West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
Comprising City of Zeeland, Park Township and City of Holland

West Michigan Airport Authority

Meeting Agenda

November 9, 2026 – 4:00 p.m.
60 Geurink Blvd. Holland, MI 49423
Microsoft Team's Link

1. Call to Order
2. Roll Call
3. Approval of Agenda (3 Minutes)
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 October 13th, 2026, Meeting Minutes (3 Minutes)
6. Consent Agenda
   A. FBO Report
   B. Capital Project updates
      i. Taxiway A
      ii. PAPI Runway 8/26
      iii. FY2026 State/Local Grant funds
7. Unfinished Business
   A. Circling Approach Update: (10 Minutes)
8. New Business
   A. Financial Reports: (5 Minutes)
   B. Request to Amend 1581 Washington Lease and Review Related Leasehold Responsibilities: (20 Minutes)
   C. Calendar Year 2027 Board Meeting Schedule: (5 Minutes)
   D. New Part-time Position (15 Minutes)
9. Communications from Executive Director
   A. Winter Operations
   B. Delivery of Holland Plow Truck
   C. North Taxilane Closeout
   D. Vector Solutions Update
   E. Runway Markings Project
10. Updates from Board Members
11. Closed Session – Consideration of the Purchase of Real Property Pursuant to MCL 15.268(1)(d) (15 Minutes)
12. Adjourn:

Next Meeting will be held December 14th, 2026, at 4:00 PM.

Authority Members

City of Holland
Charles Murray
Devin Shea*
Nathan Bocks*

City of Zeeland
Heather Roden
Sally Gruppen*
Mark Eardley

Park Township
Ken Brandsen
Joan Zeerip*
Cynthia Martinez

Ex-officio
Whitney Ehresman (Allegan)
Jacob Bonnema (Ottawa)

**Denotes Municipal Elected Participant*

Agenda

West Michigan Airport Authority
October 13, 2026
Draft Meeting Minutes

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

Roll Call: The following voting members were present: Charles Murray, Devin Shea, Heather Roden, Sally Gruppen, and Ken Brandsen. Members Nathan Bocks, Mark Eardley, Joan Zeerip, and Cynthia Martinez were absent. Ex-officio members Whitney Ehresman and Jacob Bonnema were absent, as well as Nile the Holland Highschool Student Board Member.

Approval of Agenda: Member Gruppen made a motion, seconded by Member Brandsen, to approve the agenda as presented. The motion passed by voice vote.

Public Comment: No public comments were received.

Approval of September 14, 2026 Meeting Minutes: Member Shea made a motion, seconded by Member Gruppen, to approve the September 14, 2026 meeting minutes with a correction removing Member Roden from the list of members present. The motion passed by voice vote.

Consent Agenda:

A. FBO Report: Member Shea made a motion, seconded by Member Gruppen, to approve the consent agenda, consisting of the FBO Report. The motion passed by voice vote.

Unfinished Business:

A. PAPI Project – Design Contract Execution: Director Neyens presented the professional engineering services agreement with Mead & Hunt for design of the Runway 8/26 PAPI replacement project. Jeff Thoman explained the invoice process through MDOT for direct payment to the consultant. Member Shea made a motion, seconded by Member Gruppen, to approve the professional engineering services agreement with Mead & Hunt for the Runway 8/26 PAPI Replacement Design project and authorize the Board Chair to execute the agreement on behalf of the Authority. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously.

B. North Taxilane Final Payment: Director Neyens reviewed the outstanding contractor payment for the North Taxilane project and the pending grant amendment. The Authority's proposed payment of $57,860.62 may be eligible for reimbursement, but FAA approval has not been received. The Board requested a formal invoice for the payment record. Member Brandsen made a motion, seconded by Member Gruppen, to authorize payment of $57,860.62 to Mead Bros. Excavating for the outstanding balance of Civil Pay Applications 5 and 6 under MDOT Job 209435, and authorize submission of the payment for reimbursement through the pending IIJA grant amendment. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously.

C. Terminal Mural Project: Director Neyens reported that the Holland Area Arts Council was preparing a call for artists for a terminal mural reflecting the region and aviation. A grant application had been submitted to seek funding for the project. The proposed $5,000 budget allocation was included in the FY2027 budget amendment. No separate action was taken.

D. Circling Approach Update: Director Neyens reviewed the proposed Fourth Amendment to the Circling Approach ground lease and the developer's updated project timeline. The discussion included site

planning, stormwater detention, and potential future development adjacent to the project. Member Gruppen made a motion, seconded by Member Shea, to approve the Fourth Amendment to the Circling Approach ground lease, extending both the Commencement Date and optional termination deadline to January 1, 2027, and authorize the Board Chair to execute the amendment, subject to approval as to form by Authority legal counsel. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously.

New Business:

A. Financial Reports: Treasurer McCammon reviewed the financial reports through September 30, 2026. She reported that FY2027 revenues and expenses were generally tracking as expected and discussed the pending FY2026 audit and possible year-end transfer to the capital fund. Member Gruppen made a motion, seconded by Member Brandsen, to accept the financial reports as presented. The motion passed by voice vote.

B. FY2027 Budget Amendment: Director Neyens and Treasurer McCammon presented the proposed FY2027 budget amendment, including increased landing fee revenue, personnel and benefit adjustments, contract mowing, the terminal mural, the Hope College Center for Leadership program, unemployment compensation, operating supplies, and a Building and Grounds Maintenance "Fix It First" allocation. The Board discussed the purpose of the maintenance allocation and the projected use of reserves. Member Brandsen made a motion, seconded by Member Shea, to approve the FY2027 budget amendment as presented, excluding the $58,000 land improvements adjustment. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously.

C. Consider Purchase of City Plow Truck: Director Neyens presented the proposed purchase of City of Holland surplus Truck #103 to improve airfield snow removal capability and reliability. The Board discussed future operation, maintenance, insurance, and coordination with Avflight. Member Shea made a motion, seconded by Member Gruppen, to authorize the purchase of City of Holland Truck #103 for an amount not to exceed $22,000 and waive the applicable competitive purchasing requirements for this purchase. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously.

Communications from Airport Authority Manager:

A. Avflight Winter Ops: Director Neyens presented a proposed sidewalk snow removal agreement with Avflight using per-event pricing rather than hourly billing. The Board discussed the areas covered, deicing charges, and the definition of a snow event. Member Shea made a motion, seconded by Member Roden, to approve the sidewalk maintenance agreement with Avflight, subject to approval as to form by Authority legal counsel, and authorize the Board Chair to execute the agreement on behalf of the Authority. The motion passed by voice vote.

B. FlyDrive Agreement: Director Neyens presented a proposed parking space license agreement allowing FlyDrive to make rental vehicles available at the Airport. The Board discussed demand for the service, customer experience, insurance provisions, and use of terminal parking spaces. Member Shea made a motion, seconded by Member Brandsen, to approve the FlyDrive parking space license agreement and authorize the Board Chair to execute the agreement on behalf of the Authority, subject to approval as to form by Authority legal counsel. The motion passed by voice vote, four in favor and one opposed (Member Roden).

Updates from Board Members: No additional updates were provided.

Unfinished Business Continued:

A. Closed Session – Consider Purchase of Real Property: Member Shea made a motion, seconded by Member Gruppen, to enter closed session under Section 8(1)(d) of the Michigan Open Meetings Act to consider the potential purchase of real property and related acquisition terms. A roll-call vote was taken: Shea, yes; Roden, yes; Gruppen, yes; Brandsen, yes; Murray, yes. The motion passed unanimously. The Board entered closed session at 5:23 p.m. and returned to open session at approximately 5:52 p.m.

