Lessee and any guarantor of the Lease shall remain liable for any unpaid rent, expenses, or costs to be paid by Lessee to Lessor during the remaining term of this Lease.

Notwithstanding the foregoing, the Lease shall automatically terminate, with immediate effect and with no opportunity to cure, on the second anniversary of the Effective Date if Lessee has not by that date commenced construction of new facilities and improvements on the Demised Premises in accordance with section 9(A) above, unless otherwise agreed to by the parties in writing. In such a case, Lessee shall not be responsible for any costs or attorney fees, and the Lessee shall remain liable only for rent, expenses or costs attributable to the period prior to the

termination. Prepaid rent for the period after the date of termination under this section 18 shall be returned by Lessor to Lessee.

19. **Notice of Termination – Lessee.** In addition to the provisions of this Lease related to termination as set forth in section 18 above, the Lessee may, in its sole discretion, terminate and cancel this Lease, for any reason whatsoever, at any time within 120 days of the Effective Date. During that time period, Lessor shall provide Lessee with access to the Demised Premises for purposes of inspections and/or studies. Lessee may waive this right of termination by executing and submitting to Lessor the Notice of Commencement Date.

20. **Notice of Termination – Lessor.** In addition to the provisions of this Lease relating to termination as are set forth in section 18 above, the Lessor may terminate and cancel this Lease if it is unable to operate the Airport, and is required to reimburse the United States of America, the State of Michigan, or such other federal or state entities or agencies for monies received or accepted for the acquisition of the Airport. Notice of termination shall be sent at least 180 days prior to the effective date of the cancellation to Lessee. Upon expiration of the notification, the rental amount paid during the final year of the Lease shall be prorated and the balance reimbursed to the Lessee. Lessor shall incur no further liability to Lessee, and this Lease shall be null and void. Upon termination pursuant to this paragraph, the Lessee may attempt to negotiate the purchase of the Demised Premises from the City of Holland, including a non-exclusive right of ingress and egress to the Demised Premises at the fair market value as determined by the City of Holland and Lessee. The purchase by Lessee from the City of Holland shall be permitted only if all of the following conditions are met:

A. Lessee shall not be in default (beyond any applicable cure period) pursuant to any of the terms, conditions, and agreements of this Lease;

B. The right to purchase is determined to be valid and permitted pursuant to the rules and regulations of the FAA, Michigan Aeronautics Commission (“MAC”), or any other federal, state, or local agency empowered to administer and regulate the Airport;

C. Notice must be given by Lessee to Lessor at least 90 days before the termination of the Lease term;

D. The purchase by Lessee from the City of Holland must, in all respects, comply with the rules and regulations of the FAA, MAC, or any other federal, state, or local agency empowered to administer and regulate the Airport.

21. **Time of the Essence.** It is further understood and agreed that time is of the essence of this Lease.

22. **Eminent Domain.** If all of any portion of the Demised Premises shall be taken by any governmental authority under power of eminent domain:

A. All damages awarded as compensation for the taking or diminution in value to the buildings or improvements on the Demised Premises constructed by the Lessee shall belong to and be the property of the Lessee and any mortgagee thereof. The Lessee assumes full responsibility for taking whatever action it deems necessary to protect its interests in any proceeding for the condemnation of any part of its leasehold estate herein.

B. If only a part of the Demised Premises shall be so taken or condemned, the Lessee shall at its expense proceed to make a complete architectural unit of the remainder of the buildings on the Demised Premises; and, there shall be an abatement of the rental thereafter to be paid hereunder, corresponding with the proportion which the value of the portion of the Demised Premises so taken may bear to the value of the entire Demised Premises at the time of such taking.

C. If more than fifty percent (50%) of the Demised Premises shall be so taken, the Lessee may, at its option, terminate this Lease and all obligations hereunder.

23. **Quiet Enjoyment.** The Lessor covenants that the Lessee, upon paying the aforementioned rentals and performing all the covenants on its part to be performed hereunder, shall and may peacefully and quietly have, hold, and enjoy the Demised Premises for the term hereof.

24. **Assignment of Lessee Interest.** Lessee shall not assign or transfer this Lease, or sell or otherwise transfer the buildings or improvements thereon, without the written consent of the Lessor, which shall not be unreasonably withheld.

25. **Memorandum of Lease.** The Lessor and the Lessee may execute a memorandum of this Lease for purposes of public record. The Lessee shall bear all costs with respect to preparing and recording the memorandum.

26. **Successors and Assigns.** The covenants, conditions, and agreements made and entered into by the parties hereto are binding upon the successors and assigns of the Lessor and upon the successors and assigns of the Lessee.

27. **Arbitration.** All claims or disputes arising out of or relating to this Lease, except those involving a third party who has not agreed to arbitration, shall, upon the election and written consent of all the parties to any such dispute or claim, be settled by arbitration in accordance with the commercial arbitration rules of the American Arbitration Association. Venue for such arbitration shall be Holland, Michigan. Notice of demand for arbitration shall be filed in writing with the American Arbitration Association, and shall be made within a reasonable time after the claim or dispute has arisen. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereon.

Except as written by consent of the person or entity sought to be joined, no arbitration arising out of or relating to the Lease shall include, by consolidation, joinder, or in any other manner, any person or entity not a party to the Lease, unless it is shown at the time the demand for arbitration is filed that:

- A. Such person or entity is substantially involved in a common question of fact or law;
- B. The presence of such person or entity is required if complete relief is to be accorded in the arbitration; and
- C. The interest or responsibility of such person or entity in the matter is not insubstantial.

The agreement of the parties to arbitrate claims and disputes shall be specifically enforceable under the prevailing arbitration law. Pending final decision of the arbitrator or arbitrators, the parties shall proceed diligently with the performance of their obligations under this Lease.

28. **Environmental Covenants.** During the term of this Lease, Lessee represents and warrants to Lessor that:

- A. Lessee shall keep or cause the Demised Premises to be kept free of hazardous materials, except to the extent that such hazardous materials are stored and/or used in compliance with all applicable federal, state, and local laws and regulations; and without limiting the foregoing, Lessee shall not cause or permit the Demised Premises to be used to generate, manufacture, refine, transport, treat, store, handle, dispose of, transfer, produce, or process hazardous materials except in compliance with all applicable federal, state, and local laws and regulations, nor shall Lessee cause or permit, as a result of any intentional or unintentional act or

omission on the part of Lessee or any tenant, Subtenant or occupant, a release, spill, or omission of hazardous materials onto the Demised Premises or onto any other contiguous property; and

B. Upon demand by Lessor, Lessee shall conduct and complete all investigations, including a comprehensive environmental audit, studies, sampling and testing, and all remedial, removal, and any other actions necessary to clean up and remove all hazardous materials on, under, from, or effecting the Demised Premises as required by all applicable federal, state, and local laws, ordinances, rules, regulations, and policies to the satisfaction of Lessor, and in accordance with the orders and directors of all federal, state, and local governmental authorities. If Lessee fails to conduct an environmental audit required by Lessor, then Lessor may, at its option and at the expense of Lessee, conduct such audit.

Subject to the limitations set forth below, Lessee shall defend, indemnify and hold harmless Lessor, its employees, agents, officers, directors, successors and assigns from and against any claims, demands, penalties, fines, liabilities, settlements, damages, costs, or expenses, including without limitation, attorneys and consultants fees, investigation and laboratory fees, court costs and litigation expenses (attorney's fees, court costs, and expert witness expenses shall be through all appellate, enforcement, or collection proceedings) known or unknown, contingent or otherwise, arising out of or in any way related, to:

(1) The presence, disposal, release, or threatened release of any hazardous materials on, over, under, from or effecting the Demised Premises or the soil, water, vegetation, buildings, personal property, persons, or animals;

(2) Any personal injury (including wrongful death) or property damage (real or personal) arising out of or related to such hazardous materials on the real estate;

(3) Any litigation commenced or threatened, settlement reached, or government order relating to such hazardous materials with respect to the Demised Premises; and

(4) Any violation of laws, orders, regulations, requirements or demands of governmental authorities or any policies or requirements or demands of governmental authorities or any policies or requirements of Lessor, which are based upon or are in any way related to such hazardous material used on the real estate.

