

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

**March 23, 2022
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 February, 23, 2022 Regular Meeting.
7. Financial Reports
 - A. *Consider approval of the February 2022 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
February 23, 2022

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.

Noteboom asked the Commission to add to the agenda for today's meeting the following items: Discuss airport attorney; Approve a letter authorizing the Chair and Vice-chair to be signatories on contracts and agreements with the State of Michigan for 2022; Flying association flight simulator discussion; and February 22, 2022 letter from airport manager to Affordable Metals.

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

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

Motion carried.

5. **Limited Public Comment.** Randy VanLiere addressed the Commission regarding the status of Affordable Metals.
6. **Approval of Minutes.** Bowers asked for comments regarding the draft minutes from the January 26, 2022 regular meeting of the Airport Commission.

Motion by Conner, second by Tossava to approve the minutes from the January 26, 2022 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 January 2022 financial reports. 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 January 2022.

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

Motion carried.

8. **Old Business.**

Noteboom informed the Commission that MDOT was requesting the Airport to pre-fund up to \$17,500 to complete the gate project and that the Airport would be reimbursed from federal funds once the state receives them.

Motion by Conner, second by Tossava to approve and submit to the Michigan Department of Transportation Bureau of Aeronautics a letter authorizing the Chair and Vice-chair to be signatories on all contracts and agreements between the Hastings City Barry County Airport Commission and the State of Michigan for 2022.

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

Motion carried.

Ross DeMaadg updated the commission that the Hastings Flying Association has determined the flight simulator that they would like to purchase and place at the airport. He asked about insurance related to damage or personal injury. He also asked about the availability of ARPA funds and ability to use them for a terminal building. No action taken.

9. **New Business.**

Noteboom asked the commission to consider looking at switching attorney representation to the same attorney that the City of Hastings uses. The Hastings City Manager said she will look into the availability of the City's attorney. Commission indicated that they would be okay with using the City's Attorney.

Noteboom advised the commission of a letter that he sent to Don Smith of Affordable Metals requiring that he remove all equipment and trailers of any kind from airport property that is not under lease with Mark Noteboom located at 2995 Airport Rd.

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

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

There was discussion about Randy VanLiere's earlier public comment about the status of Affordable Metals. The chair indicated that the commission would look at the minutes of previous meetings to determine if commission action was recorded in the minutes extending until December 31, 2022, the timeframe for Affordable Metals to vacate the airport. If not, the commission will reconsider the action and vote on it at the next regular meeting.

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

13. **Adjournment.**

Motion by Smelker, second by Tossava to adjourn at 5:23 p.m.

In favor: Bowers, Conner, Smelker, Tossava.

Opposed: None.

Motion carried.

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

BARRY COUNTY
 2/1/2022 through 2/28/2022

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prc't Rcvd
295 AIRPORT FUND					
000 DEPT					
000-553-000 STATE GRANT	14,000.00	0.00	13,000.00	1,000.00	92.86
000-588-000 CONTRIBUTIONS FROM LOCAL UNITS CONT	0.00	0.00	0.00	0.00	0.00
000-608-000 HANGER RENT & TIE DOWN FEES	150,000.00	7,594.50	27,322.00	122,678.00	18.21
000-609-050 OTHER	0.00	0.00	0.00	0.00	0.00
000-648-000 SALE OF GAS	150,000.00	6,333.86	12,158.61	137,841.39	8.11
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	0.00	10,456.48	-9,006.48	721.14
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	315,450.00	13,928.36	62,937.09	252,512.91	19.95
Grand Total	315,450.00	13,928.36	62,937.09	252,512.91	19.95