Adjourn: Member Shea made a motion, seconded by Member Gruppen, to adjourn the meeting. The meeting adjourned at 5:54 p.m.

Agenda

WMAA MONTHLY FBO REPORT

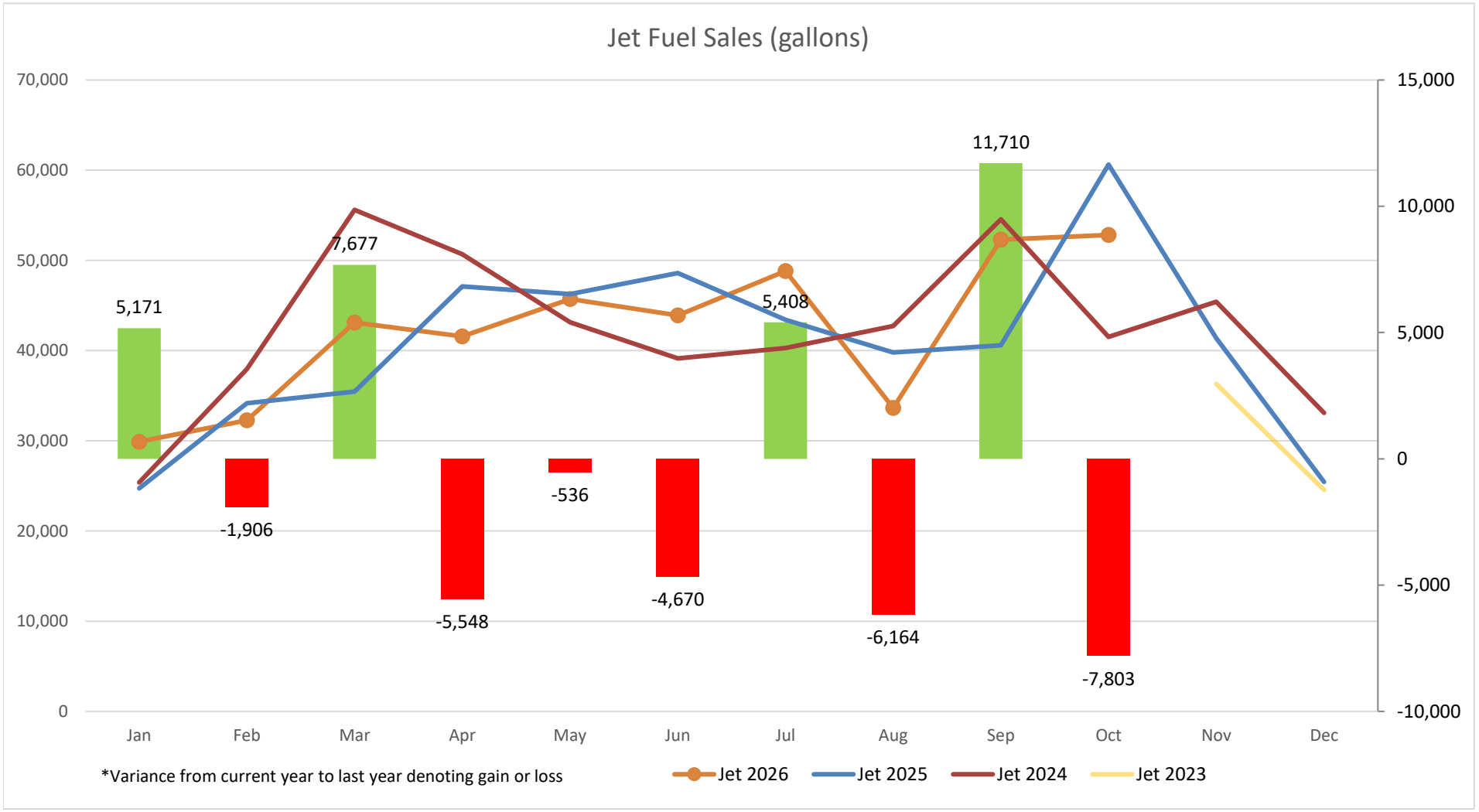
West Michigan Regional Airport FBO Report
Avflight Holland
October 2026

Total Fuel Gallons Delivered

	Current Month 10/26	One Year Ago 10/25	Current Year To Date 01/01/26-10/31/26	F/Y to Date Compared 01/01/25-10/31/25	
Avgas	4,380	2,872	28,218	27,983	
Jet Fuel	52,820	60,623	424,086	380,154	
Total Gallons Delivered	57,200	63,495	452,304	408,137	44166

Agenda

WMAA MONTHLY FBO REPORT



West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
Comprising City of Zeeland, Park Township and City of Holland

Capital Project Updates

i. Taxiway A Rehabilitation

The Taxiway A Rehabilitation project remains programmed for FY2027, with design services being coordinated through Mead & Hunt. The project will rehabilitate the existing taxiway pavement, and the Authority has requested that the FAA allow the existing 50-foot pavement width to be maintained rather than reducing it to the current 35-foot standard for the applicable taxiway design group.

Maintaining the existing width is intended to preserve operational flexibility while avoiding unnecessary construction costs and disruption associated with narrowing the taxiway. The project is currently programmed for approximately $214,149 in design funding, with construction anticipated under a separate funding phase.

ii. Runway 8/26 PAPI Replacement

At the October Board meeting, the Authority approved the professional engineering services agreement with Mead & Hunt for the Runway 8/26 Precision Approach Path Indicator (PAPI) Replacement project. Following approval, the agreement was forwarded for final execution.

The project is moving toward the FY2027 construction funding phase. Mead & Hunt is preparing the required documentation for the Infrastructure Investment and Jobs Act (IIJA) grant process. MDOT has identified approximately $546,660 in programmed FY2027 IIJA funding for construction.

The replacement will modernize the visual approach guidance equipment serving both ends of Runway 8/26. The next steps include completing design activities and meeting the grant submission requirements.

iii. FY2026 State/Local Grant Status

The Airport received $152,539.80 through MDOT's FY2026 State/Local Airport Program for the acquisition of snow removal equipment and rehabilitation of airfield pavement markings.

The Airport has purchased and received its new Ford F-250 plow truck for $55,555. Proof of payment has been submitted to MDOT.