For purposes of this paragraph “hazardous material” includes, without limitation, any flammable explosives, radioactive materials, hazardous materials, hazardous waste, hazardous or toxic substances or related materials defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 USC Section 9601, *et seq.*), the Resource Conservation and Recovery Act of 1976, as amended (42 USC Section 6901, *et seq.*) and any regulations adopted and publications promulgated thereto, or any other federal, state, or local governmental law, ordinance, rule, or regulation.

The provisions of this section shall be in addition to any and all obligations and liabilities of Lessee pursuant to this Lease and shall be in addition to such rights of Lessor under common law, and shall survive the termination of this Lease.

29. **Entire Agreement.** This Lease constitutes the entire understanding between the parties, and supersedes all prior independent agreements between the parties covering the subject matter thereof. Any change or modification hereof must be in writing, signed by both parties.

30. **Severability.** If a provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Lease shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.

31. **Notice.** Any notice given by one party to the other in connection with this Lease shall be in writing and shall be hand-delivered or sent by registered mail, return receipt requested, with postage prepaid, or sent by national overnight courier service, to:

Lessor:
West Michigan Airport Authority
ATTN: Authority Manager
60 Geurink Boulevard
Holland, MI 49423
Email: m.neyens@wmraa.com

Lessee:
TKP Holdings, LLC
ATTN: Brent Patterson, Managing Member
1201 Industrial Ave.
Holland, MI 49423
Email: brentp@coastal-container.com

Notice shall be deemed to have been given upon delivery if hand-delivered; two (2) business days following mailing, if sent by certified mail; and on the next business day, if sent by national overnight courier. In addition to the notice provided herein, the parties shall endeavor to email any notice to the other party at the email addresses stated above, but the failure to email notice shall not eliminate the required notice pursuant to this paragraph.

32. **Headings.** The headings used on this Lease are intended for convenience of reference only, and do not define or limit the scope or meaning of any provision of this Lease.

33. **Governing Law.** This Lease is to be construed and governed in accordance with the laws of the State of Michigan.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Lessor and the Lessee have signed this Lease the day and year first above written.

LESSOR:

WEST MICHIGAN AIRPORT AUTHORITY

By: _____

Title: _____

LESSEE:

TKP HOLDINGS, LLC

By: _____

Brent A. Patterson

Title: Managing Member

APPROVED AS TO FORM:
WEST MICHIGAN AIRPORT AUTHORITY

By: _____

Rachel Hillegonds, Attorney

Date: _____, 2026

EXHIBIT A

Demised Premises

Please see attached.

EXHIBIT B

NOTICE OF COMMENCEMENT DATE

This Notice of Commencement Date (the “Notice”) is made as of [Insert Date], by and between the WEST MICHIGAN AIRPORT AUTHORITY, a Michigan community airport authority formed under Act 206 of the Public Acts of 1957, as amended (“Lessor”), and TKP HOLDINGS, LLC, a Michigan limited liability company, with its principal place of business located at 240 E 8th Street, Holland, Michigan 49423 (“Lessee”).

RECITALS

A. Lessor and Lessee are parties to that certain Ground Lease dated [Date of Ground Lease] for the premises identified in Exhibit A to the Ground Lease (the “Demised Premises”).

B. Lessor and Lessee desire to enter into this Notice to confirm and memorialize the actual Commencement Date of the Ground Lease.

AGREEMENT

Lessor and Lessee agree to the following:

1. Lessor and Lessee hereby acknowledge that the Commencement Date of the Ground Lease is [Date]. Lessee accepts the Demised Premises in “as-is” condition.
2. The Ground Lease remains in full force and effect and is hereby confirmed.
3. This Notice binds the parties and their successors.

IN WITNESS WHEREOF, the parties have executed this Notice as of the date first written above.

LESSEE:

TKP HOLDINGS, LLC

By: _____

Brent A. Patterson

Title: Managing Member

LESSOR:

WEST MICHIGAN AIRPORT AUTHORITY

By: _____

Title: _____

UNCONDITIONAL GUARANTY OF GROUND LEASE

THIS UNCONDITIONAL GUARANTY OF GROUND LEASE (the “Guaranty”) is made this ____ day of _____, 2026, by **Brent A. Patterson**, whose address is c/o TKP Holdings, LLC, 1201 Industrial Ave. Holland, MI 49423 (the “Guarantor”), to and for the benefit of **TKP HOLDINGS, LLC**, with a principal place of business in Holland, Michigan (the “Lessee”).

Background

Lessee has entered into a Ground Lease with West Michigan Airport Authority (the “Authority”) dated the same date as this Guaranty (the “Ground Lease”). Guarantor is the Managing Member of Lessee.

Agreement

In consideration of these interests and other benefits accruing to Guarantor, the receipt and adequacy of which are acknowledged, Guarantor enters into this Guaranty.

1. Payments on Liabilities. Guarantor, and his successors and assigns, jointly and severally, absolutely and unconditionally guarantee prompt payment when due, and at all times thereafter, of all indebtedness and obligations of Lessee under the Ground Lease or any related agreements (the “Liabilities”). All payments received from Lessee or on account of the Liabilities from any other source shall be taken and applied as payment in gross and this Guaranty shall apply to and secure any ultimate balance which shall remain owing to the Authority. The Authority shall have the exclusive right to determine how, when and what application of payments and credits, if any, shall be made on the Liabilities.

2. Term of Guaranty. Subject to the terms of Section 3 below, this Guaranty shall be a continuing, absolute and unconditional guaranty and shall remain in full force and effect until the fourth yearly anniversary of the Commencement Date of the Ground Lease, as that term is defined in the Ground Lease (the “Sunset Date”), provided that no default has occurred and is continuing on the Sunset Date.

3. Extent of Liability. If Lessee defaults in paying the Liabilities and fails to cure such default within any applicable grace periods, Guarantor, immediately upon the demand of the Authority, shall pay to the Authority the amount due and unpaid by Lessee as if such amount constituted the direct and primary obligation of Guarantor. Prior to any such demand on or payment by Guarantor, the Authority shall not be required to make any demand upon or pursue or exhaust any of its rights or remedies against Lessee or others with respect to payment of any of the Liabilities or to pursue or exhaust any of its rights or remedies with respect to any collateral for the Liabilities or this Guaranty. Guarantor shall have no rights of subrogation with respect to the Liabilities or any collateral securing the Liabilities until the Authority has received full payment of the Liabilities.

Without limiting the generality of the foregoing, Guarantor shall not assert, plead or enforce against the Authority any defense of waiver, release, discharge from bankruptcy, statute of limitations, res judicata, statute of frauds, anti-deficiency statute, fraud, incapacity, minority, usury, illegality or unenforceability that may be available to Guarantor, or any other person obligated with respect to the Liabilities, or any setoff available to Guarantor against the Authority. If any payment applied by the Authority to the Liabilities is subsequently set aside, recovered, rescinded, or otherwise required to be returned by the Authority for any reason, the Liabilities to which payment was applied shall, for the purposes of this Guaranty, be deemed to have continued in existence notwithstanding the application, and this Guaranty shall be enforceable as to such indebtedness as fully as if the Authority had not received and applied the payment.

4. **Acknowledgment of Guarantor.** Guarantor expressly acknowledges that he has full knowledge of the facts and circumstances under which this Guaranty is made, including, without limitation, whether Lessee or any other entity has pledged any collateral as security for the Liabilities.

5. **Waivers.** Guarantor waives presentment, demand, protest or notice of dishonor, non-payment or other default with respect to any of the Liabilities or any collateral therefore. Guarantor grants to the Authority full power in his discretion and without notice to Guarantor to deal in any manner with the Liabilities, including but not limited to: (a) change any terms of any of the Liabilities, including the rate of interest, grant any extension or renewal of the Liabilities, and effect any release, compromise or settlement of the Liabilities; (b) forbear from taking any action with respect to any of the Liabilities, or any guarantor or collateral; (c) consent to the substitution, exchange or release of any guarantors or all or any part of any collateral securing the Liabilities; and (d) exercise all rights and remedies available under law or equity in the event the Liabilities are not paid when due or there is a default under any document evidencing any of the Liabilities.

