

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

**July 27, 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 June 22, 2022 Regular Meeting.
7. Financial Reports
 - A. *Consider approval of the June 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
June 22, 2022

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: Holley, Tossava, Conner and Smelker.
Absent: Bowers.
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda.

Noteboom asked to add to the agenda the following items: work on runway ditch; obsolete airport equipment; Mead and Hunt contract; and donation of hangar.

Motion by Tossava, second by Smelker to approve the agenda as amended.

In favor: Holley, Tossava, Conner and Smelker.

Opposed: None.

Motion carried.

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

Ross DeMaadg from the Hastings Flying Association informed the Commission that the dawn patrol fly-in will be on July 9, 2022, that the HFA purchased a new vending machine for the airport terminal building, and that the HFA has re-stained the observation deck.

6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the April 27, 2022 regular meeting of the Airport Commission.

Motion by Smelker, second by Conner to approve the minutes of the April 27, 2022 regular meeting of the Airport Commission as presented.

In favor: Holley, Conner, Tossava and Smelker.

Opposed: None.

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the April and May, 2022 Airport Fund financial reports. Mark Noteboom gave an overview and answered questions.

Motion by Tossava, second by Smelker to accept and place on file the financial reports for April and May, 2022.

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

Motion carried.

8. **Old Business.**

None.

9. **New Business.**

Noteboom stated that we have a John Deere tractor with mower and an old gas pump that should be put up for sale on one of the auction sites as they are not used anymore. He estimated the tractor to be worth about \$3,000, the mower about \$1,000 and the gas pump a few hundred dollars.

Motion by Tossava, second by Smelker to authorize the Airport Manager to publicly sell the John Deere Tractor, mower and gas pump.

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

Motion carried.

Noteboom explained the new contract with Mead and Hunt for the rehabilitation of the parking lot and sidewalks. Per new rules all projects have to be submitted by July each year. The contract was provided to the Commission to review. Noteboom stated that this is for the engineering associated with this project by Mead and Hunt and that the airport share is five percent.

Motion by Tossava, second by Conner to approve Holley and Tossava to sign the agreement.

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

Motion carried.

Noteboom informed the Commission that Larry Baum has purchased the former Skydive building and is donating it to the Airport Commission. Affordable Metals will remain as a tenant until December 31, 2022 and pay rent to the Airport Commission. The airport's attorney is drafting a new lease for them to review. Holley asked for motion to accept donation.

Motion by Tossava, second by Smelker to accept the donation of the former Skydive building from Larry Baum.

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

Motion carried.

The Commission thanked Larry for his generosity and requested Michael Brown prepare a formal letter to Larry acknowledging the donation. Noteboom further explained that Don Smith is required to complete certain repairs to the building before he moves out.

Noteboom opened discussion about Rutland Township trying to tax Larry Haywood for leased airport land. Haywood stated he would not pay it on land that he didn't own and with a parcel identification number that Rutland made up. Rutland submitted the bill to Barry County and was paid out of county funds set aside for that purpose. Noteboom stated that the attorney is working on a new lease that would not allow Rutland Township to tax them in the future.

Noteboom advised that the Airport Commission should go ahead with filling in the ditch adjacent to runway 12/30. Bids were solicited last year. B&R Excavating was mid- priced, has the equipment to handle the job and has completed many projects in the past at the Airport. The price would be \$23,000.

Motion by Smelker, second by Conner to award the bid for filling in the ditch adjacent to runway 12/30 to B&R Excavating in the amount of \$23,000.

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

Motion carried.

10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manger's Report. Noteboom presented and explained the Airport Manager's report. Noteboom informed the Commission that: aviation fuel was purchased yesterday and the new pump price is \$7.89; there are two empty hangers at this time; and he clarified his posting for the Airport Manager position. He is accepting applications at this time so that the Commission will have a pool to consider in the future. His contract allows him to hire a manager to work for him until he leaves. Then the board will hire how they desire.
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.

Dave Gerber stated that he thought Mark Noteboom was doing a very good job. Lewis Shaw thanked the Commission for moving forward with the ditch

rehabilitation. Gino Lucci asked if there was a plan for the downturn in the economy. It was explained that there is.

13. **Adjournment.** Motion by Smelker, second by Tossava to adjourn at 5:30 p.m.

