

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
October 28, 2020

1. Call to Order at 10:00 a.m. at the Airport Hanger M (located Northwest of Terminal).
2. Pledge of Allegiance
3. Roll Call
4. *Approval of Agenda
5. **Limited Public Comment
6. *Approval of the minutes of the September 23, 2020 Regular of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the September 2020 Financial Report.
8. Old Business
 - A. Discuss changing time of Airport Commission meeting.
9. New Business
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
September 23, 2020

1. **Call to Order.** The meeting was called to order by Chairperson Holley at 10:00 a.m. in Hanger M
2. **Pledge of Allegiance.** Holley led those present in the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Smelker, Conner, Bowers, Tossava, and Holley. Absent: None.
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. Opening of bids for fencing was added to discussion in Old Business. Change of ownership of a hanger and addressing of letter from Lewis Shaw from last months meeting was added to New Business.

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

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

Motion carried.

5. **Limited Public Comment.** Lewis Shaw asked if the Airport could address a ditch that is next one of the runways. Stated that is has caused issues in the past.

Noteboom noted that because the runway was paid for by the State, they would have to hire an engineer and get approval from State to address. State would not pay for, would have to come from the Airport.

6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the August 26, 2020 regular meeting of the Airport Commission.

Motion by Smelker, second by Tossava to approve the minutes of the August 26, 2020 regular meeting of the Airport Commission.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the August 2020 Airport Fund financial report. Noteboom answered questions.

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

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

Motion carried.

8. **Old Business.**

A. Holley introduced Discussion of Fencing for the Airport.

The Airport Commission received two bids for installation of the fencing for the airport.

Proline Fencing – Freemont: Total = \$87,918.75

DK Fencing – Battle Creek: Total = \$225,616.00

Board asked questions of the two bids.

Motion by Tossava, second by Smelker to award the bid to Proline Fencing for the amount of \$87,918.75.

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

Motion carried.

Noteboom noted that the project will require an Environmental Study, which was included in the engineering costs. This will have to be approved by the State before starting the project.

9. **New Business.**

A. Holley introduced a letter from the owner of a hanger. The ownership of the hanger was being transferred to a child. Board does not need to take action, this was brought as an item of information.

B. Holley introduced the letter that was submitted by Lewis Shaw at the August meeting. Holley read each request. The Board and Noteboom addressed each concern.

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 noted that the Airport License for the Airport Manager need to be signed and submitted.

Motion by Tossava, second by Conner to sign application and submit to State.

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

Opposed: None

Motion carried.

Conner requested that consideration be given to changing the meeting time back to 4:30pm. Tossava noted that it is important the Michael Brown be present at the meetings, so if that time works better for him the Board should consider. Smelker asked that it be thought about and discussed at next month's meeting. Smelker also noted that if a change is approved it should start after the first of the year.

12. **Limited Public Comment.**

None forwarded.

13. **Adjournment.** Motion by Tossava, second by Smelker to adjourn at 11:14 a.m.

Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

Revenue Status Report
 BARRY COUNTY
 9/1/2020 through 9/30/2020

295 AIRPORT FUND

Account Number	DEPT	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Pct Rcvd
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	12,650.00	119,510.70	10,489.30	91.93
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	14,150.73	107,012.92	75,771.08	58.55
000-675-000	DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000	MISC REVENUE	3,500.00	138.07	10,992.04	-7,492.04	314.06
000-679-010	MISC REIMBURSEMENT	0.00	0.00	26.97	-26.97	0.00
Total AIRPORT FUND		317,284.00	26,938.80	267,542.63	49,741.37	84.32
Grand Total		317,284.00	26,938.80	267,542.63	49,741.37	84.32

