

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
January 22, 2020

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 November 26, 2019 Regular Meeting of the Airport Commission.
 7. Financial Reports
 - A. *Consider approval of the November and December 2019 Financial Reports
 8. Old Business
 - A. Approve updated Rules and Regulations
 - B. Approve updated 30-Day Lease Agreement
 9. New Business
 - A. Discuss concerns with deer population on and around the runways at the Airport.
 10. Airport Manager's Report
 11. Board Comments
 12. ** Limited Public Comment
 13. 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
November 26, 2019

1. **Call to Order.** The meeting was called to order by Chairman Holley at 4:30 p.m.
2. **Pledge of Allegiance.** Holley led those present in the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Conner, Smelker, Holley, Bowers, Tossava.
Absent: None.
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. There were none.

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

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

Opposed: None.

Absent: None.

Motion carried.

5. **Limited Public Comment.** Holley asked for limited comment from the public. Randy Van Liere commented on the \$30,000 donation that was made to the Airport Commission.
6. **Approval of Minutes.** Holley asked for a motion to approve the October 23, 2019 regular meeting minutes and the October 23, 2019 closed session meeting minutes.

Motion by Bowers, second by Tossava to approve the October 23, 2019 regular meeting minutes and the October 23, 2019 closed session meeting minutes.

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

Opposed: None.

Absent: None.

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the October 2019 Airport Fund financial reports. Brown reported on the status of revenues and expenditures for the month of October and the year to date.

Motion by Smelker, second by Conner to approve the October 2019 Airport Fund financial reports.

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

Opposed: None.

Absent: None.

Motion carried.

8. **Old Business.** Assistant Airport Manager Anderson reported on the status of the Rules and Regulations and 30 day Lease update/rewrite, and that the attorney was still reviewing them. No action was taken.
9. **New Business.** Due to the next Airport Commission falling on Christmas Day, the Airport Commission cancelled the December Airport Board meeting.
10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manger's Report for November, 2019. Anderson reported that: fuel reconciled for the month of November; that Holley and Anderson attended the MAP meeting on 11-25-19 and that the new tractor was approved; the new fuel tank should be completed the first week of December; and all of the small hangers are filled with aircraft.
11. **Board Comments.** Holley asked for additional comments from the Airport Commission. Tossava read the September, 2019 minutes relating to Randy Van Lier's earlier public comment.
12. **Limited Public Comment.** Holley asked for limited comment from the public. There was none.
13. **Adjournment.** Motion by Tossava, second by Bowers to adjourn at 4:42 p.m.

Motion carried.

Submitted by: Michael Brown, Recording Secretary

Revenue Status Report

BARRY COUNTY
 11/1/2019 through 11/30/2019

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	5,757.00	141,747.35	-11,747.35	109.04
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	9,821.43	162,656.75	20,127.25	88.99
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	0.00	33,445.08	-29,945.08	955.57
000-679-010 MISC REIMBURSEMENT	0.00	0.00	472.36	-472.36	0.00
Total AIRPORT FUND	317,284.00	15,578.43	338,321.54	-21,037.54	106.63
Grand Total	317,284.00	15,578.43	338,321.54	-21,037.54	106.63

Expenditure Status Report

BARRY COUNTY
 11/1/2019 through 11/30/2019

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	72,416.63	0.00	6,583.37	91.67
895-727-000 OFFICE SUPPLIES	550.00	0.00	409.14	0.00	140.86	74.39
895-729-000 POSTAGE	180.00	0.00	90.22	0.00	89.78	50.12
895-734-000 SALES TAX	10,200.00	348.05	3,402.03	0.00	6,797.97	33.35
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	323.85	0.00	76.15	80.96
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	1,850.00	5,239.15	0.00	-4,739.15	1,047.83
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	86.00	0.00	-36.00	172.00
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	282.55	1,683.95	0.00	-3.95	100.24
895-910-000 INSURANCE	6,600.00	0.00	4,800.45	0.00	1,799.55	72.73
895-921-000 UTILITIES	10,000.00	984.16	11,010.78	0.00	-1,010.78	110.11
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	701.48	0.00	1,798.52	28.06
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	233.98	3,335.38	0.00	-335.38	111.18
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	941.48	0.00	-441.48	188.30
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	300.83	5,159.02	0.00	3,240.98	61.42
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	1,624.56	0.00	1,875.44	46.42
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	9,524.00	0.00	-1,331.93	0.00	10,855.93	13.98
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	7,000.00	12,850.00	58,235.34	0.00	-51,235.34	831.93
895-979-010 GAS TANK	154,000.00	14,881.97	142,040.56	0.00	11,959.44	92.23
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	303,334.00	38,314.87	310,218.09	0.00	-6,884.09	102.27

