

## NOTICE OF ELECTRONIC MEETING

The Hastings City/Barry County Airport Commission will offer a telephonic option for public participation for the meeting at **10:00 AM on Wednesday, April 22, 2020** in response to the concerns of COVID-19. This is a regular meeting of the Airport Commission.

If public would like to participate in the meeting, please join:

Telephone

605-313-5339

Access code: 443363

**AGENDA**  
**HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION**  
**REGULAR MEETING (Conference Call)**  
**April 22, 2020**

1. Call to Order at 10:00 a.m.
2. Pledge of Allegiance
3. Roll Call
4. \*Approval of Agenda
5. \*Approval of the Minutes from the February 26, 2020 regular meeting of the Airport Commission
6. \*Approval of the March Financials
7. New Business
  - A. Approve compliance Letter from the State of Michigan
  - B. Approve amendment to Noteboom Lease
8. Airport Managers Report
9. Board Comments
10. \*\* Limited Public Comment
11. Adjournment

\* Indicates Attachment

**\*\* Guidelines for Public Comment**

Public Comments 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**  
**February 26, 2020**

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 those present in the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Smelker, Bowers and Tossava. Absent: Conner and Holley.
4. **Approval of Agenda.** Bowers asked for any additions or amendments to the agenda. Noteboom requested the addition of

- Rental of hangar to Todd Voshell (9.B.)

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

In favor: Smelker, Bowers and Tossava.

Opposed: None.

Absent: Conner and Holley.

Motion carried.

5. **Limited Public Comment.** Bowers asked for limited comment from the public. No comment was forwarded.
6. **Approval of Minutes.** Bowers asked for comments regarding the draft minutes of the January 22, 2020 regular meeting of the Airport Commission.

Motion by Tossava, second by Smelker to approve the minutes of the January 22, 2020 regular meeting of the Airport Commission.

In favor: Smelker, Bowers and Tossava.

Opposed: None.

Absent: Conner and Holley.

Motion carried.

7. **Financial Reports.** Bowers introduced discussion regarding the November and December 2019 and January 2020 Airport Fund financial reports. Brown was not present, so Noteboom asked if there were any questions.

Motion by Tossava, second by Smelker to accept and place on file the financial reports for November 2019, December 2019, and January 2020.

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

Motion carried.

8. **Old Business.** Tossava noted that the sale was brought up to the Hastings City Council and Czarnecki is to discuss with Bob Buchanan to check on the feasibility.

Smelker asked if the Airport attorney should get involved.

Noteboom told by MDOT that would have to work with feds. Five airports in the country have moved from public to private, none in Michigan. This board would have to submit an application to the FAA. If it is accepted, then move forward. The process can be stopped at any time.

Tossava wants to make sure there is no conflict of interest.

Noteboom stated that down the line this board could have the feds come in and talk.

9. **New Business.** Bowers introduced new business.

- a. Last meeting the Board was asked to consider moving the Airport Commission meetings from 4:30pm to 10:00am on the fourth Wednesday of each month.

Tossava noted that the meeting could be moved to 10:00am and then moved back if it was not working.

Smelkers asked the audience if anyone had an issue with moving the meeting time. No comment was forwarded.

Motion by Tossava, second by Smelker to move the Airport Commission meetings to 10:00am on the fourth Wednesday of the month.

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

Motion carried.

- b. Noteboom shared a letter from Todd Voshell to request a reduction in the hangar rent to \$1100 for a large hangar for the first 12 months. After 12 months would revisit a potentially increase back to the \$1300 per month.

Voshell been at the Airport for 10 years and continues to grow.

Noteboom stated that Voshell has brought many people to the Airport – many of which came out of Grand Rapids. This will help Voshell to continue to grow his business. Noteboom recommended that the Board approve the reduction in lease.

Bowers asked if the new hanger would be used for maintenance work. Voshell answered yes.

Smelker asked if Voshell would use both hangars for maintenance. Voshell answered yes.

