

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

**February 23, 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. \*\*Limited Public Comment
6. \*Approval of the minutes of the January 26, 2021 Regular Meeting.
7. Financial Reports
  - A. \*Consider approval of the January 2022 Financial Report.
8. Old Business
9. New Business
10. Airport Manager's Report
11. Board Comments
12. \*\* Limited Public Comment
13. 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.

**Hastings City / Barry County Airport Commission**  
**Draft Meeting Minutes**  
**January 26, 2022**

1. **Call to Order.** The meeting was called to order by Vice-chairperson Bowers at 4:30 p.m.
2. **Pledge of Allegiance.** Bowers led the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Bowers, Conner, Smelker, Tossava. Absent: Holley.
4. **Approval of Agenda.** Bowers asked for any additions or amendments to the agenda.  
  
Motion by Conner, second by Tossava to approve the agenda for today's meeting.  
  
In favor: Bowers, Conner, Smelker, Tossava.  
Opposed: None.  
  
Motion carried.
5. **Appointment of Officers:** Bowers asked for nominations for officers for 2022.  
  
Motion by Tossava, second by Smelker to approve the re-appointment of the current slate of officers, Holley-Chair, Bowers-Vice chair and Tossava-Secretary, for 2022.  
  
In favor: Bowers, Conner, Smelker, Tossava.  
Opposed: None.  
  
Motion carried.
6. **Approval of 2022 Meeting Schedule:** Bowers presented the meeting schedule for 2022.  
  
Motion by Smelker, second by Tossava to approve holding the regular meeting of the Airport Commission on the fourth Wednesday of every month at the Hastings City / Barry County Airport terminal building for 2022.  
  
In favor: Bowers, Conner, Smelker, Tossava.  
Opposed: None.  
  
Motion carried.
7. **Limited Public Comment.** There was no limited public comment.

8. **Approval of Minutes.** Bowers asked for comments regarding the draft minutes from the November 24, 2021 regular meeting of the Airport Commission.

Motion by Tossava, second by Smelker to approve the minutes from the November 24, 2021 regular meeting of the Airport Commission as presented.

In favor: Bowers, Conner, Smelker, Tossava.  
Opposed: None.

Motion carried.

9. **Financial Reports.** Bowers introduced discussion regarding the November and December 2022 financial reports. Michael Brown and Mark Noteboom gave an overview and answered questions.

Motion by Smelker, second by Tossava to accept and place on file the financial reports for November and December 2022.

In favor: Bowers, Conner, Smelker, Tossava.  
Opposed: None.

Motion carried.

10. **Old Business.**

Noteboom informed the Commission that MDOT was requesting the Airport to pre-fund up to \$17,500 to complete the gate project and that the Airport would be reimbursed from federal funds once the state receives them.

Motion by Smelker, second by Tossava approve MDOT's request for up to \$17,500 to pre-fund the completion of the gate project subject to reimbursement.

In favor: Bowers, Conner, Smelker, Tossava.  
Opposed: None.

Motion carried.

11. **New Business.** None.

12. **Airport Manager's Report.** Bowers introduced discussion regarding the Airport Manager's Report. Noteboom presented and explained the Airport Manager's report.

13. **Board Comments.** Bowers asked for additional comments from the Airport Commission. There were none.

14. **Limited Public Comment.** There was no limited public comment.

15. **Adjournment.**

Motion by Smelker, second by Tossava to adjourn at 4:49 p.m.

In favor: Bowers, Conner, Smelker, Tossava.  
Opposed: None.

Motion carried.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

revstat.rpt  
02/16/2022 8:24AM  
Periods: 1 through 1

BARRY COUNTY  
1/1/2022 through 1/31/2022

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
295 AIRPORT FUND					
000 DEPT					
000-553-000 STATE GRANT	14,000.00	13,000.00	13,000.00	1,000.00	92.86
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	150,000.00	19,727.50	19,727.50	130,272.50	13.15
000-609-050 OTHER	0.00	0.00	0.00	0.00	0.00
000-648-000 SALE OF GAS	150,000.00	5,824.75	5,824.75	144,175.25	3.88
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	10,456.48	10,456.48	-9,006.48	721.14
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	315,450.00	49,008.73	49,008.73	266,441.27	15.54
<b>Grand Total</b>	<b>315,450.00</b>	<b>49,008.73</b>	<b>49,008.73</b>	<b>266,441.27</b>	<b>15.54</b>

