

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
March 24, 2021
Hanger M at Airport

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 January 27, 2021 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the December 2020 Financial Report.
8. Old Business
9. New Business
 - A. Discussion on Manager's Contract.
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
January 27, 2021
Virtual Meeting

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: Bowers, Conner, Smelker, Tossava, and Holley. Absent: None.

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 presented.

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

Motion carried.

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

6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the December 10, 2020 regular meeting of the Airport Commission.

Motion by Tossava, second by Conner to approve the minutes of the December 10, 2020 regular meeting of the Airport Commission as presented.

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

Motion carried.

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

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

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

Motion carried.

8. **Old Business.**

None

9. **New Business.**

A. Holley introduced discussion on request from Powershut to expand their building along Airport Rd. Noteboom noted that the approval of the Airport Commission is needed for this expansion. Jeff Williams was present to answer questions.

Motion by Tossava, second by Smelker to approve the request from Powershut to expand building.

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

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. Conner thought Airport Manager was going to provide Airport Layout Plan and wondered if corrective action plan was submitted. Noteboom stated he would provide layout plan and commission members had received corrective action plan in an email.

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

Bowers noted it was good news with the expansion of the building and asked about any empty hangers.

12. **Limited Public Comment.**

Lewis Shaw commented that he was glad to hear the fencing was going in. That will help with the issue of deer on the runway.

13. **Adjournment.** Motion by Bowers, second by Tossava to adjourn at 4:48 p.m.

Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

Revenue Status Report
 BARRY COUNTY
 1/1/2021 through 1/31/2021

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	0.00	0.00	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	145,000.00	24,654.70	24,654.70	120,345.30	17.00
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	7,673.15	7,673.15	175,110.85	4.20
000-675-000	DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000	MISC REVENUE	3,500.00	9,134.48	9,134.48	-5,634.48	260.99
000-679-010	MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND		332,284.00	41,462.33	41,462.33	290,821.67	12.48
Grand Total		332,284.00	41,462.33	41,462.33	290,821.67	12.48

Expenditure Status Report
 BARRY COUNTY
 1/1/2021 through 1/31/2021

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	6,583.33	0.00	8.33
895-727-000	OFFICE SUPPLIES	550.00	0.00	0.00	0.00	0.00
895-729-000	POSTAGE	180.00	0.00	0.00	0.00	0.00
895-734-000	SALES TAX	10,200.00	238.58	238.58	9,961.42	2.34
895-745-000	GAS & OIL	300.00	0.00	0.00	300.00	0.00
895-748-000	OTHER SUPPLIES	400.00	0.00	0.00	400.00	0.00
895-802-010	ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00
895-806-000	LEGAL FEES	25,000.00	7,980.00	7,980.00	17,020.00	31.92
895-807-000	DUES-SUBSCRIPTIONS	50.00	0.00	0.00	50.00	0.00
895-808-000	CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00
895-809-000	SERVICE CONTRACTS	1,450.00	0.00	0.00	1,450.00	0.00
895-816-000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
895-851-000	TELEPHONE & FAX	728.00	0.00	0.00	728.00	0.00
895-910-000	INSURANCE	6,900.00	0.00	0.00	6,900.00	0.00
895-921-000	UTILITIES	11,000.00	971.54	971.54	10,028.46	8.83
895-925-000	TRASH PICKUP	700.00	50.00	50.00	650.00	7.14
895-931-000	BUILDING REPAIRS & MAINTENANCE	2,500.00	101.96	101.96	2,398.04	4.08
895-932-000	EQUIPMENT REPAIRS & MAINT	3,000.00	0.00	0.00	3,000.00	0.00
895-960-000	MISCELLANEOUS EXPENSES	500.00	0.00	0.00	500.00	0.00
895-960-100	BANK OR CREDIT CARD FEES	8,400.00	233.95	233.95	8,166.05	2.79
895-974-000	CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	0.00	3,500.00	0.00
895-975-000	CONSTRUCTION	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	3,500.00	0.00
895-977-000	CAPITAL OUTLAY/MACHINERY & EQUIPMENT	3,000.00	3,315.50	3,315.50	-315.50	110.52
895-979-000	CAPITAL OUTLAY/YARD & BUILDING	7,000.00	0.00	0.00	7,000.00	0.00
895-979-010	GAS TANK	154,000.00	4,154.73	4,154.73	149,845.27	2.70
895-990-000	AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND		321,858.00	23,629.59	23,629.59	298,228.41	7.34

