

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

**July 28, 2021
Hastings City/Barry County Airport
2505 Murphy Drive, Hastings, MI 49058**

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 June 23, 2021 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the June 2021 Financial Report.
8. Old Business
 - A. Consider bids for filling ditch adjacent to runway 12-30.
 - B. Consider bids for closing and capping 100LL underground storage tanks.
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
June 23, 2021

1. **Call to Order.** The meeting was called to order by Tossava at 4:30 p.m.
2. **Pledge of Allegiance.** Tossava led the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Conner, Smelker, Tossava. Absent: Holley and Bowers.
4. **Approval of Agenda.** Tossava 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: Conner, Smelker, Tossava.

Opposed: None.

Motion carried.

5. **Limited Public Comment.**

There wasn't any public comment.

6. **Approval of Minutes.** Tossava asked for comments regarding the draft minutes of the May 26, 2021 regular meeting of the Airport Commission.

Motion by Smelker, second by Conner to approve the minutes of the May 26, 2021 regular meeting of the Airport Commission as presented.

In favor: Conner, Smelker, Tossava.

Opposed: None.

Motion carried.

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

Motion by Conner, second by Smelker to amend the Airport budget, increasing expenditure line item 295-895-979-000 from \$7,000 to \$95,000.

In favor: Conner, Smelker, Tossava.

Opposed: None.

Motion carried.

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

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

Motion carried.

8. **Old Business.**

Noteboom presented the sealed bids that were received for filling the ditch adjacent to runway 12-30.

The Commission publicly opened the bids and read them aloud: B&R Excavating - \$21,500; Metternick Excavating - \$15,147; Weiler Excavating - \$55,880; and Bakers Excavating - \$16,500.

The Commission discussed the bids received and the necessity of the project.

Motion by Conner, second by Smelker to table this item until the July Airport Commission meeting.

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

Motion carried.

9. **New Business.**

None

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

Noteboom presented two quotes for closing and capping the 100 LL underground storage tanks. After discussion, Tossava recommended that the commission solicit sealed bids for this project.

Motion by Conner, second by Smelker to authorize the Airport Manager to advertise for sealed bids for the closing and capping of the 100LL underground storage tanks.

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

Motion carried.

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

There were comments from board members.

12. **Limited Public Comment.**

None forwarded.

13. **Adjournment.**

Motion by Smelker, second by Conner to adjourn at 4:55 p.m.

In favor: Conner, Smelker, Tossava.

Opposed: None.

Motion carried.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 6/1/2021 through 6/30/2021

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	10,092.50	71,278.30	73,721.70	49.16
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	15,183.31	65,795.18	116,988.82	36.00
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	25,275.81	151,717.06	180,566.94	45.66

Grand Total

332,284.00 25,275.81 151,717.06 180,566.94 45.66

Expenditure Status Report

expstat.rpt
07/22/2021 8:20AM
Periods: 6 through 6

BARRY COUNTY
6/1/2021 through 6/30/2021

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	39,499.98	0.00	39,500.02	50.00
	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	55.00	0.00	125.00	30.56
	895-734-000 SALES TAX	10,200.00	258.11	1,389.69	0.00	8,810.31	13.62
	895-745-000 GAS & OIL	300.00	0.00	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	945.00	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	1,450.00	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	701.04	5,360.98	0.00	5,639.02	48.74
	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	298.82	0.00	2,201.18	11.95
	895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	44.46	3,777.64	0.00	-777.64	125.92
	895-960-000 MISCELLANEOUS EXPENSES	500.00	46.98	46.98	0.00	453.02	9.40
	895-960-100 BANK OR CREDIT CARD FEES	8,400.00	368.20	1,653.46	0.00	6,746.54	19.68
	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	998.32	-2,356.03	0.00	5,356.03	78.53
	895-979-000 CAPITAL OUTLAY/YARD & BUILDING	95,419.00	0.00	88,418.75	0.00	7,000.25	92.66
	895-979-010 GAS TANK	154,000.00	20,683.04	46,141.70	0.00	107,858.30	29.96
	895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
	Total AIRPORT FUND	410,277.00	30,678.48	187,328.41	0.00	222,948.59	45.66

ACCUMULATED PAID LIST
 Period Ending 6/2021 Fiscal Period 6 Year 2021

BARRY COUNTY
 07/22/2021

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	06/01/2021	295-895-708-000	AIRPORT/JUNE	\$6,583.33	323022	06/03/2021
			ACCOUNT TOTAL	6,583.33		
			DEPARTMENT TOTAL	\$6,583.33		
023425	06/02/2021	295-895-734-000	COUNTY OF BARRY/STATE WITHHOL	\$258.11	323035	06/03/2021
			ACCOUNT TOTAL	258.11		
			DEPARTMENT TOTAL	\$258.11		
049696	06/15/2021	295-895-807-000	AIRPORT/BASE NETWORK ACCESS &	\$945.00	323279	06/17/2021
			ACCOUNT TOTAL	945.00		
			DEPARTMENT TOTAL	\$945.00		
008300	06/15/2021	295-895-921-000	AIRPORT/NATURAL GAS#1000267513	\$22.26	323236	06/17/2021
014546	06/15/2021	295-895-921-000	AIRPORT/ENERGY USE	\$678.78	323254	06/17/2021
			ACCOUNT TOTAL	701.04		
			DEPARTMENT TOTAL	\$701.04		
051099	06/15/2021	295-895-925-000	AIRPORT/MONTHLY/TRASH/COM00:	\$50.00	323262	06/17/2021
			ACCOUNT TOTAL	50.00		
			DEPARTMENT TOTAL	\$50.00		
044500	06/15/2021	295-895-932-000	AIRPORT/REIMBURSEMENT MAILBO.	\$44.46	323222	06/17/2021
			ACCOUNT TOTAL	44.46		
			DEPARTMENT TOTAL	\$44.46		
029050	06/07/2021	295-895-960-000	AIRPORT/AD FOR BIDS TO FILL IN DIH	\$46.98	323186	06/10/2021
			ACCOUNT TOTAL	46.98		
			DEPARTMENT TOTAL	\$46.98		
053152	06/14/2021	295-895-977-000	AIRPORT/SC PAPI CONTROL BOARDS	\$998.32	323260	06/17/2021
			ACCOUNT TOTAL	998.32		
			DEPARTMENT TOTAL	\$998.32		
046076	06/18/2021	295-895-979-010	AIRPORT/1084 GALLONS OF GAS FOR	\$4,440.79	323371	06/24/2021
046076	06/21/2021	295-895-979-010	AIRPORT/3941 GALLONS OF AVGAS FI	\$16,242.25	323371	06/24/2021
			ACCOUNT TOTAL	20,683.04		
			DEPARTMENT TOTAL	\$20,683.04		
			FUND TOTAL	\$30,310.28		

+ Bank/credit card fees:
 \$ 368.20 = **\$30,678.48**