

**AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING**

**January 26, 2022
Hastings City/Barry County Airport
2505 Murphy Drive, Hastings, MI 49058**

1. Call to Order at 4:30 p.m.
2. Pledge of Allegiance
3. Roll Call
4. *Approval of Agenda
5. Appointment of Officers (Chair, Vice-chair, Secretary, Treasurer)
6. *Approval of 2022 Meeting Schedule
7. **Limited Public Comment
8. *Approval of the minutes of the November 24, 2021 Regular Meeting.
9. Financial Reports
 - A. *Consider approval of the November 2021 and December 2021 Financial Reports.
10. Old Business
 - A. Funding for Gate Project
11. New Business
12. Airport Manager's Report
13. Board Comments
14. ** Limited Public Comment
15. Adjournment

* Indicates Attachment

**** Guidelines for Public Comment**

Public Comment is welcomed and appreciated. Please follow these simple guidelines to ensure all have an opportunity to be heard.

All comments and questions will be made through the chair. All comments will be made in a courteous and civil manner; profanity and personal attacks will not be tolerated. Please limit the length of your comments to 3 minutes. If you are a member of a group, please appoint a spokesperson to speak on behalf of the group (those speaking on behalf of a group may be provided additional time). Please state your name before offering comment.

2022 – Hasting City/Barry County Airport Commission Meeting Schedule

January 26, 2022	4:30 pm
February, 23, 2022	4:30 pm
March 23, 2022	4:30 pm
April 27, 2022	4:30 pm
May 25, 2022	4:30 pm
June 22, 2022	4:30 pm
July 27, 2022	4:30 pm
August 24, 2022	4:30 pm
September 28, 2022	4:30 pm
October 26, 2022	4:30 pm
November 23, 2022	4:30 pm
December 28, 2022	4:30 pm

Unless otherwise posted in accordance with the Open Meetings Act, Hastings City / Barry County Airport Commission meetings are held at the Hastings City / Barry County Airport Terminal building, 2505 Murphy Drive, Hastings, MI 49058. Questions regarding the meeting may be addressed to the Hastings City / Barry County Airport Commission c/o: Michael Brown, Barry County Administrator, Barry County Courthouse, 220 W. State St., Hastings, MI 49058; (269) 945-1284; mbrown@barrycounty.org.

Meetings of the Hastings City / Barry County Airport Commission are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity or disability. The Hastings City / Barry County Airport Commission will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities at the meeting/hearing upon four (4) business days notice to the Hastings City / Barry County Airport Commission. Individuals with disabilities requiring auxiliary aids or services should contact the Hastings City / Barry County Airport Commission by writing or calling: Michael Brown, Barry County Administrator, Barry County Courthouse, 220 W. State St., Hastings, MI 49058; 269-945-1284; mbrown@barrycounty.org.

**Hastings City / Barry County Airport Commission
Draft Meeting Minutes
November 24, 2021**

1. **Call to Order.** The meeting was called to order by Chairperson Holley at 4:30 p.m.
2. **Pledge of Allegiance.** Holley led the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Holley, Tossava, Conner and Smelker.
Absent: Bowers.

4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda.

Motion by Conner, second by Tossava to approve the agenda as presented.

In favor: Holley, Tossava, Conner and Smelker.
Opposed: None.

Motion carried.

5. **Limited Public Comment.** Holley asked if there was any limited public comment.

None.

6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the October 27, 2021 regular meeting of the Airport Commission.

Motion by Tossava, second by Smelker to approve the minutes of the October 27, 2021 regular meeting of the Airport Commission as presented.

In favor: Holley, Conner, Tossava and Smelker.
Opposed: None.

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the October 2021 Airport Fund financial report. Michael Brown and Mark Noteboom gave an overview and answered questions.

Motion by Tossava, second by Smelker to accept and place on file the financial report for October 2021.

