

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

**December 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 October 26, 2022 Regular Meeting.
7. Financial Report
 - A. *Consider approval of the November 2022 Financial Report.
8. Old Business
9. New Business
 - A. Tree clearing.
 - B. Airport license inspection.
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
October 26, 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, Smelker and Bowers.
Absent: Conner.
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda.

Motion by Tossava, second by Smelker to approve the agenda.

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

Motion carried.
5. **Limited Public Comment.** None.
6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the September 28, 2022 regular meeting of the Airport Commission.

Motion by Bowers, second by Tossava to approve the minutes of the September 28, 2022 regular meeting of the Airport Commission as presented.

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

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

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

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

Motion carried.
8. **Old Business.** None.
9. **New Business.** None.

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

11. **Board Comments.**

Motion by Tossava, second by Smelker to re-appoint Ron Holley to serve as the public at large representative on the Airport Commission for January 1, 2023 through December 31, 2023.

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

Motion by Tossava, second by Smelker to cancel the November 23, 2022 Airport Commission meeting due to it being the day before Thanksgiving.

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

12. **Limited Public Comment.** None.

13. **Adjournment.**

Motion by Smelker, second by Bowers to adjourn at 4:43 p.m.

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

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 11/1/2022 through 11/30/2022

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	9,267.50	148,855.70	1,144.30	99.24
000-609-050 OTHER	0.00	0.00	0.00	0.00	0.00
000-648-000 SALE OF GAS	150,000.00	21,182.94	205,788.07	-55,788.07	137.19
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	250.00	27,689.38	-26,239.38	1909.61
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	315,450.00	30,700.44	395,333.15	-79,883.15	125.32
Grand Total	315,450.00	30,700.44	395,333.15	-79,883.15	125.32

Expenditure Status Report
 BARRY COUNTY
 11/1/2022 through 11/30/2022

295 AIRPORT FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	72,416.63	0.00	6,583.37	91.67
895-727-000 OFFICE SUPPLIES	600.00	0.00	353.80	0.00	246.20	58.97
895-729-000 POSTAGE	180.00	0.00	118.00	0.00	62.00	65.56
895-734-000 SALES TAX	4,000.00	382.77	3,357.63	0.00	642.37	83.94
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	500.00	0.00	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	391.00	0.00	2,609.00	13.03
895-807-000 DUES-SUBSCRIPTIONS	1,000.00	50.00	100.00	0.00	900.00	10.00
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	7,489.60	0.00	-289.60	104.02
895-921-000 UTILITIES	11,000.00	763.76	9,782.10	0.00	1,217.90	88.93
895-925-000 TRASH PICKUP	750.00	55.00	565.00	0.00	185.00	75.33
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	1,192.46	0.00	1,307.54	47.70
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	0.00	2,213.28	0.00	786.72	73.78
895-960-000 MISCELLANEOUS EXPENSES	1,000.00	0.00	299.40	0.00	700.60	29.94
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	492.09	5,077.70	0.00	3,322.30	60.45
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	6,500.00	0.00	2,576.29	0.00	3,923.71	39.64
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	0.00	31,671.51	0.00	-26,671.51	633.43
895-979-010 GAS TANK	134,000.00	29,708.47	194,533.18	0.00	-60,533.18	145.17
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	281,530.00	38,035.42	333,526.53	0.00	-51,996.53	118.47

ACCUMULATED PAID LIST
 Period Ending 11/2022 Fiscal Period 11 Year 2022

BARRY COUNTY
 12/13/2022

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	Nov 11/02/2022	295-895-708-000	AIRPORT	\$6,583.33	332514	11/03/2022 C
			ACCOUNT TOTAL	6,583.33		
			DEPARTMENT TOTAL	\$6,583.33		
023425	2022/10 11/02/2022	295-895-734-000	STATE WITHHOLDING/386004836/10/21	\$382.77	332529	11/03/2022 C
			ACCOUNT TOTAL	382.77		
			DEPARTMENT TOTAL	\$382.77		
023395	591-11/04/2022	295-895-807-000	AIRPORT/LICENSE FEE MDOT ID#38-6	\$50.00	332532	11/03/2022 C
			ACCOUNT TOTAL	50.00		
			DEPARTMENT TOTAL	\$50.00		
008300	295-895-921-000	295-895-921-000	AIRPORT/GAS/100026751378	\$49.58	332629	11/10/2022 C
008300	295-895-921-000	295-895-921-000	AIRPORT	\$16.00	332732	11/17/2022 C
014546	004557 11/16/2022	295-895-921-000	AIRPORT/ENERGY	\$698.18	332751	11/17/2022 C
			ACCOUNT TOTAL	763.76		
			DEPARTMENT TOTAL	\$763.76		
051099	004547 11/15/2022	295-895-925-000	AIRPORT/NOV/ICOM0050	\$55.00	332764	11/17/2022
			ACCOUNT TOTAL	55.00		
			DEPARTMENT TOTAL	\$55.00		
046076	017687890 11/14/2022	295-895-979-010	AIRPORT/AVGAS	\$20,399.20	332713	11/17/2022 C
046076	017716969 11/22/2022	295-895-979-010	AIRPORT/JET A FUEL	\$9,309.27	332885	11/23/2022 C
			ACCOUNT TOTAL	29,708.47		
			DEPARTMENT TOTAL	\$29,708.47		
			FUND TOTAL	\$37,543.33		

Add Bank/credit card fees

492.09

\$38,035.42

TOTAL