

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

**April 26, 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 March 22, 2023 Regular Meeting.
7. Financial Reports
 - A. *Consider approval of the March 2023 Financial Report.
8. Old Business
 - A. Open and consider awarding bid for the purchase of a debris blower.
9. New Business
 - A. Consider approval of Mead & Hunt as Airport Engineer and Consulting firm.
 - B. Consider approval of filing a "notice to quit" on two tenants.
 - C. Consider approval of an invoice from Noteboom Construction.
 - D. Consider approval of a supplemental increase to the Airport Manager's contract.
 - E. Consider approval of sending a letter of appreciation to neighbors.
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
March 22, 2023

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

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

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

Motion carried.
5. **Limited Public Comment.** There was no limited public comment.
6. **Approval of Minutes.** Tossava asked for comments regarding the draft minutes from the January 25, 2023 regular meeting of the Airport Commission.

Motion by Smelker, second by Teunessen to approve the minutes from the January 25, 2023 regular meeting of the Airport Commission as presented.

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

Motion carried.
7. **Financial Reports.** Tossava introduced discussion regarding the January 2023 and February 2023 financial reports. Michael Brown and Mark Noteboom gave an overview and answered questions.

Motion by Smelker, second by Teunessen to accept and place on file the financial reports for January 2023 and February 2023.

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

Motion carried.
8. **Old Business.**

Correcting the term of Airport Commission public member –

Motion by Smelker, second by Teunessen to re-appoint Ron Holley for a two-year term beginning 1-1-2023 and ending on 12-31-2024, in accordance with the Agreement for Joint Operation of the Hastings City-Barry County Airport.

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

Motion carried.

9. **New Business.**

Noteboom recommended that the Commission consider purchasing a Billy Goat Model 3000 debris blower to clear debris from taxiways and runways for \$14,500. After discussion the commission requested Noteboom advertise and solicit sealed bids for the purchase.

10. **Airport Manager's Report.** Tossava introduced discussion regarding the Airport Manger's Report. Noteboom presented and explained the Airport Manager's report including updates that the tree trimming should be complete by March 23, 2023.

11. **Board Comments.** Tossava asked for additional comments from the Airport Commission. There was none.

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

13. **Adjournment.**

Motion by Smelker, second by Teunessen to adjourn at 5:12 p.m.

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

Motion carried.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

revstat.rpt
04/05/2023 3:32PM
Periods: 3 through 3

BARRY COUNTY
3/1/2023 through 3/31/2023

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	17,674.10	53,676.10	96,323.90	35.78
000-609-050 OTHER	250.00	0.00	0.00	250.00	0.00
000-648-000 SALE OF GAS	225,000.00	19,301.47	45,715.07	179,284.93	20.32
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	50.00	9,780.00	-8,330.00	674.48
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	376,700.00	37,025.57	109,171.17	267,528.83	28.98

Grand Total

376,700.00 37,025.57 109,171.17 267,528.83 28.98

Expenditure Status Report

expstat.rpt 04/05/2023 3:35PM
 Periods: 3 through 3

BARRY COUNTY
 3/1/2023 through 3/31/2023

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
295 AIRPORT FUND						
395 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	19,749.99	0.00	59,250.01	25.00
895-727-000 OFFICE SUPPLIES	800.00	38.18	52.79	0.00	747.21	6.60
895-729-000 POSTAGE	180.00	0.00	0.00	0.00	180.00	0.00
895-734-000 SALES TAX	13,500.00	413.67	585.37	0.00	12,914.63	4.34
895-745-000 GAS & OIL	500.00	0.00	0.00	0.00	500.00	0.00
895-748-000 OTHER SUPPLIES	500.00	0.00	565.25	0.00	-65.25	113.05
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	0.00	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	0.00	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	601.00	601.00	0.00	7,499.00	7.42
895-921-000 UTILITIES	12,000.00	2,090.89	3,431.95	0.00	8,568.05	28.60
895-925-000 TRASH PICKUP	750.00	55.00	165.00	0.00	585.00	22.00
895-931-000 BUILDING REPAIRS & MAINTENANCE	4,500.00	0.00	58.62	0.00	4,441.38	1.30
895-932-000 EQUIPMENT REPAIRS & MAINT	4,000.00	243.96	1,842.10	0.00	2,157.90	46.05
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	509.26	1,145.16	0.00	5,604.84	16.97
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	6,500.00	11,471.33	14,071.33	0.00	-7,571.33	216.48
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	125.00	26,913.90	0.00	-21,913.90	538.28
895-979-010 GAS TANK	200,000.00	27,274.69	34,678.85	0.00	165,321.15	17.34
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	367,880.00	49,406.31	105,636.31	0.00	262,243.69	28.71

