

**AGENDA**  
**HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION**  
**REGULAR MEETING**  
**August 26, 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 July 22, 2020 Regular Meeting and August 10, 2020 Special Meeting of the Airport Commission.
7. Financial Reports
  - A. \*Consider approval of the July 2020 Financial Report.
8. Old Business
  - A. 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**  
**July 22, 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. Noteboom requested a closed session under MCL 15.268(h) be added to discuss material exempt from discussion or disclosure.

Motion by Tossava, second by Conner to approve the agenda with addition 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 June 24, 2020 regular meeting of the Airport Commission.

Motion by Conner, second by Smelker to approve the minutes of the June 24, 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 June 2020 Airport Fund financial report.

Michael Brown summarized, will follow up because did not contain correct detail report for the month of June.

Motion by Smelker, second by CTossava to accept and place on file the financial report for June 2020.

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

Motion carried.

8. **Closed Session.**

Motion by Tossava, second by Bowers, to enter into closed session under MCL 15.268(h) at 10:03am.

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

Motion carried.

Returned to open session at 10:39am.

9. **Old Business.**

A. Holley introduced Lease for Affordable Metals.

Motion by Bowers, support by Tossava, to keep with current agreement until deployment of the owner of Affordable Metals and then allow 18 months upon return.

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

Motion carried.

B. Holley introduced discussion on fencing for the Airport.

Noteboom presented one quote, but still waiting for engineering. Recommended putting fencing into 5-year plan and complete next year with grant money.

Smelker stated that the fence needs to be completed for safety.

Conner asked about the current 5-year plan. Noteboom stated that the next planned project was new gates and fencing by the terminal. Proposed project would replace. Engineering is already working on quote.

Smelker stated okay with putting on 5-year plan.

Conner asked if the fence will meet DNR requirements. Noteboom noted that this is the same fence used at other airports so meets MDOT and FAA regulations.

Noteboom will work to get a letter stating that the Airport will be reimbursed.

Motion by Tossava, second by Smelker, to move ahead with the fence quote and try to get guarantee of reimbursement.

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

Motion carried.

10. **New Business.** Holley noted no new business.

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

12. **Board Comments.** Holley asked for additional comments from the Airport Commission.

Smelker wants to discuss fund balance and set up an account for building maintenance. Especially ones that will be reverting to the Airport because some will be 30 years old. Noteboom stated that the buildings will be up to code before they revert.

13. **Limited Public Comment.** None forwarded.

14. **Adjournment.** Motion by Tossave, second by Smelker to adjourn at 11:02 a.m.

Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

**Hastings City / Barry County Airport Commission**  
**Draft Meeting Minutes**  
**August 10, 2020 Special Meeting**

1. **Call to Order.** The meeting was called to order by Vice-Chair Bowers at 10:00 a.m. in Hanger M
2. **Pledge of Allegiance.** Bowers led those present in the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Smelker, Conner, Bowers, and Tossava. Absent: Holley.
4. **Approval of Agenda.** Bowers asked for any additions or amendments to the agenda. None forwarded.

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

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

Opposed: None.

Absent: Holley

Motion carried.

5. **New Business.**

- A. Bowers introduced the request for approval of the contract for the tractor with MDOT. Noteboom noted the Airport will have to contribute \$3,077 toward the purchase. The reason for the special meeting was to approve this contract and update the resolution authorizing the Chair to sign contracts. Did not want to wait until the meeting at the end of the month.

Motion by Tossava, second by Smelker to approve the contract for the tractor with MDOT.

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

Opposed: None.

Absent: Holley

Motion carried.

- B. Bowers introduced the request for approval of resolution to authorize the chairperson to sign contracts on behalf of the Airport Commission.

Motion by Smelker, second by Conner to approve the resolution authorizing the chairperson to sign contracts.

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

Opposed: None.

Absent: Holley

Motion carried.

6. **Board Comments.** Bowers asked for additional comments from the Airport Commission. None forwarded.
7. **Limited Public Comment.** None forwarded.
8. **Adjournment.** Motion by Tossava, second by Smelker to adjourn at 10:05 a.m.  
Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

Revenue Status Report

BARRY COUNTY  
 7/1/2020 through 7/31/2020

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					
000-553-000 STATE GRANT	0.00	30,000.00	30,000.00	-30,000.00	0.00
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	15,156.90	96,619.20	33,380.80	74.32
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	15,919.63	74,889.03	107,894.97	40.97
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	0.00	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	61,076.53	212,389.17	104,894.83	66.94
Grand Total	317,284.00	61,076.53	212,389.17	104,894.83	66.94

