

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
August 28, 2019

1. Call to Order at 4:30 p.m. at the Airport Terminal Building.
2. Pledge of Allegiance
3. Roll Call
4. *Approval of Agenda
5. Limited Public Comment
6. *Approval of the minutes of the June 26, 2019 and July 24, 2019 Regular Meetings of the Airport Commission.
 - A. Approval of the minutes of the July 24, 2019 Closed Session Meeting
7. Financial Reports
 - A. *Consider approval of the July 2019 Financial Reports
8. Old Business
9. New Business
 - A. Open bids for tractor
10. Airport Manager's Report
11. Board Comments
12. Limited Public Comment
13. Adjournment

* Indicates Attachment

Hastings City/Barry County Airport Commission

Draft Meeting Minutes

June 26, 2019

1. **Call to order.** The meeting was called to order by Chairperson Holley at 4:32 pm.
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, Tossava, Bowers, and Holley.
Absent: None.
4. **Approval of the Agenda.** Holley asked for any additions or amendments to the agenda.

Motion by Bowers, second by Conner to approve agenda for today's meeting as presented.

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

Opposed: None

Absent: None

5. **Limited Public Comment.** Holley asked for limited comment from the public. Randy VanLeer asked the Commission if the plan was to use tax payers money to deal with any possible suit that could come against the airport. Commission members stated that they would discuss with attorney to determine how any issue like this would be handled.
6. **Approval of the Minutes.** Holley asked for comments regarding the draft minutes of the May 22, 2019 meeting of the Airport Commission.

Motion by Tossava, second by Smelker to approve the minutes of the May 22, 2019 meeting of the Airport Commission as presented.

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

Opposed: None

Absent: None

7. **Financial Reports.** Mark Brown gave a summary and answered questions regarding the financial statements that were provided to the Airport Commission.
8. **Old Business.** Holley noted that there was not any old business to discuss.
9. **New Business.** Holley asked for any new business. Noteboom proposed the purchase of a new lawnmower. The current one is 7 years old. The new purchase would go with government pricing and get a trade in amount. Tossava pointed out that any large purchase should be put out to bid before the Commission gives Noteboom permission to purchase the lawnmower. Noteboom stated that he had no issue with putting out bids.
10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manager's report for June 2019. Noteboom noted that the installation is complete for the new water well pump and accessories. Construction of the new fuel station has started, the cement pad, the fencing, and the wiring are the next steps. That concluded the report.
11. **Board Comment.** Holley asked for additional comments from the Airport Commission. No comment was forwarded.
12. **Limited Public Comment.** Holley asked for limited comment from the public. No comment was forwarded.
13. **Closed Session.** Holley requested a motion to go into closed session under MCL 15.266(h).

Motion by Tossava, second by Smelker to enter into closed session under MCL 15.266(h) to discuss attorney/client privileged letter from Cohl, Stoker, & Toskey, P.C. Dated June 11, 2019.

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

Opposed: None

Absent: None

Returned to open session at 5:27pm.

Motion by Smelker, second by Tossava to direct the attorney to proceed as discussed in the closed session.

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

Opposed: None

Absent: None

14. Adjournment. Motion by Tossava, second by Conner to adjourn.

Motion carried

Submitted by Jerry Czarnecki, Administrative Secretary

Hastings City/Barry County Airport Commission

Draft Meeting Minutes

July 24, 2019

1. **Call to order.** The meeting was called to order by Chairperson Holley at 4:30 pm.
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, Tossava, Bowers, and Holley.
Absent: None.
4. **Approval of the Agenda.** Holley asked for any additions or amendments to the agenda.
Holley proposed adding a Closed Session under MCL 15.268 (h) under New Business.

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

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

Opposed: None

Absent: None

5. **Limited Public Comment.** None.
6. **Approval of the Minutes.** Holley asked for comments regarding the draft minutes of the June 26, 2019 regular and closed session meetings of the Airport Commission.

Motion by Conner, second by Bowers to approve the minutes of the June 26, 2019 regular and closed session meetings of the Airport Commission as presented.

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

Opposed: None

Absent: None

- 7. Financial Reports.** Mark Brown gave a summary and answered questions regarding the financial statements that were provided to the Airport Commission.