In favor: Holley, Tossava, Conner and Smelker.
Opposed: None.

Motion carried.

8. **Old Business.**

Noteboom reported that he had contacted the Hastings/BIRCH Fire Chief and determined that use of the basement for a flight simulator would not be permitted without the addition of an approved egress.

9. **New Business.**

None.

10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manger's Report. Noteboom presented and explained the Airport Manager's report.

11. **Board Comments.** Holley asked for additional comments from the Airport Commission.

A motion was made by Tossava, seconded by Smelker to cancel the December 2021 Airport Commission meeting.

In favor: Holley, Tossava, Conner and Smelker.
Opposed: None.

Motion carried.

12. **Limited Public Comment.** Holley asked if there was any limited public comment.

None.

13. **Adjournment.** Motion by Smelker, second by Tossava to adjourn at 4:44 p.m.

In favor: Holley, Tossava, Conner and Smelker.
Opposed: None.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 11/1/2021 through 11/30/2021

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
295 AIRPORT FUND					
000 DEPT					
000-553-000 STATE GRANT	0.00	0.00	0.00	0.00	0.00
000-580-000 CONTRIBUTIONS FROM LOCAL UNITS CONT	0.00	0.00	0.00	0.00	0.00
000-608-000 HANGER RENT & TIE DOWN FEES	145,000.00	11,792.50	126,022.75	18,977.25	86.91
000-609-050 OTHER	1,000.00	0.00	0.00	1,000.00	0.00
000-648-000 SALE OF GAS	182,784.00	11,881.37	152,944.76	29,839.24	83.68
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	0.00	14,818.49	-11,318.49	423.39
000-679-010 MISC REIMBURSEMENT	0.00	0.00	13,478.50	-13,478.50	0.00
Total AIRPORT FUND	332,284.00	23,673.87	307,264.50	25,019.50	92.47
Grand Total	332,284.00	23,673.87	307,264.50	25,019.50	92.47

expstat.rpt 01/20/2022 8:29AM
 Periods: 11 through 11

Expenditure Status Report
 BARRY COUNTY
 11/1/2021 through 11/30/2021

295 AIRPORT FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	72,416.63	0.00	6,583.37	91.67
895-727-000 OFFICE SUPPLIES	550.00	0.00	239.52	0.00	310.48	43.55
895-729-000 POSTAGE	180.00	0.00	55.00	0.00	125.00	30.56
895-734-000 SALES TAX	10,200.00	189.16	3,014.92	0.00	7,185.08	29.56
895-745-000 GAS & OIL	300.00	0.00	7.38	0.00	292.62	2.46
895-748-000 OTHER SUPPLIES	400.00	0.00	313.17	0.00	86.83	78.29
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	25,000.00	0.00	0.00	0.00	25,000.00	0.00
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	1,035.00	0.00	-985.00	2,070.00
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,450.00	0.00	0.00	0.00	1,450.00	0.00
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	728.00	0.00	0.00	0.00	728.00	0.00
895-910-000 INSURANCE	6,900.00	0.00	8,291.63	0.00	-1,391.63	120.17
895-921-000 UTILITIES	11,000.00	744.13	8,904.88	0.00	2,095.12	80.95
895-925-000 TRASH PICKUP	700.00	50.00	550.00	0.00	150.00	78.57
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	11,848.74	12,381.57	0.00	-9,881.57	495.26
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	75.63	4,294.48	0.00	-1,294.48	143.15
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	140.94	0.00	359.06	28.19
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	276.63	3,754.13	0.00	4,645.87	44.69
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	0.00	0.00	3,500.00	0.00
895-975-000 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
895-976-000 CAPITAL OUTLAY/5 YEAR MATCH	3,500.00	0.00	0.00	0.00	3,500.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	3,000.00	0.00	-2,356.03	0.00	5,356.03	78.53
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	115,105.00	475.99	108,580.34	0.00	6,524.66	94.33
895-979-010 GAS TANK	154,000.00	18,125.69	115,640.66	0.00	38,359.34	75.09
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	429,963.00	38,969.30	337,264.22	0.00	92,698.78	78.44