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

Submitted by: Mark Anderson, Assistant Airport Manager

Revenue Status Report

BARRY COUNTY
 6/1/2022 through 6/30/2022

295 AIRPORT FUND

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
000 DEPT					
000-553-000 STATE GRANT	14,000.00	0.00	13,000.00	1,000.00	92.86
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	150,000.00	16,017.50	94,664.00	55,336.00	63.11
000-609-050 OTHER	0.00	0.00	0.00	0.00	0.00
000-648-000 SALE OF GAS	150,000.00	25,802.90	74,582.27	75,417.73	49.72
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	0.00	11,297.73	-9,847.73	779.15
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	315,450.00	41,820.40	193,544.00	121,906.00	61.35
Grand Total	315,450.00	41,820.40	193,544.00	121,906.00	61.35

Expenditure Status Report

BARRY COUNTY
 6/1/2022 through 6/30/2022

295 AIRPORT FUND

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
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	600.00	0.00	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	408.15	1,170.04	0.00	2,829.96	29.25
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	500.00	110.75	110.75	0.00	389.25	22.15
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	0.00	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	1,130.25	0.00	369.75	75.35
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	584.60	0.00	6,615.40	8.12
895-921-000 UTILITIES	11,000.00	661.78	6,101.09	0.00	4,898.91	55.46
895-925-000 TRASH PICKUP	750.00	50.00	300.00	0.00	450.00	40.00
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	113.42	787.61	0.00	1,712.39	31.50
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	0.00	1,432.18	0.00	1,567.82	47.74
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	589.91	1,798.13	0.00	6,601.87	21.41
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
895-976-000 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	7,929.51	0.00	-2,929.51	158.59
895-979-010 GAS TANK	134,000.00	26,772.38	86,715.95	0.00	47,284.05	64.71
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	281,530.00	35,289.72	147,759.70	0.00	133,770.30	52.48

ACCUMULATED PAID LIST
Period Ending 6/2022 Fiscal Period 6 Year 2022

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	June 06/02/2022	295-895-708-000	AIRPORT	\$6,583.33	329839	06/09/2022 C
				ACCOUNT TOTAL	6,583.33		
				DEPARTMENT TOTAL	\$6,583.33		
023425	STATE OF MICHIGAN	2022/5 06/15/2022	295-895-734-000	ACCT # 386004836	\$408.15	330025	06/16/2022 C
				ACCOUNT TOTAL	408.15		
				DEPARTMENT TOTAL	\$408.15		
012605	FIRE PROS INC	1844292 06/15/2022	295-895-748-000	AIRPORT/REFURB EXTINGUISHER	\$110.75	329970	06/16/2022 C
				ACCOUNT TOTAL	110.75		
				DEPARTMENT TOTAL	\$110.75		
008300	CONSUMERS ENERGY, PAYMENT CENTER	3232218783 06/15/2022	295-895-921-000	AIRPORT/GAS	\$21.21	329956	06/16/2022 C
014546	GREAT LAKES ENERGY	004079 06/15/2022	295-895-921-000	AIRPORT/FINAL BILL ACCT # 1351021	\$0.65	329979	06/16/2022 C
014546	GREAT LAKES ENERGY	004075 06/15/2022	295-895-921-000	AIRPORT/ENERGY USE	\$639.92	329979	06/16/2022 C
				ACCOUNT TOTAL	661.78		
				DEPARTMENT TOTAL	\$661.78		
051099	JIM'S PICKUP SERVICE	004083 06/15/2022	295-895-925-000	AIRPORT/JUNE/JCOM0050	\$50.00	329987	06/16/2022
				ACCOUNT TOTAL	50.00		
				DEPARTMENT TOTAL	\$50.00		
044500	ANDERSON, MARK	004082 06/15/2022	295-895-931-000	AIRPORT/REIMBURSEMENT LED FLO	\$40.27	329931	06/16/2022 C
034865	HASTINGS ACE HARDWARE	3945/1 06/22/2022	295-895-931-000	AIRPORT/PUSHBROOM	\$38.98	330089	06/23/2022 C
034865	HASTINGS ACE HARDWARE	4028/1 06/27/2022	295-895-931-000	AIRPORT/MOP REFILL & DECK BRUSH	\$34.17	330256	06/30/2022
				ACCOUNT TOTAL	113.42		
				DEPARTMENT TOTAL	\$113.42		
046076	AVFUEL CORP.	016950185 06/27/2022	295-895-979-010	AIRPORT/3937 GAL AVGAS FOR RESA	\$26,772.38	330215	06/30/2022
				ACCOUNT TOTAL	26,772.38		
				DEPARTMENT TOTAL	\$26,772.38		
				FUND TOTAL	\$34,699.81		
				Add Bank/credit card fees	\$ 589.91		
				TOTAL	\$35,289.72		