

**Hastings City / Barry County Airport Commission**  
**Draft Meeting Minutes**  
**October 27, 2021**

1. **Call to Order.** The meeting was called to order by Chairperson Holley at 4:31 p.m.
2. **Pledge of Allegiance.** Holley led the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Holley, Tossava and Smelker. Absent: Bowers and Conner.

4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. Holley asked to add Fuel Filters; Fencing; Non-Aviation Activities on Airport; and Flying Association Update to the agenda.

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

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

Motion carried.

5. **Limited Public Comment.** Holley asked if there was any limited public comment.  
None.

6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the September 22, 2021 regular meeting of the Airport Commission.

Motion by Smelker, second by Tossava to approve the minutes of the September 22, 2021 regular meeting of the Airport Commission as presented.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the September 2021 Airport Fund financial report. Michael Brown and Mark Noteboom gave an overview and answered questions.

Motion by Smelker, second by Tossava to accept and place on file the financial report for September 2021.

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

Motion carried.

8. **Old Business.**

Flying Association Update – Ross DeMaadg informed the Commission that the Flying Association was looking into purchasing a flight simulator to enable pilots to train and maintain proficiency. They are looking for a location for the simulator and are requesting use of the basement. After discussion the Commission asked the Airport Manager to contact the Hastings Fire Department to determine fire code requirements and if this would be possible.

Fencing Update – Airport manager updated the Commission regarding the lockable gate that will be located at the terminal building.

Non-Aviation Activities on Airport – Airport manager updated the Commission that the roofing company is scheduled to be out by January, 2022. The Commission agreed to allow the current agreement to run out.

9. **New Business.**

Fuel Filters – Airport manager informed the Commission that he received a call from a pilot informing him that the fuel farm fuel filter was in need of replacement due to the expiration date on the filter. Airport manager advised that the manufacturer recommends changing the filters based on measured pressure differential and that the current filters did not meet or exceed the pressure differential. Airport manager stated that the filters have been replaced.

Holley reminded everyone that the Commission has a policy in place that all concerns should be reported to the Airport manager so that they can be looked into promptly and rectified if necessary.

10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manager's Report. Noteboom presented and explained the Airport Manager's report.

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.

None.

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

In favor: Holley, Tossava and Smelker.

Opposed: None.

Submitted by: Michael Brown, Administrative Secretary