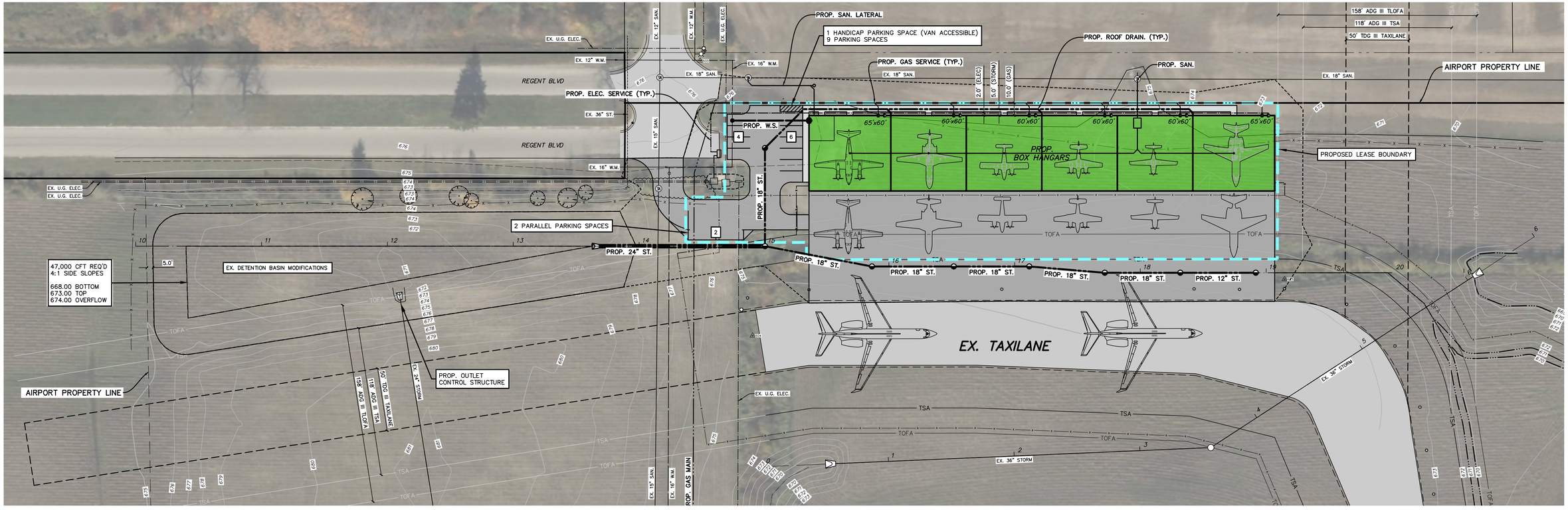
For the pavement markings portion, the Board approved proceeding with Type I reflective beads after the original Type III bid exceeded the anticipated project cost. The revised

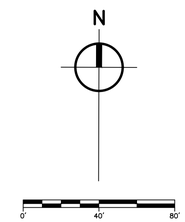
West Michigan Airport Authority
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approach will allow the Airport to complete the project within the existing grant funding without additional local expenditures.

The revised markings project is expected to leave approximately $43,000 in unused grant funding. The Authority has asked MDOT to consider reallocating a portion of the remaining funds toward the purchase of an additional snow removal truck. That request remains pending, and no additional grant funding has been confirmed, nor is it expected at this point.

The Airport will continue coordinating with MDOT regarding the remaining funds and final grant closeout.





NO.	REVISIONS	BY	DATE

DRAWN C.M.S.
DATE SEPT. '26
CHECKED J.V.D.
DATE SEPT. '26

Prein&Newhof
Engineers • Surveyors • Environmental • Laboratory

WEST MICHIGAN REGIONAL AIRPORT
HOLLAND, MICHIGAN

SPACE SOURCE HANGAR DEVELOPMENT

PRELIMINARY SITE PLAN

PROJECT NO. 2260401

SHEET NO. 1

T:\CIVIL3D PROJECTS\2026\2260401_SPACE SOURCE_MWRA HANGARS\4_PROD\2260401_SX-XL_SITE PLAN.DWG - CSCHREUR - Nov, 03 2026 - 02:06pm - PreinNewhof

Agenda

West Michigan Airport Authority

Meeting Date: November 9, 2026	**Agenda Item:**
Subject: Financial Reports for 10/31/2026-Unaudited	**Prepared By**: Devon Bialik, City Finance

Recommendation: Accept Financial Reports as information

The West Michigan Airport Authority is four months into fiscal year 2027. Attached are Budget Performance Reports and the Balance Sheets for the four months ended October 31, 2026 (33.33% of the year).

GENERAL FUND

Revenues

Operating revenues for the first four months totaled $393,898.96, or 46.16% of budget, and are above expectations due to summer property tax payments from the City of Holland and the City of Zeeland. October 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 October 2026 have been paid.

Expenses

Operating expenses for the first four months totaled $214,445.95, or 24.87% of budget. October operating expenses are composed of regular monthly expenses and appear to be in line with expectations.

CAPITAL FUND

Revenues/Expenses

Capital revenues and expenses 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 2027 with a combined fund balance of $2,446,743.

General Fund Assets totaled $1,641,713.96 at October 31st, comprised mostly of cash. General Fund Liabilities totaled $63,473.64 at October 31st, and represents unearned revenue (prepaid lease). The ending General Fund balance at October 31st is $1,578,240.32. The combined General and Capital funds cash balance at October 31st is $2,792,107.

Once the final audit for FY 2026 has been completed (December), the calculation for an estimated transfer from the General Fund to the Capital Fund will be presented.

AGED ACCOUNTS RECEIVABLES – Currently, there are no past due invoices on the aged accounts receivables report. All receivables are still current.

