

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

**September 28, 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 August 24, 2022 Regular Meeting.
7. Financial Reports
 - A. *Consider approval of the August 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
August 24, 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** (**Note that Bowers entered the meeting just before the old business agenda item and was present for the remainder of the meeting.)
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda.

Assistant Airport Manager Mark Anderson asked to add to the agenda discussion regarding Affordable Metals lease under old business. Tossava asked to add an update regarding discussion with attorney on the tax situation with Sand Creek Dairy.

Motion by Tossava, second by Conner 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.
No limited public comment.

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

Motion by Conner, second by Tossava to approve the minutes of the July 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 July, 2022 Airport Fund financial reports. Brown gave an overview and answered questions.

Motion by Tossava, second by Smelker to accept and place on file the financial report for July, 2022.

In favor: Holley, Tossava, Conner and Smelker.

Opposed: None.

Motion carried.

****Bowers entered the meeting****

8. **Old Business.**

- a) Affordable Metals Lease – Anderson informed the commission that Noteboom was requesting the commission authorize him to send notice to Affordable Metals reminding them of the court ordered termination date 90, 60 and 30 days prior to the termination date.

Motion by Tossava, second by Bowers to authorize the airport manager to contact the attorney to determine if the airport has the legal authority to send the requested notices.

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

- b) Update regarding Tax Situation with Sand Creek Dairy - Tossava and Moyer-Cale reported on a discussion with the attorney regarding the property tax levied by Rutland Township on the property being mowed by Sand Creek Dairy. The attorney is working with the Airport Manager to rewrite the agreement so that it will not be subject to property tax.

9. **New Business.** None.

10. **Airport Manager's Report.** Holley introduced discussion regarding the Airport Manger's Report. Anderson 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.

Shaw inquired regarding the recent posting for a citizen at large position on the airport commission.

13. **Adjournment.** Motion by Tossava, second by Smelker to adjourn at 4:55 p.m.

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

Submitted by: Michael Brown, Administrative Secretary

Revenue Status Report

revstat.rpt
09/06/2022 8:54AM
Periods: 8 through 8

BARRY COUNTY
8/1/2022 through 8/31/2022

| Account Number | Adjusted Estimate | Revenues | Year-to-date Revenues | Balance | Prct Rcvd |
|---|-------------------|-----------|-----------------------|------------|-----------|
| 295 AIRPORT FUND | | | | | |
| 000 DEPT | | | | | |
| 000-553-000 STATE GRANT | 14,000.00 | 0.00 | 13,000.00 | 1,000.00 | 92.86 |
| 000-580-000 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 | 7,772.50 | 113,609.80 | 36,390.20 | 75.74 |
| 000-609-050 OTHER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 000-648-000 SALE OF GAS | 150,000.00 | 31,237.95 | 140,493.05 | 9,506.95 | 93.66 |
| 000-675-000 DONATIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 000-679-000 MISC REVENUE | 1,450.00 | 15,490.00 | 26,787.73 | -25,337.73 | 1847.43 |
| 000-679-010 MISC REIMBURSEMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total AIRPORT FUND | 315,450.00 | 54,500.45 | 293,890.58 | 21,559.42 | 93.17 |
| Grand Total | 315,450.00 | 54,500.45 | 293,890.58 | 21,559.42 | 93.17 |

Expenditure Status Report

BARRY COUNTY

8/1/2022 through 8/31/2022

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 | 52,666.64 | 0.00 | 26,333.36 | 66.67 |
| 895-727-000 OFFICE SUPPLIES | 600.00 | 0.00 | 191.98 | 0.00 | 408.02 | 32.00 |
| 895-729-000 POSTAGE | 180.00 | 60.00 | 118.00 | 0.00 | 62.00 | 65.56 |
| 895-734-000 SALES TAX | 4,000.00 | 645.20 | 2,396.67 | 0.00 | 1,603.33 | 59.92 |
| 895-745-000 GAS & OIL | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 895-748-000 OTHER SUPPLIES | 500.00 | 147.95 | 258.70 | 0.00 | 241.30 | 51.74 |
| 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 | 745.99 | 7,552.58 | 0.00 | 3,447.42 | 68.66 |
| 895-925-000 TRASH PICKUP | 750.00 | 50.00 | 400.00 | 0.00 | 350.00 | 53.33 |
| 895-931-000 BUILDING REPAIRS & MAINTENANCE | 2,500.00 | 0.00 | 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 | 195.00 | 0.00 | 805.00 | 19.50 |
| 895-960-100 BANK OR CREDIT CARD FEES | 8,400.00 | 754.63 | 3,450.73 | 0.00 | 4,949.27 | 41.08 |
| 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 | 742.00 | 31,671.51 | 0.00 | -26,671.51 | 633.43 |
| 895-979-010 GAS TANK | 134,000.00 | 29,833.65 | 127,451.11 | 0.00 | 6,548.89 | 95.11 |
| 895-990-000 AIRPORT LOAN PAYMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total AIRPORT FUND | 281,530.00 | 39,562.75 | 230,337.56 | 0.00 | 51,192.44 | 81.82 |

