

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
November 26, 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 October 23, 2019 Regular Meeting and October 23, 2019 Closed Session Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the October 2019 Financial Reports
8. Old Business
 - A. Update on Rules and Regulations and 30-Day Lease rewrite.
9. New Business
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
October 23, 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 and Tossava. Absent: None.
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. Noteboom requested the addition of

- Approval of attorney to work on Airport FOIA appeal (9.B.)
- Approval to set payments and retainer fees to not exceed \$30,000 and pass on to Barry County Board of Commissioners and Hastings City Council (9.C.)
- Discussion about computer equipment and County e-mails for Airport Manager and Assistant Manager. (9.D.)
- Closed session under MCL 15.268(h) to discuss Attorney/Client Privileged information regarding FOIA appeal (9.E.)

Motion by Tossava, second by Conner to approve the agenda for today's meeting including the additions as requested.

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

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 September 25, 2019 regular meeting and October 3, 2019 special meeting of the Airport Commission.

Motion by Bowers, second by Tossava to approve the minutes of the September 25, 2019 regular meeting and October 3, 2019 special meeting of the Airport Commission.

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

Absent: None.

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the September 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 Smelker, second by Conner to approve the September 2019 Airport Fund financial reports.

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

Opposed: None.

Absent: None.

Motion carried.

8. **Old Business.** Noteboom stated that the Rules and Regulations and 30-Day Lease are being reviewed by attorneys.

Noteboom requested that another firm be added to the approved list of attorneys that the Airport can use in legal matters. Warner, Norcross & Judd had recommended Honigman LLP out of Kalamazoo as a firm that could be used for FOIA related legal issues.

Motion by Tossava, second by Smelker to add Honigman LLP to the list of attorneys that are acceptable to use for legal matters.

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

Opposed: None.

Absent: None.

Motion carried.

Noteboom requested that the Airport Commission make a recommendation to allow payments of up to \$30,000 for payment of legal fees and retainer fees. This recommendation would need to be passed to the Barry County Board of Commissioners and Hastings City Council for approval.

Motion by Tossava, second by Smelker to recommend the payments of up to \$30,000 for payment of legal fees and retainer fees.

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

Opposed: None.

Absent: None.

Motion carried.

Noteboom requested that a computer and related equipment and a County email be provided for the Airport Manager and Assistant Airport Manager. Brown stated

that this will be investigated to see if it is possible and does not effect the contractor relationship.

Motion by Tossava, second by Smelker to enter into closed session under MCL 15.268(h) to discuss Attorney/Client privileged information regarding FOIA appeal at 4:50pm.

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

Opposed: None.

Absent: None.

Motion carried.

Returned to open session at 5:17pm.

Motion by Smelker, second by Tossava to take the recommendation of Warner, Norcross, & Judd to utilize Honigan LLP to handle the FOIA appeal.

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

Opposed: None.

Absent: None.

Motion carried.

9. **New Business.** Airport Commission was reminded that the November meeting will be held on Tuesday November 26, 2019 at 4:30pm. Note the change of day.
10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manger's Report for October 2019. Noteboom presented and explained the Airport Manager's report for October 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. No comments were forwarded from the public.
13. **Adjournment.** Motion by Bowers, second by Smelker to adjourn at 5:21 p.m.

Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 10/1/2019 through 10/31/2019

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	20,896.90	135,990.35	-5,990.35	104.61
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	21,615.82	152,835.32	29,948.68	83.62
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	0.00	33,445.08	-29,945.08	955.57
000-679-010 MISC REIMBURSEMENT	0.00	0.00	472.36	-472.36	0.00
Total AIRPORT FUND	317,284.00	42,512.72	322,743.11	-5,459.11	101.72
Grand Total	317,284.00	42,512.72	322,743.11	-5,459.11	101.72

Expenditure Status Report

BARRY COUNTY
 10/1/2019 through 10/31/2019

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	65,833.30	0.00	13,166.70	83.33
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	279.98	3,053.98	0.00	7,146.02	29.94
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	400.00	24.54	323.85	0.00	76.15	80.96
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	50.00	86.00	0.00	-36.00	172.00
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	140.50	1,401.40	0.00	278.60	83.42
895-910-000 INSURANCE	6,600.00	3,481.00	4,800.45	0.00	1,799.55	72.73
895-921-000 UTILITIES	10,000.00	849.07	10,026.62	0.00	-26.62	100.27
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	65.52	701.48	0.00	1,798.52	28.06
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	49.87	3,101.40	0.00	-101.40	103.38
895-960-000 MISCELLANEOUS EXPENSES	500.00	53.76	941.48	0.00	-441.48	188.30
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	789.35	4,858.19	0.00	3,541.81	57.84
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	0.00	45,385.34	0.00	-38,385.34	648.36
895-979-010 GAS TANK	154,000.00	11,981.33	127,158.59	0.00	26,841.41	82.57
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	303,334.00	24,348.25	271,903.22	0.00	31,430.78	89.64