ACCUMULATED PAID LIST
 Period Ending 11/2021 Fiscal Period 11 Year 2021

BARRY COUNTY
 01/20/2022

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	NOTEBOOK CONSTRUCTION &, MANAGEM	nov-21	11/01/2021	295-895-708-000	AIRPORT/MONTHLY/NOV	
				\$6,583.33	326042	11/04/2021
				6,583.33		
				\$6,583.33		
ACCOUNT TOTAL						
DEPARTMENT TOTAL						
023425	STATE OF MICHIGAN	2021/10	11/02/2021	295-895-734-000	BARRY CO./STATE WITHHOLDING	
				\$189.16	326069	11/04/2021
				189.16		
				\$189.16		
ACCOUNT TOTAL						
DEPARTMENT TOTAL						
008300	CONSUMERS ENERGY, PAYMENT CENTER	2519947556	11/09/2021	295-895-921-000	AIRPORT/#100026751378	
				\$32.56	326193	11/10/2021
014546	GREAT LAKES ENERGY	3486	11/16/2021	295-895-921-000	AIRPORT	
				\$711.57	326330	11/18/2021
				744.13		
				\$744.13		
ACCOUNT TOTAL						
DEPARTMENT TOTAL						
051099	JIM'S PICKUP SERVICE	379	11/16/2021	295-895-925-000	AIRPORT/NOV 2021 TRASH PICKUP	
				\$50.00	326341	11/18/2021
				50.00		
				\$50.00		
ACCOUNT TOTAL						
DEPARTMENT TOTAL						
041972	NOTEBOOK CONSTRUCTION &, MANAGEM	3446	11/02/2021	295-895-931-000	AIRPORT/REPAIRS TO RUNWAY/PAPI]	
				\$11,600.00	326042	11/04/2021
034865	HASTINGS ACE HARDWARE	2369853	11/09/2021	295-895-931-000	AIRPORT/LIGHTBULBS	
				\$27.98	326223	11/10/2021
041972	NOTEBOOK CONSTRUCTION &, MANAGEM	3484	11/15/2021	295-895-931-000	AIRPORT/REIMBURSEMENT/WATERH	
				\$336.34	326347	11/18/2021
044500	ANDERSON, MARK	3499	11/22/2021	295-895-931-000	AIRPORT/REIMBURSEMENT	
				\$84.78	326441	11/24/2021
				12,049.10		
				\$12,049.10 * see		
				attached detail		
ACCOUNT TOTAL						
DEPARTMENT TOTAL						
034865	HASTINGS ACE HARDWARE	2362068	11/01/2021	295-895-932-000	AIRPORT/SIGNAGE	
				\$21.97	326119	11/09/2021
034865	HASTINGS ACE HARDWARE	2366429	11/08/2021	295-895-932-000	AIRPORT/ELECTRICAL	
				\$6.47	326223	11/10/2021
034865	HASTINGS ACE HARDWARE	2366338	11/08/2021	295-895-932-000	AIRPORT/ELECTRICAL	
				\$9.05	326223	11/10/2021
055409	WILLIAMS AIR POWER, DAN WILLIAMS	2335872	11/08/2021	295-895-932-000	AIRPORT/REIMBURSE	
				\$18.01	326296	11/10/2021
044500	ANDERSON, MARK	3499	11/22/2021	295-895-932-000	AIRPORT/REIMBURSEMENT	
				\$20.13	326441	11/24/2021
				75.63		
				\$75.63		
ACCOUNT TOTAL						
DEPARTMENT TOTAL						
009000	CULLIGAN WATER CONDITIONING	3493	11/22/2021	295-895-979-000	AIRPORT/INSTALLATION/RENTAL	
				\$475.99	326458	11/24/2021
				475.99		
				\$475.99		
ACCOUNT TOTAL						
DEPARTMENT TOTAL						
046076	AVFUEL CORP.	015799487	11/08/2021	295-895-979-010	AIRPORT/FUEL	
				\$18,125.69	326158	11/10/2021
				18,125.69		
				\$18,125.69		
ACCOUNT TOTAL						
DEPARTMENT TOTAL						