6. **Miscellaneous.** Nothing in this Guaranty shall waive or restrict any right of the Authority granted in any other document or by law. No waiver by the Authority of any default shall be effective unless in writing and signed by the Authority, nor shall a waiver on one occasion be construed as a bar to or waiver of that right on any future occasion. Any reference to the Authority shall include any assignee or holder of all or any part of the Liabilities. This Guaranty shall bind the respective heirs, personal representatives, successors and assigns of the Authority and Guarantor. Guarantor agrees that any action against Guarantor for enforcement of this Guaranty may be brought in any state or federal court in Michigan having jurisdiction of the subject matter; Guarantor consents to personal jurisdiction over him by such courts, and to venue in such courts. This Guaranty shall be governed in all respects by the laws of Michigan without giving effect to conflict of laws rules.

GUARANTOR:

Brent A. Patterson

EXHIBIT A

20' X 50'
OFFICE

PROPOSED LEASE AREA
116,118 SFT (2.66 AC)

140' X 100'
14,000 SFT
HANGAR

140' X 100'
14,000 SFT
HANGAR

AREA A

11,453 SFT SHARED
FAA TAXIWAY

AREA B

120' X 75'
9,000 SFT
HANGAR



West Michigan Airport Authority

Effective, July 1, 2026

Premium and Rate Analysis



Coverage	2025-2026 Exposures @ 2025-2026 Rates	2026-2027 Exposures @ 2026-2027 Estimated Rates	% Change		Notes
Workers' Compensation and Employers' Liability	Accident Fund	Accident Fund			Automatic Renewal Premium is based on the rates and carrier minimums. Premium is billed directly by the Accident Fund to WMAA (one payment).
Workers' Compensation Limit	Statutory	Statutory			
Employer's Liability Limit	\$1,000,000	\$1,000,000	0.00%	\$0	
Exposure (Total Payroll)	\$100,000	\$100,000	0.00%	\$0	
Rate per \$100 in Payroll	\$0	\$0	0.00%	\$0	
Modified Premium	\$90	\$90	0.00%	\$0	
Fees and Taxes	\$250	\$250	0.00%	\$0	
Total Estimated Workers' Compensation & Employer's Liability Premium:	\$462	\$462	0.00%	\$0	

Coverage	2025-2026 Exposures @ 2025-2026 Rates	2026-2027 Exposures @ 2026-2027 Estimated Rates	% Change		Notes
Airport Owners and Operators' Liability	Chubb (ACE)	Chubb (ACE)			Three-Year Term. Year 1, Effective July 1, 2026, through July 1, 2027. WMAA can opt to pay the three-year premium upfront or annually. Premium is payable on the program anniversary each of the three years. Last year (2025), WMAA mentioned paying the three-year premium as a single annual payment, beginning on July 1, 2026. Jill Kizyma (AJG) will discuss with Matt Neyens, WMAA. WMAA can pay the three-year upfront \$24,105.00. Please let Jill Kizyma know WMAA's decision regarding paying over three-years or one-year.
Limits of Liability	\$20,000,000	\$20,000,000	0.00%	\$0	
General Aggregate	Non-Applicable	Non-Applicable			
Products/Completed Operations Aggregate	\$20,000,000	\$20,000,000	0.00%	\$0	
Personal and Advertising Injury Aggregate	\$20,000,000	\$20,000,000	0.00%	\$0	
Non-Owned Aircraft Liability	\$20,000,000	\$20,000,000	0.00%	\$0	
Fire Damage - Any One Fire	\$100,000	\$100,000	0.00%	\$0	
Excess Automobile Liability Off Premises (Excess of \$1M)	\$20,000,000	\$20,000,000	0.00%	\$0	
Excess Employer's Liability, Excluding Disease (Excess of \$1M)	\$20,000,000	\$20,000,000	0.00%	\$0	
Hangar keeper's - Any One Aircraft	\$20,000,000	\$20,000,000	0.00%	\$0	
Hangar keeper's - Any One Occurrence	\$100,000	\$100,000	0.00%	\$0	
Employee Benefits Liability	\$1,000,000	\$1,000,000	0.00%	\$0	
Deductibles:	\$20,000,000	\$20,000,000	0.00%	\$0	
Each Occurrence	No Deductible	No Deductible			
Annual Aggregate	No Deductible	No Deductible			
Hangar keeper's (Each Aircraft / Each Occurrence)	\$1,000	\$1,000	0.00%	\$0	
Total Airport Owners and Operator's Liability Premium:	\$7,651	\$8,035	5.02%	\$384	

West Michigan Airport Authority

Effective, July 1, 2026

Premium and Rate Analysis



Coverage	2025-2026 Exposures @ 2025-2026 Rates	2026-2027 Exposures @ 2026-2027 Estimated Rates	% Change		Notes
Airport Property	Travelers	Travelers			
Exposure (TIV)	\$10,488,314	\$10,480,398	-0.08%	(\$7,916)	Carrier applied a 2.93% inflationary increase to the building values only.
Building Deductible (Per Occurrence)	\$2,500	\$2,500	0.00%	\$0	
Rate per \$100 in TIV	0.2012	0.1923	-4.42%	(\$0)	
Total Airport Property Premium:	\$21,102	\$20,154	-4.49%	(\$948)	
Public Officials and Employment Practice Liability	RPS/Greenwich	RPS/Greenwich			
Limit of Liability	\$5,000,000	\$5,000,000			Coverage includes access to experienced employment attorneys through Koeppel, LLC's HR Attorney Hotline.
Exposure (Revenue)	\$814,212	\$820,300	0.75%		
Exposure (Employee Count)	2.00	2.00	0.00%		
Premium	\$6,000	\$6,000	0.00%	\$0	
Engineering Fee	\$195	\$195	0.00%	\$0	
Total Public Officials and Employment Practice Liability Premium:	\$6,195	\$6,195	0.00%	\$0	
Cyber Private Enterprise	RPS/State National	RPS/State National			
Cyber Limit & Cyber Extortion Limit	\$1,000,000	\$1,000,000	0.00%		Subjectivity: Satisfactory confirmation that WMAA/IT has downloaded and registered State National's incident response mobile app. Details will be forwarded upon program binding.
Cyber Incident Response Deductible	\$5,000	\$5,000	0.00%		
Cyber Crime Limit	\$250,000	\$250,000	0.00%		
Cyber Crime Deductible	\$10,000	\$10,000	0.00%		
Exposure (Revenue)	\$814,212	\$820,300	0.75%		
Total Cyber Premium:	\$2,550	\$2,460	-3.53%	(\$90)	
Total Premium	\$37,960	\$37,306	-1.72%	-\$1,038	All Premiums Annualized

The above is a summary and comparison only. Please refer to the policy coverage forms for the exact terms and conditions for each program.

West Michigan Airport Authority

Meeting Date: June 8, 2026

Agenda Item:

Subject: Financial Reports for 05/31/2026-Unaudited

Prepared By: Devon Bialik, City Finance

Recommendation: Accept Financial Reports as information

The West Michigan Airport Authority is eleven months into fiscal year 2026. Attached are Budget Performance Reports and the Balance Sheets for the eleven months ended May 31, 2026 (91.67% of the year).

GENERAL FUND

Revenues

Operating revenues for the first eleven months totaled \$805,277.69, or 105.65% of budget, and are above expectations due to summer property tax payments from the City of Zeeland and Park Township as well as Personal Property Tax (PPT) loss reimbursements. May 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 invoices through May 2026 have been paid.

Expenses

Operating expenses for the first eleven months totaled \$466,415.80, or 68.82% of budget. Lower than budgeted FBO management and snowplowing costs, the timing of mowing costs, and unused miscellaneous consulting costs are contributing to the lower than budgeted expenditures.

CAPITAL FUND

Revenues/Expenses

Capital revenues and expenses include funding for the portion of the project that is local only. The funding information for the remaining part of the project 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 2026 with a combined fund balance of \$2,572,197.

General Fund Assets totaled \$1,448,558.71 at May 31st, comprised mostly of cash. General Fund Liabilities totaled \$24,502.69 at May 31st, and represents unearned revenue (prepaid lease). The ending fund balance at May 31st is \$1,424,056.02. The combined General and Capital funds cash balance at May 31st is \$2,632,593.

The preliminary estimate for a transfer from the General Fund to the Capital Fund indicates a potential transfer of \$10,514.

AGED ACCOUNTS RECEIVABLES – No outstanding receivables as of May 31st.



