

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
July 22, 2020

1. Call to Order at 10:00 a.m. at the Airport Hanger M (located Northwest of Terminal).
2. Pledge of Allegiance
3. Roll Call
4. *Approval of Agenda
5. **Limited Public Comment
6. *Approval of the minutes of the June 24, 2020 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the June 2020 Financial Report.
8. Old Business
 - A. Lease for Affordable Metals
 - B. Discuss Fencing for the Airport
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
June 24, 2020

1. **Call to Order.** The meeting was called to order by Chairperson Holley at 10:00 a.m. in Hanger M
2. **Pledge of Allegiance.** Holley led those present in the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Smelker, Conner, Bowers, Tossava, and Holley. Absent: None.

4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. None presented.

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

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

Motion carried.

5. **Limited Public Comment.** None forwarded.

6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the April 22, 2020 regular meeting of the Airport Commission.

Motion by Bowers, second by Smelker to approve the minutes of the April 22, 2020 regular meeting of the Airport Commission.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the April and May 2020 Airport Fund financial report.

Motion by Smelker, second by Conner to accept and place on file the financial reports for April and May 2020.

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

Motion carried.

8. **Old Business.**

A. Lease for Affordable Metals.

The current lease is planned to expire in 18 months. Holley suggested allowing an extension to the expiration because owner is planned to be deployed. Tossava agreed. Bowers asked why this is being requested and believes the expiration should not be changed. Conner stated that the planned deployment will be almost a year after the expiration was put in place and wondered if the owner requested the extension. Noteboom noted that the tenant has asked for the extension because he was going to have to find a location to build a new building.

Bowers commented that nothing should change with the lease, because it has already been voted on. Tossava noted that Lansing had not accepted the changes to the lease yet. Noteboom noted that it is delayed because of additional complaints by Mr. Cordova. The State may be tying the two things together.

Bowers stated that he feels it is illegal for the business to lease and the extension should not be changed. Noteboom read a section from the grant assurance to show it was not illegal. Noteboom stated that he feels Bowers is making this personal.

Noteboom noted that there was a complaint about the lease in 2018 to the Board. Complainant dropped the complaint. The Board and MDOT knew about the lease, and MDOT does not have an issue. Then another complaint was brought up and wrote the letter to have the lease end in three years (Board reduced to 18 months).

Bowers made a statement that he never knew business was coming in. Noteboom stated that the Board knew. Bowers accused Noteboom of only giving half the information.

Smelker stated that he no way wanted to put anyone out that is being called to active duty. Could the tenant provide a letter requesting the extension?

Motion by Tossava, support by Smelker, to revisit the extension of Affordable Metal's lease next meeting provided there is a written request.

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

Motion carried.

B. Holley wanted revisit comments made at the last meeting by Matt Spencer.

It was noted that all information regarding leasing is located on the Barry County website.

Noteboom noted that the Board agreed to negotiate on leases depending on company. Smelker asked if it was different for non-aviation businesses. Noteboom stated that is recommended to be 3 times the regular rate.

Bowers asked who is being sued? Holley stated that it is Barry County and the Airport. Conner clarified that the lawsuit regards FOIA not this discussion.

9. **New Business.** Holley introduced new business.

A. Holley opened the bids for new tractor.

Greenmark \$187,712 w/ trade-in no Buy America or flashdrive

Bader & sons \$187,025.38 w/ trade in Buy America & flashdrive

Motion by Tossava, support by Smelker, to accept Bader & Sons bid.

Noteboom noted that no money spent from Airport because of COVID relief.

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

Opposed: None.

Motion carried

Noteboom noted that this now needs to go to the State for review.

B. Noteboom noted that the Airport was eligible for \$30,000 Cares Act Grant. Contracted needed to be signed by Board Chair and executed so it could go to the state for review.

Conner requested information about the application and requirements. Holley noted that it was required to be dealt with immediately.