Noteboom noted that Voshell has four employees and the Airport needs him there.

Voshell stated that he appreciates being able to be at the field.

Motion by Tossava, second by Smelker to reduce the lease amount for Voshell to use a large hangar to \$1100.

In favor: Smelker, Bowers and Tossava.

Opposed: None.

Absent: Conner and Holley.

Motion carried.

10. **Airport Manager's Report.** Bowers introduced discussion regarding the Airport Manger's Report for February 2020. Noteboom presented and explained the Airport Manager's report.
11. **Board Comments.** Bowers asked for additional comments from the Airport Commission. No comments were forwarded.
12. **Limited Public Comment.** Bowers asked for limited comment from the public. No comment was forwarded
13. **Adjournment.** Motion by Tossava, second by Smelker to adjourn at 4:49 p.m.

Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

Revenue Status Report

BARRY COUNTY  
 3/1/2020 through 3/31/2020

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
295 AIRPORT FUND					
000 DEPT					
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	130,000.00	15,353.00	47,650.20	82,349.80	36.65
000-608-010 NEW HANGER RENT	0.00	0.00	0.00	0.00	0.00
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	9,585.74	28,197.39	154,586.61	15.43
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	30.85	4,953.97	-1,453.97	141.54
000-679-010 MISC REIMBURSEMENT	0.00	0.00	26.97	-26.97	0.00
Total/AIRPORT FUND	317,284.00	24,969.59	80,828.53	236,455.47	25.48
Grand Total	317,284.00	24,969.59	80,828.53	236,455.47	25.48

**Expenditure Status Report**  
 BARRY COUNTY  
 3/1/2020 through 3/31/2020

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	19,749.99	0.00	59,250.01	25.00
895-727-000 OFFICE SUPPLIES	550.00	24.44	101.39	0.00	448.61	18.43
895-729-000 POSTAGE	180.00	0.00	165.00	0.00	15.00	91.67
895-734-000 SALES TAX	10,200.00	194.67	646.97	0.00	9,553.03	6.34
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	400.00	0.00	52.99	0.00	347.01	13.25
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	500.00	1,615.00	14,415.00	0.00	-13,915.00	2,883.00
895-807-000 DJES-SUBSCRIPTIONS	50.00	40.00	965.00	0.00	-935.00	1,970.00
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,250.00	0.00	0.00	0.00	1,250.00	0.00
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	1,880.00	0.00	281.13	0.00	1,398.87	16.73
895-910-000 INSURANCE	6,600.00	1,503.10	1,554.35	0.00	5,045.65	23.55
895-921-000 UTILITIES	10,000.00	1,114.26	3,305.71	0.00	6,694.29	33.06
895-925-000 TRASH PICKUP	700.00	50.00	150.00	0.00	550.00	21.43
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	130.90	1,040.34	0.00	1,959.66	34.68
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	0.00	0.00	500.00	0.00
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	220.25	762.70	0.00	7,637.30	9.08
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	0.00	0.00	3,000.00	0.00
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	7,000.00	0.00	0.00	0.00	7,000.00	0.00
895-979-010 GAS TANK	154,000.00	5,081.46	32,386.28	0.00	121,613.72	21.03
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total AIRPORT FUND</b>	<b>296,810.00</b>	<b>16,557.41</b>	<b>75,596.85</b>	<b>0.00</b>	<b>221,213.15</b>	<b>25.47</b>

