

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
June 26, 2019

1. Call to Order at 4:30 p.m. at the Airport Terminal Building.
2. Pledge of Allegiance
3. Roll Call
4. *Approval of Agenda
5. Limited Public Comment
6. *Approval of the minutes of the May 22, 2019 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the May 2019 Financial Reports
8. Old Business
9. New Business
10. Airport Manager's Report
11. Board Comments
12. Limited Public Comment
13. Closed Session
 - A. Closed Session under MCL 15.268(h) – To discuss Attorney/Client Privileged letter from Cohl, Stoker, & Toskey, P.C. dated June 11, 2019.
14. Adjournment

* Indicates Attachment

Hastings City / Barry County Airport Commission
Draft Meeting Minutes
May 22, 2019

1. **Call to Order.** The meeting was called to order by Vice-Chairman 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: Conner, Smelker, Tossava, Bowers. Absent: Holley.

Motion by Smelker, second by Tossava to elect Jerry Czarnecki as Administrative Secretary.

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

Motion passed.

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

Motion by Tossava, second by Conner to approve the agenda for today's meeting as presented.

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

Motion passed.

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 April 24, 2019 meeting of the Airport Commission.

Motion by Smelker, second by Conner to approve the minutes of the April 24, 2019 meeting of the Airport Commission as submitted.

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

Motion carried.

7. **Financial Reports.** Bowers introduced discussion regarding the April 2019 Airport Fund financial reports. Mark Noteboom offered to answer any questions related to these reports.

Motion by Tossava, second by Conner to approve the April 2019 Airport Fund financial reports.

In favor: Conner, Smelker, Tossava, Bowers.

Opposed: None.

Absent: Holley.

Motion carried.

8. **Old Business. Old Business.** Discussion was presented to consider paving of approach at hangar occupied by Todd Voshell.

Voshell stated that not paving will create a liability. Smelker commented that the practice has not been to replace an approach. The Commission could pave the approach, but then charge back to the owner.

Noteboom stated that it is the Airport's responsibility to tear out, but not to replace.

Tossava stated it is the owner's responsibility and asked if the State had programs to help.

Motion by Tossava, second by Smelker to deny request to pave approach at hangar occupied by Todd Voshell and look into any programs through the State.

In favor: Conner, Smelker, Tossava, Bowers.

Opposed: None.

Absent: Holley.

Motion carried.

9. **New Business.** Bowers asked for any new business. No comment was offered.

10. **Airport Manager's Report.** Bowers introduced discussion regarding the Airport Manager's Report for May 2019. Noteboom presented and explained the Airport Manager's report for May of 2019. Noteboom noted that copies of the 30-day Leases had been sent out to renters of the hangers, 20 of the 45 leases had been returned. He will continue to follow up to get more returned. Noteboom stated that the County had received two FOIA requests related to the Airport. Conner stated that the County is working on addressing the FOIA requests. Noteboom stated that even with the requested addendums and rewrites, the Airport has not received an executed lease from Tomy Cordova. Noteboom stated that he is out of options and requested that the Commission help with how to deal with these situations.

Motion by Tossava, second by Smelker to schedule a closed session for the next Airport Commission meeting to discuss options with attorney.

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

Motion passed.

11. **Board Comments.** Bowers asked for additional comments from the Airport Commission. Smelker stated that he was opposed to someone changing the hanger integrity while leasing.

Motion by Smelker, second by Conner that no improvements that would change the structural integrity of the hanger would be allowed without approval of the Airport Commission.

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

Motion passed.

Tossava stated that there must be recourse for renters that do not adhere to the terms of the lease. He would like to see the airport have the right to revoke lease.

Motion by Smelker, second by Conner to discuss recourse for renters after discussion with attorney.

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

Motion passed.

No other comments were forwarded from Commission members.

12. **Limited Public Comment.** Bowers asked for limited comment from the public. Larry Baum stated that he felt the Board and Noteboom have done a wonderful job. He commended the Board and Noteboom on what has been accomplished and stated that this airport is one of the best small airports.

Tossava thanked Baum for his support. Baum responded that it has been a team effort.

13. **Adjournment.** Motion by Tossava, second by Conner to adjourn at 5:19 p.m.

Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 5/1/2019 through 5/31/2019

295 AIRPORT FUND

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
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	10,649.50	70,952.90	59,047.10	54.58
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	16,855.51	60,230.06	122,553.94	32.95
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	0.00	2,475.52	1,024.48	70.73
000-679-010 MISC REIMBURSEMENT	0.00	0.00	345.55	-345.55	0.00
Total AIRPORT FUND	317,284.00	27,505.01	134,004.03	183,279.97	42.23
Grand Total	317,284.00	27,505.01	134,004.03	183,279.97	42.23

Expenditure Status Report

BARRY COUNTY
 5/1/2019 through 5/31/2019

295 AIRPORT FUND

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	32,916.65	0.00	46,083.35	41.67
895-727-000 OFFICE SUPPLIES	550.00	0.00	105.18	0.00	444.82	19.12
895-729-000 POSTAGE	180.00	58.20	82.37	0.00	97.63	45.76
895-734-000 SALES TAX	10,200.00	227.20	1,205.92	0.00	8,994.08	11.82
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	400.00	9.98	282.84	0.00	117.16	70.71
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	0.00	314.50	0.00	185.50	62.90
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	36.00	0.00	14.00	72.00
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	1,680.00	279.71	837.58	0.00	842.42	49.86
895-910-000 INSURANCE	6,600.00	0.00	1,319.45	0.00	5,280.55	19.99
895-921-000 UTILITIES	10,000.00	985.06	5,671.87	0.00	4,328.13	56.72
895-925-000 TRASH PICKUP	700.00	0.00	50.00	0.00	650.00	7.14
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	96.68	0.00	2,403.32	3.87
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	114.00	1,621.37	0.00	1,378.63	54.05
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	516.73	1,885.35	0.00	6,514.65	22.44
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	200.00	0.00	3,300.00	5.71
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	-7,855.93	0.00	10,855.93	261.86
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	22,523.45	61,110.67	0.00	92,889.33	39.68
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	296,810.00	31,297.66	99,880.50	0.00	196,929.50	33.65

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	NOTEBOOM, MARK	223 05/01/2019	295-895-708-000	AIRPORT/MAY	\$6,583.33	309088 05/02/2019 C
				ACCOUNT TOTAL	6,583.33	
				DEPARTMENT TOTAL	\$6,583.33	
041972	NOTEBOOM, MARK	270 05/15/2019	295-895-729-000	AIRPORT/POSTAGE	\$58.20	309454 05/16/2019
				ACCOUNT TOTAL	58.20	
				DEPARTMENT TOTAL	\$58.20	
023425	STATE OF MICHIGAN	300014313337 05/07/2019	295-895-734-000	STATE WITHHOLDING	\$227.20	309252 05/09/2019 C
				ACCOUNT TOTAL	227.20	
				DEPARTMENT TOTAL	\$227.20	
048744	TRACTOR SUPPLY CO., HASTINGS AIRPORT	790123 05/01/2019	295-895-748-000	AIRPORT	\$9.98	309110 05/02/2019 C
				ACCOUNT TOTAL	9.98	
				DEPARTMENT TOTAL	\$9.98	
023000	AT&T	269945555004-G 05/01/2019	295-895-851-000	AIRPORT	\$139.79	309042 05/02/2019 C
023000	AT&T	269945555005-G 05/28/2019	295-895-851-000	AIRPORT	\$139.92	309653 05/30/2019
				ACCOUNT TOTAL	279.71	
				DEPARTMENT TOTAL	\$279.71	
051099	JIM'S PICKUP SERVICE	269 05/15/2019	295-895-921-000	AIRPORT/MAY	\$50.00	309438 05/16/2019 C
008300	CONSUMERS ENERGY, PAYMENT CENTE	03052539106 05/21/2019	295-895-921-000	AIRPORT	\$36.35	309520 05/23/2019 C
014546	GREAT LAKES ENERGY	206 05/21/2019	295-895-921-000	AIRPORT	\$898.71	309528 05/23/2019 C
				ACCOUNT TOTAL	985.06	
				DEPARTMENT TOTAL	\$985.06	
040885	VERN'S REPAIR & SPORT	27871 05/15/2019	295-895-932-000	AIRPORT/LAWN MOWER BLADES	\$114.00	309485 05/16/2019 C
				ACCOUNT TOTAL	114.00	
				DEPARTMENT TOTAL	\$114.00	
046076	AVFUEL CORP.	012103004 05/06/2019	295-895-979-010	AIRPORT/AV GAS	\$16,137.12	309135 05/09/2019 C
046076	AVFUEL CORP.	012165373 05/22/2019	295-895-979-010	AIRPORT/AV GAS	\$6,386.33	309503 05/23/2019 C
				ACCOUNT TOTAL	22,523.45	
				DEPARTMENT TOTAL	\$22,523.45	
				FUND TOTAL	\$30,780.93	
				Add Bank/credit card fees	516.66	
				TOTAL	\$31,297.66	