Holland MICHIGAN

West Michigan Airport Authority Budget Performance Report

Balance As Of 10/31/2026

		26-27 Amended Budget	YTD Balance 10/31/2026	Available Balance 10/31/2026	% Bdgt Used	End Balance 06/30/2026
Fund: 110 WMAA (AIRPORT) GENERAL FUND						
Account Category: Revenues						
000.000						
110-000.000-569.200	STATE GRANT - SBTE	0.00	0.00	0.00	0.00	(868.78)
110-000.000-573.000	SMALL TAXPAYER PPT LOSS REIMBURSEMEN	18,900.00	14,577.79	4,322.21	77.13	(39,129.99)
110-000.000-581.100	CONTRIB FROM OTHER GOVTS-CITY OF HOL	154,000.00	152,565.88	1,434.12	99.07	(150,588.04)
110-000.000-581.110	CONTRIB FROM OTHER GOVTSCITY OF ZEEL	90,000.00	73,302.49	16,697.51	81.45	(95,445.65)
110-000.000-581.210	CONTRIB FROM OTHER GOVTS-PARK TOWNSH	149,000.00	40.20	148,959.80	0.03	(151,107.15)
110-000.000-615.810	FRANCHISE FEES-FBO FRANCHISE	29,300.00	9,906.47	19,393.53	33.81	(28,535.65)
110-000.000-615.815	FRANCHISE FEES-FLIGHT SCHOOL	9,800.00	3,300.99	6,499.01	33.68	(9,511.62)
110-000.000-615.820	FRANCHISE FEES-FUEL FLOWAGE FEE	63,000.00	20,348.53	42,651.47	32.30	(68,119.34)
110-000.000-615.830	FRANCHISE FEES-LANDING FEES	60,000.00	8,684.45	51,315.55	14.47	(31,649.75)
110-000.000-642.035	SALES-MERCHANDISE TAXABLE	0.00	0.00	0.00	0.00	(681.50)
110-000.000-665.000	INVESTMENT INCOME	30,000.00	5,106.20	24,893.80	17.02	(41,720.50)
110-000.000-665.900	INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	0.00	0.00	0.00	548.40
110-000.000-665.905	RENTAL-AGRICULTURAL LAND LEASE	13,800.00	6,750.00	7,050.00	48.91	(19,725.51)
110-000.000-665.910	RENTAL-HANGAR LAND LEASE	145,500.00	52,371.06	93,128.94	35.99	(140,896.87)
110-000.000-665.915	RENTAL-T-HANGARS	79,700.00	43,360.00	36,340.00	54.40	(58,080.00)
110-000.000-665.920	RENTAL-AIRPORT BUSINESS CENTER	10,300.00	3,479.90	6,820.10	33.79	(10,023.90)
110-000.000-682.000	REIMBURSEMENTS	0.00	105.00	(105.00)	100.00	0.00
Total 000.000		853,300.00	393,898.96	459,401.04	46.16	(845,535.85)
Revenues		853,300.00	393,898.96	459,401.04	46.16	(845,535.85)
Account Category: Expenditures						
595.100						
110-595.100-701.000	PAYROLL-REGULAR	101,200.00	31,083.63	70,116.37	30.72	83,979.81
110-595.100-702.000	PAYROLL-TEMPORARY HELP	26,000.00	5,599.64	20,400.36	21.54	12,882.88
110-595.100-710.000	PAYROLL-VACATION/PTO GENERAL	6,500.00	1,600.62	4,899.38	24.62	5,173.97
110-595.100-710.500	PTO-PART-TIME ESTA	0.00	82.40	(82.40)	100.00	60.00
110-595.100-711.000	PAYROLL-REGULAR COMPENSATORY TIME	6,500.00	0.00	6,500.00	0.00	0.00
110-595.100-712.000	PAYROLL-HOLIDAYS	4,300.00	787.13	3,512.87	18.31	3,584.19
110-595.100-720.005	INSURANCE HEALTH	8,188.83	880.44	7,308.39	10.75	217.97
110-595.100-720.006	INSURANCE-HEALTH OPT OUT	750.00	700.01	49.99	93.33	3,019.81
110-595.100-720.010	INSURANCE DENTAL	889.34	72.91	816.43	8.20	17.58
110-595.100-720.030	INSURANCE-INCOME PROTECT (STD)	600.00	0.00	600.00	0.00	0.00
110-595.100-720.031	INSURANCE-LONG TERM DISABILITY	200.00	100.95	99.05	50.48	213.04
110-595.100-720.040	COBRA ADMIN FEES	0.00	0.00	0.00	0.00	5.40
110-595.100-721.005	RETIREMENT CONTRIBUTION MERS DC	8,960.00	(341.38)	9,301.38	(3.81)	5,996.65
110-595.100-723.000	EMPLOYER FICA/MEDICARE CONTRIBUTION	11,100.00	3,026.73	8,073.27	27.27	8,315.62
110-595.100-723.200	UNEMPLOYMENT COMP INSURANCE	8,100.00	8,028.00	72.00	99.11	0.00
110-595.100-723.500	WORKERS COMP INSURANCE	300.00	3.01	296.99	1.00	6.83
110-595.100-730.000	POSTAGE	500.00	45.69	454.31	9.14	46.80
110-595.100-740.000	OPERATING SUPPLIES GENERAL	6,500.00	0.00	6,500.00	0.00	168.29
110-595.100-741.000	OPERATING SUPPLIES-CONTROLLED CAPITA	0.00	0.00	0.00	0.00	1,125.16
110-595.100-801.000	CONTRACTUAL-LEGAL	30,000.00	10,689.00	19,311.00	35.63	37,692.00
110-595.100-802.005	CONTRACTUAL-AUDIT SERVICES	9,000.00	8,900.00	100.00	98.89	8,700.00
110-595.100-802.200	CONTRACTUAL-FISCAL AGENT SERVICES	34,000.00	11,472.36	22,527.64	33.74	33,198.00
110-595.100-803.000	CONTR-HUMAN RESOURCES	1,500.00	0.00	1,500.00	0.00	0.00
110-595.100-806.000	CONTRACTUAL-TECHNOLOGY	5,000.00	0.00	5,000.00	0.00	4,999.00
110-595.100-807.000	CONTRACTUAL-ARCHITECT/ENGINEER	10,000.00	0.00	10,000.00	0.00	3,051.64

Holland MICHIGAN

West Michigan Airport Authority Budget Performance Report

Balance As Of 10/31/2026

		26-27 Amended Budget	YTD Balance 10/31/2026	Available Balance 10/31/2026	% Bdgt Used	End Balance 06/30/2026
Fund: 110 WMAA (AIRPORT) GENERAL FUND						
Account Category: Expenditures						
595.100						
110-595.100-808.000	CONTR-BLDGS&GRNDS	14,000.00	3,665.21	10,334.79	26.18	15,117.42
110-595.100-808.002	CONTR-BLDGS&GRNDS SOLID WASTE DISPOS	800.00	231.38	568.62	28.92	478.28
110-595.100-808.801	CONTR-BLDGS&GRNDS MAINTENANCE GENERA	7,000.00	4,195.41	2,804.59	59.93	1,575.70
110-595.100-808.802	CONTR-BLDGS&GRNDS SNOWPLOWING	6,000.00	0.00	6,000.00	0.00	0.00
110-595.100-808.803	CONTR-BLDGS&GRNDS MOWING	10,000.00	2,042.65	7,957.35	20.43	2,244.69
110-595.100-808.999	CONTR-BLDGS&GRNDS	0.00	0.00	0.00	0.00	39.99
110-595.100-809.001	CONTRACTUAL-MISC CONSULTING	10,000.00	0.00	10,000.00	0.00	8,589.00
110-595.100-812.100	CONTR-FBO MGMT SVCS	15,000.00	0.00	15,000.00	0.00	243.87
110-595.100-812.110	CONTR-FBO MOWING	70,000.00	27,859.07	42,140.93	39.80	32,130.66
110-595.100-812.115	CONTR-FBO SNOWPLOWING	96,000.00	0.00	96,000.00	0.00	55,650.36
110-595.100-812.120	CONTR-FBO GEN MAINTENANCE	19,000.00	252.80	18,747.20	1.33	5,321.53
110-595.100-812.125	FBO-DIESEL FUEL	10,000.00	0.00	10,000.00	0.00	1,300.14
110-595.100-816.000	CONTRACTUAL-SOFTWARE SUBSCRIPTIONS	3,500.00	263.57	3,236.43	7.53	3,497.71
110-595.100-851.000	COMMUNICATIONS CELLULAR REIMBURSEMEN	700.00	0.00	700.00	0.00	0.00
110-595.100-901.000	PRINTING	3,000.00	0.00	3,000.00	0.00	48.38
110-595.100-902.000	PRINTING PUBLISHING-NEWS MEDIA	0.00	0.00	0.00	0.00	86.30
110-595.100-903.000	PRINTING ADVERTISING/PROMOTIONAL	20,000.00	7,231.61	12,768.39	36.16	4,300.93
110-595.100-903.005	CONTR-ADVERTISING/MARKETING	50,000.00	8,274.49	41,725.51	16.55	38,219.20
110-595.100-920.805	PUBLIC UTILITIES-FENCE GATES	600.00	127.34	472.66	21.22	486.91
110-595.100-920.810	PUBLIC UTILITIES-LANDING LIGHTS/SYST	4,600.00	817.35	3,782.65	17.77	3,598.09
110-595.100-920.815	PUBLIC UTILITIES-PARKING LOT LIGHTS	700.00	155.15	544.85	22.16	564.76
110-595.100-920.820	PUBLIC UTILITIES-RUNWAY LIGHTS	6,000.00	1,153.49	4,846.51	19.22	4,727.00
110-595.100-920.825	PUBLIC UTILITIES-T HANGARS	6,000.00	1,246.50	4,753.50	20.78	5,212.69
110-595.100-921.010	PUBLIC UTILITIES-NATURAL GAS	0.00	147.10	(147.10)	100.00	0.00
110-595.100-931.000	BLDG & GRNDS MAINT GENERAL	0.00	0.00	0.00	0.00	957.00
110-595.100-931.810	BLDG & GRNDS MAINT SIGNAGE	0.00	0.00	0.00	0.00	16.94
110-595.100-933.000	EQUIPMENT MAINTENANCE-GENERAL	4,000.00	1,223.74	2,776.26	30.59	5,800.25
110-595.100-933.015	EQUIPMENT MAINTENANCE-ILS LANDING	40,000.00	9,495.00	30,505.00	23.74	29,055.38
110-595.100-939.000	VEHICLE MAINTENANCE GENERAL	8,000.00	533.92	7,466.08	6.67	0.00
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	10,000.00	857.75	9,142.25	8.58	0.00
110-595.100-955.000	MISC. GENERAL	3,000.00	0.00	3,000.00	0.00	895.66
110-595.100-960.000	EDUCATION, TRAINING, CONF REGISTRATI	3,000.00	1,790.00	1,210.00	59.67	2,075.00
110-595.100-961.000	TRAVEL, MEALS, MILEAGE	3,000.00	2,685.69	314.31	89.52	2,615.12
110-595.100-962.000	INSURANCE PREMIUMS	42,500.00	40,059.00	2,441.00	94.26	38,089.00
110-595.100-964.001	REFUNDS-PRIOR YEAR PROPERTY TAX	100.00	0.00	100.00	0.00	72.01
110-595.100-965.000	DUES & SUBSCRIPTIONS	4,500.00	50.00	4,450.00	1.11	286.38
Total 595.100		752,088.17	198,089.36	553,998.81	26.34	476,750.99
595.200						
110-595.200-808.001	CONTR-BLDGS&GRNDS JANITORIAL	12,500.00	2,295.00	10,205.00	18.36	10,974.97
110-595.200-850.000	COMMUNICATIONS TELEPHONE	7,000.00	1,860.00	5,140.00	26.57	6,820.00
110-595.200-901.000	PRINTING	1,700.00	302.15	1,397.85	17.77	185.73
110-595.200-920.005	PUBLIC UTILITIES-HBPW	20,000.00	4,986.01	15,013.99	24.93	17,127.21
110-595.200-921.010	PUBLIC UTILITIES-NATURAL GAS	5,700.00	253.28	5,446.72	4.44	5,280.28
110-595.200-931.000	BLDG & GRNDS MAINT GENERAL	8,000.00	685.06	7,314.94	8.56	7,496.11
110-595.200-933.000	EQUIPMENT MAINTENANCE-GENERAL	17,000.00	5,196.12	11,803.88	30.57	4,180.50
110-595.200-946.000	OFFICE EQUIP RENTAL/LEASE	3,100.00	788.97	2,311.03	25.45	296.88

