

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
September 23, 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 August 26, 2020 Regular of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the August 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
August 26, 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 forwarded.

Motion by Tossava, second by Conner 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 July 22, 2020 regular meeting and August 10, 2020 Special Meeting of the Airport Commission.

Motion by Bowers, second by Smelker to approve the minutes of the July 22, 2020 regular meeting and August 10, 2020 Special 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 July 2020 Airport Fund financial report.

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

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

Motion carried.

8. **Old Business.**

A. Holley introduced Discussion of Fencing for the Airport.

If the project is done with State funding, the upfront engineering costs will \$48,000 on top of the fence. Noteboom noted that if the Airport pays for the fencing the upfront engineering costs will be \$15,000. Gates will not be included. The gates will be addressed next year with State funding.

Noteboom stated that the choices are about \$100,000 if Airport pays for it, or about \$150,000 if use State funding (with no guarantee of reimbursement). Fence can be completed by December.

Motion by Tossava, support by Smelker, to authorize Airport Manager to go out for bid for the fence installation and engineering not to exceed \$100,000 and have Chairperson sign the contract.

It was noted that this expenditure will need to go to the Hastings City Council and Barry County Board of Commissioners for approval.

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

Motion carried.

9. **New Business.** Holley asked for any new business. Conner asked if it could be considered to change the time of the meetings back to 4:30pm. This will be brought up at the next meeting..

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.**

Louis Shaw presented a letter with items that he would like the Board to consider at their next meeting.

13. **Adjournment.** Motion by Tossave, second by Smelker to adjourn at 10:15 a.m.

Motion carried.

Submitted by: Jerry Czarnecki, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 8/1/2020 through 8/31/2020

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	0.00	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	10,241.50	106,860.70	23,139.30	82.20
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	17,973.16	92,862.19	89,921.81	50.80
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	28,214.66	240,603.83	76,680.17	75.83
Grand Total	317,284.00	28,214.66	240,603.83	76,680.17	75.83

Expenditure Status Report

BARRY COUNTY
 8/1/2020 through 8/31/2020

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	52,666.64	0.00	26,333.36	66.67
895-727-000 OFFICE SUPPLIES	550.00	0.00	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	608.62	2,899.74	0.00	7,300.26	28.43
895-745-000 GAS & OIL	300.00	0.00	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	3,040.00	26,451.86	0.00	-25,951.86	5,290.37
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	756.18	7,308.20	0.00	2,691.80	73.08
895-925-000 TRASH PICKUP	700.00	50.00	400.00	0.00	300.00	57.14
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	40.27	640.54	0.00	1,859.46	25.62
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	1,427.63	3,657.47	0.00	-657.47	121.92
895-960-000 MISCELLANEOUS EXPENSES	500.00	69.99	232.40	0.00	267.60	46.48
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	439.41	2,385.08	0.00	6,014.92	28.39
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	4,245.02	71,941.43	0.00	82,058.57	46.72
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	296,810.00	17,260.45	164,292.48	0.00	132,517.52	55.35

ACCUMULATED PAID LIST
Period Ending 8/2020 Fiscal Period 8 Year 2020

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	1440	08/04/2020	295-895-708-000	AIRPORT/AUG	\$6,583.33	317709 08/06/2020 C
					ACCOUNT TOTAL	6,583.33	
					DEPARTMENT TOTAL	\$6,583.33	
048884	MICHIGAN DEPT OF TREASURY, COLLECTI	VA5PC10	08/11/2020	295-895-734-000	AIRPORT/PENALTY & INTEREST/DECI	\$52.89	317860 08/13/2020 C
023425	STATE OF MICHIGAN	2020/7	08/11/2020	295-895-734-000	STATE WITHHOLDINGS/ CONF# 30001	\$555.73	317874 08/13/2020 C
					ACCOUNT TOTAL	608.62	
					DEPARTMENT TOTAL	\$608.62	
053876	HONIGMAN LLP	1592168	08/18/2020	295-895-806-000	AIRPORT/PRO SERVICES JULY 2020	\$3,040.00	317970 08/20/2020 C
					ACCOUNT TOTAL	3,040.00	
					DEPARTMENT TOTAL	\$3,040.00	
008300	CONSUMERS ENERGY, PAYMENT CENTER	3943131612	08/11/2020	295-895-921-000	AIRPORT/GAS CHARGES	\$14.00	317834 08/13/2020 C
014546	GREAT LAKES ENERGY	1658	08/18/2020	295-895-921-000	AIRPORT/ENERGY USE & METERS	\$742.18	317957 08/20/2020 C
					ACCOUNT TOTAL	756.18	
					DEPARTMENT TOTAL	\$756.18	
051099	JIM'S PICKUP SERVICE	1462	08/11/2020	295-895-925-000	AIRPORT/TRASH PICKUP	\$50.00	317855 08/13/2020 C
					ACCOUNT TOTAL	50.00	
					DEPARTMENT TOTAL	\$50.00	
044500	ANDERSON, MARK	1468	08/11/2020	295-895-931-000	AIRPORT/REIMBURSEMENT FOR LED	\$40.27	317815 08/13/2020 C
					ACCOUNT TOTAL	40.27	
					DEPARTMENT TOTAL	\$40.27	
029462	ROHR GASOLINE EQUIPMENT INC	3808	08/03/2020	295-895-932-000	AIRPORT/GAS PUMP REPAIRS	\$796.89	317728 08/06/2020
034865	HASTINGS ACE HARDWARE	2025124	08/01/2020	295-895-932-000	AIRPORT/IDLER PULLEY	\$35.37	317784 08/11/2020 C
029462	ROHR GASOLINE EQUIPMENT INC	3877	08/11/2020	295-895-932-000	AIRPORT/DECALS	\$270.00	317869 08/13/2020 C
024748	HASTINGS AUTO SUPPLY	043975	08/18/2020	295-895-932-000	AIRPORT/HOSE,FITTINGS,GREASE	\$63.17	317969 08/20/2020 C
029462	ROHR GASOLINE EQUIPMENT INC	9305	08/18/2020	295-895-932-000	AIRPORT/SERVICE CALL	\$262.20	318009 08/20/2020 C
					ACCOUNT TOTAL	1,427.63	
					DEPARTMENT TOTAL	\$1,427.63	
048744	TRACTOR SUPPLY CO., HASTINGS AIRPORT	300897167	08/05/2020	295-895-960-000	AIRPORT/2 1/2 GALLONS ROUND UP	\$69.99	317746 08/06/2020 C
					ACCOUNT TOTAL	69.99	
					DEPARTMENT TOTAL	\$69.99	

ACCUMULATED PAID LIST
Period Ending 8/2020 Fiscal Period 8 Year 2020

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date	
295 AIRPORT FUND							
895 AIRPORT							
295-895-979-010							
046076	AVFUEL CORP.	013791543	08/10/2020	295-895-979-010	AIRPORT COMMISSION/JET FUEL FOR	\$4,245.02	317820 08/13/2020 C
					ACCOUNT TOTAL	4,245.02	
					DEPARTMENT TOTAL	\$4,245.02	
					FUND TOTAL	\$16,821.04	
					Add Bank/credit card fees	439.41	
					TOTAL	\$17,260.45	