

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

**November 24, 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 October 27, 2021 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the October 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
October 27, 2021

1. **Call to Order.** The meeting was called to order by Chairperson Holley at 4:31 p.m.
2. **Pledge of Allegiance.** Holley led the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Holley, Tossava and Smelker. Absent: Bowers and Conner.

4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. Holley asked to add Fuel Filters; Fencing; Non-Aviation Activities on Airport; and Flying Association Update to the agenda.

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

In favor: Holley, Tossava and Smelker.
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 September 22, 2021 regular meeting of the Airport Commission.

Motion by Smelker, second by Tossava to approve the minutes of the September 22, 2021 regular meeting of the Airport Commission as presented.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the September 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 September 2021.

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

Motion carried.

8. **Old Business.**

Flying Association Update – Ross DeMaadg informed the Commission that the Flying Association was looking into purchasing a flight simulator to enable pilots to train and maintain proficiency. They are looking for a location for the simulator and are requesting use of the basement. After discussion the Commission asked the Airport Manager to contact the Hastings Fire Department to determine fire code requirements and if this would be possible.

Fencing Update – Airport manager updated the Commission regarding the lockable gate that will be located at the terminal building.

Non-Aviation Activities on Airport – Airport manager updated the Commission that the roofing company is scheduled to be out by January, 2022. The Commission agreed to allow the current agreement to run out.

9. **New Business.**

Fuel Filters – Airport manager informed the Commission that he received a call from a pilot informing him that the fuel farm fuel filter was in need of replacement due to the expiration date on the filter. Airport manager advised that the manufacturer recommends changing the filters based on measured pressure differential and that the current filters did not meet or exceed the pressure differential. Airport manager stated that the filters have been replaced.

Holley reminded everyone that the Commission has a policy in place that all concerns should be reported to the Airport manager so that they can be looked into promptly and rectified if necessary.

10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manager'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 Smelker, second by Tossava to adjourn at 5:13 p.m.

In favor: Holley, Tossava and Smelker.

Opposed: None.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report
 BARRY COUNTY
 10/1/2021 through 10/31/2021

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	8,369.70	114,230.25	30,769.75	78.78
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	13,472.64	141,063.39	41,720.61	77.17
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	3,500.00	0.00	14,818.49	-11,318.49	423.39
000-679-010 MISC REIMBURSEMENT	0.00	12,900.00	13,478.50	-13,478.50	0.00
Total AIRPORT FUND	332,284.00	34,742.34	283,590.63	48,693.37	85.35
Grand Total	332,284.00	34,742.34	283,590.63	48,693.37	85.35

Expenditure Status Report
 BARRY COUNTY
 10/1/2021 through 10/31/2021

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	6,583.33	65,833.30	0.00	13,166.70	83.33
895-727-000 OFFICE SUPPLIES	550.00	175.46	238.52	0.00	310.48	43.55
895-728-000 POSTAGE	180.00	0.00	55.00	0.00	125.00	30.56
895-734-000 SALES TAX	10,200.00	252.68	2,825.76	0.00	7,374.24	27.70
895-745-000 GAS & OIL	300.00	0.00	7.38	0.00	292.62	2.46
895-748-000 OTHER SUPPLIES	400.00	286.19	313.17	0.00	86.83	78.29
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	50.00	1,035.00	0.00	-985.00	2,070.00
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
895-810-000 INSURANCE	6,900.00	0.00	8,291.63	0.00	-1,391.63	120.17
895-921-000 UTILITIES	11,000.00	702.65	8,160.75	0.00	2,839.25	74.19
895-925-000 TRASH PICKUP	700.00	50.00	500.00	0.00	200.00	71.43
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	200.36	532.83	0.00	1,967.17	21.31
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	208.31	4,218.85	0.00	-1,218.85	140.63
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	140.94	0.00	359.06	28.19
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	332.45	3,477.50	0.00	4,922.50	41.40
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	115,105.00	19,685.60	108,104.35	0.00	7,000.65	93.92
895-979-010 GAS TANK	154,000.00	0.00	97,514.97	0.00	56,485.03	63.32
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	429,963.00	28,527.03	298,694.92	0.00	131,068.08	69.52

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	10/04/2021	295-895-708-000	AIRPORT/OCT/MONTHLY	\$6,583.33	325424	10/07/2021
			ACCOUNT TOTAL	6,583.33		
			DEPARTMENT TOTAL	\$6,583.33		
041972	10/05/2021	295-895-727-000	AIRPORT/REIMBURSE PAPER TOWEL	\$175.46	325424	10/07/2021
			ACCOUNT TOTAL	175.46		
			DEPARTMENT TOTAL	\$175.46		
023425	10/04/2021	295-895-734-000	COUNTY OF BARRY/STATE WITHHOL	\$252.68	325454	10/07/2021
			ACCOUNT TOTAL	252.68		
			DEPARTMENT TOTAL	\$252.68		
041972	10/13/2021	295-895-748-000	AIRPORT/REIMBURSEMENT FOR SEC	\$286.19	325646	10/14/2021
			ACCOUNT TOTAL	286.19		
			DEPARTMENT TOTAL	\$286.19		
023395	10/13/2021	295-895-807-000	AIRPORT/LICENSE FEE	\$50.00	325681	10/14/2021
			ACCOUNT TOTAL	50.00		
			DEPARTMENT TOTAL	\$50.00		
008300	10/12/2021	295-895-921-000	AIRPORT/ACCT# 100026751378	\$15.79	325570	10/14/2021
014546	10/20/2021	295-895-921-000	AIRPORT/ENERGY USE	\$686.86	325745	10/21/2021
			ACCOUNT TOTAL	702.65		
			DEPARTMENT TOTAL	\$702.65		
051099	10/12/2021	295-895-925-000	AIRPORT/MONTHLY OCT/JCMO0050	\$50.00	325623	10/14/2021
			ACCOUNT TOTAL	50.00		
			DEPARTMENT TOTAL	\$50.00		
044500	10/20/2021	295-895-931-000	AIRPORT/REIMBURSE FOR WATER TA	\$200.36	325720	10/21/2021
			ACCOUNT TOTAL	200.36		
			DEPARTMENT TOTAL	\$200.36		
044500	10/05/2021	295-895-932-000	AIRPORT/REIMBURSEMENT FOR FU	\$208.31	325310	10/07/2021
			ACCOUNT TOTAL	208.31		
			DEPARTMENT TOTAL	\$208.31		
029462	10/04/2021	295-895-979-000	AIRPORT/FILL TANKS IN PLACE/REIN.	\$19,685.60	325439	10/07/2021
			ACCOUNT TOTAL	19,685.60		
			DEPARTMENT TOTAL	\$19,685.60		
Add bank/credit card fees: \$332.45 + \$28,195.58						
= \$28,527.03						
FUND TOTAL				\$28,194.58		