

**AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING**

**June 23, 2021
Hastings City/Barry County Airport
2505 Murphy Drive, Hastings, MI 49058
Hangar M**

1. Call to Order at 4:30 p.m.
2. Pledge of Allegiance
3. Roll Call
4. *Approval of Agenda
5. **Limited Public Comment
6. *Approval of the minutes of the May 26, 2021 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the May 2021 Financial Report.
8. Old Business
 - A. Consider bids for filling ditch adjacent to runway 12-30.
9. New Business
10. Airport Manager's Report
11. Board Comments
12. ** Limited Public Comment
13. Adjournment

* Indicates Attachment

**** Guidelines for Public Comment**

Public Comment 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
May 26, 2021

1. **Call to Order.** The meeting was called to order by Vice-chairperson Bowers at 4:30 p.m.
2. **Pledge of Allegiance.** Bowers led the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Bowers, Conner, Smelker, Tossava. Absent: Holley.
4. **Approval of Agenda.** Bowers asked for any additions or amendments to the agenda.

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

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

Motion carried.
5. **Limited Public Comment.** There was no limited public comment.
6. **Approval of Minutes.** Bowers asked for comments regarding the draft minutes of the April 28, 2021 regular meeting of the Airport Commission.

Motion by Conner, second by Smelker to approve the minutes of the April 28, 2021 regular meeting of the Airport Commission as presented.

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

Motion carried.
7. **Financial Reports.** Bowers introduced discussion regarding the April 2021 Airport Fund financial report. Michael Brown and Mark Noteboom gave an overview and answered questions.

Motion by Tossava, second by Smelker to accept and place on file the financial report for April 2021.

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

Motion carried.
8. **Old Business.**

Smelker asked about the status of the fencing project. Anderson reported that the contractor was in the process of installing the gates and then the project would be complete except for the final punch list review.

9. **New Business.**

Anderson presented an estimate from B&R Excavating to fill in the ditch on the south side of runway 12-30.

Motion by Tossava, second by Smelker to advertise for bids to fill in the ditch on the south side of runway 12-30.

In favor: Bowers, Conner, Smelker, Tossava.

Opposed: None.

Motion carried.

10. **Airport Manager's Report.** Bowers introduced discussion regarding the Airport Manger's Report. Anderson presented and explained the Airport Manager's report.

11. **Board Comments.** Bowers asked for additional comments from the Airport Commission.

Tossava introduced the Interim Hastings City manager Gregg Guetschow.

12. **Limited Public Comment.** There was no limited public comment.

13. **Adjournment.**

Motion by Smelker, second by Conner to adjourn at 4:48 p.m.

In favor: Bowers, Conner, Smelker, Tossava.

Opposed: None.

Motion carried.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

BARRY COUNTY
5/1/2021 through 5/31/2021

revstat.rpt
06/10/2021 4:50PM
Periods: 5 through 5

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
295 AIRPORT FUND					
000 DEPT					
000-553-000 STATE GRANT	0.00	0.00	0.00	0.00	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	145,000.00	9,207.50	61,185.80	83,814.20	42.20
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	11,503.03	50,611.87	132,172.13	27.69
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	0.00	14,643.58	-11,143.58	418.39
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	332,284.00	20,710.53	126,441.25	205,842.75	38.05

Grand Total

332,284.00 20,710.53 126,441.25 205,842.75 38.05

expstat.rpt
 06/10/2021 4:50PM
 Periods: 5 through 5

Expenditure Status Report
 BARRY COUNTY
 5/1/2021 through 5/31/2021

295 AIRPORT FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	32,916.65	0.00	46,083.35	41.67
895-727-000 OFFICE SUPPLIES	550.00	0.00	29.45	0.00	520.55	5.35
895-729-000 POSTAGE	180.00	55.00	55.00	0.00	125.00	30.56
895-734-000 SALES TAX	10,200.00	280.28	1,131.58	0.00	9,068.42	11.09
895-745-000 GAS & OIL	300.00	7.38	7.38	0.00	292.62	2.46
895-748-000 OTHER SUPPLIES	400.00	0.00	26.98	0.00	373.02	6.75
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	25,000.00	0.00	0.00	0.00	25,000.00	0.00
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	40.00	0.00	10.00	80.00
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,450.00	0.00	0.00	0.00	1,450.00	0.00
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	728.00	0.00	0.00	0.00	728.00	0.00
895-910-000 INSURANCE	6,900.00	0.00	1,692.63	0.00	5,207.37	24.53
895-921-000 UTILITIES	11,000.00	729.64	4,659.94	0.00	6,340.06	42.36
895-925-000 TRASH PICKUP	700.00	50.00	250.00	0.00	450.00	35.71
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	298.82	0.00	2,201.18	11.95
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	1,436.80	3,733.18	0.00	-733.18	124.44
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	0.00	0.00	500.00	0.00
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	291.31	1,285.26	0.00	7,114.74	15.30
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	1,186.08	-3,354.35	0.00	6,354.35	111.81
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	7,000.00	88,418.75	88,418.75	0.00	-81,418.75	1,263.13
895-979-010 GAS TANK	154,000.00	0.00	25,458.66	0.00	128,541.34	16.53
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	321,858.00	99,038.57	156,649.93	0.00	165,208.07	48.67

