

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

**August 25, 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 July 28, 2021 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the July 2021 Financial Report.
8. Old Business
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
July 28, 2021

1. **Call to Order.** The meeting was called to order by Chairperson Holley at 4:30 p.m.
2. **Pledge of Allegiance.** Holley led the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Bowers, Conner, Smelker, Tossava, and Holley. Absent: None.
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda.

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

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

Motion carried.
5. **Limited Public Comment.** Holley asked if there was any limited public comment.

None.
6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the June 23, 2021 regular meeting of the Airport Commission.

Motion by Conner, second by Tossava to approve the minutes of the June 23, 2021 regular meeting of the Airport Commission as presented.

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

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

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

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

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

Holley introduced the topic of sealed bids for filling ditch adjacent to runway 12-30 that was tabled at the June meeting.

Noteboom reminded that the Commission that the bids received were from: 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 Tossava, second by Smelker to postpone consideration of this project until Spring 2022.

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

Motion carried.

Holley introduced the topic of sealed bids for closing and capping the 100LL underground storage tanks.

Noteboom presented the sealed bids that were received for closing and capping the 100LL underground storage tanks.

The Commission publicly opened the bids and read them aloud. Bids were received from: Envirologic - \$27,920.00; Technical Environmental Services Inc. - \$31,055.00; and Rohr Gasoline Equipment Co. - \$19,685.60.

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

Motion by Smelker, second by Tossava to accept the bid from Rohr Gasoline Equipment Co. in the amount of \$19,685.60 for closing and capping the 100LL underground storage tanks at the Hastings City Barry County Airport.

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

Motion carried.

9. **New Business.**

None

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.

12. **Limited Public Comment.** Holley asked if there was any limited public comment.

None.

13. **Adjournment.** Motion by Tossava, second by Smelker to adjourn at 5:06 p.m.

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

Opposed: None.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report
 BARRY COUNTY
 7/1/2021 through 7/31/2021

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	11,248.25	82,526.55	62,473.45	56.91
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	21,111.15	86,906.33	95,877.67	47.55
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	32,359.40	184,076.46	148,207.54	55.40
Grand Total	332,284.00	32,359.40	184,076.46	148,207.54	55.40

Expenditure Status Report

expstat.rpt
08/24/2021 10:22AM
Periods: 7 through 7

BARRY COUNTY
7/1/2021 through 7/31/2021

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	46,083.31	0.00	32,916.69	58.33
895-727-000 OFFICE SUPPLIES	550.00	34.61	64.06	0.00	485.94	11.65
895-729-000 POSTAGE	180.00	0.00	55.00	0.00	125.00	30.56
895-734-000 SALES TAX	10,200.00	327.61	1,717.30	0.00	8,482.70	16.84
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	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	1,450.00	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	6,599.00	8,291.63	0.00	-1,391.63	120.17
895-921-000 UTILITIES	11,000.00	698.92	6,059.90	0.00	4,940.10	55.09
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	0.00	298.82	0.00	2,201.18	11.95
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	68.50	3,846.14	0.00	-846.14	128.20
895-960-000 MISCELLANEOUS EXPENSES	500.00	93.96	140.94	0.00	359.06	28.19
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	512.07	2,165.53	0.00	6,234.47	25.78
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	-2,356.03	0.00	5,356.03	78.53
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	95,418.00	0.00	88,418.75	0.00	7,000.25	92.66
895-979-010 GAS TANK	154,000.00	7,615.33	53,757.03	0.00	100,242.97	34.91
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	410,277.00	22,583.33	209,911.74	0.00	200,365.26	51.16

ACCUMULATED PAID LIST

Period Ending 7/2021 Fiscal Period 7 Year 2021

BARRY COUNTY
08/24/2021

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	3100	07/06/2021	295-895-708-000	AIRPORT/MONTHLY JULY	
					ACCOUNT TOTAL	\$6,583.33
					DEPARTMENT TOTAL	6,583.33
						\$6,583.33
041972	NOTEBOOM CONSTRUCTION &, MANAGEM	03143	07/19/2021	295-895-727-000	AIRPORT/REIMBURSE CLEANING SU	
					ACCOUNT TOTAL	\$34.61
					DEPARTMENT TOTAL	34.61
						\$34.61
023425	STATE OF MICHIGAN	2021/6	07/07/2021	295-895-734-000	COUNTY OF BARRY/STATE WITHHOL	
					ACCOUNT TOTAL	\$327.61
					DEPARTMENT TOTAL	327.61
						\$327.61
007500	CITY OF HASTINGS	1012899	07/06/2021	295-895-910-000	AIRPORT/LIABILITY INSURANCE	
					ACCOUNT TOTAL	\$2,300.00
007500	CITY OF HASTINGS	1012908	07/20/2021	295-895-910-000	AIRPORT/PROPERTY INS/VEHICLE IN	
					ACCOUNT TOTAL	\$4,299.00
					DEPARTMENT TOTAL	6,599.00
						\$6,599.00
008300	CONSUMERS ENERGY, PAYMENT CENTER	007270627	07/12/2021	295-895-921-000	AIRPORT/GAS #100026751378	
					ACCOUNT TOTAL	\$14.93
014546	GREAT LAKES ENERGY	3150	07/21/2021	295-895-921-000	AIRPORT/ENERGY USE	
					ACCOUNT TOTAL	\$683.99
					DEPARTMENT TOTAL	698.92
						\$698.92
051099	JIM'S PICKUP SERVICE	3118	07/12/2021	295-895-925-000	AIRPORT/JULY TRASH PICKUP/COM	
					ACCOUNT TOTAL	\$50.00
					DEPARTMENT TOTAL	50.00
						\$50.00
054903	J & M AIRCRAFT SUPPLY INC	41668	07/23/2021	295-895-932-000	AIRPORT/GZ9.5 BASE 6.6 AMP 45 WAT	
					ACCOUNT TOTAL	\$68.50
					DEPARTMENT TOTAL	68.50
						\$68.50
029050	REMINDER, THE	375575	07/06/2021	295-895-960-000	AIRPORT/FILL DITCH & REMEDIATIO	
					ACCOUNT TOTAL	\$93.96
					DEPARTMENT TOTAL	93.96
						\$93.96
046076	AVFUEL CORP.	015113313	07/01/2021	295-895-979-010	AIRPORT/JET FUEL	
					ACCOUNT TOTAL	\$7,615.33
					DEPARTMENT TOTAL	7,615.33
						\$7,615.33
					FUND TOTAL	\$22,071.26
					TOTAL	\$22,583.33

+Bank/credit card fees of \$512.07=

TOTAL \$22,583.33