Motion by Tossava, second by Smelker to accept and place on file the June 2019 Financial Reports

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

Opposed: None

Absent: None

- 8. Old Business.** Holley noted that there was not any old business to discuss.

- 9. New Business.** Holley asked for any new business.

- A.** Commission went into Closed Session under MCL 15.268(h) – to discuss Attorney/Client Privileged information regarding letter from Cohl, Stoker, & Toskey, PC dated June 11, 2019 and Attorney/Client Privileged information regarding FOIA Appeal.

Motion by Tossava, second by Conner to enter into closed session at 4:40pm.

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

Opposed: None

Absent: None

Motion by Tossava, second by Smelker to enter into open session at 5:02pm.

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

Opposed: None

Absent: None

- B.** FOIA Appeal of Excess Fee for Request #19-0181 – Ronald Neil.

Holley stated that the accepted formula was used to come up with cost. Taxpayers should not have to pay to offset cost. Tossava stated his confidence in Brown to charge the fee. Conner stated that this request should have been included in the August request.

Motion by Tossava, second by Smelker to reject request to reduce fee for FOIA request.

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

Opposed: None

Absent: None

C. Open bids for new lawn mower.

One bid was opened.

Motion by Smelker, second by Conner to recommend the purchase of new lawn mower from Vern's Repair to the respective boards.

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

Opposed: None

Absent: None

D. Approve the legal fees for Cohl, Stoker, & Toskey (\$2,313.55).

Motion by Tossava, second by Smelker to approve the payment of legal fees in the amount of \$2,313.55.

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

Opposed: None

Absent: None

E. Approve new airport manager per the current manger's agreement.

Noteboom reminded the Commission that there is a clause in the current Airport Manager's agreement that states the training of a new Airport Manager will be completed by the current Airport Manager at no expenses to the Airport. Noteboom will be working with two potential candidates (Dan Williams and Mark Anderson) to train, at Noteboom's expense, in preparation to assume duties in approximately 1 ½ years. Commission discussion determined that this action did not need to be voted on.

10. Airport Manager's Report. Holley introduced discussion regarding the Airport Manager's report for July 2019. Noteboom noted that the small hangers are full at this time and still looking to fill three (3) larger hangers. Waiting for tank to be completed and shipped. The old New Holland Tractor will be put on Bidcorp with a reserve of \$10,000. The five year plan calls for another snow removal tractor purchased next year. That concluded the report.

11. Board Comment. Holley asked for additional comments from the Airport Commission. No comment was forwarded.

12. Limited Public Comment. Holley asked for limited comment from the public. No comment was forwarded.

13. Adjournment. Motion by Tossava, second by Smelker to adjourn.

Motion carried

Submitted by Jerry Czarnecki, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 7/1/2019 through 7/31/2019

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					
000-580-000 CONTRIBUTIONS FROM LOCAL UNITS CONT	0.00	0.00	0.00	0.00	0.00
000-608-000 HANGER RENT & TIE DOWN FEES	130,000.00	9,539.50	96,041.40	33,958.60	73.88
000-608-010 NEW HANGER RENT	0.00	0.00	0.00	0.00	0.00
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	20,484.86	94,929.10	87,854.90	51.94
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	0.00	2,475.52	1,024.48	70.73
000-679-010 MISC REIMBURSEMENT	0.00	0.00	345.55	-345.55	0.00
Total AIRPORT FUND	317,284.00	30,024.36	193,791.57	123,492.43	61.08
Grand Total	317,284.00	30,024.36	193,791.57	123,492.43	61.08