West Michigan Airport Authority Budget Performance Report

Balance As of 05/31/2026

	25-26 Amended Budget	YTD Balance 05/31/2026	Available Balance 05/31/2026	% Bdg Used	End Balance 06/30/2025	
Fund: 110 WMAA (AIRPORT) GENERAL FUND						
Account Category: Revenues						
000.000						
110-000.000-569.200	STATE GRANT - SBTE	0.00	868.78	(868.78)	100.00	0.00
110-000.000-573.000	SMALL TAXPAYER PPT LOSS REIMBURSEMEN	19,200.00	39,129.99	(19,929.99)	203.80	(47,325.51)
110-000.000-581.100	CONTRIB FROM OTHER GOVTS-CITY OF HOL	148,800.00	148,231.78	568.22	99.62	(140,859.90)
110-000.000-581.110	CONTRIB FROM OTHER GOVTSCITY OF ZEEL	87,500.00	95,110.95	(7,610.95)	108.70	(80,669.55)
110-000.000-581.210	CONTRIB FROM OTHER GOVTS-PARK TOWNSH	145,000.00	148,514.32	(3,514.32)	102.42	(144,302.23)
110-000.000-615.810	FRANCHISE FEES-FBO FRANCHISE	28,600.00	26,156.84	2,443.16	91.46	(28,947.01)
110-000.000-615.815	FRANCHISE FEES-FLIGHT SCHOOL	9,600.00	8,718.68	881.32	90.82	(12,060.31)
110-000.000-615.820	FRANCHISE FEES-FUEL FLOWAGE FEE	68,500.00	56,203.08	12,296.92	82.05	(73,128.57)
110-000.000-615.830	FRANCHISE FEES-LANDING FEES	15,000.00	25,709.95	(10,709.95)	171.40	(31,147.40)
110-000.000-642.035	SALES-MERCHANDISE TAXABLE	0.00	725.00	(725.00)	100.00	0.00
110-000.000-665.000	INVESTMENT INCOME	11,000.00	24,169.91	(13,169.91)	219.73	(37,107.83)
110-000.000-665.900	INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	0.00	0.00	0.00	(18,795.55)
110-000.000-665.905	RENTAL-AGRICULTURAL LAND LEASE	19,800.00	26,475.51	(6,675.51)	133.71	(12,738.74)
110-000.000-665.910	RENTAL-HANGAR LAND LEASE	141,000.00	138,034.62	2,965.38	97.90	(139,225.47)
110-000.000-665.915	RENTAL-T-HANGARS	58,100.00	58,040.00	60.00	99.90	(57,454.19)
110-000.000-665.920	RENTAL-AIRPORT BUSINESS CENTER	10,100.00	9,188.28	911.72	90.97	(9,900.25)
Total 000.000		762,200.00	805,277.69	(43,077.69)	105.65	(833,662.51)
Revenues		762,200.00	805,277.69	(43,077.69)	105.65	(833,662.51)
Account Category: Expenditures						
595.000						
110-595.000-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	0.00	0.00	0.00	0.00	306.00
Total 595.000		0.00	0.00	0.00	0.00	306.00
595.100						
110-595.100-701.000	PAYROLL-REGULAR	83,600.00	75,578.76	8,021.24	90.41	49,883.63
110-595.100-702.000	PAYROLL-TEMPORARY HELP	11,800.00	10,270.00	1,530.00	87.03	0.00
110-595.100-703.100	SPECIAL PAY ONE TIME PAYMENT	0.00	0.00	0.00	0.00	24,432.50
110-595.100-710.000	PAYROLL-VACATION/PTO GENERAL	5,300.00	2,622.55	2,677.45	49.48	8,344.67
110-595.100-710.500	PTO-PART-TIME ESTA	0.00	60.00	(60.00)	100.00	0.00
110-595.100-712.000	PAYROLL-HOLIDAYS	3,600.00	3,157.48	442.52	87.71	1,698.92
110-595.100-716.000	PAYROLL - MISCELLANEOUS	0.00	0.00	0.00	0.00	4,000.00
110-595.100-720.005	INSURANCE HEALTH	0.00	217.97	(217.97)	100.00	2,910.38
110-595.100-720.006	INSURANCE-HEALTH OPT OUT	3,000.00	2,719.82	280.18	90.66	80.18
110-595.100-720.007	INSURANCE - EMPLOYER HSA CONTRIBUTIO	0.00	0.00	0.00	0.00	350.00
110-595.100-720.010	INSURANCE DENTAL	0.00	17.58	(17.58)	100.00	10.55
110-595.100-720.030	INSURANCE-INCOME PROTECT (STD)	0.00	0.00	0.00	0.00	263.22
110-595.100-720.031	INSURANCE-LONG TERM DISABILITY	200.00	213.04	(13.04)	106.52	0.00
110-595.100-720.040	COBRA ADMIN FEES	0.00	5.40	(5.40)	100.00	0.00
110-595.100-721.005	RETIREMENT CONTRIBUTION MERS DC	7,600.00	5,655.27	1,944.73	74.41	4,568.09
110-595.100-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	8,200.00	7,222.27	977.73	88.08	6,665.10
110-595.100-723.200	UNEMPLOYMENT COMP INSURANCE	0.00	0.00	0.00	0.00	3.20
110-595.100-723.500	WORKERS COMP INSURANCE	0.00	5.44	(5.44)	100.00	0.00
110-595.100-730.000	POSTAGE	0.00	46.80	(46.80)	100.00	14.55
110-595.100-740.000	OPERATING SUPPLIES GENERAL	500.00	168.29	331.71	33.66	2,975.66
110-595.100-741.000	OPERATING SUPPLIES-CONTROLLED CAPITA	1,100.00	1,125.16	(25.16)	102.29	0.00
110-595.100-801.000	CONTRACTUAL-LEGAL	38,000.00	35,321.50	2,678.50	92.95	39,550.00
110-595.100-802.005	CONTRACTUAL-AUDIT SERVICES	8,700.00	8,700.00	0.00	100.00	8,500.00