ACCUMULATED PAID LIST
 Period Ending 8/2022 Fiscal Period 8 Year 2022

BARRY COUNTY
09/06/2022

| Invoice # | Inv. Date | Account Number | Description | Invoice Amount | Check Number | Check Date |
|-------------------------|----------------------|-----------------|-----------------------------------|--------------------|--------------|------------|
| 295 AIRPORT FUND | | | | | | |
| 895 AIRPORT | | | | | | |
| 295-895-708-000 | | | | | | |
| 041972 | Aug 08/03/2022 | 295-895-708-000 | AIRPORT | \$6,583.33 | 330918 | 08/04/2022 |
| | | | ACCOUNT TOTAL | 6,583.33 | | |
| | | | DEPARTMENT TOTAL | \$6,583.33 | | |
| 041972 | 004283 | 295-895-729-000 | AIRPORT/REIMBURSEMENT POSTAGE | \$60.00 | 331222 | 08/18/2022 |
| | | | ACCOUNT TOTAL | 60.00 | | |
| | | | DEPARTMENT TOTAL | \$60.00 | | |
| 023425 | 2022/7 08/08/2022 | 295-895-734-000 | STATE WITHHOLDING/900026055967 | \$645.20 | 331128 | 08/11/2022 |
| | | | ACCOUNT TOTAL | 645.20 | | |
| | | | DEPARTMENT TOTAL | \$645.20 | | |
| 034865 | 5059/1 08/16/2022 | 295-895-748-000 | AIRPORT/SUPPLIES | \$147.95 | 331203 | 08/18/2022 |
| | | | ACCOUNT TOTAL | 147.95 | | |
| | | | DEPARTMENT TOTAL | \$147.95 | | |
| 008300 | 017225268 08/10/2022 | 295-895-921-000 | AIRPORT/GAS | \$30.00 | 331024 | 08/11/2022 |
| 014546 | 004279 08/16/2022 | 295-895-921-000 | AIRPORT/ELEC | \$715.99 | 331195 | 08/18/2022 |
| | | | ACCOUNT TOTAL | 745.99 | | |
| | | | DEPARTMENT TOTAL | \$745.99 | | |
| 051099 | 004258 08/10/2022 | 295-895-925-000 | AIRPORT/JCOM0050 | \$50.00 | 331070 | 08/11/2022 |
| | | | ACCOUNT TOTAL | 50.00 | | |
| | | | DEPARTMENT TOTAL | \$50.00 | | |
| 005399 | 14504 08/22/2022 | 295-895-979-000 | AIRPORT/INSTALL GUTTERS, DOWNS | \$742.00 | 331333 | 08/25/2022 |
| | | | ACCOUNT TOTAL | 742.00 | | |
| | | | DEPARTMENT TOTAL | \$742.00 | | |
| 046076 | 017225268 08/16/2022 | 295-895-979-010 | AIRPORT/GAS FOR RESALE | \$21,366.88 | 331159 | 08/18/2022 |
| 046076 | 017242810 08/22/2022 | 295-895-979-010 | AIRPORT/JET FUEL 2187 GALS FOR RE | \$8,466.77 | 331328 | 08/25/2022 |
| | | | ACCOUNT TOTAL | 29,833.65 | | |
| | | | DEPARTMENT TOTAL | \$29,833.65 | | |
| | | | FUND TOTAL | \$38,808.12 | | |

\$ 754.63
\$ 39,562.75

ADD BANK OR CREDIT CARD FEES
TOTAL