C. Noteboom called a fencing company to look into Deer Fencing. Received a quote for \$95,000. If the State it \$300,000. If MDOT handles and Airport installs will cost \$120,000. But has to meet required specifications. Conner asked what was meant by specifications. Noteboom stated that must show wildlife preservation.

Conner asked about deer permits. Noteboom responded and will get number of permits left and requirements.

Motion by Tossava, support by Smelker, to instruct Airport Manager to get more information about fencing.

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

Opposed: None.

Motion carried

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.** Holley asked for additional comments from the Airport Commission.

None forwarded.

12. **Limited Public Comment.** Holley asked for limited comment from the public.

Randy VanLiere dumbfounded that MDOT is okay with business. May 11th letter states that Airport is not consistent and corrective action plan is required. Noteboom noted that VanLiere was not reading it correctly. VanLiere stated that he had a copy of the letter.

Luis Shaw stated there are a lot of close calls with deer on the runway. \$95,000 is very cheap compared to plane damage. Asked to consider a different location for gate than the front entrance.

13. **Adjournment.** Motion by Tossave, second by Smelker to adjourn at 11:15 a.m.

Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 6/1/2020 through 6/30/2020

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	11,457.30	81,462.30	48,537.70	62.66
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	14,353.70	58,969.40	123,814.60	32.26
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	4,000.00	10,853.97	-7,353.97	310.11
000-679-010 MISC REIMBURSEMENT	0.00	0.00	26.97	-26.97	0.00
Total AIRPORT FUND	317,284.00	29,811.00	151,312.64	165,971.36	47.69
Grand Total	317,284.00	29,811.00	151,312.64	165,971.36	47.69

Expenditure Status Report

BARRY COUNTY
 6/1/2020 through 6/30/2020

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	39,499.98	0.00	39,500.02	50.00
895-727-000 OFFICE SUPPLIES	550.00	0.00	101.39	0.00	448.61	18.43
895-729-000 POSTAGE	180.00	0.00	165.00	0.00	15.00	91.67
895-734-000 SALES TAX	10,200.00	371.40	1,563.22	0.00	8,636.78	15.33
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	259.00	0.00	141.00	64.75
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	615.00	20,466.86	0.00	-19,966.86	4,093.37
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	985.00	0.00	-935.00	1,970.00
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	0.00	281.13	0.00	1,398.87	16.73
895-910-000 INSURANCE	6,600.00	0.00	1,554.35	0.00	5,045.65	23.55
895-921-000 UTILITIES	10,000.00	704.09	5,803.71	0.00	4,196.29	58.04
895-925-000 TRASH PICKUP	700.00	50.00	300.00	0.00	400.00	42.86
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	114.44	176.44	0.00	2,323.56	7.06
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	0.00	2,229.84	0.00	770.16	74.33
895-960-000 MISCELLANEOUS EXPENSES	500.00	70.47	162.41	0.00	337.59	32.48
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	368.45	1,526.20	0.00	6,873.80	18.17
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	0.00	0.00	3,500.00	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	3,500.00	0.00	0.00	0.00	3,500.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	3,000.00	-7,855.93	-7,855.93	0.00	10,855.93	261.86
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	7,000.00	0.00	0.00	0.00	7,000.00	0.00
895-979-010 GAS TANK	154,000.00	21,781.32	67,696.41	0.00	86,303.59	43.96
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	296,810.00	22,802.57	134,915.01	0.00	161,894.99	45.46