West Michigan Airport Authority Budget Performance Report

Balance As of 05/31/2026

	25-26 Amended Budget	YTD Balance 05/31/2026	Available Balance 05/31/2026	% Bgdt Used	End Balance 06/30/2025	
Fund: 110 WMAA (AIRPORT) GENERAL FUND						
Account Category: Expenditures						
595.100						
110-595.100-802.200	CONTRACTUAL-FISCAL AGENT SERVICES	33,200.00	30,431.50	2,768.50	91.66	37,863.00
110-595.100-802.250	CONTRACTUAL-BANK & CREDIT CARD FEES	0.00	18.05	(18.05)	100.00	0.00
110-595.100-803.000	CONTR-HUMAN RESOURCES	0.00	0.00	0.00	0.00	1,565.00
110-595.100-806.000	CONTRACTUAL-TECHNOLOGY	5,000.00	4,999.00	1.00	99.98	5,000.00
110-595.100-807.000	CONTRACTUAL-ARCHITECT/ENGINEER	8,300.00	2,737.00	5,563.00	32.98	1,600.00
110-595.100-807.415	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	0.00	0.00	0.00	(48.95)
110-595.100-808.000	CONTR-BLDGS&GRNDS	13,600.00	10,563.08	3,036.92	77.67	988.38
110-595.100-808.002	CONTR-BLDGS&GRNDS SOLID WASTE DISPOS	700.00	419.44	280.56	59.92	977.57
110-595.100-808.801	CONTR-BLDGS&GRNDS MAINTENANCE GENERA	3,000.00	939.57	2,060.43	31.32	23,587.21
110-595.100-808.802	CONTR-BLDGS&GRNDS SNOWPLOWING	2,000.00	0.00	2,000.00	0.00	6,007.40
110-595.100-809.001	CONTRACTUAL-MISC CONSULTING	8,600.00	8,589.00	11.00	99.87	58,798.44
110-595.100-809.005	CONTRACTUAL-MISC AIRPORT FBO	0.00	0.00	0.00	0.00	1,406.79
110-595.100-812.100	CONTR-FBO MGMT SVCS	5,000.00	243.87	4,756.13	4.88	16,694.64
110-595.100-812.110	CONTR-FBO MOWING	55,000.00	19,628.44	35,371.56	35.69	71,264.72
110-595.100-812.115	CONTR-FBO SNOWPLOWING	80,000.00	55,650.36	24,349.64	69.56	113,668.00
110-595.100-812.120	CONTR-FBO GEN MAINTENANCE	10,000.00	5,293.78	4,706.22	52.94	18,415.60
110-595.100-812.125	FBO-DIESEL FUEL	2,500.00	1,076.61	1,423.39	43.06	0.00
110-595.100-816.000	CONTRACTUAL-SOFTWARE SUBSCRIPTIONS	3,500.00	3,320.97	179.03	94.88	6,041.39
110-595.100-851.000	COMMUNICATIONS CELLULAR REIMBURSEMEN	0.00	0.00	0.00	0.00	610.63
110-595.100-851.050	COMMUNICATIONS-CELLULAR DIRECT BILLE	0.00	0.00	0.00	0.00	307.66
110-595.100-901.000	PRINTING	2,000.00	48.38	1,951.62	2.42	8.56
110-595.100-902.000	PRINTING PUBLISHING-NEWS MEDIA	0.00	86.30	(86.30)	100.00	226.72
110-595.100-903.000	PRINTING ADVERTISING/PROMOTIONAL	10,000.00	4,300.93	5,699.07	43.01	43,412.63
110-595.100-903.005	CONTR-ADVERTISING/MARKETING	35,000.00	30,717.87	4,282.13	87.77	0.00
110-595.100-920.805	PUBLIC UTILITIES-FENCE GATES	600.00	443.60	156.40	73.93	517.58
110-595.100-920.810	PUBLIC UTILITIES-LANDING LIGHTS/SYST	4,000.00	3,314.80	685.20	82.87	4,171.69
110-595.100-920.815	PUBLIC UTILITIES-PARKING LOT LIGHTS	700.00	510.51	189.49	72.93	457.95
110-595.100-920.820	PUBLIC UTILITIES-RUNWAY LIGHTS	5,200.00	4,307.88	892.12	82.84	5,146.90
110-595.100-920.825	PUBLIC UTILITIES-T HANGARS	5,100.00	4,857.60	242.40	95.25	5,200.05
110-595.100-931.000	BLDG & GRNDS MAINT GENERAL	0.00	957.00	(957.00)	100.00	0.00
110-595.100-931.810	BLDG & GRNDS MAINT SIGNAGE	0.00	16.94	(16.94)	100.00	0.00
110-595.100-933.000	EQUIPMENT MAINTENANCE-GENERAL	4,800.00	5,800.25	(1,000.25)	120.84	1,344.16
110-595.100-933.015	EQUIPMENT MAINTENANCE-ILS LANDING	24,000.00	19,550.38	4,449.62	81.46	16,000.00
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	4,000.00	0.00	4,000.00	0.00	44,150.00
110-595.100-955.000	MISC. GENERAL	1,200.00	895.66	304.34	74.64	1,365.43
110-595.100-960.000	EDUCATION, TRAINING, CONF REGISTRATI	3,000.00	1,750.00	1,250.00	58.33	375.00
110-595.100-961.000	TRAVEL, MEALS, MILEAGE	3,000.00	2,214.51	785.49	73.82	1,578.05
110-595.100-961.100	EMPLOYEE RECRUITMENT	0.00	0.00	0.00	0.00	7,238.79
110-595.100-962.000	INSURANCE PREMIUMS	38,100.00	38,089.00	11.00	99.97	36,098.00
110-595.100-964.001	REFUNDS-PRIOR YEAR PROPERTY TAX	100.00	72.01	27.99	72.01	75.92
110-595.100-965.000	DUES & SUBSCRIPTIONS	500.00	286.38	213.62	57.28	488.51
110-595.100-969.200	WRITE-OFFS UNCOLL PROPERTY TAXES	0.00	0.00	0.00	0.00	294.09
110-595.100-977.000	MACHINERY & EQUIPMENT GENERAL	0.00	0.00	0.00	0.00	1,186.31
Total 595.100		544,300.00	416,238.00	128,062.00	76.47	689,334.47
595.200						
110-595.200-808.001	CONTR-BLDGS&GRNDS JANITORIAL	12,200.00	9,489.97	2,710.03	77.79	9,385.88



West Michigan Airport Authority Budget Performance Report

Balance As of 05/31/2026

	25-26 Amended Budget	YTD Balance 05/31/2026	Available Balance 05/31/2026	% Bdg't Used	End Balance 06/30/2025	
Fund: 110 WMAA (AIRPORT) GENERAL FUND						
Account Category: Expenditures						
595.200						
110-595.200-850.000	COMMUNICATIONS TELEPHONE	6,800.00	6,200.00	600.00	91.18	8,125.38
110-595.200-901.000	PRINTING	400.00	143.18	256.82	35.80	764.15
110-595.200-920.005	PUBLIC UTILITIES-HBPW	19,300.00	15,656.12	3,643.88	81.12	18,768.81
110-595.200-921.010	PUBLIC UTILITIES-NATURAL GAS	6,000.00	5,073.77	926.23	84.56	4,986.25
110-595.200-931.000	BLDG & GRNDS MAINT GENERAL	6,600.00	7,421.37	(821.37)	112.45	5,087.84
110-595.200-933.000	EQUIPMENT MAINTENANCE-GENERAL	10,000.00	3,339.50	6,660.50	33.40	12,624.73
110-595.200-946.000	OFFICE EQUIP RENTAL/LEASE	3,100.00	2,853.89	246.11	92.06	(201.94)
110-595.200-991.500	PRINCIPAL PMT-LEASE	0.00	0.00	0.00	0.00	2,452.00
110-595.200-993.500	INTEREST-LEASE	0.00	0.00	0.00	0.00	368.00
Total 595.200		64,400.00	50,177.80	14,222.20	77.92	62,361.10
965.000						
110-965.000-995.410	TRANSFER TO WMAA CAPITAL FUND	69,000.00	0.00	69,000.00	0.00	134,000.00
Total 965.000		69,000.00	0.00	69,000.00	0.00	134,000.00
Expenditures		677,700.00	466,415.80	211,284.20	68.82	886,001.57
Fund 110 - WMAA (AIRPORT) GENERAL FUND:						
TOTAL REVENUES		762,200.00	805,277.69	(43,077.69)	105.65	(833,662.51)
TOTAL EXPENDITURES		677,700.00	466,415.80	211,284.20	68.82	886,001.57
NET OF REVENUES & EXPENDITURES:		84,500.00	338,861.89	(254,361.89)		(52,339.06)



West Michigan Airport Authority Budget Performance Report

Balance As of 05/31/2026

	25-26 Amended Budget	YTD Balance 05/31/2026	Available Balance 05/31/2026	% Bdgt Used	End Balance 06/30/2025	
Fund: 410 WMAA (AIRPORT) CAPITAL PROJECTS						
Account Category: Revenues						
000.000						
410-000.000-538.000	FEDERAL GRANT-FEDERAL CAPITAL	1,520,500.00	13,170.71	1,507,329.29	0.87	(27,044.59)
410-000.000-579.000	STATE GRANT-MDOT CAPITAL	84,300.00	7,424.35	76,875.65	8.81	(6,656.09)
410-000.000-665.000	INVESTMENT INCOME	30,000.00	25,645.05	4,354.95	85.48	(30,795.35)
410-000.000-665.900	INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	0.00	0.00	0.00	(20,343.35)
410-000.000-683.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	(917.95)
410-000.000-699.110	TRANSFER FROM WMAA GENERAL FUND	69,000.00	0.00	69,000.00	0.00	(134,000.00)
Total 000.000		1,703,800.00	46,240.11	1,657,559.89	2.71	(219,757.33)
Revenues		1,703,800.00	46,240.11	1,657,559.89	2.71	(219,757.33)
Account Category: Expenditures						
000.000						
410-000.000-802.250	CONTRACTUAL-BANK & CREDIT CARD FEES	0.00	18.82	(18.82)	100.00	0.00
Total 000.000		0.00	18.82	(18.82)	100.00	0.00
595.000						
410-595.000-807.000	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	0.00	0.00	0.00	10,600.55
410-595.000-807.415	CONTRACTUAL-ARCHITECT/ENGINEER	15,000.00	30,068.03	(15,068.03)	200.45	0.00
410-595.000-974.000	LAND IMPROVEMENTS GENERAL	1,952,000.00	248,148.32	1,703,851.68	12.71	34,659.28
410-595.000-977.000	MACHINERY & EQUIPMENT GENERAL	65,000.00	64,197.44	802.56	98.77	0.00
Total 595.000		2,032,000.00	342,413.79	1,689,586.21	16.85	45,259.83
Expenditures		2,032,000.00	342,432.61	1,689,567.39	16.85	45,259.83
Fund 410 - WMAA (AIRPORT) CAPITAL PROJECTS:						
TOTAL REVENUES		1,703,800.00	46,240.11	1,657,559.89	2.71	(219,757.33)
TOTAL EXPENDITURES		2,032,000.00	342,432.61	1,689,567.39	16.85	45,259.83
NET OF REVENUES & EXPENDITURES:		(328,200.00)	(296,192.50)	(32,007.50)		174,497.50