Expenditure Status Report

BARRY COUNTY
 7/1/2019 through 7/31/2019

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	46,083.31	0.00	32,916.69	58.33
895-727-000 OFFICE SUPPLIES	550.00	199.97	409.14	0.00	140.86	74.39
895-729-000 POSTAGE	180.00	0.00	90.22	0.00	89.78	50.12
895-734-000 SALES TAX	10,200.00	299.52	1,878.56	0.00	8,321.44	18.42
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	400.00	16.47	299.31	0.00	100.69	74.83
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	500.00	0.00	555.20	0.00	-55.20	111.04
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	36.00	0.00	14.00	72.00
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,250.00	0.00	0.00	0.00	1,250.00	0.00
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	1,680.00	139.92	977.50	0.00	702.50	58.18
895-910-000 INSURANCE	6,600.00	0.00	1,319.45	0.00	5,280.55	19.99
895-921-000 UTILITIES	10,000.00	870.98	7,421.71	0.00	2,578.29	74.22
895-925-000 TRASH PICKUP	700.00	0.00	50.00	0.00	650.00	7.14
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	139.02	0.00	2,360.98	5.56
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	677.12	2,465.69	0.00	534.31	82.19
895-960-000 MISCELLANEOUS EXPENSES	500.00	46.98	46.98	0.00	453.02	9.40
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	631.67	2,926.46	0.00	5,473.54	34.84
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	200.00	0.00	3,300.00	5.71
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	-7,855.93	0.00	10,855.93	261.86
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	7,000.00	0.00	44,235.34	0.00	-37,235.34	631.93
895-979-010 GAS TANK	154,000.00	19,267.03	80,377.70	0.00	73,622.30	52.19
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	296,810.00	28,732.99	181,655.66	0.00	115,154.34	61.20

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	488 07/01/2019	295-895-708-000	AIRPORT/JULY	\$6,583.33	310372 07/05/2019 C
				ACCOUNT TOTAL	6,583.33	
				DEPARTMENT TOTAL	\$6,583.33	
021007	LANSING SANITARY SUPPLY INC	1042785 07/24/2019	295-895-727-000	AIRPORT-ROLL TOWELS/BOWL CLEA	\$199.97	310853 07/25/2019 C
				ACCOUNT TOTAL	199.97	
				DEPARTMENT TOTAL	\$199.97	
023425	STATE OF MICHIGAN	2019/6A 07/01/2019	295-895-734-000	AIRPORT/FUEL- CONF.#300014768927	\$299.52	310389 07/05/2019 C
				ACCOUNT TOTAL	299.52	
				DEPARTMENT TOTAL	\$299.52	
048744	TRACTOR SUPPLY CO., HASTINGS AIRPORT	549696 07/16/2019	295-895-748-000	AIRPORT/OIL DRY- #603530120340441	\$16.47	310661 07/18/2019 C
				ACCOUNT TOTAL	16.47	
				DEPARTMENT TOTAL	\$16.47	
023000	AT&T	269945555006-E 07/01/2019	295-895-851-000	AIRPORT	\$139.92	310328 07/05/2019 C
				ACCOUNT TOTAL	139.92	
				DEPARTMENT TOTAL	\$139.92	
014546	GREAT LAKES ENERGY	507 07/17/2019	295-895-921-000	AIRPORT	\$806.43	310603 07/18/2019 C
051099	JIM'S PICKUP SERVICE	506 07/16/2019	295-895-921-000	AIRPORT/JULY	\$50.00	310618 07/18/2019 C
008300	CONSUMERS ENERGY, PAYMENT CENTE	05366433351 07/23/2019	295-895-921-000	AIRPORT	\$14.55	310801 07/25/2019 C
				ACCOUNT TOTAL	870.98	
				DEPARTMENT TOTAL	\$870.98	
053152	J. RANCK ELECTRIC INC.	112326 07/01/2019	295-895-932-000	AIRPORT/REPAIR RUNWAY 30 PAPI'S	\$677.12	310366 07/05/2019 C
				ACCOUNT TOTAL	677.12	
				DEPARTMENT TOTAL	\$677.12	
029050	REMINDER, THE	291492 07/16/2019	295-895-960-000	AIRPORT/BIDS FOR ZERO TURN MOV	\$46.98	310641 07/18/2019 C
				ACCOUNT TOTAL	46.98	
				DEPARTMENT TOTAL	\$46.98	
046076	AVFUEL CORP.	012306046 07/01/2019	295-895-979-010	AIRPORT/AV GAS FOR RESALE	\$14,819.34	310329 07/05/2019 C
046076	AVFUEL CORP.	012306356 07/16/2019	295-895-979-010	AIRPORT/JET FUEL	\$4,447.69	310564 07/18/2019 C
				ACCOUNT TOTAL	19,267.03	
				DEPARTMENT TOTAL	\$19,267.03	
				FUND TOTAL	\$28,101.32	
				Add bank/credit card fees	631.67	
				TOTAL	\$28,732.99	