

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
January 27, 2021

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 December 10, 2020 Special Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the December 2020 Financial Report.
8. Old Business
9. New Business
 - A. Request from Powershut to expand building.
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
December 10, 2020
Virtual Meeting

1. **Call to Order.** The meeting was called to order by Chairperson Holley at 10:00 a.m.

2. **Pledge of Allegiance.** Holley led the recitation of the Pledge of Allegiance.

3. **Roll Call.** Roll was taken. Present: Bowers, Conner, Tossava, and Holley.
Absent: Smelker.

4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. None forwarded.

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

In favor: Bowers, Conner, Tossava, and Holley

Opposed: None.

Absent: Smelker.

Motion carried.

5. **Limited Public Comment.** None forwarded.

6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the October 28, 2020 regular meeting of the Airport Commission.

Motion by Tossava, second by Bowers to approve the minutes of the October 28, 2020 regular meeting of the Airport Commission as presented.

In favor: Bowers, Conner, Tossava, and Holley

Opposed: None.

Absent: Smelker.

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the October 2020 Airport Fund financial report. Michael Brown gave an overview and answered questions.

Motion by Tossava, second by Bowers to accept and place on file the financial report for October 2020.

In favor: Bowers, Conner, Tossava, and Holley

Opposed: None.

Absent: Smelker.

Motion carried.

8. **Old Business.**

None

9. **New Business.**

- A. Holley introduced discussion of M-DOT Corrective Action Plan. Noteboom and Holley constructed a letter to propose to fix Corrective Action Plan. Budds (M-DOT) stated it seems to be heading in correct direction. Cannot give a definite answer without a closer look. Conner question why she did not know Board was taking action. Budds did state there is a current Corrective Action Plan from July 30th, with 18 months length. Noteboom noted that Board extended prior to M-DOT giving approval.

Motion by Conner, second by Tossava to have Airport Manager and Commission Chairperson move forward to create amended Corrective Action Plan ending December 31, 2022.

In favor: Bowers, Conner, Tossava, and Holley

Opposed: None.

Absent: Smelker.

Motion carried.

- B. Discuss Airport Land Plan (ALP) Mixed Use.

Motion by Bowers, second by Conner to table decision until full Board is present.

In favor: Bowers and Conner.

Opposed: Tossava and Holley.

Absent: Smelker.

No action taken.

Tossava requested that representatives from M-DOT share information about ALP and moving forward. Budds and his team shared information.

- C. Leasing Plan

M-DOT shared information, no action taken.

D. Elect Member at Large

Motion by Tossava, second by Bowers to appoint Holley as member at Large.

In favor: Bowers, Conner, and Tossava.

Opposed: None.

Absent: Smelker.

Abstain: Holley

Motion carried.

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

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

Holley reminded Commission that the Attorney needed to follow up on appeal for FOIA, will cost at least \$5,000.

12. **Limited Public Comment.**

None forwarded.

13. **Adjournment.** Motion by Tossava, second by Conner to adjourn at 11:15 a.m.

Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 12/1/2020 through 12/31/2020

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					
000-553-000 STATE GRANT	0.00	0.00	30,000.00	-30,000.00	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	130,000.00	6,508.50	147,514.30	-17,514.30	113.47
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	8,477.95	139,381.14	43,402.86	76.25
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	444.63	11,436.67	-7,936.67	326.76
000-679-010 MISC REIMBURSEMENT	0.00	0.00	26.97	-26.97	0.00
Total AIRPORT FUND	317,284.00	15,431.08	328,359.08	-11,075.08	103.49
Grand Total	317,284.00	15,431.08	328,359.08	-11,075.08	103.49