295 AIRPORT FUND

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
			FUND TOTAL	\$38,293.03		
			subtract (refund from Mark Anderson)	-200.36		
			add bank/cc fees	+276.63		
			TOTAL	\$38,369.30		

Expenditure Detail Report

expdetl.rpt
 01/20/2022 10:47AM
 Periods: 11 through 11

BARRY COUNTY
 11/01/2021 through 11/30/2021

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
295 AIRPORT FUND						
895 AIRPORT	2,500.00	0.00	532.83	0.00	1,967.17	21.31
895-931-000 BUILDING REPAIRS & MAINTENANCE						
11/2/2021 ap inv IN 3446		11,600.00				
11/9/2021 ap inv IN 2369853		27.98				
11/15/2021 ap inv IN 3484		336.34				
11/16/2021 r CR 83463		-200.36 *				
11/22/2021 ap inv IN 3499		84.78				
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	11,848.74	12,381.57	0.00	-9,881.57	495.26
Total AIRPORT FUND	2,500.00	11,848.74	12,381.57	0.00	-9,881.57	495.26
Grand Total	2,500.00	11,848.74	12,381.57	0.00	-9,881.57	495.26

*refund of payment to Mark Anderson in October for water heater.

Revenue Status Report

BARRY COUNTY
 12/1/2021 through 12/31/2021

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
295 AIRPORT FUND					
000 DEPT					
000-553-000 STATE GRANT	0.00	0.00	0.00	0.00	0.00
000-580-000 CONTRIBUTIONS FROM LOCAL UNITS CONT	0.00	0.00	0.00	0.00	0.00
000-608-000 HANGER RENT & TIE DOWN FEES	145,000.00	10,169.50	136,192.25	8,807.75	93.93
000-609-050 OTHER	1,000.00	0.00	0.00	1,000.00	0.00
000-648-000 SALE OF GAS	182,784.00	12,532.78	165,477.54	17,306.46	90.53
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	3,896.98	18,715.47	-15,215.47	534.73
000-679-010 MISC REIMBURSEMENT	0.00	328.42	13,806.92	-13,806.92	0.00
Total AIRPORT FUND	332,284.00	26,927.68	334,192.18	-1,908.18	100.57