**Expenditure Status Report**

BARRY COUNTY  
 7/1/2020 through 7/31/2020

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	46,083.31	0.00	32,916.69	58.33
895-727-000 OFFICE SUPPLIES	550.00	60.92	162.31	0.00	387.69	29.51
895-729-000 POSTAGE	180.00	0.00	165.00	0.00	15.00	91.67
895-734-000 SALES TAX	10,200.00	727.90	2,291.12	0.00	7,908.88	22.46
895-745-000 GAS & OIL	300.00	158.26	158.26	0.00	141.74	52.75
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	2,945.00	23,411.86	0.00	-22,911.86	4,682.37
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	748.31	6,552.02	0.00	3,447.98	65.52
895-925-000 TRASH PICKUP	700.00	50.00	350.00	0.00	350.00	50.00
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	423.83	600.27	0.00	1,899.73	24.01
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	162.41	0.00	337.59	32.48
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	419.47	1,945.67	0.00	6,454.33	23.16
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	-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	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
<b>Total AIRPORT FUND</b>	<b>296,810.00</b>	<b>12,117.02</b>	<b>147,032.03</b>	<b>0.00</b>	<b>149,777.97</b>	<b>49.54</b>



ACCUMULATED PAID LIST  
Period Ending 7/2020 Fiscal Period 7 Year 2020

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	1279 07/01/2020	295-895-708-000	AIRPORT/JULY	\$6,583.33	317069	07/02/2020 C
				<b>ACCOUNT TOTAL</b>	<b>6,583.33</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$6,583.33</b>		
044500	ANDERSON, MARK	1404 07/29/2020	295-895-727-000	AIRPORT/REIMBURSEMENT	\$52.99	317476	07/30/2020
041972	NOTEBOOM CONSTRUCTION &, MANAGEM	1391 07/28/2020	295-895-727-000	AIRPORT/REIMBURSEMENT	\$7.93	317534	07/30/2020
				<b>ACCOUNT TOTAL</b>	<b>60.92</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$60.92</b>		
023425	STATE OF MICHIGAN	2020/6 07/06/2020	295-895-734-000	COUNTY OF BARRY/STATE WITHHOL	\$481.74	317173	07/09/2020 C
023425	STATE OF MICHIGAN	VASLEOG 07/07/2020	295-895-734-000	AIRPORT/MI SALES TAX DUE JANUAF	\$246.16	317173	07/09/2020 C
				<b>ACCOUNT TOTAL</b>	<b>727.90</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$727.90</b>		
054215	T & J AVIATION	71194 07/06/2020	295-895-745-000	AIRPORT/OIL TO SELL TO PILOTS	\$158.26	317180	07/09/2020 C
				<b>ACCOUNT TOTAL</b>	<b>158.26</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$158.26</b>		
053876	HONIGMAN LLP	158155 07/15/2020	295-895-806-000	AIRPORT/MATTER#457258 FOIA	\$1,235.00	317299	07/16/2020 C
053876	HONIGMAN LLP	158156 07/15/2020	295-895-806-000	AIRPORT/MATTER#458482 GENERAL I	\$1,710.00	317299	07/16/2020 C
				<b>ACCOUNT TOTAL</b>	<b>2,945.00</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$2,945.00</b>		
008300	CONSUMERS ENERGY, PAYMENT CENTR	2020/6 07/14/2020	295-895-921-000	AIRPORT/GAS CHARGES	\$14.00	317276	07/16/2020 C
014546	GREAT LAKES ENERGY	1376 07/20/2020	295-895-921-000	AIRPORT/ENERGY USE	\$734.31	317371	07/23/2020 C
				<b>ACCOUNT TOTAL</b>	<b>748.31</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$748.31</b>		
051099	JIM'S PICKUP SERVICE	1339 07/08/2020	295-895-925-000	AIRPORT/TRASH PICKUP / JCOM0050	\$50.00	317145	07/09/2020 C
				<b>ACCOUNT TOTAL</b>	<b>50.00</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$50.00</b>		
053616	TURBINE CONVERSIONS LTD.	31-2121 07/01/2020	295-895-931-000	AIRPORT/DOOR MAINTENANCE&SWI	\$377.25	317095	07/02/2020 C
041972	NOTEBOOM CONSTRUCTION &, MANAGEM	1334 07/08/2020	295-895-931-000	AIRPORT/REIMBURSEMENT FOR SUP	\$46.58	317155	07/09/2020 C
				<b>ACCOUNT TOTAL</b>	<b>423.83</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$423.83</b>		
				<b>FUND TOTAL</b>	<b>\$11,697.55</b>		
				Add	419.47		Bank/cc fees
				TOTAL	\$12,117.02		