BARRY COUNTY
03/18/2021

ACCUMULATED PAID LIST
Period Ending 1/2021 Fiscal Period 1 Year 2021

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	NOTEBOOK CONSTRUCTION & MANAGEM	2021-Jan	01/06/2021	295-895-708-000	AIRPORT/MAN	
				\$6,583.33	320445	01/07/2021
				ACCOUNT TOTAL		
				6,583.33		
				DEPARTMENT TOTAL		
				\$6,583.33		
023425	STATE OF MICHIGAN	2020/12	01/06/2021	295-895-734-000	STATE OF MICHIGAN/STATE WITHHOLDING	
				\$238.58	320465	01/07/2021
				ACCOUNT TOTAL		
				238.58		
				DEPARTMENT TOTAL		
				\$238.58		
053876	HONIGMAN LLP	1625348	01/13/2021	295-895-806-000	AIRPORT/PRO SERVICES FOR DEC 2020	
				\$7,980.00	320671	01/14/2021
				ACCOUNT TOTAL		
				7,980.00		
				DEPARTMENT TOTAL		
				\$7,980.00		
008300	CONSUMERS ENERGY, PAYMENT CENTER	1540582504	01/12/2021	295-895-921-000	AIRPORT/NATURAL GAS	
				\$82.58	320650	01/14/2021
				ACCOUNT TOTAL		
				\$82.58		
				DEPARTMENT TOTAL		
				\$82.58		
014546	GREAT LAKES ENERGY	2644	01/25/2021	295-895-921-000	AIRPORT/MONTHLY ENERGY USE	
				\$888.96	320907	01/28/2021
				ACCOUNT TOTAL		
				971.54		
				DEPARTMENT TOTAL		
				\$971.54		
051099	JIMS PICKUP SERVICE	2627	01/13/2021	295-895-925-000	AIRPORT/JANUARY 2021	
				\$50.00	320675	01/14/2021
				ACCOUNT TOTAL		
				50.00		
				DEPARTMENT TOTAL		
				\$50.00		
034865	HASTINGS ACE HARDWARE	2147245	01/19/2021	295-895-931-000	AIRPORT/GARAGE LIGHT/SNOW SHO	
				\$101.96	320770	01/21/2021
				ACCOUNT TOTAL		
				101.96		
				DEPARTMENT TOTAL		
				\$101.96		
023395	STATE OF MICHIGAN, MDOT	591-10600708	01/06/2021	295-895-977-000	AIRPORT/TRACTOR PURCHASE	
				\$3,077.00	320467	01/07/2021
				ACCOUNT TOTAL		
				\$3,077.00		
044500	ANDERSON, MARK	2647	01/25/2021	295-895-977-000	AIRPORT/REIMBURSEMENT FOR VEH	
				\$238.50	320882	01/28/2021
				ACCOUNT TOTAL		
				3,315.50		
				DEPARTMENT TOTAL		
				\$3,315.50		
046076	AVFUEL CORP.	014399361	01/19/2021	295-895-979-010	AIRPORT/JET A FUEL	
				\$4,154.73	320741	01/21/2021
				ACCOUNT TOTAL		
				4,154.73		
				DEPARTMENT TOTAL		
				\$4,154.73		

Add Bank/credit card fees

FUND TOTAL \$23,395.64

TOTAL 233.95

\$23,629.59

Revenue Status Report

BARRY COUNTY
 2/1/2021 through 2/28/2021

295 AIRPORT FUND

Account Number	DEPT	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prc't Rcvd
000-553-000	STATE GRANT	0.00	0.00	0.00	0.00	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	145,000.00	8,474.00	33,128.70	111,871.30	22.85
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	6,638.70	14,311.85	168,472.15	7.83
000-675-000	DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000	MISC REVENUE	3,500.00	4,294.10	13,428.58	-9,928.58	383.67
000-679-010	MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
	Total AIRPORT FUND	332,284.00	19,406.80	60,869.13	271,414.87	18.32
	Grand Total	332,284.00	19,406.80	60,869.13	271,414.87	18.32