Expenditure Status Report

expstat.rpt  
02/16/2022 8:26AM  
Periods: 1 through 1

BARRY COUNTY  
1/1/2022 through 1/31/2022

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	6,583.33	0.00	72,416.67	8.33
895-727-000 OFFICE SUPPLIES	600.00	66.41	66.41	0.00	533.59	11.07
895-729-000 POSTAGE	180.00	58.00	58.00	0.00	122.00	32.22
895-734-000 SALES TAX	4,000.00	158.74	158.74	0.00	3,841.26	3.97
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
895-807-000 DUES-SUBSCRIPTIONS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,500.00	922.00	922.00	0.00	578.00	61.47
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	100.00	0.00	0.00	0.00	100.00	0.00
895-910-000 INSURANCE	7,200.00	0.00	0.00	0.00	7,200.00	0.00
895-921-000 UTILITIES	11,000.00	1,092.82	1,092.82	0.00	9,907.18	9.93
895-925-000 TRASH PICKUP	750.00	50.00	50.00	0.00	700.00	6.67
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	7.96	7.96	0.00	2,492.04	0.32
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	0.00	0.00	0.00	3,000.00	0.00
895-960-000 MISCELLANEOUS EXPENSES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	134.96	134.96	0.00	8,265.04	1.61
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	6,500.00	0.00	0.00	0.00	6,500.00	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	10,000.00	0.00	0.00	0.00	10,000.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00	0.00
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	5,000.00	0.00	0.00	0.00	5,000.00	0.00
895-979-010 GAS TANK	134,000.00	0.00	0.00	0.00	134,000.00	0.00
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total AIRPORT FUND</b>	<b>281,530.00</b>	<b>9,074.22</b>	<b>9,074.22</b>	<b>0.00</b>	<b>272,455.78</b>	<b>3.22</b>

**ACCUMULATED PAID LIST**  
 Period Ending 1/2022 Fiscal Period 1 Year 2022

**BARRY COUNTY**  
 02/16/2022

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
<b>295 AIRPORT FUND</b>						
<b>895 AIRPORT</b>						
<b>295-895-708-000</b>						
041972	01/10/2022	295-895-708-000	AIRPORT/ ACCOUNT TOTAL DEPARTMENT TOTAL	\$6,583.33 <b>6,583.33</b> <b>\$6,583.33</b>	327201	01/13/2022 C
041972	01/18/2022	295-895-727-000	AIRPORT/REIMBURSE/SUPPLIES ACCOUNT TOTAL DEPARTMENT TOTAL	\$66.41 <b>66.41</b> <b>\$66.41</b>	327384	01/20/2022 C
041972	01/11/2022	295-895-729-000	AIRPORT/REIMBURSEMENT FOR POS ACCOUNT TOTAL DEPARTMENT TOTAL	\$58.00 <b>58.00</b> <b>\$58.00</b>	327201	01/13/2022 C
023425	01/05/2022	295-895-734-000	BARRY CO./STATE WITHHOLDING ACCOUNT TOTAL DEPARTMENT TOTAL	\$158.74 <b>158.74</b> <b>\$158.74</b>	327128	01/06/2022 C
049696	01/19/2022	295-895-809-000	AIRPORT/AGREEMENT ACCOUNT TOTAL DEPARTMENT TOTAL	\$922.00 <b>922.00</b> <b>\$922.00</b>	327393	01/20/2022 C
008300	01/11/2022	295-895-921-000	AIRPORT/GAS/ACCT.100026751378	\$91.39	327162	01/13/2022 C
014546	01/19/2022	295-895-921-000	AIRPORT/ENERGY USE ACCOUNT TOTAL DEPARTMENT TOTAL	\$1,001.43 <b>1,092.82</b> <b>\$1,092.82</b>	327377	01/20/2022 C
051099	01/11/2022	295-895-925-000	AIRPORT/TRASH/JCOM00500 ACCOUNT TOTAL DEPARTMENT TOTAL	\$50.00 <b>50.00</b> <b>\$50.00</b>	327190	01/13/2022 C
034865	01/11/2022	295-895-931-000	AIRPORT/SUPPLIES ACCOUNT TOTAL DEPARTMENT TOTAL	\$7.96 <b>7.96</b> <b>\$7.96</b>	327180	01/13/2022 C
<b>FUND TOTAL</b>				<b>\$8,939.26</b>		

Add Bank/credit card fees: 134.96  
**TOTAL \$ 9,074.22**