ACCUMULATED PAID LIST
 Period Ending 3/2023 Fiscal Period 3 Year 2023

BARRY COUNTY
 04/03/2023

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	NOTEBOOM CONSTRUCTION & MANAGEMARCH23	03/01/2023	295-895-708-000	AIRPORT		
				\$6,583.33	334775	03/02/2023
			ACCOUNT TOTAL	6,583.33		
			DEPARTMENT TOTAL	\$6,583.33		
041972	NOTEBOOM CONSTRUCTION & MANAGEM	03/20/2023	295-895-727-000	AIRPORT/REIMBURSEMENT/SUPPLIE		
				\$38.18	335118	03/23/2023
			ACCOUNT TOTAL	38.18		
			DEPARTMENT TOTAL	\$38.18		
023425	STATE OF MICHIGAN	03/07/2023	295-895-734-000	BARRY CO./STATE WITHHOLDING		
				\$413.67	334888	03/09/2023
			ACCOUNT TOTAL	413.67		
			DEPARTMENT TOTAL	\$413.67		
013811	GENERAL AGENCY COMPANY	03/20/2023	295-895-910-000	AIRPORT/POLLUTION RENEWAL/MAF		
				\$601.00	335098	03/23/2023
			ACCOUNT TOTAL	601.00		
			DEPARTMENT TOTAL	\$601.00		
008300	CONSUMERS ENERGY, PAYMENT CENTERS457338214	03/13/2023	295-895-921-000	AIRPORT/100026751378		
				\$111.74	334992	03/16/2023
008300	CONSUMERS ENERGY, PAYMENT CENTER6791836012	03/14/2023	295-895-921-000	AIRPORT/103045118215		
				\$66.06	334992	03/16/2023
014546	GREAT LAKES ENERGY	03/15/2023	295-895-921-000	AIRPORT/ENERGY USE		
				\$1,850.32	335010	03/16/2023
014546	GREAT LAKES ENERGY	03/21/2023	295-895-921-000	AIRPORT/ACCT#1351024		
				\$62.77	335101	03/23/2023
			ACCOUNT TOTAL	2,090.89		
			DEPARTMENT TOTAL	\$2,090.89		
051099	JIM'S PICKUP SERVICE	03/15/2023	295-895-925-000	AIRPORT/TRASH#/COM0050		
				\$55.00	335017	03/16/2023
			ACCOUNT TOTAL	55.00		
			DEPARTMENT TOTAL	\$55.00		
034865	HASTINGS ACE HARDWARE	03/13/2023	295-895-932-000	AIRPORT/FLAG/GFCI		
				\$84.97	335013	03/16/2023
041972	NOTEBOOM CONSTRUCTION & MANAGEM	03/21/2023	295-895-932-000	AIRPORT/REIMBURSEMENT/AMAZON		
				\$158.99	335118	03/23/2023
			ACCOUNT TOTAL	243.96		
			DEPARTMENT TOTAL	\$243.96		
056458	DPH TREE SERVICES LLC	03/08/2023	295-895-974-000	AIRPORT/PHASE 3 TREE/FINAL PAYM		
				\$4,350.00	334840	03/09/2023
052541	MEAD & HUNT, INC.	03/08/2023	295-895-974-000	AIRPORT/TERMINAL STUDY		
				\$1,495.93	334867	03/09/2023
056458	DPH TREE SERVICES LLC	03/15/2023	295-895-974-000	AIRPORT/OAK TREE REMOVAL		
				\$1,000.00	334998	03/16/2023
056458	DPH TREE SERVICES LLC	03/27/2023	295-895-974-000	AIRPORT/TREES		
				\$4,625.40	335251	03/30/2023
			ACCOUNT TOTAL	11,471.33		
			DEPARTMENT TOTAL	\$11,471.33		

ACCUMULATED PAID LIST
 Period Ending 3/2023 Fiscal Period 3 Year 2023

BARRY COUNTY
04/03/2023

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date		
295 AIRPORT FUND								
895 AIRPORT								
295-895-979-000								
005399	BLEAMEAVESTROUGHING CORP.	15006	03/21/2023	295-895-979-000	AIRPORT/INSTALL GUTTER	\$125.00	335078	03/23/2023
				ACCOUNT TOTAL	125.00			
				DEPARTMENT TOTAL	\$125.00			
046076	AVFUEL CORP.	018230073	03/07/2023	295-895-979-010	AIRPORT/AVIATION FUEL 4067 GALLC	\$19,038.25	334810	03/09/2023
046076	AVFUEL CORP.	01298445	03/20/2023	295-895-979-010	AIRPORT/JET FUEL 2331 GALLONS	\$8,236.44	335072	03/23/2023
				ACCOUNT TOTAL	27,274.69			
				DEPARTMENT TOTAL	\$27,274.69			
				FUND TOTAL	\$48,897.05			
				Add Bank/credit card fees	\$ 509.26			
				TOTAL	\$49,406.31			