Expenditure Status Report
 BARRY COUNTY
 9/1/2020 through 9/30/2020

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
295 AIRPORT FUND						
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	59,249.97	0.00	19,750.03	75.00
895-727-000 OFFICE SUPPLIES	550.00	0.00	162.31	0.00	387.69	29.51
895-729-000 POSTAGE	180.00	0.00	165.00	0.00	15.00	91.67
895-734-000 SALES TAX	10,200.00	490.55	3,390.29	0.00	6,809.71	33.24
895-745-000 GAS & OIL	300.00	0.00	158.26	0.00	141.74	52.75
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	26,451.86	0.00	-25,951.86	5,290.37
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	985.00	0.00	-935.00	1,970.00
895-808-000 CONTRACTUAL SERVISNOW 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	6,280.00	7,834.35	0.00	-1,234.35	118.70
895-921-000 UTILITIES	10,000.00	701.50	8,009.70	0.00	1,990.30	80.10
895-925-000 TRASH PICKUP	700.00	50.00	450.00	0.00	250.00	64.29
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	34.88	675.42	0.00	1,824.58	27.02
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	158.67	3,816.14	0.00	-816.14	127.20
895-960-000 MISCELLANEOUS EXPENSES	500.00	141.26	373.66	0.00	126.34	74.73
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	328.26	2,713.34	0.00	5,686.66	32.30
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	-7,855.93	0.00	10,855.93	261.86
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	107,000.00	0.00	0.00	0.00	107,000.00	0.00
895-979-010 GAS TANK	154,000.00	12,753.28	84,694.71	0.00	69,305.29	55.00
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	396,810.00	27,521.73	191,814.21	0.00	204,995.79	48.34

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	09/01/2020	295-895-708-000	AIRPORT/SEPT	\$6,583.33	318338	09/03/2020
			ACCOUNT TOTAL	6,583.33		
			DEPARTMENT TOTAL	\$6,583.33		
023425	09/15/2020	295-895-734-000	STATE WITHHOLDING/CONF#3000189	\$490.55	318632	09/17/2020
			ACCOUNT TOTAL	490.55		
			DEPARTMENT TOTAL	\$490.55		
007500	09/01/2020	295-895-910-000	AIRPORT/LIABILITY INSURANCE	\$6,280.00	318306	09/03/2020
			ACCOUNT TOTAL	6,280.00		
			DEPARTMENT TOTAL	\$6,280.00		
008300	09/15/2020	295-895-921-000	AIRPORT/NATURAL GAS CHARGES	\$14.00	318578	09/17/2020
014546	09/16/2020	295-895-921-000	AIRPORT/ENERGY USE	\$687.50	318590	09/17/2020
			ACCOUNT TOTAL	701.50		
			DEPARTMENT TOTAL	\$701.50		
051099	09/09/2020	295-895-925-000	AIRPORT/ICOM0050	\$50.00	318503	09/10/2020
			ACCOUNT TOTAL	50.00		
			DEPARTMENT TOTAL	\$50.00		
044500	09/09/2020	295-895-931-000	AIRPORT/REIMBURSEMENT FOR MIR	\$34.88	318437	09/10/2020
			ACCOUNT TOTAL	34.88		
			DEPARTMENT TOTAL	\$34.88		
050070	09/09/2020	295-895-932-000	AIRPORT/RISER & RUNWAY LENS	\$158.67	318491	09/10/2020
			ACCOUNT TOTAL	158.67		
			DEPARTMENT TOTAL	\$158.67		
015400	09/09/2020	295-895-960-000	AIRPORT/ADVERTISE	\$47.30	318499	09/10/2020
029050	09/09/2020	295-895-960-000	AIRPORT/ADVERTISE	\$93.96	318529	09/10/2020
			ACCOUNT TOTAL	141.26		
			DEPARTMENT TOTAL	\$141.26		
046076	09/01/2020	295-895-979-010	AIRPORT/3.932 GALLONS OF GAS	\$12,753.28	318286	09/03/2020
			ACCOUNT TOTAL	12,753.28		
			DEPARTMENT TOTAL	\$12,753.28		
			FUND TOTAL	\$27,193.47		
			ADD BANK/CREDIT CARD FEES	\$328.26		
			TOTAL	\$27,521.73		