Expenditure Status Report
 BARRY COUNTY
 2/1/2022 through 2/28/2022

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	13,166.66	0.00	65,833.34	16.67
895-727-000 OFFICE SUPPLIES	600.00	25.20	91.61	0.00	508.39	15.27
895-729-000 POSTAGE	180.00	0.00	58.00	0.00	122.00	32.22
895-734-000 SALES TAX	4,000.00	101.12	259.86	0.00	3,740.14	6.50
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
895-807-000 DUES-SUBSCRIPTIONS	1,000.00	50.00	50.00	0.00	950.00	5.00
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,500.00	0.00	922.00	0.00	578.00	61.47
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	100.00	0.00	0.00	0.00	100.00	0.00
895-910-000 INSURANCE	7,200.00	0.00	0.00	0.00	7,200.00	0.00
895-921-000 UTILITIES	11,000.00	1,312.10	2,404.92	0.00	8,595.08	21.86
895-925-000 TRASH PICKUP	750.00	50.00	100.00	0.00	650.00	13.33
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	27.98	35.94	0.00	2,464.06	1.44
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	0.00	0.00	0.00	3,000.00	0.00
895-960-000 MISCELLANEOUS EXPENSES	1,000.00	0.00	0.00	0.00	1,000.00	0.00
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	172.41	307.37	0.00	8,092.63	3.66
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	6,500.00	0.00	0.00	0.00	6,500.00	0.00
895-975-000 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
895-975-000 CAPITAL OUTLAY/5 YEAR MATCH	10,000.00	0.00	0.00	0.00	10,000.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00	0.00
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	5,000.00	0.00	0.00	0.00	5,000.00	0.00
895-979-010 GAS TANK	134,000.00	27,242.14	27,242.14	0.00	106,757.86	20.33
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	281,530.00	35,564.28	44,638.50	0.00	236,891.50	15.86

ACCUMULATED PAID LIST
 Period Ending 2/2022 Fiscal Period 2 Year 2022

BARRY COUNTY
03/16/2022

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND						
895 AIRPORT						
295-895-708-000						
041972	FEB 02/01/2022	295-895-708-000	AIRPORT/ ACCOUNT TOTAL	\$6,583.33	327581	02/03/2022
			DEPARTMENT TOTAL	\$6,583.33		
041972	02/23/2022	295-895-727-000	AIRPORT/REIMBURSEMENT FOR SUP ACCOUNT TOTAL	\$25.20	327980	02/24/2022
			DEPARTMENT TOTAL	\$25.20		
023425	02/01/2022	295-895-734-000	BARRY CO/STATE WITHHOLDING ACCOUNT TOTAL	\$101.12	327593	02/03/2022
			DEPARTMENT TOTAL	\$101.12		
046128	02/23/2022	295-895-807-000	AIRPORT/LISTING AT AIRNAV.COM ACCOUNT TOTAL	\$50.00	327948	02/24/2022
			DEPARTMENT TOTAL	\$50.00		
008300	02/08/2022	295-895-921-000	AIRPORT/ACCT# 100026751378 ACCOUNT TOTAL	\$116.37	327692	02/10/2022
014546	02/14/2022	295-895-921-000	AIRPORT/ ACCOUNT TOTAL	\$1,195.73	327834	02/17/2022
			DEPARTMENT TOTAL	\$1,312.10		
051099	02/14/2022	295-895-925-000	AIRPORT/FEB/CUST # JCOM0050 ACCOUNT TOTAL	\$50.00	327844	02/17/2022
			DEPARTMENT TOTAL	\$50.00		
034865	02/14/2022	295-895-931-000	AIRPORT/LIGHTS TERMINAL BLDG ACCOUNT TOTAL	\$27.98	327837	02/17/2022
			DEPARTMENT TOTAL	\$27.98		
046076	02/01/2022	295-895-979-010	AIRPORT/4110 GALLONS AV GAS FOR ACCOUNT TOTAL	\$19,085.30	327540	02/03/2022
046076	02/23/2022	295-895-979-010	AIRPORT/CREDIT INVOICE 19622R ACCOUNT TOTAL	\$-136.60	327953	02/24/2022
046076	02/23/2022	295-895-979-010	AIRPORT/JET FUEL/ 2421 GALLONS ACCOUNT TOTAL	\$8,293.44	327953	02/24/2022
			DEPARTMENT TOTAL	\$27,242.14		
			FUND TOTAL	\$35,391.87		
			Add Bank/credit card fees:	\$172.41		
			TOTAL:	\$35,564.28		