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	201246	10/02/2019	295-895-708-000	AIRPORT/OCTOBER	\$6,583.33	312224	10/03/2019	C
					ACCOUNT TOTAL	6,583.33			
					DEPARTMENT TOTAL	\$6,583.33			
023425	STATE OF MICHIGAN	2019/9-A	10/02/2019	295-895-734-000	AIRPORT/FUEL- CONF#300015609327	\$279.98	312237	10/03/2019	C
					ACCOUNT TOTAL	279.98			
					DEPARTMENT TOTAL	\$279.98			
041972	NOTEBOOM CONSTRUCTION &, MANAGEM	201247	10/02/2019	295-895-748-000	AIRPORT/MENARD'S PURCHASES	\$24.54	312224	10/03/2019	C
					ACCOUNT TOTAL	24.54			
					DEPARTMENT TOTAL	\$24.54			
023395	STATE OF MICHIGAN, MDOT	591-10431695	10/02/2019	295-895-807-000	AIRPORT/LICENSE FEE	\$50.00	312239	10/03/2019	C
					ACCOUNT TOTAL	50.00			
					DEPARTMENT TOTAL	\$50.00			
023000	AT&T	269945555009-H	10/02/2019	295-895-851-000	AIRPORT	\$140.50	312164	10/03/2019	C
					ACCOUNT TOTAL	140.50			
					DEPARTMENT TOTAL	\$140.50			
007500	CITY OF HASTINGS	1012669	10/02/2019	295-895-910-000	AIRPORT/REIMBURSE MML INSURAN	\$3,481.00	312181	10/03/2019	C
					ACCOUNT TOTAL	3,481.00			
					DEPARTMENT TOTAL	\$3,481.00			
051099	JIM'S PICKUP SERVICE	201303	10/15/2019	295-895-921-000	AIRPORT/OCTOBER	\$50.00	312504	10/17/2019	C
008300	CONSUMERS ENERGY, PAYMENT CENTE	06612246615	10/21/2019	295-895-921-000	AIRPORT/GAS CHARGES	\$15.04	312673	10/24/2019	C
014546	GREAT LAKES ENERGY	201410	10/21/2019	295-895-921-000	AIRPORT	\$784.03	312692	10/24/2019	C
					ACCOUNT TOTAL	849.07			
					DEPARTMENT TOTAL	\$849.07			
041972	NOTEBOOM CONSTRUCTION &, MANAGEM	201247	10/02/2019	295-895-931-000	AIRPORT/MENARD'S PURCHASES	\$65.52	312224	10/03/2019	C
					ACCOUNT TOTAL	65.52			
					DEPARTMENT TOTAL	\$65.52			
034865	HASTINGS ACE HARDWARE	1849345	10/15/2019	295-895-932-000	AIRPORT/3 PLEATED AIR FILTERS	\$9.98	312492	10/17/2019	C
024748	HASTINGS AUTO SUPPLY	18314	10/30/2019	295-895-932-000	AIRPORT/SERPENTINE BELT	\$39.89	312819	10/31/2019	C
					ACCOUNT TOTAL	49.87			
					DEPARTMENT TOTAL	\$49.87			

ACCUMULATED PAID LIST
Period Ending 10/2019 Fiscal Period 10 Year 2019

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
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295 AIRPORT FUND

895 AIRPORT
295-895-960-000

015400	HASTINGS BANNER	305912	10/15/2019	295-895-960-000	AIRPORT/BIDS FOR TRACTOR	\$53.76	312494	10/17/2019	C
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ACCOUNT TOTAL 53.76

DEPARTMENT TOTAL \$53.76

046076	AVFUEL CORP.	012710495	10/08/2019	295-895-979-010	AIRPORT/JET FUEL	\$5,904.36	312321	10/10/2019	C
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046076	AVFUEL CORP.	012799707	10/29/2019	295-895-979-010	AIRPORT/JET A FUEL	\$6,076.97	312764	10/31/2019	
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ACCOUNT TOTAL 11,981.33

DEPARTMENT TOTAL \$11,981.33

FUND TOTAL \$23,558.90

Add Bank/credit card fees

TOTAL	\$24,348.25
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