Holland MICHIGAN

West Michigan Airport Authority Budget Performance Report

Balance As Of 10/31/2026

		26-27 Amended Budget	YTD Balance 10/31/2026	Available Balance 10/31/2026	% Bdgt Used	End Balance 06/30/2026
Fund: 110 WMAA (AIRPORT) GENERAL FUND						
Account Category: Expenditures						
595.200						
110-595.200-991.500	PRINCIPAL PMT-LEASE	0.00	0.00	0.00	0.00	2,532.00
110-595.200-993.500	INTEREST-LEASE	0.00	0.00	0.00	0.00	288.00
Total 595.200		75,000.00	16,366.59	58,633.41	21.82	55,181.68
965.000						
110-965.000-995.410	TRANSFER TO WMAA CAPITAL FUND	35,100.00	0.00	35,100.00	0.00	0.00
Total 965.000		35,100.00	0.00	35,100.00	0.00	0.00
Expenditures		862,188.17	214,455.95	647,732.22	24.87	531,932.67
Fund 110 - WMAA (AIRPORT) GENERAL FUND:						
TOTAL REVENUES		853,300.00	393,898.96	459,401.04	46.16	(845,535.85)
TOTAL EXPENDITURES		862,188.17	214,455.95	647,732.22	24.87	531,932.67
NET OF REVENUES & EXPENDITURES:		(8,888.17)	179,443.01	(188,331.18)		313,603.18

Holland MICHIGAN

West Michigan Airport Authority Budget Performance Report

Balance As Of 10/31/2026

		26-27 Amended Budget	YTD Balance 10/31/2026	Available Balance 10/31/2026	% Bdgt Used	End Balance 06/30/2026
Fund: 410 WMAA (AIRPORT) CAPITAL PROJECTS						
Account Category: Revenues						
000.000						
410-000.000-538.000	FEDERAL GRANT-FEDERAL CAPITAL	3,128,994.00	0.00	3,128,994.00	0.00	0.00
410-000.000-538.000-26-AIR000003	FEDERAL GRANT-FEDERAL CAPITAL	0.00	0.00	0.00	0.00	(21,962.13)
410-000.000-538.000-26-AIR000005	FEDERAL GRANT-FEDERAL CAPITAL	0.00	0.00	0.00	0.00	(258,468.67)
410-000.000-538.000-26-AIR000006	FEDERAL GRANT-FEDERAL CAPITAL	0.00	0.00	0.00	0.00	(1,249,518.60)
410-000.000-579.000	STATE GRANT-MDOT CAPITAL	173,833.00	0.00	173,833.00	0.00	(6,692.65)
410-000.000-579.000-26-AIR000003	STATE GRANT-MDOT CAPITAL	0.00	0.00	0.00	0.00	(954.87)
410-000.000-579.000-26-AIR000005	STATE GRANT-MDOT CAPITAL	0.00	0.00	0.00	0.00	(14,359.37)
410-000.000-579.000-26-AIR000006	STATE GRANT-MDOT CAPITAL	0.00	0.00	0.00	0.00	(69,417.70)
410-000.000-665.000	INVESTMENT INCOME	30,600.00	4,256.10	26,343.90	13.91	(40,556.68)
410-000.000-665.900	INVESTMENT INCOME-MARKET ADJUSTMENT	0.00	0.00	0.00	0.00	453.94
410-000.000-699.110	TRANSFER FROM WMAA GENERAL FUND	35,100.00	0.00	35,100.00	0.00	0.00
Total 000.000		3,368,527.00	4,256.10	3,364,270.90	0.13	(1,661,476.73)
595.000						
410-595.000-579.000-27-WMAA00001	STATE GRANT-MDOT CAPITAL	0.00	76,269.90	(76,269.90)	100.00	0.00
Total 595.000		0.00	76,269.90	(76,269.90)	100.00	0.00
Revenues		3,368,527.00	80,526.00	3,288,001.00	2.39	(1,661,476.73)
Account Category: Expenditures						
595.000						
410-595.000-807.415	CONTRACTUAL-ARCHITECT/ENGINEER	15,000.00	5,022.98	9,977.02	33.49	16,825.35
410-595.000-807.415-26-AIR000002	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	0.00	0.00	0.00	11,441.26
410-595.000-807.415-26-AIR000003	CONTRACTUAL-ARCHITECT/ENGINEER	0.00	0.00	0.00	0.00	2,730.00
410-595.000-974.000	LAND IMPROVEMENTS GENERAL	546,660.00	0.00	546,660.00	0.00	732.36
410-595.000-974.000-25-WMAA00001	LAND IMPROVEMENTS GENERAL	2,930,000.00	0.00	2,930,000.00	0.00	0.00
410-595.000-974.000-26-AIR000001	LAND IMPROVEMENTS GENERAL	0.00	0.00	0.00	0.00	236,669.75
410-595.000-974.000-26-AIR000003	LAND IMPROVEMENTS GENERAL	0.00	0.00	0.00	0.00	21,141.87
410-595.000-974.000-26-AIR000005	LAND IMPROVEMENTS GENERAL	0.00	0.00	0.00	0.00	287,187.41
410-595.000-974.000-26-AIR000006	LAND IMPROVEMENTS GENERAL	0.00	0.00	0.00	0.00	1,446,214.62
410-595.000-977.000	MACHINERY & EQUIPMENT GENERAL	75,000.00	0.00	75,000.00	0.00	77,590.43
410-595.000-977.000-27-WMAA00001	MACHINERY & EQUIPMENT GENERAL	0.00	55,555.00	(55,555.00)	100.00	0.00
Total 595.000		3,566,660.00	60,577.98	3,506,082.02	1.70	2,100,533.05
595.100						
410-595.100-931.100	BLDG & GRNDS MAINT-FIX IT FIRST	15,000.00	1,003.92	13,996.08	6.69	0.00
Total 595.100		15,000.00	1,003.92	13,996.08	6.69	0.00
Expenditures		3,581,660.00	61,581.90	3,520,078.10	1.72	2,100,533.05
Fund 410 - WMAA (AIRPORT) CAPITAL PROJECTS:						
TOTAL REVENUES		3,368,527.00	80,526.00	3,288,001.00	2.39	(1,661,476.73)
TOTAL EXPENDITURES		3,581,660.00	61,581.90	3,520,078.10	1.72	2,100,533.05
NET OF REVENUES & EXPENDITURES:		(213,133.00)	18,944.10	(232,077.10)		(439,056.32)