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date			
295 AIRPORT FUND									
895 AIRPORT									
295-895-708-000									
041972	NOTEBOOM CONSTRUCTION &, MANAGEM	1034	11/05/2019	295-895-708-000	AIRPORT/NOVEMBER	\$6,583.33	312997	11/07/2019	C
					ACCOUNT TOTAL	6,583.33			
					DEPARTMENT TOTAL	\$6,583.33			
023425	STATE OF MICHIGAN	2019/10-A	11/05/2019	295-895-734-000	AIRPORT/FUEL - CONF#300015928593	\$348.05	313017	11/07/2019	C
					ACCOUNT TOTAL	348.05			
					DEPARTMENT TOTAL	\$348.05			
053876	HONIGMAN LLP	1537571	11/20/2019	295-895-806-000	AIRPORT/FOIA LITIGATION	\$1,850.00	313249	11/21/2019	C
					ACCOUNT TOTAL	1,850.00			
					DEPARTMENT TOTAL	\$1,850.00			
023000	AT&T	269945555010-H	11/04/2019	295-895-851-000	AIRPORT	\$141.31	312911	11/07/2019	C
023000	AT&T	269945555011-H	11/26/2019	295-895-851-000	AIRPORT	\$141.24	313382	11/27/2019	
					ACCOUNT TOTAL	282.55			
					DEPARTMENT TOTAL	\$282.55			
008300	CONSUMERS ENERGY, PAYMENT CENTE	05099611922	11/18/2019	295-895-921-000	AIRPORT/GAS CHARGES	\$44.71	313229	11/21/2019	C
014546	GREAT LAKES ENERGY	1101	11/20/2019	295-895-921-000	AIRPORT	\$889.45	313243	11/21/2019	C
051099	JIM'S PICKUP SERVICE	1093	11/18/2019	295-895-921-000	AIRPORT/NOVEMBER	\$50.00	313255	11/21/2019	C
					ACCOUNT TOTAL	984.16			
					DEPARTMENT TOTAL	\$984.16			
041972	NOTEBOOM CONSTRUCTION &, MANAGEM	1056	11/12/2019	295-895-932-000	AIRPORT/BATTERIES	\$233.98	313178	11/14/2019	
					ACCOUNT TOTAL	233.98			
					DEPARTMENT TOTAL	\$233.98			
023395	STATE OF MICHIGAN, MDOT	591-10471326	11/05/2019	295-895-979-000	AIRPORT/FUEL TANK CONTRACT#19-	\$12,850.00	313019	11/07/2019	C
					ACCOUNT TOTAL	12,850.00			
					DEPARTMENT TOTAL	\$12,850.00			
046076	AVFUEL CORP.	012850083	11/12/2019	295-895-979-010	AIRPORT/AV GAS	\$14,881.97	313131	11/14/2019	C
					ACCOUNT TOTAL	14,881.97			
					DEPARTMENT TOTAL	\$14,881.97			
					FUND TOTAL	\$38,014.04			
					Add Bank/credit card fees	300.83			
					TOTAL	\$38,314.87			

Revenue Status Report

BARRY COUNTY
 12/1/2019 through 12/31/2019

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	140,000.00	11,283.50	153,030.85	-13,030.85	109.31
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	15,623.75	178,280.50	4,503.50	97.54
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	33,500.00	159.86	33,604.94	-104.94	100.31
000-679-010 MISC REIMBURSEMENT	0.00	0.00	472.36	-472.36	0.00
Total AIRPORT FUND	357,284.00	27,067.11	365,388.65	-8,104.65	102.27
Grand Total	357,284.00	27,067.11	365,388.65	-8,104.65	102.27

