

**AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING**

**February 22, 2023
Hastings City/Barry County Airport
2505 Murphy Drive, Hastings, MI 49058**

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 25, 2023 Regular Meeting.
7. Financial Reports
 - A. *Consider approval of the January 2023 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 Comment 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 25, 2023

1. **Call to Order.** The meeting was called to order by Vice-Chairperson Bowers at 4:30 p.m.
2. **Pledge of Allegiance.** Bowers led the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Bowers, Smelker, Tossava. Absent: Holley and Teunessen.
4. **Approval of Agenda.** Bowers asked for any additions or amendments to the agenda.

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

In favor: Bowers, Smelker, Tossava.
Opposed: None.

Motion carried.
5. **Appointment of Officers:** Bowers asked for nominations for officers for 2023.

Motion by Tossava, second by Smelker to approve the re-appointment of the current slate of officers, Holley-Chair, Bowers-Vice chair and Tossava-Secretary, for 2023.

In favor: Bowers, Smelker, Tossava.
Opposed: None.

Motion carried.
6. **Approval of 2023 Meeting Schedule:** Bowers presented the meeting schedule for 2023.

Motion by Smelker, second by Tossava to approve holding the regular meeting of the Airport Commission on the fourth Wednesday of every month at 4:30 p.m. at the Hastings City / Barry County Airport terminal building for 2023.

In favor: Bowers, Smelker, Tossava.
Opposed: None.

Motion carried.
7. **Limited Public Comment.** There was no limited public comment.

8. **Approval of Minutes.** Bowers asked for comments regarding the draft minutes from the December 28, 2022 regular meeting of the Airport Commission.

Motion by Smelker, second by Tossava to approve the minutes from the December 28, 2022 regular meeting of the Airport Commission as presented.

In favor: Bowers, Smelker, Tossava.
Opposed: None.

Motion carried.

9. **Financial Reports.** Bowers introduced discussion regarding the December 2022 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 report for December 2023.

In favor: Bowers, Smelker, Tossava.
Opposed: None.

Motion carried.

10. **Old Business.** None.

11. **New Business.**

Noteboom recommended that the Commission consider increasing the rent by \$50 per month, for renters who are building experimental aircraft in their hangar, to offset the added cost of electricity and use of the airport facilities.

Motion by Tossava, second by Smelker to increase the rent by \$50 per month, for renters who are building experimental aircraft in their hangar, to offset the added cost of electricity and use of the airport facilities.

In favor: Bowers, Smelker, Tossava.
Opposed: None.

Motion carried.

12. **Airport Manager's Report.** Bowers introduced discussion regarding the Airport Manager's Report. Noteboom presented and explained the Airport Manager's report including updates that the tree trimming is coming along well and he hopes to have it completed by mid-February, and Affordable Metals has vacated the hangar on the airport.

13. **Board Comments.** Bowers asked for additional comments from the Airport Commission. There were none.

14. **Limited Public Comment.** There was no limited public comment.

15. **Adjournment.**

Motion by Tossava, second by Smelker to adjourn at 4:50 p.m.

In favor: Bowers, Smelker, Tossava.

Opposed: None.

Motion carried.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

revstat.rpt
02/15/2023 12:53PM
Periods: 1 through 1

BARRY COUNTY
1/1/2023 through 1/31/2023

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
295 AIRPORT FUND					
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	150,000.00	24,869.50	24,869.50	125,130.50	16.58
000-609-050 OTHER	250.00	0.00	0.00	250.00	0.00
000-648-000 SALE OF GAS	225,000.00	11,214.15	11,214.15	213,785.85	4.98
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	4,665.00	4,665.00	-3,215.00	321.72
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	376,700.00	40,748.65	40,748.65	335,951.35	10.82
Grand Total	376,700.00	40,748.65	40,748.65	335,951.35	10.82

Expenditure Status Report

expstat.rpt
02/15/2023 12:31PM
Periods: 1 through 1

BARRY COUNTY
1/1/2023 through 1/31/2023

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	72,416.67	8.33
895-727-000		OFFICE SUPPLIES	800.00	14.61	14.61	0.00	785.39	1.83
895-729-000		POSTAGE	180.00	0.00	0.00	0.00	180.00	0.00
895-734-000		SALES TAX	13,500.00	0.00	0.00	0.00	13,500.00	0.00
895-745-000		GAS & OIL	500.00	0.00	0.00	0.00	500.00	0.00
895-748-000		OTHER SUPPLIES	500.00	91.43	91.43	0.00	408.57	18.29
895-802-010		ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000		LEGAL FEES	4,000.00	830.00	830.00	0.00	3,170.00	20.75
895-807-000		DUES-SUBSCRIPTIONS	1,200.00	0.00	0.00	0.00	1,200.00	0.00
895-808-000		CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000		SERVICE CONTRACTS	1,500.00	945.00	945.00	0.00	555.00	63.00
895-816-000		CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000		TELEPHONE & FAX	100.00	0.00	0.00	0.00	100.00	0.00
895-910-000		INSURANCE	8,100.00	0.00	0.00	0.00	8,100.00	0.00
895-921-000		UTILITIES	12,000.00	1,025.23	1,025.23	0.00	10,974.77	8.54
895-925-000		TRASH PICKUP	750.00	55.00	55.00	0.00	695.00	7.33
895-931-000		BUILDING REPAIRS & MAINTENANCE	4,500.00	17.97	17.97	0.00	4,482.03	0.40
895-932-000		EQUIPMENT REPAIRS & MAINT	4,000.00	884.14	884.14	0.00	3,115.86	22.10
895-960-000		MISCELLANEOUS EXPENSES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
895-960-100		BANK OR CREDIT CARD FEES	6,750.00	281.00	281.00	0.00	6,469.00	4.16
895-974-000		CAPITAL OUTLAY/LAND IMPROVEMENTS	6,500.00	0.00	0.00	0.00	6,500.00	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	15,000.00	0.00	0.00	0.00	15,000.00	0.00
895-977-000		CAPITAL OUTLAY/MACHINERY & EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0.00
895-979-000		CAPITAL OUTLAY/YARD & BUILDING	5,000.00	22,438.90	22,438.90	0.00	-17,438.90	448.78
895-979-010		GAS TANK	200,000.00	7,404.16	7,404.16	0.00	192,595.84	3.70
895-990-000		AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND			367,880.00	40,570.77	40,570.77	0.00	327,309.23	11.03

