

**AGENDA**  
**HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION**  
**REGULAR MEETING**  
**October 23, 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 September 25, 2019 Regular Meeting and October 3, 2019 Special Meeting of the Airport Commission.
7. Financial Reports
  - A. \*Consider approval of the September 2019 Financial Reports
8. Old Business
  - A. Update on Rules and Regulations and 30-Day Lease rewrite.
9. New Business
  - A. Reminder the November meeting will be held on Tuesday, November 26, 2019.
10. Airport Manager's Report
11. Board Comments
12. \*\* Limited Public Comment
13. Adjournment

\* Indicates Attachment

**\*\* Guidelines for Public Comment**

Public Comments 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  
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 27<sup>th</sup> which is the day before Thanksgiving. Conner suggested that the date be changed to Tuesday, November 26<sup>th</sup> instead.

Motion by Conner, second by Smelker to change the date of the November Airport Commission meeting to Tuesday, November 26<sup>th</sup> 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

**Hastings City/Barry County Airport Commission**

**Draft Special Meeting Minutes**

**October 3, 2019**

1. **Call to order.** The meeting was called to order by Chairperson Holley at 9:00 am.
2. **Pledge of Allegiance.** Holley led those present in the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Smelker, Bowers, Tossava, and Holley. Absent: Conner.
4. **Approval of the Agenda.** Holley asked for any additions or amendments to the agenda. None presented.

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

In favor: Smelker, Bowers, Tossava, and Holley

Opposed: None

Absent: Conner

5. **Limited Public Comment.**

None presented.

6. **New Business.** Holley asked for any new business.

- A. Discussion on new attorney for Airport.

Holley stated that at the last meeting it was discussed about getting a new attorney.

Noteboom stated that a donor is willing to pay attorney fees if the airport uses Warner, Norcross, and Judd. Also had a discussion with Valerie Brader from Riveroak Law Group. Brader specializes with FOIA and contracts and is willing to work hourly or for a flat rate.

Holley asked for any other suggestions.

Noteboom added that the donor has stated cost will be covered for both attorneys.

Motion by Tossava, second by Smelker to utilize both Warner, Norcross, and Judd and Valerie Brader from Riveroak Law Group.

In favor: Smelker, Bowers, Tossava, and Holley

Opposed: None  
Absent: Conner

**7. Board Comment.**

None presented

**8. Limited Public Comment.**

None presented

**9. Adjournment.** Motion by Tossava, second by Smelker to adjourn at 9:06 am.

Motion carried

Submitted by Jerry Czarnecki, Administrative Secretary



Revenue Status Report

BARRY COUNTY  
 9/1/2019 through 9/30/2019

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	8,973.30	115,093.45	14,906.55	88.53
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	15,929.54	131,219.50	51,564.50	71.79
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	30,575.00	33,445.08	-29,945.08	955.57
000-679-010 MISC REIMBURSEMENT	0.00	126.81	472.36	-472.36	0.00
Total AIRPORT FUND	317,284.00	55,604.65	280,230.39	37,053.61	88.32
Grand Total	317,284.00	55,604.65	280,230.39	37,053.61	88.32

**Expenditure Status Report**

BARRY COUNTY  
 9/1/2019 through 9/30/2019

**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	59,249.97	0.00	19,750.03	75.00
895-727-000 OFFICE SUPPLIES	550.00	0.00	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	469.00	2,774.00	0.00	7,426.00	27.20
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	400.00	0.00	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	3,389.15	0.00	-2,889.15	677.83
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	141.70	1,260.90	0.00	419.10	75.05
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	897.55	9,177.55	0.00	822.45	91.78
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	635.96	0.00	1,864.04	25.44
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	422.84	3,051.53	0.00	-51.53	101.72
895-960-000 MISCELLANEOUS EXPENSES	500.00	793.76	887.72	0.00	-387.72	177.54
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	528.78	4,068.84	0.00	4,331.16	48.44
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	1,624.56	0.00	1,875.44	46.42
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	9,524.00	0.00	-1,331.93	0.00	10,855.93	13.98
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	7,000.00	1,150.00	45,385.34	0.00	-38,385.34	648.36
895-979-010 GAS TANK	154,000.00	14,838.66	115,177.26	0.00	38,822.74	74.79
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total AIRPORT FUND</b>	<b>303,334.00</b>	<b>25,825.62</b>	<b>247,554.97</b>	<b>0.00</b>	<b>55,779.03</b>	<b>81.61</b>