Expenditure Status Report

BARRY COUNTY
 12/1/2020 through 12/31/2020

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	164.30	378.30	0.00	171.70	68.78
895-729-000 POSTAGE	180.00	0.00	165.00	0.00	15.00	91.67
895-734-000 SALES TAX	10,200.00	290.61	4,278.83	0.00	5,921.17	41.95
895-745-000 GAS & OIL	300.00	0.00	978.32	0.00	-678.32	326.11
895-748-000 OTHER SUPPLIES	400.00	0.00	259.00	0.00	141.00	64.75
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	27,021.86	0.00	-26,521.86	5,404.37
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	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	1,250.00	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	281.13	0.00	1,398.87	16.73
895-910-000 INSURANCE	6,600.00	0.00	7,834.35	0.00	-1,234.35	118.70
895-921-000 UTILITIES	10,000.00	1,651.39	10,424.87	0.00	-424.87	104.25
895-925-000 TRASH PICKUP	700.00	50.00	600.00	0.00	100.00	85.71
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	711.68	0.00	1,788.32	28.47
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	332.82	4,430.96	0.00	-1,430.96	147.70
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	1,000.09	0.00	-500.09	200.02
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	202.21	3,744.43	0.00	4,655.57	44.58
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	11,241.50	0.00	-7,741.50	321.19
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	107,000.00	0.00	3,729.50	0.00	103,270.50	3.49
895-979-010 GAS TANK	154,000.00	0.00	119,514.24	0.00	34,485.76	77.61
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	396,810.00	9,274.66	268,773.09	0.00	128,036.91	67.73

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	2519 12/01/2020	295-895-708-000	AIRPORT/DEC.	\$6,583.33	319926 12/03/2020 C
				ACCOUNT TOTAL	6,583.33	
				DEPARTMENT TOTAL	\$6,583.33	
041972	NOTEBOOM CONSTRUCTION &, MANAGEM	2546 12/07/2020	295-895-727-000	AIRPORT/REIMBURSEMENT/BATH TIF	\$164.30	320094 12/10/2020
				ACCOUNT TOTAL	164.30	
				DEPARTMENT TOTAL	\$164.30	
023425	STATE OF MICHIGAN	2020/11 12/04/2020	295-895-734-000	COUNTY OF BARRY/STATE WITHHOL	\$290.61	320109 12/10/2020 C
				ACCOUNT TOTAL	290.61	
				DEPARTMENT TOTAL	\$290.61	
008300	CONSUMERS ENERGY, PAYMENT CENTER	2020/11 12/14/2020	295-895-921-000	AIRPORT/GAS CHARGES/ACC.# 10002	\$62.44	320150 12/17/2020
014546	GREAT LAKES ENERGY	2586 12/15/2020	295-895-921-000	AIRPORT/ENERGY USE	\$735.28	320168 12/17/2020 C
014546	GREAT LAKES ENERGY	2588 12/16/2020	295-895-921-000	AIRPORT/ENERGY USE	\$853.67	320168 12/17/2020 C
				ACCOUNT TOTAL	1,651.39	
				DEPARTMENT TOTAL	\$1,651.39	
051099	JIM'S PICKUP SERVICE	2549 12/08/2020	295-895-925-000	AIRPORT/TRASH PICKUP/JCOM0050	\$50.00	320084 12/10/2020 C
				ACCOUNT TOTAL	50.00	
				DEPARTMENT TOTAL	\$50.00	
052441	BURNIPS EQUIPMENT COMPANY	CN02008 12/07/2020	295-895-932-000	AIRPORT/KIT SEALS	\$140.00	320049 12/10/2020 C
024748	HASTINGS AUTO SUPPLY	053948 12/07/2020	295-895-932-000	AIRPORT/GASKET/OIL	\$29.14	320075 12/10/2020 C
024748	HASTINGS AUTO SUPPLY	053682 12/07/2020	295-895-932-000	AIRPORT/FILTERS/OIL	\$152.70	320075 12/10/2020 C
048744	TRACTOR SUPPLY CO., HASTINGS AIRPORT	922963 12/07/2020	295-895-932-000	AIRPORT/SORB OIL X 2	\$10.98	320118 12/10/2020 C
				ACCOUNT TOTAL	332.82	
				DEPARTMENT TOTAL	\$332.82	
				FUND TOTAL	\$9,072.45	
				Add bank/credit card fees	\$ 202.21	
				TOTAL	\$9,274.66	