Expenditure Status Report

BARRY COUNTY
 12/1/2019 through 12/31/2019

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	78,999.96	0.00	0.04	100.00
895-727-000 OFFICE SUPPLIES	550.00	0.00	409.14	0.00	140.86	74.39
895-729-000 POSTAGE	180.00	0.00	90.22	0.00	89.78	50.12
895-734-000 SALES TAX	4,500.00	232.74	3,634.77	0.00	865.23	80.77
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	400.00	25.96	349.81	0.00	50.19	87.45
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	33,500.00	3,607.50	8,846.65	0.00	24,653.35	26.41
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	86.00	0.00	-36.00	172.00
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	0.00	1,683.95	0.00	-3.95	100.24
895-910-000 INSURANCE	6,600.00	2,300.00	7,100.45	0.00	-500.45	107.58
895-921-000 UTILITIES	12,500.00	1,818.00	12,828.78	0.00	-328.78	102.63
895-925-000 TRASH PICKUP	700.00	550.00	600.00	0.00	100.00	85.71
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	701.48	0.00	1,798.52	28.06
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	68.00	3,403.38	0.00	-403.38	113.45
895-960-000 MISCELLANEOUS EXPENSES	1,240.00	0.00	941.48	0.00	298.52	75.93
895-960-100 BANK OR CREDIT CARD FEES	6,000.00	491.50	5,650.52	0.00	349.48	94.18
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	1,624.56	0.00	1,875.44	46.42
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	9,524.00	0.00	-1,331.93	0.00	10,855.93	13.98
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	48,275.00	0.00	58,235.34	0.00	-9,960.34	120.63
895-979-010 GAS TANK	154,000.00	0.00	142,040.56	0.00	11,959.44	92.23
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	372,749.00	15,677.03	325,895.12	0.00	46,853.88	87.43

Invoice # Inv. Date Account Number Description Invoice Amount Check Number Check Date

295 AIRPORT FUND

895 AIRPORT
295-895-708-000

041972	NOTEBOOM CONSTRUCTION &, MANAGEM	203	12/03/2019	295-895-708-000	AIRPORT/DECEMBER	\$6,583.33	313518	12/05/2019	C
					ACCOUNT TOTAL	6,583.33			
					DEPARTMENT TOTAL	\$6,583.33			
023425	STATE OF MICHIGAN	2019/11	12/03/2019	295-895-734-000	AIRPORT/DECEMBER	\$232.74	313536	12/05/2019	C
					ACCOUNT TOTAL	232.74			
					DEPARTMENT TOTAL	\$232.74			
048744	TRACTOR SUPPLY CO., HASTINGS AIRPORT	577466	12/11/2019	295-895-748-000	AIRPORT/SAFETY ROCK SALT	\$25.96	313749	12/12/2019	C
					ACCOUNT TOTAL	25.96			
					DEPARTMENT TOTAL	\$25.96			
053876	HONIGMAN LLP	1174	12/17/2019	295-895-806-000	AIRPORT/NOVEMBER	\$3,607.50	313854	12/19/2019	C
					ACCOUNT TOTAL	3,607.50			
					DEPARTMENT TOTAL	\$3,607.50			
007500	CITY OF HASTINGS	1012701	12/10/2019	295-895-910-000	AIRPORT/LIABILITY INSURANCE	\$2,300.00	313647	12/12/2019	C
					ACCOUNT TOTAL	2,300.00			
					DEPARTMENT TOTAL	\$2,300.00			
044039	ALTO LP GAS	266961	12/11/2019	295-895-921-000	AIRPORT/500 GAL. FOR HANGAR	\$379.75	313609	12/12/2019	C
044039	ALTO LP GAS	267005	12/11/2019	295-895-921-000	AIRPORT/1000 GAL. HANGAR "O"	\$834.85	313609	12/12/2019	C
008300	CONSUMERS ENERGY, PAYMENT CENTE	06612330383	12/17/2019	295-895-921-000	AIRPORT/GAS CHARGES	\$77.14	313835	12/19/2019	C
014546	GREAT LAKES ENERGY	1182	12/18/2019	295-895-921-000	AIRPORT	\$1,026.26	313851	12/19/2019	C
					ACCOUNT TOTAL	2,318.00			
					DEPARTMENT TOTAL	\$2,318.00 * (500)			
051099	JIM'S PICKUP SERVICE	1154	12/11/2019	295-895-925-000	AIRPORT/DECEMBER- JCOM0050	\$50.00	313693	12/12/2019	C
					ACCOUNT TOTAL	50.00			
					DEPARTMENT TOTAL	\$50.00 * +500			
022550	MAPLE VALLEY IMPLEMENT INC	I929262	12/23/2019	295-895-932-000	AIRPORT/AIR FILTER	\$68.00	313931	12/26/2019	
					ACCOUNT TOTAL	68.00			
					DEPARTMENT TOTAL	\$68.00			

* Totals reflect a journal entry moving \$500 in expenses from line item 295-895-921-000 to 295-895-925-000. Monthly waste pickup invoices were charged to the wrong line item.

Add Bank/cc fees \$491.50
TOTAL \$15,677.03

FUND TOTAL \$15,185.53