

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

**April 27, 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 March 23, 2022 Regular Meeting.
7. Financial Reports
  - A. \*Consider approval of the March 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**  
**March 23, 2022**

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, Bowers and Smelker. Absent: None

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

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

In favor: Holley, Tossava, Conner, Bowers 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 February 23, 2022 regular meeting of the Airport Commission.

Motion by Bowers, second by Tossava to approve the minutes of the February 23, 2022 regular meeting of the Airport Commission as presented.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the February 2022 Airport Fund financial report. Michael Brown and Mark Noteboom gave an overview and answered questions.

Motion by Bowers, second by Smelker to accept and place on file the financial report for February 2022.

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

Motion carried.

8. **Old Business.**

None.

9. **New Business.**

None.

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

The Commission discussed the proposed terminal building renovations that the Airport Manager was working with MDOT to fund through the BILA (Bipartisan Infrastructure Law Airport Terminal Program) Program.

Motion by Smelker, second by Tossava to approve submitting to the Michigan Department of Transportation, Bureau of Aeronautics a request for funding the renovation and addition to the Terminal Building through the Federal BILA (Bipartisan Infrastructure Law Airport Terminal Program) Program.

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

The Commission discussed the status of the request made by the Airport Commission to the MDOT Office of Aeronautics regarding Affordable Metals interim use of airport property until December 31, 2022.

Tossava stated that he is not in favor of removing Affordable Metals for the Airport. He believes that this business is an asset to the Airport.

Motion by Smelker, second by Tossava to accept and adopt as the final determination the March 2, 2022 letter from Bryan Budds, Deputy Administrator, MDOT Office of Aeronautics, permitting Affordable Metals interim use of airport property until December 31, 2022.

It was the consensus that the Airport Commission is okay with Noteboom, who is the landlord, evicting Affordable Metals earlier than December 31, 2022 if he desires.

In favor: Holley, Conner, Bowers and Smelker.  
Opposed: Tossava.

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

A motion was made by Smelker, seconded by Conner to approve using the City of Hastings Attorney for legal counsel.

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 Tossava, second by Smelker to adjourn at 5:28 p.m.

In favor: Holley, Tossava, Conner and Smelker.

Opposed: None.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

BARRY COUNTY  
 3/1/2022 through 3/31/2022

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	0.00	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	28,424.30	55,746.30	94,253.70	37.16
000-609-050 OTHER	0.00	0.00	0.00	0.00	0.00
000-648-000 SALE OF GAS	150,000.00	9,748.67	21,907.28	128,092.72	14.60
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	0.00	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	38,172.97	101,110.06	214,339.94	32.05
Grand Total	315,450.00	38,172.97	101,110.06	214,339.94	32.05

expstat.rpt  
04/25/2022 8:45AM  
Periods: 3 through 3

BARRY COUNTY  
3/1/2022 through 3/31/2022

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	19,749.99	0.00	59,250.01	25.00
895-727-000 OFFICE SUPPLIES	600.00	0.00	91.61	0.00	508.39	15.27
895-729-000 POSTAGE	180.00	0.00	58.00	0.00	122.00	32.22
895-734-000 SALES TAX	4,000.00	87.90	347.76	0.00	3,652.24	8.69
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	50.00	0.00	950.00	5.00
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	208.25	1,130.25	0.00	369.75	75.35
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	584.60	584.60	0.00	6,615.40	8.12
895-921-000 UTILITIES	11,000.00	1,240.30	3,645.22	0.00	7,354.78	33.14
895-925-000 TRASH PICKUP	750.00	50.00	150.00	0.00	600.00	20.00
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	35.94	0.00	2,464.06	1.44
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	255.87	563.24	0.00	7,836.76	6.71
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	27,242.14	0.00	106,757.86	20.33
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>9,010.25</b>	<b>53,648.75</b>	<b>0.00</b>	<b>227,881.25</b>	<b>19.06</b>

**ACCUMULATED PAID LIST**  
 Period Ending 3/2022 Fiscal Period 3 Year 2022

BARRY COUNTY  
04/25/2022

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	March 03/01/2022	295-895-708-000	AIRPORT	\$6,583.33	328066	03/03/2022 C
			<b>ACCOUNT TOTAL</b>	<b>6,583.33</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$6,583.33</b>		
<b>023425 STATE OF MICHIGAN</b>						
023425	2022/2 03/08/2022	295-895-734-000	BARRY CO./STATE WITHHOLING	\$87.90	328232	03/10/2022 C
			<b>ACCOUNT TOTAL</b>	<b>87.90</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$87.90</b>		
<b>012605 FIRE PROS INC</b>						
012605	1837676 03/21/2022	295-895-809-000	AIRPORT/FIRE EXT/INSPECTION & PU	\$208.25	328398	03/28/2022
			<b>ACCOUNT TOTAL</b>	<b>208.25</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$208.25</b>		
<b>013811 GENERAL AGENCY COMPANY</b>						
013811	6886 03/02/2022	295-895-910-000	AIRPORT/FUEL FARM POLLUTION INS	\$584.60	328040	03/03/2022 C
			<b>ACCOUNT TOTAL</b>	<b>584.60</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$584.60</b>		
<b>008300 CONSUMERS ENERGY, PAYMENT CENTER</b>						
008300	4121975782 03/14/2022	295-895-921-000	AIRPORT/GAS/100026751378	\$117.45	328286	03/17/2022 C
014546	003768 03/16/2022	295-895-921-000	AIRPORT/ENERGY USE	\$1,122.85	328298	03/17/2022 C
			<b>ACCOUNT TOTAL</b>	<b>1,240.30</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$1,240.30</b>		
<b>051099 JIMS PICKUP SERVICE</b>						
051099	003758 03/14/2022	295-895-925-000	AIRPORT/MARCH/COM0050	\$50.00	328311	03/17/2022 C
			<b>ACCOUNT TOTAL</b>	<b>50.00</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$50.00</b>		
			<b>FUND TOTAL</b>	<b>\$8,754.38</b>		
			<b>TOTAL \$</b>	<b>255.87</b>		
			<b>TOTAL \$</b>	<b>9,010.25</b>		

Add Bank/credit card fees