

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

**November 24, 2021
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 October 27, 2021 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the October 2021 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
October 27, 2021

1. **Call to Order.** The meeting was called to order by Chairperson Holley at 4:31 p.m.
2. **Pledge of Allegiance.** Holley led the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Holley, Tossava and Smelker. Absent: Bowers and Conner.

4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. Holley asked to add Fuel Filters; Fencing; Non-Aviation Activities on Airport; and Flying Association Update to the agenda.

Motion by Tossava, second by Smelker to approve the agenda with additions for today's meeting.

In favor: Holley, Tossava 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 September 22, 2021 regular meeting of the Airport Commission.

Motion by Smelker, second by Tossava to approve the minutes of the September 22, 2021 regular meeting of the Airport Commission as presented.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the September 2021 Airport Fund financial report. 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 report for September 2021.

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

Motion carried.

8. **Old Business.**

Flying Association Update – Ross DeMaadg informed the Commission that the Flying Association was looking into purchasing a flight simulator to enable pilots to train and maintain proficiency. They are looking for a location for the simulator and are requesting use of the basement. After discussion the Commission asked the Airport Manager to contact the Hastings Fire Department to determine fire code requirements and if this would be possible.

Fencing Update – Airport manager updated the Commission regarding the lockable gate that will be located at the terminal building.

Non-Aviation Activities on Airport – Airport manager updated the Commission that the roofing company is scheduled to be out by January, 2022. The Commission agreed to allow the current agreement to run out.

9. **New Business.**

Fuel Filters – Airport manager informed the Commission that he received a call from a pilot informing him that the fuel farm fuel filter was in need of replacement due to the expiration date on the filter. Airport manager advised that the manufacturer recommends changing the filters based on measured pressure differential and that the current filters did not meet or exceed the pressure differential. Airport manager stated that the filters have been replaced.

Holley reminded everyone that the Commission has a policy in place that all concerns should be reported to the Airport manager so that they can be looked into promptly and rectified if necessary.

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

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

None.

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 5:13 p.m.

In favor: Holley, Tossava and Smelker.

Opposed: None.

Submitted by: Michael Brown, Administrative Secretary

| 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 | 8,369.70 | 114,230.25 | 30,769.75 | 78.78 |
| 000-608-050 OTHER | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 000-648-000 SALE OF GAS | 182,784.00 | 13,472.64 | 141,063.39 | 41,720.61 | 77.17 |
| 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 | 12,900.00 | 13,478.50 | -13,478.50 | 0.00 |
| Total AIRPORT FUND | 332,284.00 | 34,742.34 | 283,590.63 | 48,693.37 | 85.35 |
| Grand Total | 332,284.00 | 34,742.34 | 283,590.63 | 48,693.37 | 85.35 |

Expenditure Status Report
 BARRY COUNTY
 10/1/2021 through 10/31/2021

| Account Number | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Used |
|--|------------------------|------------------|---------------------------|---------------------------|-------------------|--------------|
| 295 AIRPORT FUND | | | | | | |
| 895 AIRPORT | | | | | | |
| 895-708-000 CONTRACTUAL SALARIES | 79,000.00 | 6,583.33 | 65,833.30 | 0.00 | 13,166.70 | 83.33 |
| 895-727-000 OFFICE SUPPLIES | 550.00 | 175.46 | 238.52 | 0.00 | 310.48 | 43.55 |
| 895-728-000 POSTAGE | 180.00 | 0.00 | 55.00 | 0.00 | 125.00 | 30.56 |
| 895-734-000 SALES TAX | 10,200.00 | 252.68 | 2,825.76 | 0.00 | 7,374.24 | 27.70 |
| 895-745-000 GAS & OIL | 300.00 | 0.00 | 7.38 | 0.00 | 292.62 | 2.46 |
| 895-748-000 OTHER SUPPLIES | 400.00 | 286.19 | 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 | 50.00 | 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 |
| 895-810-000 INSURANCE | 6,900.00 | 0.00 | 8,291.63 | 0.00 | -1,391.63 | 120.17 |
| 895-921-000 UTILITIES | 11,000.00 | 702.65 | 8,160.75 | 0.00 | 2,839.25 | 74.19 |
| 895-925-000 TRASH PICKUP | 700.00 | 50.00 | 500.00 | 0.00 | 200.00 | 71.43 |
| 895-931-000 BUILDING REPAIRS & MAINTENANCE | 2,500.00 | 200.36 | 532.83 | 0.00 | 1,967.17 | 21.31 |
| 895-932-000 EQUIPMENT REPAIRS & MAINT | 3,000.00 | 208.31 | 4,218.85 | 0.00 | -1,218.85 | 140.63 |
| 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 | 332.45 | 3,477.50 | 0.00 | 4,922.50 | 41.40 |
| 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 | 19,685.60 | 108,104.35 | 0.00 | 7,000.65 | 93.92 |
| 895-979-010 GAS TANK | 154,000.00 | 0.00 | 97,514.97 | 0.00 | 56,485.03 | 63.32 |
| 895-990-000 AIRPORT LOAN PAYMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total AIRPORT FUND | 429,963.00 | 28,527.03 | 298,694.92 | 0.00 | 131,068.08 | 69.52 |