Holland MICHIGAN

Balance Sheet

Through 10/31/26
Detail Listing
Exclude Rollup Account

Account	Account Description	FY 2026 Actual	FY 2027 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	1,459,972.55	1,641,711.74
110-000.000-018.000	Accounts Receivable General	9,894.07	2.22
110-000.000-028	Prior Years Taxes Receivables	246.55	246.55
110-000.000-031.000	Allowance for Uncollectible Taxes	(246.55)	(246.55)
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	-	-
110-000.000-090.000	Accounts Receivable In/Out	-	-
110-000.000-123.000	Prepaid Items General	-	-
	ASSETS TOTALS	1,469,866.62	1,641,713.96
	LIABILITIES AND FUND EQUITY		
	LIABILITIES		
110-000.000-202.000	Accounts Payable General	23,506.02	-
110-000.000-201.000	Contracts Payable	-	-
110-000.000-228.000	Due to State of Michigan	43.50	-
110-000.000-257.000	Accrued Wages Payable General	6,025.88	-
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	41,493.91	63,473.64
	LIABILITIES TOTALS	71,069.31	63,473.64
	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	1,273,797.31	1,453,240.32
	FUND EQUITY TOTALS	1,398,797.31	1,578,240.32
	LIABILITIES AND FUND EQUITY	1,469,866.62	1,641,713.96

Fund Balance, Beginning	1,578,240.32
Remaining Budget Revenues	459,401.04
Remaining Budget Expenditures	(647,732.22)
Fund Balance, Estimated Ending	1,389,909.14
Fund Balance % of Budgeted Expenditures	161%

Year-End Transfer to Capital	
FY 2026 Ending Fund Balance (Unassigned)	1,273,797.31
2027 Budgeted Expenditures	862,188.17
Fund Balance % of Budgeted Expenditures	148%
Proposed Transfer of amount > 120% max range	239,171.51

Holland MICHIGAN

Balance Sheet

Through 10/31/26
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		1,200,477	1,150,395
410-000.000-018.001	Accounts Receivable-Manual		3,156	-
		ASSETS TOTALS	1,203,633	1,150,395
	LIABILITIES AND FUND EQUITY			
	LIABILITIES			
410-000.000-202.000	Accounts Payable General		14,322	-
410-000.000-202.100	Accounts Payable Manual		57,861	-
410-000.000-228.000	Due To State of Michigan		82,002	82,002
410-000.000-228.410	Due To State of Michigan		1,503	1,503
		LIABILITIES TOTALS	155,687	83,504
	FUND EQUITY			
410-000.000-390.000	Fund Balance-Unassigned		1,047,946	1,066,891
		FUND EQUITY TOTALS	1,047,946	1,066,891
		LIABILITIES AND FUND EQUITY TOTALS	1,203,633	1,150,395

CASH DISBURSEMENT REPORT WMAA FOR CITY OF HOLLAND

EXP CHECK RUN DATES 10/01/2026 - 10/31/2026
POSTED
PAID

Invoice Number	Date Paid	Approval Department	Paid By Check Number	Vendor Name	Description	Inv Amt
1-9102502631	10/29/2026	AIR	97671	ALLIED UNIVERSAL TECHNOLOGY SERVICES	GATE READER CONNECTION ISSUES	733.92
3485850	10/15/2026	AIR	97302	ARROWASTE INC.	OCTOBER CHARGES	59.30
6359979	10/22/2026	AIR	18084	ARTHUR J GALLAGHER RISK MGMT SVCS INC - ACH	F250-INSURANCE-FY2027	2,740.00
1002856961	10/22/2026	AIR	18084	ARTHUR J GALLAGHER RISK MGMT SVCS INC - ACH	PREMIUM AUDIT	13.00
112026	10/22/2026	AIR	18085	AVFLIGHT HOLLAND CORPORTATION - ACH	SEPTEMEBR 2026 AVFLIGHT MAINTENANCE	7,973.97
14O17V	10/22/2026	AIR	18046	BOYNE HIGHLANDS RESORT	MAAE CONFERENCE 9-14 TO 9-17-26	308.77
44029339	10/22/2026	AIR	18088	CANON FINANCIAL SERVICES INC. - ACH	10/12/26 SEPTEMEBR SERVICES	289.94
2027-00361	10/22/2026	AIR	97558	CITY OF HOLLAND TREASURER	CVE CHARGES FOR AIRPORT BROOM	266.96
2027-00379	10/22/2026	AIR	97558	CITY OF HOLLAND TREASURER	CVE CHARGES FOR SERVICE-AIRPORT	266.96
393728	10/22/2026	AIR	18091	CUNNINGHAM DALMAN P.C.	SPACE SOURCE	52.00
393727	10/22/2026	AIR	18091	CUNNINGHAM DALMAN P.C.	MANAGER CONTRACT	858.00
393730	10/22/2026	AIR	18091	CUNNINGHAM DALMAN P.C.	HOLLANDIA SNOW MANAGMENT	457.00
393725	10/22/2026	AIR	18091	CUNNINGHAM DALMAN P.C.	GENERAL MATTERS	780.00
393726	10/22/2026	AIR	18091	CUNNINGHAM DALMAN P.C.	LEASE AREA / SNOW PLOWING WORK	338.00
393729	10/22/2026	AIR	18091	CUNNINGHAM DALMAN P.C.	COASTAL CONTAINER	26.00
NOV 2026	10/29/2026	PAY	18162	MADISON NATIONAL LIFE CO, INC - ACH	ACCT: 102906800000000 CITY OF HOLLAND	5,889.65
10152026	10/22/2026	AIR	97559	MATTHEW NEYENS	Q3_2026 EXPENSE REPORT	439.28
10192026	10/22/2026	AIR	97559	MATTHEW NEYENS	MAAE FALL CONFERENCE	338.20
101426	10/15/2026	FIN	97461	MEAD BROS. EXCAVATING, INC.	FINAL INV. NORTH HANGAR TAXI LANE	57,860.62
591-11430894	10/22/2026	AIR	97560	MICHIGAN DEPARTMENT OF TREASURY	AERONAUTICAL FACILITY AND MANAGER LICENSE	50.00
TIMER RETURN	10/22/2026	AIR	18046	PCARD - AMAZON PURCHASES	TIMER RETURN	(200.99)
449-5316210	10/22/2026	AIR	18046	PCARD - AMAZON PURCHASES	NSI TIMER	120.98
847-9485052	10/22/2026	AIR	18046	PCARD - AMAZON PURCHASES	NSI AIRFIELD TIMER	200.99
01-003418-02	10/22/2026	AIR	18046	PCARD - MEALS	JERSEY MIKES	19.29
1383	10/22/2026	AIR	18046	PCARD - MEALS	JIMMY JOHNS	9.74
G181854923	10/22/2026	AIR	18046	PCARD - MICROSOFT PURCHASES	MICROSOFT SEPTEMBER SERVICES	53.55
09-01-2026	10/22/2026	AIR	18046	PCARD - MISC	ICE MAKER REPAIRS	976.51
914898	10/22/2026	AIR	18046	PCARD - MISC	CARLOS GUTIERREZ LUNCHEON	75.00
1Z646YW8036728	10/22/2026	AIR	18046	PCARD - POSTAGE	LIGHTBULB EXCHANGE	45.69
12490660	10/22/2026	AIR	97561	RAPID FIRE PROTECTION, INC	10/6 FIRE EQUIPMENT SERVICE	120.00
82194 READING	10/29/2026	FIN	18184	SEMCO ENERGY GAS COMPANY - ACH	MONTHLY UTILITIES	155.31
232965727	10/15/2026	AIR	18032	TRU GREEN LIMITED PARTNERSHIP - ACH	8087670003 - 9/30/26	106.67
158635275	10/15/2026	AIR	97534	UNEMPLOYMENT INSURANCE AGENCY	2025 UNEMPL CLAIM	8,028.00
3005840349	10/15/2026	AIR	97538	USDA, APHIS, GENERAL	SERICE THROUGH 9/30/26	3,665.21
1060090728	10/22/2026	AIR	18140	WEST MICHIGAN UNIFORM - ACH	SEPTEMBER SERVICES	200.84
Report Total:						93,318.36

