

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

**June 22, 2022
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 April 27, 2022 Regular Meeting.
7. Financial Reports
 - A. *Consider approval of the April 2022 Financial Report.
 - B. *Consider approval of the May 2022 Financial Report.
8. Old Business
 - A. Donation of Hangar.
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
April 27, 2022

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

4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda.

Motion by Smelker, second by Conner to approve the agenda as presented.

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

Motion carried.

5. **Limited Public Comment.** Holley asked if there was any limited public comment.

Ross DeMaadg from the Hastings Flying Association informed the Commission that the HFA plans to buy a simulator in the next three years; purchased a new vending machine for the airport terminal building; will be staining the observation deck this spring; and that the dawn patrol fly-in will be held July 9th.

6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the March 23, 2022 regular meeting of the Airport Commission.

Motion by Smelker, second by Tossava to approve the minutes of the March 23, 2022 regular meeting of the Airport Commission as presented.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the March 2022 Airport Fund financial report. Mark Noteboom gave an overview and answered questions.

Motion by Tossava, second by Smelker to accept and place on file the financial report for March 2022.

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

Motion carried.

8. **Old Business.**

None.

9. **New Business.**

None.

10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manger's Report. Noteboom presented and explained the Airport Manager's report. Currently all hangars are full; the new fence project is scheduled to begin June 1st; and there is no word on the grant money for the airport yet.

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

None.

12. **Limited Public Comment.** Holley asked if there was any limited public comment.

Ross DeMaadg inquired how to get a restaurant at the airport. He was advised to start with MDOT.

Noteboom advised the Commission that he has sold his hangar and would have more information at the next meeting.

13. **Adjournment.** Motion by Smelker, second by Tossava to adjourn at 5:28 p.m.

In favor: Holley, Tossava, Conner and Smelker.

Opposed: None.

Submitted by: Mark Anderson, Assistant Airport Manager

Revenue Status Report

revstat.rpt
 05/12/2022 8:07AM
 Periods: 4 through 4

BARRY COUNTY
 4/1/2022 through 4/30/2022

295	AIRPORT FUND	Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
000	DEPT						
000-553-000	STATE GRANT		14,000.00	0.00	13,000.00	1,000.00	92.86
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	10,557.50	66,303.80	83,696.20	44.20
000-609-050	OTHER		0.00	0.00	0.00	0.00	0.00
000-648-000	SALE OF GAS		150,000.00	10,279.82	32,187.10	117,812.90	21.46
000-675-000	DONATIONS		0.00	0.00	0.00	0.00	0.00
000-679-000	MISC REVENUE		1,450.00	153.75	10,610.23	-9,160.23	731.74
000-679-010	MISC REIMBURSEMENT		0.00	0.00	0.00	0.00	0.00
	Total AIRPORT FUND		315,450.00	20,991.07	122,101.13	193,348.87	38.71
	Grand Total		315,450.00	20,991.07	122,101.13	193,348.87	38.71

Expenditure Status Report
 BARRY COUNTY
 4/1/2022 through 4/30/2022

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	26,333.32	0.00	52,666.68	33.33
895-727-000 OFFICE SUPPLIES	600.00	0.00	91.61	0.00	508.39	15.27
895-729-000 POSTAGE	180.00	0.00	58.00	0.00	122.00	32.22
895-734-000 SALES TAX	4,000.00	207.91	555.67	0.00	3,444.33	13.89
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
895-807-000 DUES-SUBSCRIPTIONS	1,000.00	0.00	50.00	0.00	950.00	5.00
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	0.00	1,130.25	0.00	369.75	75.35
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	7,200.00	0.00	584.60	0.00	6,615.40	8.12
895-921-000 UTILITIES	11,000.00	971.73	4,616.95	0.00	6,383.05	41.97
895-925-000 TRASH PICKUP	750.00	50.00	200.00	0.00	550.00	26.67
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	35.94	0.00	2,464.06	1.44
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	255.13	255.13	0.00	2,744.87	8.50
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	8,400.00	241.82	805.06	0.00	7,594.94	9.58
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	10,000.00	0.00	0.00	0.00	10,000.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00	0.00
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	5,000.00	7,929.51	7,929.51	0.00	-2,929.51	158.59
895-979-010 GAS TANK	134,000.00	0.00	27,242.14	0.00	106,757.86	20.33
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	281,530.00	16,239.43	69,888.18	0.00	211,641.82	24.82