ACCUMULATED PAID LIST
 Period Ending 5/2021 Fiscal Period 5 Year 2021

BARRY COUNTY
 06/10/2021

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	05/03/2021	295-895-708-000	AIRPORT/MAY / MONTHLY	\$6,583.33	322559	05/06/2021
			ACCOUNT TOTAL	6,583.33		
			DEPARTMENT TOTAL	\$6,583.33		
041972	05/19/2021	295-895-729-000	AIRPORT/REIMBURSEMENT FOR POS	\$55.00	322805	05/20/2021
			ACCOUNT TOTAL	55.00		
			DEPARTMENT TOTAL	\$55.00		
023425	05/04/2021	295-895-734-000	COUNTY OF BARRY/STATE WITHHOL	\$280.28	322580	05/06/2021
			ACCOUNT TOTAL	280.28		
			DEPARTMENT TOTAL	\$280.28		
024748	05/10/2021	295-895-745-000	AIRPORT/OIL	\$7.38	322702	05/13/2021
			ACCOUNT TOTAL	7.38		
			DEPARTMENT TOTAL	\$7.38		
008300	05/11/2021	295-895-921-000	AIRPORT/NATURAL GAS#1000267513	\$36.45	322677	05/13/2021
008300	05/11/2021	295-895-921-000	AIRPORT/NATURAL GAS#1000267513	(\$91.45) <i>credit*</i>	322677	05/13/2021
014546	05/18/2021	295-895-921-000	AIRPORT/ENERGY USE	\$693.19	322797	05/20/2021
			ACCOUNT TOTAL	821.09		
			DEPARTMENT TOTAL	\$821.09		
051099	05/18/2021	295-895-925-000	AIRPORT/MAY TRASH#JCOM0050	\$50.00	322800	05/20/2021
			ACCOUNT TOTAL	50.00		
			DEPARTMENT TOTAL	\$50.00		
054903	05/05/2021	295-895-932-000	AIRPORT/RED LENS/RISER	\$74.01	322545	05/06/2021
054903	05/05/2021	295-895-932-000	AIRPORT/CLEAR/YELLOW LENS	\$158.67	322545	05/06/2021
029462	05/03/2021	295-895-932-000	AIRPORT/ANNUAL TESTING	\$1,037.15	322570	05/06/2021
054020	05/18/2021	295-895-932-000	AIRPORT/OIL	\$14.98	322769	05/20/2021
054020	05/18/2021	295-895-932-000	AIRPORT/BATTERY	\$151.99	322769	05/20/2021
			ACCOUNT TOTAL	1,436.80		
			DEPARTMENT TOTAL	\$1,436.80		
054524	05/18/2021	295-895-977-000	AIRPORT/TRACTOR FORKS	\$1,186.08	322770	05/20/2021
			ACCOUNT TOTAL	1,186.08		
			DEPARTMENT TOTAL	\$1,186.08		

* see Exp. Detail report. Credit of \$91.45; journal entry, charged to wrong account by Consumers Energy.

ACCUMULATED PAID LIST
 Period Ending 5/2021 Fiscal Period 5 Year 2021

BARRY COUNTY
 06/10/2021

Invoice # Inv. Date Account Number Description Invoice Amount Check Number Check Date

295 AIRPORT FUND

895 AIRPORT
 295-895-979-000

054932 BOERMAN FENCING CO.

1168 05/26/2021 295-895-979-000

AIRPORT/FENCING AT AIRPORT

\$88,418.75 322910 05/27/2021

ACCOUNT TOTAL
DEPARTMENT TOTAL

\$88,418.75
\$88,418.75

FUND TOTAL

\$98,838.71

Subtract credit(Consumers Energy)