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	NOTEBOOM CONSTRUCTION &, MANAGEM	152 09/04/2019	295-895-708-000	AIRPORT/SEPTEMBER	\$6,583.33	311694 09/05/2019 C
				<b>ACCOUNT TOTAL</b>	<b>6,583.33</b>	
				<b>DEPARTMENT TOTAL</b>	<b>\$6,583.33</b>	
023425	STATE OF MICHIGAN	2019/8 09/04/2019	295-895-734-000	AIRPORT/STATE WITHHOLDING/AUG	\$494.05	311714 09/05/2019 C
				<b>ACCOUNT TOTAL</b>	<b>494.05</b>	
				<b>DEPARTMENT TOTAL</b>	<b>\$494.05</b>	(less \$25.05 journal entry total -- see attached detail)
023000	AT&T	160 09/04/2019	295-895-851-000	AIRPORT	\$141.70	311617 09/05/2019 C
				<b>ACCOUNT TOTAL</b>	<b>141.70</b>	
				<b>DEPARTMENT TOTAL</b>	<b>\$141.70</b>	
051099	JIM'S PICKUP SERVICE	200061 09/10/2019	295-895-921-000	AIRPORT/SEPTEMBER	\$50.00	311842 09/12/2019 C
008300	CONSUMERS ENERGY, PAYMENT CENTE	05811443580 09/17/2019	295-895-921-000	AIRPORT	\$14.55	311931 09/19/2019 C
014546	GREAT LAKES ENERGY	200097 09/17/2019	295-895-921-000	AIRPORT	\$833.00	311942 09/19/2019 C
				<b>ACCOUNT TOTAL</b>	<b>897.55</b>	
				<b>DEPARTMENT TOTAL</b>	<b>\$897.55</b>	
034865	HASTINGS ACE HARDWARE	1823860 09/04/2019	295-895-932-000	AIRPORT/PAINT	\$21.98	311676 09/05/2019 C
034865	HASTINGS ACE HARDWARE	1825388 09/04/2019	295-895-932-000	AIRPORT/PAINT	\$29.99	311676 09/05/2019 C
024748	HASTINGS AUTO SUPPLY	015169 09/18/2019	295-895-932-000	AIRPORT/ 2 - ANTIFREEZE	\$17.98	311948 09/19/2019 C
049696	QT POD	77576 09/17/2019	295-895-932-000	AIRPORT/12 THERMAL PAPER ROLLS	\$90.03	311981 09/19/2019 C
048744	TRACTOR SUPPLY CO., HASTINGS AIRPORT	826983 09/17/2019	295-895-932-000	AIRPORT/15W40 FLEET, 5 GALLON	\$35.99	311995 09/19/2019 C
044500	ANDERSON, MARK	015509 09/24/2019	295-895-932-000	AIRPORT- HOSES/CLAMPS/COUPLER	\$9.74	312086 09/26/2019
022550	MAPLE VALLEY IMPLEMENT INC	1928776 09/24/2019	295-895-932-000	AIRPORT/REMANUFACTURED SEALS	\$190.16	312121 09/26/2019 C
048744	TRACTOR SUPPLY CO., HASTINGS AIRPORT	826045 09/24/2019	295-895-932-000	AIRPORT/ 3 5W30 5QT	\$26.97	312151 09/26/2019
				<b>ACCOUNT TOTAL</b>	<b>422.84</b>	
				<b>DEPARTMENT TOTAL</b>	<b>\$422.84</b>	
015400	HASTINGS BANNER	301476 09/10/2019	295-895-960-000	AIRPORT/BIDS FOR TRACTOR	\$53.76	311836 09/12/2019 C
053718	MAKLEY, BOB	200108 09/24/2019	295-895-960-000	AIRPORT/REFUND 4 MOS. HANGAR R	\$740.00	312120 09/26/2019
				<b>ACCOUNT TOTAL</b>	<b>793.76</b>	
				<b>DEPARTMENT TOTAL</b>	<b>\$793.76</b>	
046736	STATE OF MICHIGAN, OFFICE OF AERONAU	2019-8-28 09/10/2019	295-895-979-000	AIRPORT/23 RUNWAY CONES	\$1,150.00	311882 09/12/2019 C
				<b>ACCOUNT TOTAL</b>	<b>1,150.00</b>	
				<b>DEPARTMENT TOTAL</b>	<b>\$1,150.00</b>	

ACCUMULATED PAID LIST  
Period Ending 9/2019 Fiscal Period 9 Year 2019

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date	
<b>295 AIRPORT FUND</b>							
<b>895 AIRPORT</b>							
<b>295-895-979-010</b>							
046076	AVFUEL CORP.	012615171	09/10/2019	295-895-979-010	AIRPORT/AVIATION GASOLINE	\$14,838.66	311800 09/12/2019 C
						<b>ACCOUNT TOTAL</b>	<b>14,838.66</b>
						<b>DEPARTMENT TOTAL</b>	<b>\$14,838.66</b>
						<b>FUND TOTAL</b>	<b>\$25,321.89</b>
						Add Bank/credit card fees	\$528.78
						Less sales tax journal entries	<u>-25.05</u>
						<b>TOTAL</b>	<b>\$25,825.62</b>

Expenditure Detail Report

BARRY COUNTY  
 09/01/2019 through 09/30/2019

295 AIRPORT FUND

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
895 AIRPORT						
895-734-000 SALES TAX	10,200.00	0.00	2,305.00	0.00	7,895.00	22.60
9/4/2019 ap inv IN 2019/8		494.05				
9/12/2019 genjml GJ JE # 9-78		-20.18				
9/25/2019 r CR 77510		-4.87				
895-734-000 SALES TAX	10,200.00	469.00	2,774.00	0.00	7,426.00	27.20
Total AIRPORT FUND	10,200.00	469.00	2,774.00	0.00	7,426.00	27.20
Grand Total	10,200.00	469.00	2,774.00	0.00	7,426.00	27.20