Balance Sheet

Through 05/31/26

Detail Listing

Exclude Rollup Account

Account	Account Description	FY 2025 Actual	FY 2026 YTD
Fund Category GOVERNMENTAL			
Fund Type GENERAL FUND			
Fund 110 - WMAA (Airport) General Fund			
ASSETS			
110-000.000-001.675	Cash Due from Cash/Inv Pool	1,203,132.84	1,440,280.31
110-000.000-018.000	Accounts Receivable General	10,476.82	8,320.28
110-000.000-028	Prior Years Taxes Receivables	294.92	253.04
110-000.000-031.000	Allowance for Uncollectible Taxes	(294.92)	(294.92)
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	16.00	-
110-000.000-090.000	Accounts Receivable In/Out	-	-
110-000.000-123.000	Prepaid Items General	-	-
ASSETS TOTALS		1,213,625.66	1,448,558.71
LIABILITIES AND FUND EQUITY			
LIABILITIES			
110-000.000-202.000	Accounts Payable General	57,159.39	-
110-000.000-201.000	Contracts Payable	-	-
110-000.000-257.000	Accrued Wages Payable General	8,996.70	-
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	62,275.44	24,502.69
LIABILITIES TOTALS		128,431.53	24,502.69
FUND EQUITY			
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	960,194.13	1,299,056.02
FUND EQUITY TOTALS		1,085,194.13	1,424,056.02
LIABILITIES AND FUND EQUITY		1,213,625.66	1,448,558.71
Fund Balance, Beginning			1,424,056.02
Remaining Budget Revenues			(43,077.69)
Remaining Budget Expenditures			(211,284.20)
Fund Balance, Estimated Ending			1,169,694.13
Fund Balance % of Budgeted Expenditures			148%
Year-End Transfer to Capital			
FY 2025 Ending Fund Balance (Unassigned)			960,194.13
2026 Budgeted Expenditures			791,400.00
Fund Balance % of Budgeted Expenditures			121%
Proposed Transfer of amount > 120% max range			10,514.13



Balance Sheet

Through 05/31/26

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			
ASSETS			
410-000.000-001.675	Cash Due from Cash/Inv Pool	1,490,810	1,192,313
410-000.000-078.000	Due from State of Michigan Due from State-Aeronautics	-	-
ASSETS TOTALS		1,490,810	1,192,313
LIABILITIES AND FUND EQUITY			
LIABILITIES			
410-000.000-202.000	Accounts Payable General	2,305	-
410-000.000-228.410	Due To State of Michigan	1,503	1,503
LIABILITIES TOTALS		3,807	1,503
FUND EQUITY			
410-000.000-390.000	Fund Balance-Unassigned	1,487,003	1,190,810
FUND EQUITY TOTALS		1,487,003	1,190,810
LIABILITIES AND FUND EQUITY TOTALS		1,490,810	1,192,313

CASH DISBURSEMENT REPORT WMAA FOR CITY OF HOLLAND

EXP CHECK RUN DATES 05/01/2026 - 05/31/2026

POSTED
PAID

Invoice Number	Date Paid	Approval Department	Paid By Check Number	Vendor Name	Description	Inv Amt
749378	05/07/2026	AIR	16664	123.NET-ACH	AIRPORT - MONTHLY PHONE CHARGES	620.00
3369408	05/07/2026	AIR	95174	ARROWASTE INC.	AIRPORT - MONTHLY WASTE HAUL FEE	55.06
APRIL 2026 CHA	05/07/2026	AIR	16666	AVFLIGHT HOLLAND CORPORTATION - ACH	AIRPORT APRIL 2026 CHARGES	1,779.51
27572	05/14/2026	AIR	95276	BOILEAU & CO.	AIRPORT - MONTHLY PROFESSIONAL CHARGES	3,200.93
43215065	05/21/2026	AIR	16749	CANON FINANCIAL SERVICES INC. - ACH	AIRPORT - MONTHLY LEASE ON COPY MACHINE	290.09
2026-00994	05/21/2026	AIR	95374	CITY OF HOLLAND TREASURER	AIRPORT - GROUNDS MAINTENANCE SERVICES BY PARKS DE	1,244.54
385341	05/21/2026	AIR	95375	CUNNINGHAM DALMAN P.C.	AIRPORT - COASTAL CONTAINER	331.50
385340	05/21/2026	AIR	95375	CUNNINGHAM DALMAN P.C.	AIRPORT - 48TH STREET PROPERTY	175.50
385342	05/21/2026	AIR	95375	CUNNINGHAM DALMAN P.C.	AIRPORT - MICHIGAN FLIGHT MUSEUM	292.50
385339	05/21/2026	AIR	95375	CUNNINGHAM DALMAN P.C.	AIRPORT - 2026 MILLAGE RENEWAL	19.50
385337	05/21/2026	AIR	95375	CUNNINGHAM DALMAN P.C.	AIRPORT - GENERAL MATTERS	333.00
385338	05/21/2026	AIR	95375	CUNNINGHAM DALMAN P.C.	AIRPORT - AVFLIGHT MATTERS	175.50
1882260	05/21/2026	AIR	95376	DETROIT LEGAL NEWS PUBLISHING LLC	AIRPORT - PAYMENT FOR PLACING LEAGAL AD IN ZEELAND	86.30
1878960	05/21/2026	AIR	95377	DETROIT LEGAL NEWS PUBLISHING LLC	AIRPORT - DISPLAY ADS ON CHURCH PG/SPONSORS	48.00
S106803966.001	05/07/2026	AIR	16678	ETNA SUPPLY CO - ACH	AIRPORT - PARTS TO FIX WOMENS BATHROOM PER CHRIS/R	239.00
BPW MTH 5/26	05/28/2026	AIR	95465	HOLLAND BOARD OF PUBLIC WORKS	AIRPORT - BPW MONTHLY BILLING 04/08/26-05/08/26	2,383.15
I153658121	05/28/2026	PAY	16819	ISOLVED BENEFIT SERVICES - ACH	2026 COBRA ADMIN FEES	1,144.80
JUNE 2026	05/28/2026	PAY	16822	MADISON NATIONAL LIFE CO, INC - ACH	ACCT 102906800000000	5,950.56
REIMBURSEMENT	05/07/2026	AIR	95175	MATTHEW NEYENS	AIRPORT - REIMBURSEMENT FOR ITEMS PURCHASED AT FAM	107.63
408108	05/21/2026	AIR	16774	MEAD & HUNT INC - ACH	AIRPORT - R0819900-2605654.01 WEST APRON REHABILIT	157.32
75466	05/14/2026	AIR	16733	MENARDS INC - ACH	AIRPORT - SUPPLIES FOR THE TULIP TIME PARADE FLOAT	62.50
35200250	05/14/2026	AIR	16733	MENARDS INC - ACH	AIRPORT - ADDITIONAL SUPPLIES FOR 2026 TULIP TIME	39.94
ROTARY PRESENT	05/14/2026	AIR	95277	PATRICK CLARK	AIRPORT - ROTARY PRESENTATION PREP	600.00
112-8619192-86	05/28/2026	AIR	16835	PCARD - AMAZON PURCHASES	AIRPORT - AMAZON PURCHASE-TULIP BULBS FOR FLY-IN T	69.99
112-7297606-32	05/28/2026	AIR	16835	PCARD - AMAZON PURCHASES	AIRPORT - GREEN FOIL GARLAND DRAPES FOR TULIP TIME	15.49
5373659	05/28/2026	AIR	16835	PCARD - LOWES PURCHASES	AIRPORT - SUPPLIES FOR FLOAT(MARKETING EXPENSE)	478.64
GRINDING WHEEL	05/28/2026	AIR	16835	PCARD - MENARDS PURCHASES	AIRPORT - GRINDING WHEEL FOR PARADE FLOAT	51.68
2520920	05/28/2026	AIR	16835	PCARD - MENARDS PURCHASES	AIRPORT - SUPPLIES TO WORK ON FLOAT	26.01
2525460	05/28/2026	AIR	16835	PCARD - MENARDS PURCHASES	AIRPORT - SUPPLIES TO WORK ON TULIP TIME FLOAT	22.13
2410385	05/28/2026	AIR	16835	PCARD - MENARDS PURCHASES	AIRPORT - SUPPLIES FOR THE TULIP TIME FLOAT	126.14
5625048	05/28/2026	AIR	16835	PCARD - MENARDS PURCHASES	AIRPORT - SUPPLIES PURCHASED TO WORK ON TULIP TIME	45.54
E0800ZDKYL	05/28/2026	AIR	16835	PCARD - MICROSOFT PURCHASES	AIRPORT - MICROSOFT UPDATE ONLINE SERVICE	51.00
04/02/26	05/28/2026	AIR	16835	PCARD - MISC	AIRPORT - LIGHTS FOR THE FLOAT (MARKETING EXPENSE)	107.03
260407	05/28/2026	AIR	16835	PCARD - MISC	AIRPORT - PASTRIES FROM DEBOER'S FOR T-HANGAR MEET	88.46
7516A	05/28/2026	AIR	16835	PCARD - MISC	AIRPORT - T SHIRTS ORDERED FOR THE FLY-IN TULIP TI	1,337.04
4/11/26	05/28/2026	AIR	16835	PCARD - MISC	AIRPORT - GRAPES PURCHASED AT MEIJER FOR T-HANGAR	8.99
25245	05/28/2026	AIR	16835	PCARD - MISC	AIRPORT - MEETING AT WEST COAST CHAMBER FOR MATT,	30.00
7516B	05/28/2026	AIR	16835	PCARD - MISC	AIRPORT - ADDITIONAL T-SHIRTS ORDERED BY MATT FOR	103.74
04/21/26	05/28/2026	AIR	16835	PCARD - MISC	AIRPORT - POSTAGE PURCHASED AT USPS-MAIL OUT FLY-I	46.80
BOATWERKS 04/2	05/28/2026	AIR	16835	PCARD - MISC	AIRPORT - MEETING AT BOATWERKS WITH MATT	70.30
2026-05-28 AIR	05/28/2026	AIR	16856	SEMCO ENERGY GAS COMPANY - ACH	NATURAL GAS UTILITY	349.52
1060058697	05/14/2026	AIR	16738	WEST MICHIGAN UNIFORM - ACH	AIRPORT - SUPPLIES FOR THE AIRPORT	40.00
1060061826	05/28/2026	AIR	16830	WEST MICHIGAN UNIFORM - ACH	AIRPORT - SUPPLIES	64.75