ACCUMULATED PAID LIST
 Period Ending 4/2022 Fiscal Period 4 Year 2022

BARRY COUNTY
 05/12/2022

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	April-22	04/05/2022	295-895-708-000	AIRPORT	
				\$6,583.33	328682	04/07/2022
			ACCOUNT TOTAL	6,583.33		
			DEPARTMENT TOTAL	\$6,583.33		
023425 STATE OF MICHIGAN						
2022-3	04/05/2022	295-895-734-000	BARRY COUNTY/STATE WITHHOLDIN	\$207.91	328711	04/07/2022
			ACCOUNT TOTAL	207.91		
			DEPARTMENT TOTAL	\$207.91		
008300 CONSUMERS ENERGY, PAYMENT CENTERS						
014546	GREAT LAKES ENERGY	003945	04/20/2022	295-895-921-000	AIRPORT/	
				\$91.05	328799	04/14/2022
			AIRPORT/ENERGY USE	\$880.68	328925	04/21/2022
			ACCOUNT TOTAL	971.73		
			DEPARTMENT TOTAL	\$971.73		
051099 JIM'S PICKUP SERVICE						
003894	04/13/2022	295-895-925-000	AIRPORT/JCOM0050	\$50.00	328826	04/14/2022
			ACCOUNT TOTAL	50.00		
			DEPARTMENT TOTAL	\$50.00		
024748 HASTINGS AUTO SUPPLY						
048744	TRACTOR SUPPLY CO., HASTINGS AIRPORT	097665	04/13/2022	295-895-932-000	AIRPORT/SUPPLIES	
				\$60.21	328816	04/14/2022
040885	VERN'S REPAIR & SPORT	36603	04/15/2022	295-895-932-000	AIRPORT/RATCHETS	
				\$59.98	329086	04/26/2022
			AIRPORT/BLADES	\$134.94	329181	04/28/2022
			ACCOUNT TOTAL	255.13		
			DEPARTMENT TOTAL	\$255.13		
023395 STATE OF MICHIGAN, MDOT						
21000000634	04/20/2022	295-895-979-000	AIRPORT/125101CON	\$7,929.51	328992	04/21/2022
			ACCOUNT TOTAL	7,929.51		
			DEPARTMENT TOTAL	\$7,929.51		
			FUND TOTAL	\$15,997.61		

Add bank/credit card fees: 241.82
TOTAL \$16,239.43

Revenue Status Report

revstat.rpt 06/13/2022 3:17PM
 Periods: 5 through 5

BARRY COUNTY
 5/1/2022 through 5/31/2022

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
295 AIRPORT FUND					
000 DEPT					
000-553-000 STATE GRANT	14,000.00	0.00	13,000.00	1,000.00	92.86
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	12,342.70	78,646.50	71,353.50	52.43
000-609-050 OTHER	0.00	0.00	0.00	0.00	0.00
000-648-000 SALE OF GAS	150,000.00	16,592.27	48,779.37	101,220.63	32.52
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	687.50	11,297.73	-9,847.73	779.15
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	315,450.00	29,622.47	151,723.60	163,726.40	48.10

Grand Total

29,622.47 151,723.60 163,726.40 48.10

Expenditure Status Report

expstat.rpt
06/13/2022 3:17PM
Periods: 5 through 5

BARRY COUNTY
5/1/2022 through 5/31/2022

295	AIRPORT FUND	Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
895	AIRPORT	895-708-000	79,000.00	6,583.33	32,916.65	0.00	46,083.35	41.67
		895-727-000	600.00	0.00	91.61	0.00	508.39	15.27
		895-729-000	180.00	0.00	58.00	0.00	122.00	32.22
		895-734-000	4,000.00	206.22	761.89	0.00	3,238.11	19.05
		895-745-000	300.00	0.00	0.00	0.00	300.00	0.00
		895-748-000	500.00	0.00	0.00	0.00	500.00	0.00
		895-802-010	0.00	0.00	0.00	0.00	0.00	0.00
		895-806-000	3,000.00	0.00	0.00	0.00	3,000.00	0.00
		895-807-000	1,000.00	0.00	50.00	0.00	950.00	5.00
		895-808-000	0.00	0.00	0.00	0.00	0.00	0.00
		895-809-000	1,500.00	0.00	1,130.25	0.00	369.75	75.35
		895-816-000	0.00	0.00	0.00	0.00	0.00	0.00
		895-851-000	100.00	0.00	0.00	0.00	100.00	0.00
		895-910-000	7,200.00	0.00	584.60	0.00	6,615.40	8.12
		895-921-000	11,000.00	822.36	5,439.31	0.00	5,560.69	49.45
		895-925-000	750.00	50.00	250.00	0.00	500.00	33.33
		895-931-000	2,500.00	638.25	674.19	0.00	1,825.81	26.97
		895-932-000	3,000.00	1,177.05	1,432.18	0.00	1,567.82	47.74
		895-960-000	1,000.00	0.00	0.00	0.00	1,000.00	0.00
		895-960-100	8,400.00	403.16	1,208.22	0.00	7,191.78	14.38
		895-974-000	6,500.00	0.00	0.00	0.00	6,500.00	0.00
		895-975-000	0.00	0.00	0.00	0.00	0.00	0.00
		895-976-000	10,000.00	0.00	0.00	0.00	10,000.00	0.00
		895-977-000	2,000.00	0.00	0.00	0.00	2,000.00	0.00
		895-979-000	5,000.00	0.00	7,929.51	0.00	-2,929.51	158.59
		895-979-010	134,000.00	32,701.43	59,943.57	0.00	74,056.43	44.73
		895-990-000	0.00	0.00	0.00	0.00	0.00	0.00
		Total AIRPORT FUND	281,530.00	42,581.80	112,469.98	0.00	169,060.02	39.95