(91.45)
\$98,747.26

Add Bank/credit card fees

291.31
\$99,038.57

TOTAL

Expenditure Detail Report

expdttl.rpt
 06/10/2021 4:52PM
 Periods: 5 through 5

BARRY COUNTY
 05/01/2021 through 05/31/2021

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
295 AIRPORT FUND						
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	79,000.00	0.00	26,333.32	0.00	52,666.68	33.33
5/3/2021 ap inv IN 2914						
895-708-000 CONTRACTUAL SALARIES	79,000.00	6,583.33	32,916.65	0.00	46,083.35	41.67
895-727-000 OFFICE SUPPLIES	550.00	0.00	29.45	0.00	520.55	5.35
895-729-000 POSTAGE	180.00	0.00	0.00	0.00	180.00	0.00
5/19/2021 ap inv IN 2979						
895-729-000 POSTAGE	180.00	55.00	55.00	0.00	125.00	30.56
895-734-000 SALES TAX	10,200.00	0.00	851.30	0.00	9,348.70	8.35
5/4/2021 ap inv IN 2021/4						
895-734-000 SALES TAX	10,200.00	280.28	1,131.58	0.00	9,068.42	11.09
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
5/10/2021 ap inv IN 065072						
895-745-000 GAS & OIL	300.00	7.38	7.38	0.00	292.62	2.46
895-748-000 OTHER SUPPLIES	400.00	0.00	26.98	0.00	373.02	6.75
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	25,000.00	0.00	0.00	0.00	25,000.00	0.00
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	40.00	0.00	10.00	80.00
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,450.00	0.00	0.00	0.00	1,450.00	0.00
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	728.00	0.00	0.00	0.00	728.00	0.00
895-910-000 INSURANCE	6,900.00	0.00	1,692.63	0.00	5,207.37	24.53
895-921-000 UTILITIES	11,000.00	0.00	3,930.30	0.00	7,069.70	35.73
5/11/2021 ap inv IN 202430685023						
	36.45	91.45	91.45	0.00	0.00	0.00
5/11/2021 ap inv IN 202430685023						
	-91.45	-91.45	-91.45	0.00	0.00	0.00
5/12/2021 genjml GJ JE# 5-77						
	693.19	729.64	4,659.94	0.00	6,340.06	42.36
5/18/2021 ap inv IN 2971						
895-921-000 UTILITIES	11,000.00	0.00	200.00	0.00	500.00	28.57
895-925-000 TRASH PICKUP	700.00	0.00	0.00	0.00	0.00	0.00
5/18/2021 ap inv IN 2972						
	50.00	0.00	0.00	0.00	0.00	0.00

Expenditure Detail Report

expdetl.rpt
 06/10/2021 4:52PM
 Periods: 5 through 5

BARRY COUNTY
 05/01/2021 through 05/31/2021

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
295 AIRPORT FUND						
895-925-000 TRASH PICKUP	700.00	50.00	250.00	0.00	450.00	35.71
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	0.00	298.82	0.00	2,201.18	11.95
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	0.00	2,296.38	0.00	703.62	76.55
5/3/2021 ap inv IN 5011		1,037.15				
5/5/2021 ap inv IN 41472		74.01				
5/5/2021 ap inv IN 41498		158.67				
5/18/2021 ap inv IN 2263208559		151.99				
5/18/2021 ap inv IN 2263213455		14.98				
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	1,436.80	3,733.18	0.00	-733.18	124.44
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	0.00	0.00	500.00	0.00
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	0.00	993.95	0.00	7,406.05	11.83
5/4/2021 genjml GJ JE # 5-8		17.36				
5/7/2021 genjml GJ JE # 5-33		54.72				
5/11/2021 genjml GJ JE # 5-56		39.83				
5/14/2021 genjml GJ JE # 5-88		30.86				
5/18/2021 genjml GJ JE # 5-114		71.20				
5/21/2021 genjml GJ JE # 5-145		18.95				
5/25/2021 genjml GJ JE# 5-166		23.87				
5/28/2021 genjml GJ JE # 5-202		34.52				
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	291.31	1,285.26	0.00	7,114.74	15.30
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	-4,540.43	0.00	7,540.43	-151.35
5/18/2021 ap inv IN 1081700		1,186.08				
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	3,000.00	1,186.08	-3,354.35	0.00	6,354.35	-111.81
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	7,000.00	0.00	0.00	0.00	7,000.00	0.00
5/26/2021 ap inv IN 1168		88,418.75				
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	7,000.00	88,418.75	88,418.75	0.00	-81,418.75	1263.13
895-979-010 GAS TANK	154,000.00	0.00	25,458.66	0.00	128,541.34	16.53
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	321,858.00	99,038.57	156,649.93	0.00	165,208.07	48.67

Expenditure Detail Report

BARRY COUNTY

05/01/2021 through 05/31/2021

Grand Total	321,858.00	99,038.57	156,649.93	0.00	165,208.07	48.67
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