Expenditure Status Report
 BARRY COUNTY
 2/1/2021 through 2/28/2021

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
295 AIRPORT FUND						
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	13,166.66	0.00	65,833.34	16.67
895-727-000 OFFICE SUPPLIES	550.00	0.00	0.00	0.00	550.00	0.00
895-729-000 POSTAGE	180.00	0.00	0.00	0.00	180.00	0.00
895-734-000 SALES TAX	10,200.00	185.95	424.53	0.00	9,775.47	4.16
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	400.00	26.98	26.98	0.00	373.02	6.75
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	25,000.00	-7,980.00	0.00	0.00	25,000.00	0.00
895-807-000 DUES-SUBSCRIPTIONS	50.00	40.00	40.00	0.00	10.00	80.00
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,450.00	0.00	0.00	0.00	1,450.00	0.00
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	728.00	0.00	0.00	0.00	728.00	0.00
895-910-000 INSURANCE	6,900.00	0.00	0.00	0.00	6,900.00	0.00
895-921-000 UTILITIES	11,000.00	0.00	0.00	0.00	8,835.40	19.68
895-925-000 TRASH PICKUP	700.00	1,193.06	2,164.60	0.00	600.00	14.29
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	50.00	100.00	0.00	2,306.60	7.74
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	91.44	193.40	0.00	2,806.60	2.07
895-960-000 MISCELLANEOUS EXPENSES	500.00	61.97	61.97	0.00	2,938.03	0.00
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	0.00	0.00	0.00	500.00	0.00
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	158.24	392.19	0.00	8,007.81	4.67
895-975-000 CONSTRUCTION	0.00	0.00	0.00	0.00	3,500.00	0.00
895-976-000 CAPITAL OUTLAYS YEAR MATCH	3,500.00	0.00	0.00	0.00	0.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	3,000.00	-7,855.93	-4,540.43	0.00	7,540.43	151.35
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	0.00	4,154.73	0.00	149,845.27	2.70
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	321,858.00	-7,444.96	16,184.63	0.00	305,673.37	5.03

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	NOTEBOOK CONSTRUCTION & MANAGEM	2021-Feb	02/02/2021	295-895-708-000	AIRPORT/MONTHLY	
					ACCOUNT TOTAL	\$6,583.33
					DEPARTMENT TOTAL	\$6,583.33
023425	STATE OF MICHIGAN	2021/1	02/08/2021	295-895-734-000	COUNTY OF BARRY/STATE WITHHOL	
					ACCOUNT TOTAL	185.95
					DEPARTMENT TOTAL	\$185.95
054020	AUTOZONE INC.	2263171978	02/08/2021	295-895-748-000	AIRPORT/RAVEN BLK NITRILE & ANT	
					ACCOUNT TOTAL	26.98
					DEPARTMENT TOTAL	\$26.98
046128	AIRNAV, LLC	2010366	02/16/2021	295-895-807-000	AIRPORT/LISTING AT AIRNAV.COM	
					ACCOUNT TOTAL	40.00
					DEPARTMENT TOTAL	\$40.00
008300	CONSUMERS ENERGY, PAYMENT CENTERS	0216/2021	02/16/2021	295-895-921-000	AIRPORT/NATURAL GAS CHARGES	
014546	GREAT LAKES ENERGY	2719	02/22/2021	295-895-921-000	AIRPORT/ENERGY USE	
					ACCOUNT TOTAL	\$83.46
					DEPARTMENT TOTAL	\$1,193.06
051099	JIMS PICKUP SERVICE	2706	02/16/2021	295-895-925-000	AIRPORT/FEB./TRASH/COM0050	
					ACCOUNT TOTAL	\$50.00
					DEPARTMENT TOTAL	\$50.00
041972	NOTEBOOK CONSTRUCTION & MANAGEM	2667	02/02/2021	295-895-931-000	AIRPORT/REIMBURSEMENT FOR CLA	
034865	HASTINGS ACE HARDWARE	2155926	02/01/2021	295-895-931-000	AIRPORT/LED BULB	
					ACCOUNT TOTAL	\$73.45
					DEPARTMENT TOTAL	\$91.44
044500	ANDERSON, MARK	2656	02/01/2021	295-895-932-000	AIRPORT/REIMBURSEMENT USB POW	
034865	HASTINGS ACE HARDWARE	2167586	02/08/2021	295-895-932-000	AIRPORT/TRACTOR PARTS	
					ACCOUNT TOTAL	\$26.49
					DEPARTMENT TOTAL	\$61.97

Subtract auditor journal entries transferring exp. back to 2020, \$15,835.93 = (\$7,444.96)

Add Bank/credit card fees
 FUND TOTAL \$8,232.73
 TOTAL 158.24
 \$8,390.97