ACCUMULATED PAID LIST  
 Period Ending 3/2020 Fiscal Period 3 Year 2020

BARRY COUNTY  
 04/15/2020

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	NOTEBOOK CONSTRUCTION & MANAGEM	1846	03/03/2020	295-895-708-000	AIRPORT/MARCH	
					ACCOUNT TOTAL	\$6,583.33
					DEPARTMENT TOTAL	6,583.33
						\$6,583.33
041972	NOTEBOOK CONSTRUCTION & MANAGEM	1016	03/23/2020	295-895-727-000	AIRPORT/FEDEX REIMBURSE- VALVE	
					ACCOUNT TOTAL	\$24.44
					DEPARTMENT TOTAL	24.44
						\$24.44
023425	STATE OF MICHIGAN	202072-A	03/03/2020	295-895-734-000	AIRPORT/FUEL CONF#300017245867	
					ACCOUNT TOTAL	\$194.67
					DEPARTMENT TOTAL	194.67
						\$194.67
053876	HONIGMAN LLP	1561209	03/17/2020	295-895-806-000	AIRPORT/MATTER#437258 - FOIA	
					ACCOUNT TOTAL	\$1,615.00
					DEPARTMENT TOTAL	1,615.00
						\$1,615.00
046128	AIRNAV, LLC	2000855	03/18/2020	295-895-807-000	AIRPORT/RENEWAL OF BASIC LISTIN	
					ACCOUNT TOTAL	\$40.00
					DEPARTMENT TOTAL	40.00
						\$40.00
013811	GENERAL AGENCY COMPANY	4861	03/23/2020	295-895-910-000	AIRPORT/POLLUTION RENEWAL 3/15/	
					ACCOUNT TOTAL	\$1,503.10
					DEPARTMENT TOTAL	1,503.10
						\$1,503.10
008300	CONSUMERS ENERGY, PAYMENT CENTRE	1929469	03/23/2020	295-895-921-000	AIRPORT	
					ACCOUNT TOTAL	\$84.45
					DEPARTMENT TOTAL	84.45
						\$84.45
014546	GREAT LAKES ENERGY	1017	03/23/2020	295-895-921-000	AIRPORT	
					ACCOUNT TOTAL	\$1,029.81
					DEPARTMENT TOTAL	1,029.81
						\$1,029.81
051099	JIM'S PICKUP SERVICE	1876	03/11/2020	295-895-925-000	AIRPORT/MARCH	
					ACCOUNT TOTAL	\$50.00
					DEPARTMENT TOTAL	50.00
						\$50.00
022550	MAPLE VALLEY IMPLEMENT INC	1929469	03/03/2020	295-895-932-000	AIRPORT- ULTRACTION FLOOR/O-RR	
					ACCOUNT TOTAL	\$96.94
					DEPARTMENT TOTAL	96.94
						\$96.94
054020	AUTOZONE INC.	2263954732	03/10/2020	295-895-932-000	AIRPORT- LUBE GREASE/EXHAUST F	
					ACCOUNT TOTAL	\$33.96
					DEPARTMENT TOTAL	33.96
						\$33.96
					ACCOUNT TOTAL	130.90
					DEPARTMENT TOTAL	130.90
						\$130.90



ACCUMULATED PAID LIST  
Period Ending 3/2020 Fiscal Period 3 Year 2020

BARRY COUNTY  
04/15/2020

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
013354952	03/11/2020	295-895-979-010	AIRPORT/JET FUEL	\$5,081.46	315289	03/12/2020 C
			ACCOUNT TOTAL	5,081.46		
			DEPARTMENT TOTAL	\$5,081.46		
			FUND TOTAL	\$16,337.16		

295 AIRPORT FUND

895 AIRPORT  
295-895-979-010

046076 AVFUEL CORP.

Add Bank/credit card fees

\$ 220.25

TOTAL

\$16,557.41

## **Managers Report for April 2020**

- Fuel reconciled for the month of March
- No 1 pump (100LL) down till we get flow valve back from manufacture.
- FAA will be waiving the 5% local and 5% State share on projects for 2020. New 10 Billion Dollar bill for Airports, we are entitled to get 30k for this airport for any legal expenditure.
- Have 2 large hangers and 1 T-Hangar available for Rent.
- Put in new Wi-Fi thermostat. Mark Anderson got it through Consumers Energy for \$10.00
- Cleaned up all winter damage ready for mowing season
- Rolled Turf runways 5 times to get smoothed out.