Expenditure Detail Report

BARRY COUNTY
 06/01/2020 through 06/30/2020

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	0.00	32,916.65	0.00	46,083.35	41.67
6/2/2020 ap inv IN 1183		6,583.33				
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	39,499.98	0.00	39,500.02	50.00
895-727-000 OFFICE SUPPLIES	550.00	0.00	101.39	0.00	448.61	18.43
895-729-000 POSTAGE	180.00	0.00	165.00	0.00	15.00	91.67
895-734-000 SALES TAX	10,200.00	0.00	1,191.82	0.00	9,008.18	11.68
6/3/2020 ap inv IN 2020/5		371.40				
895-734-000 SALES TAX	10,200.00	371.40	1,563.22	0.00	8,636.78	15.33
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	259.00	0.00	141.00	64.75
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	19,851.86	0.00	-19,351.86	3970.37
6/10/2020 ap inv IN 1579151		6,745.00				
6/24/2020 genjrl GJ JE # 6-165		-6,130.00				
895-806-000 LEGAL FEES	500.00	615.00	20,466.86	0.00	-19,966.86	4093.37
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	985.00	0.00	-935.00	1970.00
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	0.00	281.13	0.00	1,398.87	16.73
895-910-000 INSURANCE	6,600.00	0.00	1,554.35	0.00	5,045.65	23.55
895-921-000 UTILITIES	10,000.00	0.00	5,099.62	0.00	4,900.38	51.00
6/15/2020 ap inv IN 203765045437		22.55				
6/17/2020 ap inv IN 1260		681.54				
895-921-000 UTILITIES	10,000.00	704.09	5,803.71	0.00	4,196.29	58.04
895-925-000 TRASH PICKUP	700.00	0.00	250.00	0.00	450.00	35.71
6/10/2020 ap inv IN 1203		50.00				
895-925-000 TRASH PICKUP	700.00	50.00	300.00	0.00	400.00	42.86
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	62.00	0.00	2,438.00	2.48
6/16/2020 ap inv IN 1246		114.44				

Expenditure Detail Report

BARRY COUNTY
 06/01/2020 through 06/30/2020

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>
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	114.44	176.44	0.00	2,323.56	7.06
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	0.00	2,229.84	0.00	770.16	74.33
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	91.94	0.00	408.06	18.39
6/9/2020 ap inv IN 334014		70.47				
895-960-000 MISCELLANEOUS EXPENSES	500.00	70.47	162.41	0.00	337.59	32.48
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	0.00	1,157.75	0.00	7,242.25	13.78
6/2/2020 genjrnل GJ JE # 6-9		15.17				
6/5/2020 genjrnل GJ JE # 6-31		43.33				
6/9/2020 genjrnل GJ JE # 6-41		36.10				
6/12/2020 genjrnل GJ JE # 6-68		39.36				
6/16/2020 genjrnل GJ JE # 6-81		97.08				
6/19/2020 genjrnل GJ JE # 6-129		42.45				
6/23/2020 genjrnل GJ JE # 6-154		38.02				
6/26/2020 genjrnل GJ JE # 6-178		41.54				
6/30/2020 genjrnل GJ JE # 6-198		15.40				
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	368.45	1,526.20	0.00	6,873.80	18.17
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	0.00	0.00	3,500.00	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	3,500.00	0.00	0.00	0.00	3,500.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0.00
6/24/2020 genjrnل GJ JE # 6-165		-7,855.93				
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	3,000.00	-7,855.93	-7,855.93	0.00	10,855.93	-261.86
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	7,000.00	0.00	0.00	0.00	7,000.00	0.00
895-979-010 GAS TANK	154,000.00	0.00	45,915.09	0.00	108,084.91	29.81
6/8/2020 ap inv IN 013569954		24,561.61				
6/16/2020 ap inv IN 013602637		3,967.66				
6/24/2020 genjrnل GJ JE # 6-165		-6,747.95				
895-979-010 GAS TANK	154,000.00	21,781.32	67,696.41	0.00	86,303.59	43.96
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	296,810.00	22,802.57	134,915.01	0.00	161,894.99	45.46

Expenditure Detail Report

BARRY COUNTY
06/01/2020 through 06/30/2020

Grand Total	296,810.00	22,802.57	134,915.01	0.00	161,894.99	45.46
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