Grand Total

332,284.00 26,927.68 334,192.18 -1,908.18 100.57

Expenditure Status Report

expstat.rpt
 01/19/2022 3:31PM
 Periods: 12 through 12

BARRY COUNTY
 12/1/2021 through 12/31/2021

295 AIRPORT FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	78,999.96	0.00	0.04	100.00
895-727-000 OFFICE SUPPLIES	550.00	0.00	239.52	0.00	310.48	43.55
895-729-000 POSTAGE	180.00	0.00	55.00	0.00	125.00	30.56
895-734-000 SALES TAX	10,200.00	187.42	3,202.34	0.00	6,997.66	31.40
895-745-000 GAS & OIL	300.00	0.00	7.38	0.00	292.62	2.46
895-748-000 OTHER SUPPLIES	400.00	0.00	313.17	0.00	86.83	78.29
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	25,000.00	0.00	0.00	0.00	25,000.00	0.00
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	1,035.00	0.00	-985.00	2,070.00
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,450.00	0.00	0.00	0.00	1,450.00	0.00
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	728.00	0.00	0.00	0.00	728.00	0.00
895-910-000 INSURANCE	6,900.00	0.00	8,291.63	0.00	-1,391.63	120.17
895-921-000 UTILITIES	11,000.00	976.61	9,881.49	0.00	1,118.51	89.83
895-925-000 TRASH PICKUP	700.00	50.00	600.00	0.00	100.00	85.71
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	60.96	12,442.53	0.00	-9,942.53	497.70
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	575.07	4,869.55	0.00	-1,869.55	162.32
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	140.94	0.00	359.06	28.19
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	288.67	4,042.80	0.00	4,357.20	48.13
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	0.00	0.00	3,500.00	0.00
895-975-000 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
895-976-000 CAPITAL OUTLAY/5 YEAR MATCH	3,500.00	0.00	0.00	0.00	3,500.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	3,000.00	0.00	-2,356.03	0.00	5,356.03	78.53
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	115,105.00	0.00	108,580.34	0.00	6,524.66	94.33
895-979-010 GAS TANK	154,000.00	5,341.55	120,982.21	0.00	33,017.79	78.56
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	429,963.00	14,063.61	351,327.83	0.00	78,635.17	81.71

BARRY COUNTY
01/19/2022

ACCUMULATED PAID LIST
Period Ending 12/2021 Fiscal Period 12 Year 2021

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	DEC 12/02/2021	295-895-708-000	AIRPORT	\$6,583.33	326634	12/09/2021
			ACCOUNT TOTAL	6,583.33		
			DEPARTMENT TOTAL	\$6,583.33		
023425 STATE OF MICHIGAN						
2021/11	12/03/2021	295-895-734-000	BARRY CO./STATE WITHHOLDING	\$187.42	326653	12/09/2021
			ACCOUNT TOTAL	187.42		
			DEPARTMENT TOTAL	\$187.42		
008300 CONSUMERS ENERGY, PAYMENT CENTER						
5278684703	12/13/2021	295-895-921-000	AIRPORT/ACCT# 100026751378	\$76.29	326758	12/16/2021
014546	12/15/2021	295-895-921-000	AIRPORT/ENERGY USE	\$900.32	326783	12/16/2021
			ACCOUNT TOTAL	976.61		
			DEPARTMENT TOTAL	\$976.61		
051099 JIM'S PICKUP SERVICE						
Dec	12/13/2021	295-895-925-000	AIRPORT/ACCT# ICOM0050	\$50.00	326793	12/16/2021
			ACCOUNT TOTAL	50.00		
			DEPARTMENT TOTAL	\$50.00		
034865 HASTINGS ACE HARDWARE						
2371772	12/01/2021	295-895-931-000	AIRPORT/COPPER TUBE CUTTER	\$27.98	326703	12/14/2021
2371010	12/01/2021	295-895-931-000	AIRPORT/VALVE	\$32.98	326703	12/14/2021
			ACCOUNT TOTAL	60.96		
			DEPARTMENT TOTAL	\$60.96		
034865 HASTINGS ACE HARDWARE						
2388549	12/08/2021	295-895-932-000	AIRPORT/ICE MELT	\$117.97	326613	12/09/2021
087560	12/08/2021	295-895-932-000	AIRPORT/BATTERY	\$109.83	326614	12/09/2021
49199	12/07/2021	295-895-932-000	AIRPORT/DIAGNOSIS	\$95.00	326617	12/09/2021
3538	12/13/2021	295-895-932-000	AIRPORT/REIMBURSE/VACUUM	\$252.27	326808	12/16/2021
			ACCOUNT TOTAL	575.07		
			DEPARTMENT TOTAL	\$575.07		
046076 AVFUEL CORP.						
015983526	12/13/2021	295-895-979-010	AIRPORT/2018 GALLONS JET FUEL	\$5,341.55	326735	12/16/2021
			ACCOUNT TOTAL	5,341.55		
			DEPARTMENT TOTAL	\$5,341.55		
FUND TOTAL						
				\$13,774.94		
Add bank/credit card fees				288.67		
TOTAL				\$14,063.61		