| Invoice # | Inv. Date | Account Number | Description | Invoice Amount | Check Number | Check Date |
|--|------------|-----------------|-----------------------------------|--------------------|--------------|------------|
| 295 AIRPORT FUND | | | | | | |
| 895 AIRPORT | | | | | | |
| 295-895-708-000 | | | | | | |
| 041972 | 10/04/2021 | 295-895-708-000 | AIRPORT/OCT/MONTHLY | \$6,583.33 | 325424 | 10/07/2021 |
| | | | ACCOUNT TOTAL | 6,583.33 | | |
| | | | DEPARTMENT TOTAL | \$6,583.33 | | |
| 041972 | 10/05/2021 | 295-895-727-000 | AIRPORT/REIMBURSE PAPER TOWEL | \$175.46 | 325424 | 10/07/2021 |
| | | | ACCOUNT TOTAL | 175.46 | | |
| | | | DEPARTMENT TOTAL | \$175.46 | | |
| 023425 | 10/04/2021 | 295-895-734-000 | COUNTY OF BARRY/STATE WITHHOL | \$252.68 | 325454 | 10/07/2021 |
| | | | ACCOUNT TOTAL | 252.68 | | |
| | | | DEPARTMENT TOTAL | \$252.68 | | |
| 041972 | 10/13/2021 | 295-895-748-000 | AIRPORT/REIMBURSEMENT FOR SEC | \$286.19 | 325646 | 10/14/2021 |
| | | | ACCOUNT TOTAL | 286.19 | | |
| | | | DEPARTMENT TOTAL | \$286.19 | | |
| 023395 | 10/13/2021 | 295-895-807-000 | AIRPORT/LICENSE FEE | \$50.00 | 325681 | 10/14/2021 |
| | | | ACCOUNT TOTAL | 50.00 | | |
| | | | DEPARTMENT TOTAL | \$50.00 | | |
| 008300 | 10/12/2021 | 295-895-921-000 | AIRPORT/ACCT# 100026751378 | \$15.79 | 325570 | 10/14/2021 |
| 014546 | 10/20/2021 | 295-895-921-000 | AIRPORT/ENERGY USE | \$686.86 | 325745 | 10/21/2021 |
| | | | ACCOUNT TOTAL | 702.65 | | |
| | | | DEPARTMENT TOTAL | \$702.65 | | |
| 051099 | 10/12/2021 | 295-895-925-000 | AIRPORT/MONTHLY OCT/JCMO0050 | \$50.00 | 325623 | 10/14/2021 |
| | | | ACCOUNT TOTAL | 50.00 | | |
| | | | DEPARTMENT TOTAL | \$50.00 | | |
| 044500 | 10/20/2021 | 295-895-931-000 | AIRPORT/REIMBURSE FOR WATER TA | \$200.36 | 325720 | 10/21/2021 |
| | | | ACCOUNT TOTAL | 200.36 | | |
| | | | DEPARTMENT TOTAL | \$200.36 | | |
| 044500 | 10/05/2021 | 295-895-932-000 | AIRPORT/REIMBURSEMENT FOR FU | \$208.31 | 325310 | 10/07/2021 |
| | | | ACCOUNT TOTAL | 208.31 | | |
| | | | DEPARTMENT TOTAL | \$208.31 | | |
| 029462 | 10/04/2021 | 295-895-979-000 | AIRPORT/FILL TANKS IN PLACE/REIN. | \$19,685.60 | 325439 | 10/07/2021 |
| | | | ACCOUNT TOTAL | 19,685.60 | | |
| | | | DEPARTMENT TOTAL | \$19,685.60 | | |
| Add bank/credit card fees: \$332.45 + \$28,195.58 | | | | | | |
| = \$28,527.03 | | | | | | |
| FUND TOTAL | | | | \$28,194.58 | | |