

**Hastings City / Barry County Airport Commission
Meeting Minutes
September 25, 2019**

1. **Call to Order.** The meeting was called to order by Chairman Holley at 4:30 p.m.
2. **Pledge of Allegiance.** Holley led those present in the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Conner, Smelker, Holley, Bowers. Absent: Tossava.
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. Noteboom requested the addition of a budget amendment. Conner requested to add discussion regarding changing the date of the November meeting.

Motion by Smelker, second by Conner to approve the agenda for today's meeting including the additions as requested.

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

Motion carried.

5. **Limited Public Comment.** Holley asked for limited comment from the public. No comment was forwarded.
6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the August 28, 2019 meeting of the Airport Commission.

Smelker asked to amend item 5. Limited Public Comment, #4 to include "no reserve is necessary if the sale occurs through a sealed bid process."

Motion by Bowers, second by Smelker to approve the minutes of the August 28, 2019 meeting of the Airport Commission as amended.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the August 2019 Airport Fund financial reports. Brown reported on the status of revenues and expenditures for the month of August and the year to date.

Motion by Conner, second by Smelker to approve the August 2019 Airport Fund financial reports.

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

Motion carried.

Smelker stated that he would like to postpone consideration of the budget amendment until the October meeting so that the commission has an opportunity to review it. He asked Noteboom if that would cause any problems or delays. Noteboom indicated that it would not.

Motion by Smelker, second by Conner to postpone consideration of the budget amendment until the October meeting so that the commission has an opportunity to review it.

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

Motion carried.

8. **Old Business.** Smelker stated that he received an email from Randy VanLiere indicating that the date published in the advertisement for sealed bids for the sale of the New Holland Tractor was incorrectly stated as a 2001 model year instead of a 2002 model year. Smelker felt that the Commission should withdraw the sale of the 2002 New Holland Tractor and return all submitted bids unopened to the original bidders.

Motion by Smelker, second by Conner to withdraw the sale of the 2002 New Holland Tractor due to incorrect information in the public advertisement and to return all submitted bids unopened to the original bidders.

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

Motion carried.

9. **New Business.** Noteboom stated that the Airport's Rules and Regulations and 30 Day Lease were in need of being updated and that a donor has offered to pay the cost associated with updating them if the Commission is willing to use the law firm of Warner, Norcross & Judd from Grand Rapids to provide the legal review. Noteboom explained that currently the airport has two sets of rules & regulations, one covering general operation and conduct at the airport and the other covering construction and use of buildings which often causes confusion and complicates the efficient management of the airport. He feels that the Airport would be better served with one set of rules and regulations that cover all aspects of the airport. Noteboom also stated that the 30 Day Lease that is currently in use should be reviewed to make sure that it is up to date and coincides with the Rules & Regulations. Smelker indicated that he understood the requirement that exists if the commission accepts the donation but felt that the commission should conduct

interviews of qualified law firms, including Warner, Norcross & Judd, before making a decision.

Motion by Smelker, second by Conner that the Commission look into updating the Airport's Rules and Regulations and 30 day lease and that Tossava, Conner and Noteboom serve as an ad-hoc committee to interview law firms qualified to provide legal representation, including Warner, Norcross & Judd and report back to the Commission with a recommendation.

In favor: Conner, Smelker, Holley, Bowers.

Opposed: None.

Absent: Tossava.

Motion carried.

Conner stated that the November Airport Commission meeting was scheduled for November 27th which is the day before Thanksgiving. Conner suggested that the date be changed to Tuesday, November 26th instead.

Motion by Conner, second by Smelker to change the date of the November Airport Commission meeting to Tuesday, November 26th at 4:30 pm.

In favor: Conner, Smelker, Holley, Bowers.

Opposed: None.

Absent: Tossava.

Motion carried.

10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manager's Report for September, 2019. Noteboom presented and explained the Airport Manager's report for September, 2019.
11. **Board Comments.** Holley asked for additional comments from the Airport Commission. No comments were forwarded from Commission members.
12. **Limited Public Comment.** Holley asked for limited comment from the public.

Todd Voshell asked about the sale of the tractor and why the Commission decided to use a sealed bid process instead of an auction and why the advertising wasn't more extensive. Noteboom stated that it has been more typical in the past to use the sealed bid process and that they looked into using an auction but the cost associated with transportation was considerable. The commission also stated that the advertisement was run in the local newspaper two times for two weeks each time.

Colleen Noteboom stated that she had recently witnessed an incident involving public urination at the airport. Randy VanLiere acknowledged that it was one of his guests in front of his hanger and that the Airport Manager had brought it to his attention. He apologized to everyone and said that it was taken care of and he would be sure that it does not happen again.

13. **Adjournment.** Motion by Smelker, second by Conner to adjourn at 5:06 p.m.
 Motion carried.

Submitted by: Michael Brown, Recording Secretary