Madison National LIfe Ins airport portion is $18.64

AGED ACCOUNTS RECEIVABLE REPORT FOR CITY OF HOLLAND

Balances Calculated as of 11/04/2026

Account # / Name	Invoice #	Due Date / Notes	Current	Over 30	Over 60	Over 90	Over 120	Total
05112 4 ONE AIR LLC	2027-00354	11/01/2026 Notes: NOV 26 FLIGHT SCHOOL FEES	828.71	0.00	0.00	0.00	0.00	828.71
GRAND TOTALS:			828.71	0.00	0.00	0.00	0.00	828.71

POSTED AMOUNTS: 828.71
NON-POSTED AMOUNTS: 0.00

Billing Item Breakdown

	AIR FLIGHT S	828.71	0.00	0.00	0.00	0.00	828.71

Proposed Lease amendment language for 1581 Washington

Pages 6 & 7 from the executed Lease between West Michigan Airport Authority and 3303 John f. Donnely Drive, LLC.

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. As the site for an airplane hangar or hangars. The Lessee shall have the right to sublease any part of the hangar placed on the Demised Premises subject to the provisions of paragraph 5. However, the Lessee shall ensure that none of its subtenants uses 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.
   b. Maintenance and servicing for only those aircraft owned by the Lessee and stored i n the Lessee's hangar, "as well as all Tulip City Air Repair maintenance business as needed.
   c. Any other uses for which the Lessor gives its written approval in its sole discretion.

Current 170 Geurink BLVD Executed 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. As the site for an airplane hangar or hangars and for operation of an airplane service, repair, and maintenance facility for any airplanes using the airport. Subject to the terms, restrictions and requirements of Section 5 above, the Lessee shall have the right to sublease any part of the hangar placed on the Demised Premises. However, the Lessee shall ensure that none of its subtenants uses 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.

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

discretion.

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
Comprising City of Zeeland, Park Township and City of Holland

Hangar Lease Boundaries and Maintenance

Why the Lease Boundaries Matter

Comparable hangar agreements generally assign similar upkeep duties. The two leaseholds of 3303 John F. Donnelly Drive, LLC (3303) include noticeably less of the land serving their hangars than the comparable leaseholds reviewed. Both exclude adjoining grassy frontage that the Authority maintains as well as less aircraft parking space. At the Washington Hangar, vehicles regularly park outside the leased premises.

Comparable Hangar Agreements

Hangar Three Leasing The lease assigns upkeep of leased grounds and aircraft pavement to the tenant and provides for tenant payment of snowplowing and landscaping charges.

Metal Flow The lease assigns grounds upkeep and snow removal to the tenant and addresses maintenance and repair of parking within the premises.

Gentex The lease assigns grounds upkeep and snowplowing costs for leased areas to the tenant. It also assigns certain aircraft access pavement responsibilities beyond the lease boundary.

Nexus CCS Under the sublease, the sublessor maintains the grounds and landscaping at its own expense.

Green Space and Treatment of Comparable Tenants

The 2014 Airport Building Standards, which was in effect when the 3303 leases were executed, called for landscaped green space on 30 percent of the building site. The records reviewed do not establish which standard applied when the two sites were approved, how green space was accounted for, or whether an exception was approved. From an outside view, the standards should have been applied similarly to them as to everyone else.

A comparable tenant could reasonably ask why it is required to pay to maintain its grounds and vehicle parking space as well as aircraft parking space while the Authority maintains frontage around both 3303 hangars and may also be clearing parking used by the Washington Hangar.

West Michigan Airport Authority
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What the 3303 Leases Require

Washington Hangar | March 15, 2021 Sections 8(G)–(H) require upkeep of leased premises and improvements. Section 8(J) requires 3303 to pay FBO snowplowing charges for leased areas. Section 9.1 provides for negotiation if the Authority determines that additional office-related parking is needed and assigns construction, maintenance, and repair costs to 3303. Sections 10(B)–(C) allocate responsibility for the designated access drive and for taxiway and ramp areas within the premises.

Maintenance Facility at 170 Geurink | July 12, 2023 Sections 8(G)–(J) address upkeep and snow removal within the leased premises. Section 10 allocates access drive and aircraft pavement responsibilities. Section 14(B) expressly assigns maintenance, snow removal, and repair of parking on the premises to 3303. Section 9 requires construction and changes to conform to Airport Building Standards. The adjoining 39,000 square foot apron is outside the leasehold and is separately leased to Avflight.

Potential Lease Amendment Discussion

If 3303 requests an amendment to authorize aircraft maintenance at the Washington Hangar, the Authority should use that discussion to seek amendments to both 3303 leases that bring the treatment of the two properties into closer alignment with comparable hangar tenants.

The Authority should ask to include the adjoining landscaped frontage in both leases, with 3303 responsible for mowing and landscaping. For the Washington Hangar, the Authority should also seek to define the Aircraft and vehicle parking area serving the facility and specify responsibility for maintenance, repairs, and snow removal.

FAA Grant Assurance 22 Economic Nondiscrimination

As a condition of accepting federal airport grants, the Authority must make the Airport available for aeronautical use on reasonable terms and without unjust discrimination. That means applying comparable standards to tenants making similar use of the Airport and having a reasonable basis for differences in how they are treated. Lease terms can vary based on site layout, the type of operation, or other relevant circumstances.

The question is whether the Authority can explain why it maintains the grassy frontage at both 3303 properties while comparable tenants generally bear their own grounds costs to maintain their curb appeal. The same question applies to aircraft apron space. The comparable leases reviewed generally include apron space equal to the hangar's floor area, while one 3303 lease includes virtually no apron space and the other includes about half its hangar's floor area. The Authority should also be able to explain any difference in who pays to

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
Comprising City of Zeeland, Park Township and City of Holland

clear vehicle parking outside the Washington Hangar leasehold, if the Authority pays for that work. These differences are worth documenting and addressing in any lease amendment discussion.