ACCUMULATED PAID LIST
 Period Ending 1/2023 Fiscal Period 1 Year 2023

BARRY COUNTY
 02/15/2023

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	2023Jan 01/03/2023	295-895-708-000	AIRPORT/MANAGER AGREEMENT	\$6,583.33	333681	01/05/2023
			ACCOUNT TOTAL	6,583.33		
			DEPARTMENT TOTAL	\$6,583.33		
041972	2023Jan 01/04/2023	295-895-727-000	AIRPORT/OFFICE SUPPLIES	\$14.61	333681	01/05/2023
			ACCOUNT TOTAL	14.61		
			DEPARTMENT TOTAL	\$14.61		
023425	2022/12 01/10/2023	295-895-734-000	STATE OF MICH/386004836/RETURN I	\$192.40	333789	01/12/2023
			ACCOUNT TOTAL	192.40		
			DEPARTMENT TOTAL	\$192.40		
041972	2023Jan 01/04/2023	295-895-748-000	AIRPORT/OFFICE SUPPLIES	\$91.43	333681	01/05/2023
			ACCOUNT TOTAL	91.43		
			DEPARTMENT TOTAL	\$91.43		
002650	1013030 01/23/2023	295-895-806-000	AIRPORT COMMISSION/REIMBURSE	\$830.00	334113	01/26/2023
			ACCOUNT TOTAL	830.00		
			DEPARTMENT TOTAL	\$830.00		
049696	3511-SP2023 01/18/2023	295-895-809-000	AIRPORT/NETWORK ACCESS/SUPPOR	\$945.00	334029	01/19/2023
			ACCOUNT TOTAL	945.00		
			DEPARTMENT TOTAL	\$945.00		
008300	CONSUMERS ENERGY, PAYMENT CENTER3588492504 01/18/2023	295-895-921-000	AIRPORT/GAS	\$44.99	333970	01/19/2023
008300	CONSUMERS ENERGY, PAYMENT CENTER4389411705 01/18/2023	295-895-921-000	AIRPORT/GAS	\$143.80	333970	01/19/2023
014546	GREAT LAKES ENERGY 4887 01/18/2023	295-895-921-000	AIRPORT/ENERGY USE	\$836.44	333986	01/19/2023
			ACCOUNT TOTAL	1,025.23		
			DEPARTMENT TOTAL	\$1,025.23		
051099	4888 01/18/2023	295-895-925-000	AIRPORT/TRASH/COM0050	\$55.00	334001	01/19/2023
			ACCOUNT TOTAL	55.00		
			DEPARTMENT TOTAL	\$55.00		
034865	8405/1 01/03/2023	295-895-931-000	AIRPORT/PAINT/GLOVES	\$17.97	333666	01/05/2023
			ACCOUNT TOTAL	17.97		
			DEPARTMENT TOTAL	\$17.97		

ACCUMULATED PAID LIST
 Period Ending 1/2023 Fiscal Period 1 Year 2023

BARRY COUNTY
02/15/2023

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-932-000						
029462	01/11/2023	295-895-932-000	AIRPORT/SERVICE CALL LABOR/MIL	\$234.00	333782	01/12/2023
034865	01/10/2023	295-895-932-000	AIRPORT/HANDLE TPR/SQUEEGEE	\$35.98	333869	01/12/2023
024748	01/25/2023	295-895-932-000	AIRPORT/CORE DEPOSIT CREDIT	\$-18.00	334129	01/26/2023
024748	01/25/2023	295-895-932-000	AIRPORT/AIR OIL FILTER/MOTOR OIL	\$902.14	334129	01/26/2023
			ACCOUNT TOTAL	1,154.12		
			DEPARTMENT TOTAL	\$1,154.12		
052541	01/03/2023	295-895-979-000	AIRPORT/DESIGN TERMINAL PLAN S.	\$22,438.90	333675	01/05/2023
			ACCOUNT TOTAL	22,438.90		
			DEPARTMENT TOTAL	\$22,438.90		
046076	01/03/2023	295-895-979-010	AIRPORT/JET A FUEL	\$7,404.16	333645	01/05/2023
			ACCOUNT TOTAL	7,404.16		
			DEPARTMENT TOTAL	\$7,404.16		
			FUND TOTAL	\$40,752.15		
			Add bank/credit card fees:	\$ 281.00		
			Subtract (circled) chargebacks:	(\$ 192.40)		
				(\$ 234.00)		
				(\$ 35.98)		
			TOTAL	\$40,570.77		