

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
April 28, 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 March 24, 2021 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the March 2021 Financial Report.
8. Old Business
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
March 24, 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. Holley noted that a letter of interest in the position of Airport Manager was delivered to the Commission.

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

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 January 27, 2021 regular meeting of the Airport Commission.

Motion by Tossava, second by Smelker to approve the minutes of the January 27, 2021 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 January and February 2021 Airport Fund financial reports. Michael Brown and Mark Noteboom gave an overview and answered questions.

Motion by Tossava, second by Smelker to accept and place on file the financial reports for January and February 2021.

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

Motion carried.

8. **Old Business.**

None

9. **New Business.**

A. Holley introduced discussion on Airport Manager's Contract.

Current contract ends May 31, 2021. Mark Anderson was approved to be considered for next Airport Manager. Noteboom asked to for an extension of the current contract to allow to continue to work on the transition.

Motion by Tossava, second by Smelker to extend the current Airport Manager's contract for three (3) years at the current rate of pay.

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

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.

None forwarded.

12. **Limited Public Comment.**

None forwarded.

13. **Adjournment.** Motion by Tossava, second by Smelker to adjourn at 5:02 p.m.

Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 3/1/2021 through 3/31/2021

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	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	10,572.50	43,701.20	101,298.80	30.14
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	13,749.04	28,060.89	154,723.11	15.35
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	810.00	14,238.58	-10,738.58	406.82
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	332,284.00	25,131.54	86,000.67	246,283.33	25.88
Grand Total	332,284.00	25,131.54	86,000.67	246,283.33	25.88

Expenditure Status Report

BARRY COUNTY
 3/1/2021 through 3/31/2021

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	19,749.99	0.00	59,250.01	25.00
895-727-000 OFFICE SUPPLIES	550.00	29.45	29.45	0.00	520.55	5.35
895-729-000 POSTAGE	180.00	0.00	0.00	0.00	180.00	0.00
895-734-000 SALES TAX	10,200.00	149.03	573.56	0.00	9,626.44	5.62
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	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	0.00	0.00	0.00	25,000.00	0.00
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	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	1,692.63	1,692.63	0.00	5,207.37	24.53
895-921-000 UTILITIES	11,000.00	955.35	3,119.95	0.00	7,880.05	28.36
895-925-000 TRASH PICKUP	700.00	50.00	150.00	0.00	550.00	21.43
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	39.21	232.61	0.00	2,267.39	9.30
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	2,200.00	2,261.97	0.00	738.03	75.40
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	320.95	713.14	0.00	7,686.86	8.49
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	-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	12,019.95	28,204.58	0.00	293,653.42	8.76

ACCUMULATED PAID LIST
Period Ending 3/2021 Fiscal Period 3 Year 2021

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 21-March	03/10/2021	295-895-708-000	AIRPORT/MONTHLY	\$6,583.33	321633 03/11/2021
				ACCOUNT TOTAL	6,583.33	
				DEPARTMENT TOTAL	\$6,583.33	
041972	NOTEBOOM CONSTRUCTION &, MANAGEM	2726 03/02/2021	295-895-727-000	AIRPORT/REIMBURSEMENT FOR SUP	\$29.45	321459 03/04/2021
				ACCOUNT TOTAL	29.45	
				DEPARTMENT TOTAL	\$29.45	
023425	STATE OF MICHIGAN	2021/2 03/02/2021	295-895-734-000	COUNTY OF BARRY/STATE WITHHOL	\$149.03	321484 03/04/2021
				ACCOUNT TOTAL	149.03	
				DEPARTMENT TOTAL	\$149.03	
013811	GENERAL AGENCY COMPANY	5819 03/22/2021	295-895-910-000	AIRPORT/POLLUTION RENEWAL/P#ST	\$1,692.63	321835 03/25/2021
				ACCOUNT TOTAL	1,692.63	
				DEPARTMENT TOTAL	\$1,692.63	
008300	CONSUMERS ENERGY, PAYMENT CENTER	5456280695 03/15/2021	295-895-921-000	AIRPORT/MONTHLY	\$91.45	321680 03/18/2021
014546	GREAT LAKES ENERGY	2780 03/16/2021	295-895-921-000	AIRPORT/MONTHLY ENERGY USE	\$863.90	321694 03/18/2021
				ACCOUNT TOTAL	955.35	
				DEPARTMENT TOTAL	\$955.35	
051099	JIM'S PICKUP SERVICE	2738 03/08/2021	295-895-925-000	AIRPORT/MAR 21/TRASH/CUST #JCON	\$50.00	321613 03/11/2021
				ACCOUNT TOTAL	50.00	
				DEPARTMENT TOTAL	\$50.00	
044500	ANDERSON, MARK	2790 03/22/2021	295-895-931-000	AIRPORT/REIMBURSEMENT FOR 65W	\$39.21	321806 03/25/2021
				ACCOUNT TOTAL	39.21	
				DEPARTMENT TOTAL	\$39.21	
043927	HURLESS MACHINE SHOP INC	13603 03/02/2021	295-895-932-000	AIRPORT/SET HEAVY DUTY CUTTING	\$2,200.00	321442 03/04/2021
				ACCOUNT TOTAL	2,200.00	
				DEPARTMENT TOTAL	\$2,200.00	
				FUND TOTAL	\$11,699.00	
				Add Bank/credit card fees:	<u>320.95</u>	
				TOTAL	\$ 12,019.95	