October 13 Meeting With 3303

On October 6, 2026, I advised 3303 in writing that aircraft maintenance activities outside the scope of the existing lease must cease unless and until a lease amendment authorizes them. On October 13, I met with 3303 representatives to discuss a possible amendment to allow aircraft maintenance at the 1581 Washington Hangar. I also raised differences between the two 3303 leaseholds and those of comparable hangar tenants.

I proposed adding adjoining green space to both leases at no increase in rent, with 3303 assuming responsibility for mowing and landscaping. The intent was to bring both properties into closer alignment with the Airport Building Standards and the responsibilities expected of comparable existing and future tenants. Additional vehicle parking at the Washington Hangar was the only proposed rent increase. Section 9.1 provides for negotiation if the Authority determines that additional vehicle parking is needed. In my judgment, repeated documented observations of vehicles parked outside the leasehold support the need for additional parking.

The discussion ended before I could raise aircraft apron space. We did not reach a verbal agreement on an amendment that would authorize aircraft maintenance at the Washington Hangar and address the leasehold differences. I told the representatives I would still present their request to allow aircraft maintenance at the Washington Hangar under terms similar to those in the 170 Geurink lease.

Requested Board Direction

I am seeking the Board's direction on how to proceed with 3303's request to amend the Washington Hangar lease, including whether the Authority should address the identified differences in leasehold boundaries, parking, and maintenance responsibilities as part of the same negotiations.

Agenda

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
Comprising City of Zeeland, Park Township and City of Holland

Leasehold Maps

Exhibit A Hangar Leasehold Comparison

Blue: Gentex | Purple: Nexus | Green: Hangar Three | Red: 3303

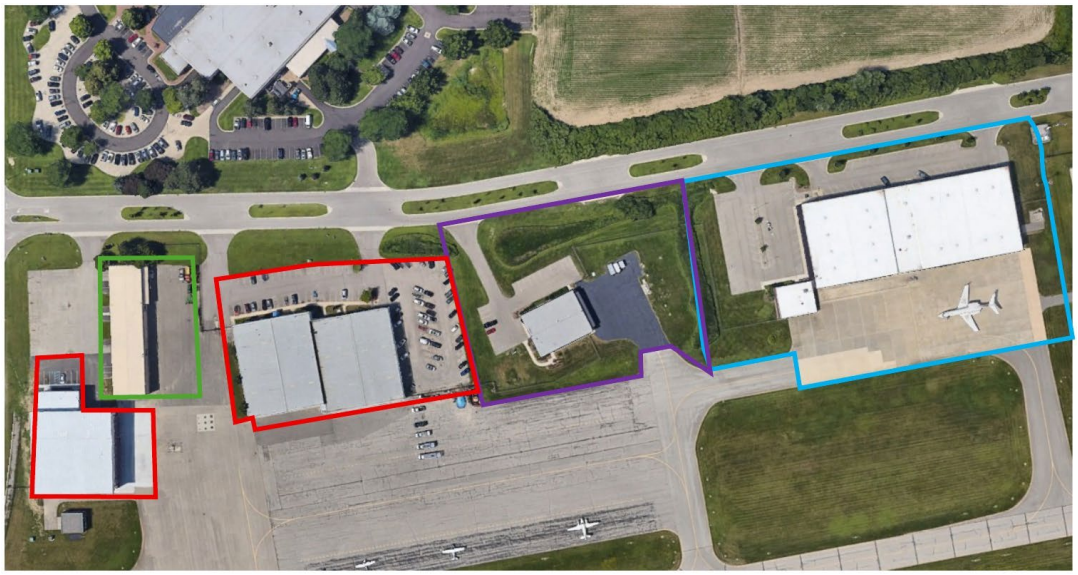


Exhibit B Metal Flow

Yellow: Metal Flow



The exhibits show approximate leasehold outlines.

Agenda

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

Board Meeting Notices - 2027

Regular WMAA meetings are open to the public, whether held virtually or in person at the main terminal building at 60 Geurink Blvd, Holland, MI 49423. Meetings will always take place at 4:00 PM. on the second Monday of every month unless otherwise noted.

January 11th, 2027-4:00pm

February 8th, 2027– 4:00pm

March 8th, 2027- 4:00pm

April 12th, 2027- 4:00pm

May 10th, 2027- 4:00pm

June 14th, 2027- 4:00pm

July 12th, 2027- 4:00pm

August 9th, 2027- 4:00pm

September 13th, 2027- 4:00pm

October 12th, 2027 (Second Tuesday)- 4:00pm

November 8th, 2027-4:00pm

December 13th, 2027-4:00pm

Agenda

West Michigan Airport Authority
60 Geurink Boulevard, Holland, MI 49423
Comprising City of Zeeland, Park Township and City of Holland

BOARD ACTION MEMORANDUM

New Business: Part-Time Seasonal Airport Maintenance Position

Purpose and Recommendation

I am requesting authorization to establish and fill one part-time seasonal Airport Maintenance position for the 2026–2027 winter season and to amend the FY2027 operating budget by reallocating $28,000 from the existing FBO Management and FBO Maintenance accounts. This would be a limited first step toward developing maintenance capability directly under the Authority's control.

Operational Need

The Airport has historically relied on Avflight for snow removal, mowing, and other maintenance services. I would like to continue working with Avflight, but I have concerns about the stability and retention of local staffing, particularly as we approach the winter season. Employing a trained person who reports directly to the Authority would provide more certainty and help address that operational risk without requiring an immediate change to the FBO's contracted responsibilities.

With the F-250 plow truck, the additional City of Holland plow truck, and the Airport-owned broom, we now have three pieces of equipment available to support snow removal operations. During the coming winter, the employee would assist with snow removal by operating Authority-owned equipment as needed, supplementing Avflight's existing operations. The Authority is also working toward a separate agreement that would allow Avflight to operate Authority-owned equipment.

I also believe we have sufficient general maintenance work and Operational work to keep this individual productive for approximately 20–30 hours per week when it is not snowing. Work could include airfield and grounds upkeep, equipment care, minor facility maintenance, airfield inspections and other projects performed by contractors or currently deferred. Duties and vehicle operation would be limited to appropriate qualifications, training, and established procedures.

Staffing Proposal

Position: Part-Time Seasonal Airport Maintenance Employee (2026–2027 winter season).

Schedule: Approximately 20 to 30 regular hours per week, with additional hours during snow events as operationally necessary and within budget and applicable employment requirements.

Hourly rate: $23.00–$29.50, depending on qualifications and experience.

FY2027 Budget Amendment Requested

Budget line	Current budget*	Transfer	Revised budget
FBO Management	$15,000	($13,000)	$2,000
FBO Maintenance	$19,000	($15,000)	$4,000
Temporary Payroll	$26,000	$28,000	$54,000

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The amendment would shift $28,000 between expense categories, with no proposed increase in total FY2027 operating appropriations. The $28,000 would be available for seasonal wages and applicable employer costs, not reserved solely for wages. Actual spending would depend on the hire date, hours worked, hourly rate, and employment-related costs.

Longer-Term Financial Benefit

As the Authority takes on more work directly, spending in the separate contracted snow removal accounts may decline. That is a potential additional benefit, not an assumed dollar-for-dollar reduction or the source of this initial $28,000 transfer.

Proposed Board Motion

Motion to authorize the Executive Director to establish and fill one part-time seasonal Airport Maintenance position for the 2026–2027 winter season at an hourly wage of $23.00 to $29.50, based on qualifications, and to approve an FY2027 budget amendment transferring $13,000 from FBO Management, GL 812.100 and $15,000 from FBO Maintenance, GL 812.120, for a total of $28,000, into the appropriate seasonal personnel and employer-cost accounts.