BARRY COUNTY
 06/13/2022

ACCUMULATED PAID LIST
 Period Ending 5/2022 Fiscal Period 5 Year 2022

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	May	05/02/2022	295-895-708-000 AIRPORT	\$6,583.33	329270	05/05/2022
ACCOUNT TOTAL				6,583.33		
DEPARTMENT TOTAL				\$6,583.33		
COUNTY OF BARRY/STATE WITHHOL						
023425	2022/4	05/02/2022	295-895-734-000	\$206.22	329284	05/05/2022
ACCOUNT TOTAL				206.22		
DEPARTMENT TOTAL				\$206.22		
CONSUMERS ENERGY, PAYMENT CENTER/ENERGY USE						
008300		05/10/2022	295-895-921-000 AIRPORT/GAS	\$66.37	329375	05/12/2022
014546	004034	05/23/2022	295-895-921-000 AIRPORT/ENERGY USE	\$755.99	329683	05/26/2022
ACCOUNT TOTAL				822.36		
DEPARTMENT TOTAL				\$822.36		
JIM'S PICKUP SERVICE						
051099	003985	05/09/2022	295-895-925-000 AIRPORT/MAY/JCOM0050	\$50.00	329407	05/12/2022
ACCOUNT TOTAL				50.00		
DEPARTMENT TOTAL				\$50.00		
HASTINGS AUTO SUPPLY						
024748	009462	05/02/2022	295-895-931-000 AIRPORT/GREASE	\$63.92	329252	05/05/2022
029462	6565	05/02/2022	295-895-931-000 AIRPORT/SERVICE CALL/TESTS AND	\$497.00	329281	05/05/2022
034865	3025/1	05/09/2022	295-895-931-000 AIRPORT/SUPPLIES	\$40.34	329396	05/12/2022
048744	290636	05/16/2022	295-895-931-000 AIRPORT/ELECTRODE	\$36.99	329562	05/19/2022
ACCOUNT TOTAL				638.25		
DEPARTMENT TOTAL				\$638.25		
HASTINGS AUTO SUPPLY						
024748	099044	05/09/2022	295-895-932-000 AIRPORT/BATTERY	\$66.49	329398	05/12/2022
048744	290219	05/09/2022	295-895-932-000 AIRPORT/SUPPLIES	\$264.98	329476	05/12/2022
029462	6666	05/16/2022	295-895-932-000 AIRPORT/SERVICE CALL, LABOR SM/	\$645.60	329555	05/19/2022
041972	004036	05/23/2022	295-895-932-000 AIRPORT/REIMBURSE FOR 2 SHOCK	\$199.98	329701	05/26/2022
ACCOUNT TOTAL				1,177.05		
DEPARTMENT TOTAL				\$1,177.05		
AVFUEL CORP.						
046076	016700663	05/06/2022	295-895-979-010 AIRPORT/4020 GAL FOR RESALE	\$23,226.60	329347	05/12/2022
046076	016716673	05/09/2022	295-895-979-010 AIRPORT/2005 GALLONS JET FUEL	\$9,474.83	329347	05/12/2022
ACCOUNT TOTAL				32,701.43		
DEPARTMENT TOTAL				\$32,701.43		
FUND TOTAL						
				\$42,178.64		
				<u>403.16</u>		
				\$42,581.80		
ADD Bank/credit card fees						
TOTAL						