Report Total:

22,470.08

Isolved Benefit Services Airport portion is \$5.40
 Madison National Life Co. Airport portion is
 \$18.64

West Michigan Airport Authority

60 Geurink Blvd, Holland, MI 49423
P (616) 414-0726

Comprising City of Zeeland, Park Township and City of Holland



To: West Michigan Airport Authority

From: Matt Neyens, Airport Manager

Re: Landing Fee updates

Date: June 5, 2026

The Airport currently relies on Avflight to identify and collect landing fees from transient aircraft. That process captures a portion of activity, particularly aircraft that park at the terminal ramp or utilize FBO services. However, it does not consistently capture aircraft that land and proceed directly to another location on the airport, including the maintenance hangar, private hangars, or other non-terminal areas.

There also appears to be a misconception on the field that landing fees are waived when an aircraft flies in for maintenance. Based on my review, that is not accurate. The landing fee is an Airport fee associated with use of the airfield. Unless the Airport Authority has formally adopted a waiver or exemption, the fee applies regardless of whether the aircraft parks at the terminal, receives fuel, visits a maintenance provider, or proceeds to another hangar.

There is historical language from the September 13, 2021 WMAA Board Packet related to the FlightLevel fee schedule that states the Airport waived landing fees for aircraft housed at the Airport or owned by pilots who live within one of the three member communities that support the Airport. That appears to have been a limited waiver for based aircraft and pilots residing in the supporting communities. It does not appear to create a blanket waiver for transient aircraft flying in for maintenance.

To correct this, I recommend that the Airport clarify its landing fee collection process and require any business receiving transient aircraft, including maintenance providers, to collect applicable landing fees and remit those fees to the Airport. This is intended to make sure the Airport applies its adopted fee schedule consistently and fairly across all users.

The second issue is the landing fee rate structure itself. The current rates are low compared to the current market and should be adjusted to better reflect comparable airports in the state and region, including airports such as Muskegon, Battle Creek, Kalamazoo, Traverse City, and Pontiac.

The proposed structure would maintain no landing fee for smaller general aviation aircraft. This is important because smaller general aviation users have shown that they may alter

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their airport selection based on landing fees. At the same time, the proposed structure would ensure that larger aircraft, which place greater demand on airport infrastructure, contribute more proportionally to the cost of maintaining the airfield.

The following proposed fee schedule is intended to keep BIV competitive with comparable airports while creating a fairer structure based on aircraft weight and actual use of airport infrastructure.

Proposed Landing Fee Structure

Base on Aircraft Maximum Landing Weight

- | | |
|----------------------------|-------------------------|
| • 7,999 Pounds or less | No fee |
| • 8,000 to 12,499 Pounds | \$50 |
| • 12,500 to 24,999 Pounds | \$100 |
| • 25,000 to 54,999 Pounds | \$150 |
| • 55,000 to 89,999 Pounds | \$200 |
| • 90,000 to 129,999 Pounds | \$250 |
| • 130,000 and over | \$2.75 per 1,000 pounds |

Landing fees would be calculated using the aircraft's certified maximum gross landing weight, rounded to the nearest 1,000 pounds.

Based on recent aircraft activity, the current landing fee should have brought in \$29,252 if fully collected. The proposed weight-based structure is estimated to generate approximately \$85,000 after vector takes their 18%.

The recommendation at this meeting is not to finalize every detail, but to confirm the Board's policy direction so future resolutions or formal updated policy can be adopted:

1. Landing fees apply to transient aircraft based on the adopted fee schedule, regardless of where the aircraft parks or what business it visits.
2. Aircraft flying in for any reason are not automatically exempt from landing fees.
3. Any historical waiver should be clearly restated, revised, or removed in the current fee schedule so there is no confusion about who qualifies for a waiver then we can publicly post or landing fee schedule.

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4. Businesses receiving transient aircraft should collect and remit applicable Airport landing fees unless the Airport uses a centralized billing system.
5. The Airport should move toward a clearer weight-based landing fee structure that better reflects comparable airport practices and the cost of maintaining airport infrastructure.

Vector Solutions

Vector Solutions is a third-party system that can assist with identifying aircraft operations and collecting landing fees based on ADS-B data. The system can be somewhat controversial within the general aviation community because ADS-B was implemented primarily as a safety tool, not as a billing tool.

That concern should be acknowledged. However, by avoiding landing fees for the typical smaller general aviation weight classes, the Airport would likely avoid most of the negative feedback that could come from implementing this type of system. The proposed structure is focused on larger transient aircraft, not small local general aviation activity.

There may still be some negative feedback from implementing a centralized collection system. However, airports across the state and country are using similar systems. Based on Vector's review of the Airport's historical traffic, they indicated that they have successfully billed 99.42 percent of the aircraft that have flown into the Airport within the proposed billable weight classes.

Using a system like Vector would also reduce the Airport's reliance on any one business or location to identify aircraft activity. This would help close the current collection gap where aircraft may land and proceed directly to maintenance, a private hangar, or another non-terminal area without the Airport receiving the applicable landing fee.

