

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

**September 28, 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 August 24, 2022 Regular Meeting.
7. Financial Reports
  - A. \*Consider approval of the August 2022 Financial Report.
8. Old Business
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**  
**August 24, 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 and Smelker. Absent: Bowers\*\* (\*\*Note that Bowers entered the meeting just before the old business agenda item and was present for the remainder of the meeting.)
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda.

Assistant Airport Manager Mark Anderson asked to add to the agenda discussion regarding Affordable Metals lease under old business. Tossava asked to add an update regarding discussion with attorney on the tax situation with Sand Creek Dairy.

Motion by Tossava, second by Conner to approve the agenda as amended.

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

Motion carried.

5. **Limited Public Comment.** Holley asked if there was any limited public comment.  
No limited public comment.

6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the July 27, 2022 regular meeting of the Airport Commission.

Motion by Conner, second by Tossava to approve the minutes of the July 27, 2022 regular meeting of the Airport Commission as presented.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the July, 2022 Airport Fund financial reports. Brown gave an overview and answered questions.

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

In favor: Holley, Tossava, Conner and Smelker.

Opposed: None.

Motion carried.

**\*\*Bowers entered the meeting\*\***

8. **Old Business.**

- a) Affordable Metals Lease – Anderson informed the commission that Noteboom was requesting the commission authorize him to send notice to Affordable Metals reminding them of the court ordered termination date 90, 60 and 30 days prior to the termination date.

Motion by Tossava, second by Bowers to authorize the airport manager to contact the attorney to determine if the airport has the legal authority to send the requested notices.

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

- b) Update regarding Tax Situation with Sand Creek Dairy - Tossava and Moyer-Cale reported on a discussion with the attorney regarding the property tax levied by Rutland Township on the property being mowed by Sand Creek Dairy. The attorney is working with the Airport Manager to rewrite the agreement so that it will not be subject to property tax.

9. **New Business.** None.

10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manger's Report. Anderson 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.

Shaw inquired regarding the recent posting for a citizen at large position on the airport commission.

13. **Adjournment.** Motion by Tossava, second by Smelker to adjourn at 4:55 p.m.

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

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

revstat.rpt  
09/06/2022 8:54AM  
Periods: 8 through 8

BARRY COUNTY  
8/1/2022 through 8/31/2022

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	7,772.50	113,609.80	36,390.20	75.74
000-609-050 OTHER	0.00	0.00	0.00	0.00	0.00
000-648-000 SALE OF GAS	150,000.00	31,237.95	140,493.05	9,506.95	93.66
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	15,490.00	26,787.73	-25,337.73	1847.43
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	315,450.00	54,500.45	293,890.58	21,559.42	93.17
Grand Total	315,450.00	54,500.45	293,890.58	21,559.42	93.17

Expenditure Status Report

BARRY COUNTY

8/1/2022 through 8/31/2022

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 CONTRACTUAL SALARIES	79,000.00	6,583.33	52,666.64	0.00	26,333.36	66.67
895-727-000 OFFICE SUPPLIES	600.00	0.00	191.98	0.00	408.02	32.00
895-729-000 POSTAGE	180.00	60.00	118.00	0.00	62.00	65.56
895-734-000 SALES TAX	4,000.00	645.20	2,396.67	0.00	1,603.33	59.92
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	500.00	147.95	258.70	0.00	241.30	51.74
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	745.99	7,552.58	0.00	3,447.42	68.66
895-925-000 TRASH PICKUP	750.00	50.00	400.00	0.00	350.00	53.33
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	787.61	0.00	1,712.39	31.50
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	0.00	1,432.18	0.00	1,567.82	47.74
895-960-000 MISCELLANEOUS EXPENSES	1,000.00	0.00	195.00	0.00	805.00	19.50
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	754.63	3,450.73	0.00	4,949.27	41.08
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	742.00	31,671.51	0.00	-26,671.51	633.43
895-979-010 GAS TANK	134,000.00	29,833.65	127,451.11	0.00	6,548.89	95.11
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total AIRPORT FUND</b>	<b>281,530.00</b>	<b>39,562.75</b>	<b>230,337.56</b>	<b>0.00</b>	<b>51,192.44</b>	<b>81.82</b>

**ACCUMULATED PAID LIST**  
 Period Ending 8/2022 Fiscal Period 8 Year 2022

**BARRY COUNTY**  
09/06/2022

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
<b>295 AIRPORT FUND</b>						
<b>895 AIRPORT</b>						
<b>295-895-708-000</b>						
041972	Aug 08/03/2022	295-895-708-000	AIRPORT	\$6,583.33	330918	08/04/2022
			<b>ACCOUNT TOTAL</b>	<b>6,583.33</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$6,583.33</b>		
041972	004283	295-895-729-000	AIRPORT/REIMBURSEMENT POSTAGE	\$60.00	331222	08/18/2022
			<b>ACCOUNT TOTAL</b>	<b>60.00</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$60.00</b>		
023425	2022/7 08/08/2022	295-895-734-000	STATE WITHHOLDING/900026055967	\$645.20	331128	08/11/2022
			<b>ACCOUNT TOTAL</b>	<b>645.20</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$645.20</b>		
034865	5059/1 08/16/2022	295-895-748-000	AIRPORT/SUPPLIES	\$147.95	331203	08/18/2022
			<b>ACCOUNT TOTAL</b>	<b>147.95</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$147.95</b>		
008300	017225268 08/10/2022	295-895-921-000	AIRPORT/GAS	\$30.00	331024	08/11/2022
014546	004279 08/16/2022	295-895-921-000	AIRPORT/ELEC	\$715.99	331195	08/18/2022
			<b>ACCOUNT TOTAL</b>	<b>745.99</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$745.99</b>		
051099	004258 08/10/2022	295-895-925-000	AIRPORT/JCOM0050	\$50.00	331070	08/11/2022
			<b>ACCOUNT TOTAL</b>	<b>50.00</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$50.00</b>		
005399	14504 08/22/2022	295-895-979-000	AIRPORT/INSTALL GUTTERS, DOWNS	\$742.00	331333	08/25/2022
			<b>ACCOUNT TOTAL</b>	<b>742.00</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$742.00</b>		
046076	017225268 08/16/2022	295-895-979-010	AIRPORT/GAS FOR RESALE	\$21,366.88	331159	08/18/2022
046076	017242810 08/22/2022	295-895-979-010	AIRPORT/JET FUEL 2187 GALS FOR RE	\$8,466.77	331328	08/25/2022
			<b>ACCOUNT TOTAL</b>	<b>29,833.65</b>		
			<b>DEPARTMENT TOTAL</b>	<b>\$29,833.65</b>		
			<b>FUND TOTAL</b>	<b>\$38,808.12</b>		

\$ 754.63  
\$ 39,562.75

Add bank or credit card fees

TOTAL