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Comparable Airports:

Weight Example	Recommended BIV	Kalamazoo	Battle Creek	Muskegon	Pontiac	Willow Run
7,000 lbs	\$0	\$0	\$0	\$25	\$0	\$58
10,000 lbs	\$50	\$60	\$58	\$25	\$0	\$58
15,000 lbs	\$100	\$100	\$91	\$75	\$30	\$137
30,000 lbs	\$150	\$150	\$153	\$100	\$30 or \$70	\$266
60,000 lbs	\$200	\$200	\$206	\$200	\$110	\$350
95,000 lbs	\$250	\$250	\$309	\$200	\$110	\$438
130,000 lbs	\$358	\$299	\$358	\$200	\$210	\$657

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To: West Michigan Airport Authority

From: Matt Neyens, Airport Manager

Re: Year-end Budget Amendment

Date: June 2, 2026

The West Michigan Airport Authority is currently projected to finish the fiscal year under budget, by nearly 20 %, largely due to lower-than-anticipated mowing and snow removal expenses. This provides an opportunity to address several maintenance items associated with the airport's recently acquired broom truck.

Last winter the broom proved to be a critical component of the airport's snow and ice control program. While working with the City of Holland maintenance team, we identified several wear items and components that are either difficult to source, have long lead times, or could place the broom out of service for an extended period if they were to fail unexpectedly.

Given the importance of this equipment to airport operations, my recommendation is to purchase several of these items now and keep them available as spare parts. Next years budget had some of these items planned in it already.

Recommended Purchases

- **Broom Core and Replacement Broom Wafers:** anticipated cost of \$4,000 to \$6,000
The broom core is a major wear item that will eventually require replacement. Purchasing a replacement core and wafers now would provide operational redundancy and may eliminate the need for this purchase next fiscal year. Next years budget does plan for a replacement, and each year following will, yet I think it is smart to purchase this now when we know we have the funds and this cost will happen annually.
- **Replacement Broom Head Cylinders:** anticipated cost of about \$3,459 (Official Quote)
These were pointed out by GRR when purchased. The existing cylinders are showing signs of wear and leakage. Purchasing and installing the replacements now would be smart while the leaks are manageable and the vehicle is not in use over summertime. Holland Maintenance would conduct the replacement work.

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- **Spare Tire and Wheel Assembly: \$800 - \$1200**
A complete spare tire and wheel assembly would allow for rapid replacement in the event of a tire failure and reduce the risk of the broom being unavailable while waiting for specialty parts. These rims and wheels are not readily available.
- **Full In-Depth Inspection: No more than \$3,200**
A complete and thorough inspection of the vehicle would be smart while the city already has it in their possession for the cylinder replacements. The City helped on a few items last winter when we received it and they work on these diesel motors as well as many other similar components regularly.

This allocation of just under \$14,000 represents a proactive approach to maintaining one of the airport's most important pieces of winter operations equipment and will help ensure the airport is prepared for the upcoming snow seasons.

Airport Manager Recommendation:

Authorize the Airport Manager to purchase the above-listed broom truck parts and components prior to the end of the current fiscal year. Further authorize the purchase of replacement broom head cylinders from the original equipment manufacturer without obtaining multiple quotes, as the cylinders are specialized components and maintaining OEM parts is in the best interest of equipment reliability, parts compatibility, and long-term maintenance.



CONTRACT MODIFICATION

SPONSOR –West Michigan Regional Airport
 60 Geurink Boulevard.
 Holland, MI 49423

ARCHITECT / ENGINEER – Mead & Hunt, Inc.
 2605 Port Lansing Rd., Lansing, MI 48906
 Ph: 517-321-8334

PROJECT: Construct North Hangar Area Taxilane
 Federal Project No.: 3-26-0045-17824 (BIL)
 Federal Project No.: B-26-0045-4424 (AIP)

CONTRACT MOD. NO.: #3
DATE: 05/26/2026

PRIME CONTRACTOR: Mead Bros Excavating, Inc.
 15195 Eaton Rapids Rd.
 Springport, MI 49284

ATTACHMENTS (AS INDICATED):
 Cost Analysis and Statement of Reasonableness
 Independent Cost Estimate
 Consequences of Change Order
 Conformance to AIP Stds. and Regs.

SHORT DESCRIPTION: Change Order No. 3 - FINAL

DESCRIPTION OF CHANGES: This contract modification includes normal quantity as-built balancing.

**Category 1 (IIJA) – Job No. 209435 – Construct Taxilane (Stds) – North Hangar Park
 INCREASES / DECREASES TO EXISTING ITEMS:**

Item No.	Description	Quantity Change	Unit	Unit Price	Total
105003	Permits	535	DLR	\$1.00	\$535.00
Reason: As constructed quantity					
603001	Emulsified Asphalt Tack Coat	-130	GAL	\$3.30	-\$429.00
Reason: As constructed quantity					
620001	Marking, Yellow, with Reflective Beads	-118	SFT	\$2.85	-\$336.30
Reason: As constructed quantity					

Total Increase / Decrease to Existing Items: -\$230.30

NEW ITEMS:

Item No.	Description	Quantity Change	Unit	Unit Price	Total
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Total New Items: \$0.00

Category 2 (AIP) – Job No. 220252 - Install Taxiway Lighting – North Hangar Park

INCREASES / DECREASES TO EXISTING ITEMS:

Item No.	Description	Quantity Change	Unit	Unit Price	Total
105003	Permits	59	DLR	\$1.00	\$59.00
Reason: As constructed quantity					
108002	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed in Trench, Including Connections/Terminations and Ground Rods	1,094	LFT	\$2.00	\$2,188.00
Reason: Originally the new gate power cables needed were to be spliced to existing cables. However, existing cables were in poor condition and unable to be reused safely. New cables for the relocated gate were installed from the gate back to the power room in the terminal building. As constructed quantity					

Total Increase / Decrease to Existing Items: \$2,247.00

NEW ITEMS:

Item No.	Description	Quantity Change	Unit	Unit Price	Total
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Total New Items: \$0.00

Category 3A – Local Only - Construct Taxilane (Stds) – North Hangar Park

INCREASES / DECREASES TO EXISTING ITEMS:

Item No.	Description	Quantity Change	Unit	Unit Price	Total
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Total Increase / Decrease to Existing Items: \$0.00

NEW ITEMS:

Item No.	Description	Quantity Change	Unit	Unit Price	Total
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Total New Items: \$0.00

Category 3B – Local Only - Install Taxiway Lighting – North Hangar Park

INCREASES / DECREASES TO EXISTING ITEMS:

Item No.	Description	Quantity Change	Unit	Unit Price	Total
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Total Increase / Decrease to Existing Items: \$0.00

NEW ITEMS:

Item No.	Description	Quantity Change	Unit	Unit Price	Total
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Total New Items: \$0.00

Total Authorized Net Change: \$2,016.70

CONTRACT MODIFICATION SUMMARY:

Category 1 Original Contract Sum:	\$1,388,353.17
Change by Contract Modification No. 1:	\$106,306.25
Change by Contract Modification No. 2:	(\$48,214.50)
Change by Contract Modification No. 3:	(\$230.30)
<hr/>	
Category 1 Authorized Contract Sum:	\$1,446,214.62
Category 2 Original Contract Sum:	\$164,821.00
Change by Contract Modification No. 1:	\$0.00
Change by Contract Modification No. 2:	\$0.00
Change by Contract Modification No. 3:	\$2,247.00
<hr/>	
Category 2 Authorized Contract Sum:	\$167,068.00
Category 3A Original Contract Sum:	\$240,979.33
Change by Contract Modification No. 1:	\$0.00
Change by Contract Modification No. 2:	(\$7,719.50)
Change by Contract Modification No. 3:	\$0.00
<hr/>	
Category 3A Authorized Contract Sum:	\$233,259.83
Category 3B Original Contract Sum:	\$2,257.50
Change by Contract Modification No. 1:	\$0.00
Change by Contract Modification No. 2:	\$0.00
Change by Contract Modification No. 3:	\$0.00
<hr/>	
Category 3B Authorized Contract Sum:	\$2,257.50

APPROVAL SIGNATURES:



Prime Contractor – Mead Bros Excavating, Inc.

5/26/2026

Date

Jeff Thoman

Digitally signed by Jeff Thoman
DN: CN=Jeff Thoman
Date: 2026.05.26 10:25:10-04'00'

Project Engineer – Jeffrey Thoman, PE

Date

Charles Murray

Charles Murray (Jun 4, 2026 20:53:46 EDT)

Airport Sponsor – Chuck Murray, Board Chair

04/06/2026

Date

MDOT Office of Aeronautics – Paul Nicastrì

Date