

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

**May 24, 2023  
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. \*Meeting Minutes
  - A. \*Consider approval of the April 26, 2023 Regular Meeting
  - B. \*Consider approval of the May 9, 2023 Special Meeting.
7. Financial Reports
  - A. \*Consider approval of the April 2023 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**  
**April 26, 2023**

**Call to Order.** The meeting was called to order by Chairperson Holley at 4:30 p.m.

**Pledge of Allegiance.** Holley led the Pledge of Allegiance.

**Roll Call.** Roll was taken. All members present; Bowers, Holley, Smelker, Teunessen, Tossava

**Approval of Agenda.** There were no changes proposed for the agenda.

Motion by Tossava, Second by Teunessen to approve the agenda for the April 26, 2023 meeting. All members present voting yes; motion carried.

**Limited Public Comment.** Mr. Randy VanLiere addressed the Commission regarding the recent concerns about trees adjacent to airport property.

**Approval of Minutes.** There were no modifications proposed for the draft minutes of March 22, 2023 regular meeting of the Airport Commission.

Motion by Tossava, Seconded by Smelker to approve the minutes from the March 22, 2023 regular meeting of the Airport Commission as presented. All members present voting yes; motion carried.

**Financial Reports.** Holley introduced discussion regarding the March 2023 Financial report.

Motion by Smelker, Seconded by Tossava to accept and place on file the financial report for March 2023. All members present voting yes; motion carried.

**Old Business.** Debris Blower. It was noted that the lowest bid submitted for the debris blower was at the State price of \$12,200 from Wolf Kubota.

Motion by Tossava, Seconded by Teunessen to accept the bid from Wolf Kubota for a debris blower in the amount of \$12,200. All members present voting yes; motion carried.

**New Business.**

*Mead and Hunt as Airport Engineer.* Noteboom stated that Mead and Hunt has served as the engineer for the airport for many years. Approval of the action would allow them to continue to serve in the same capacity through 2028.

Motion by Teunessen, Seconded by Smelker to approve Mead and Hunt as the airport engineers from 2023-2028. All members present voting yes; motion carried.

*Notice to Quit.* Noteboom recommended filing a notice to quit on two tenants of the airport.

Motion by Tossava, Seconded by Teunessen to file a notice to quit for the two tenants identified. Bowers, Holley, Teunessen, & Tossava voting yes, Smelker voting no; motion carried.

*Noteboom Construction Invoice.* Noteboom presented an invoice related to additional cost for service which were incurred while working with MDOT to resolve the tree concerns. Discussion was held.

Motion by Tossava, Seconded by Smelker to approve the invoice from Noteboom Construction in the amount of \$4,200. Roll Call Vote:

In favor: Bowers, Holley, Smelker, Teunessen, Tossava

Opposed: None.

Motion carried.

*Increase in airport manager's contract.* Discussion was held regarding the compensation received by manager Noteboom related to his duties and services provided to the airport. Noteboom requested an additional \$2,000/month to help cover the expense of hiring an assistant. It was the consensus of the Airport Commission to negotiate an amendment to the agreement with Noteboom. It was agreed that a special meeting could be held for this purpose if needed.

*Letter of appreciation.* Noteboom presented a letter of appreciate to be sent to neighbors of the airport who allowed tree removal on their properties.

Motion by Tossava, Seconded by Smelker to have the letter of appreciation submitted to the neighbors and to have a copy placed in the newspaper. All members present voting yes; motion carried.

**Airport Manager's Report.** Noteboom presented and explained the Airport Manager's report. It was also stated that a new agreement would need to be reached with Sand Creek Dairy regarding planting on the airport property for property tax reasons.

**Board Comments.** Holley asked for additional comments from the Airport Commission. No comments were made by members.

**Limited Public Comment.** Adam Heikkila addressed the Commission regarding a potential flight simulator.

**Adjournment.**

Motion by Tossava, Seconded by Smelker to adjourn the meeting at 5:34 p.m. All members present voting yes; motion carried.

**Hastings City/Barry County Airport Commission  
Draft Special Meeting Minutes  
May 9, 2023**

**Call to Order.** The meeting was called to order by Chairperson Holley at 4:30 p.m.

**Pledge of Allegiance.** Holley led the Pledge of Allegiance.

**Roll Call.** Roll was taken. All members present; Bowers, Holley, Smelker, Teunessen, Tossava

**Approval of Agenda.** There were no changes proposed for the agenda.

Motion by Smelker, Second by Tossava to approve the agenda for the May 9, 2023 special meeting. All members present voting yes; motion carried.

**Limited Public Comment.** None.

**Old Business.**

- A. Supplemental Increase to the Airport Manager's contract. The Commission discussed the proposed First Amendment to the Amended and Restated Hastings City / Barry County Airport Contract for Airport Management Service by and between the Hastings City / Barry County Airport Commission and Mark Noteboom Dated March 9, 2021.

Motion by Smelker, seconded by Tossava, to approve the First Amendment to the Amended and Restated Hastings City / Barry County Airport Contract for Airport Management Service by and between the Hastings City / Barry County Airport Commission and Mark Noteboom dated March 9, 2021. All members present voting yes; motion carried.

**New Business.** None.

**Airport Manager's Report.** None.

**Board Comments.** None.

**Limited Public Comment.** None.

**Adjournment.**

Motion by Tossava, Seconded by Smelker to adjourn the meeting at 4:48 p.m. All members present voting yes; motion carried.

Revenue Status Report

revstat.rpt  
05/15/2023 4:11PM  
Periods: 4 through 4

BARRY COUNTY  
4/1/2023 through 4/30/2023

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	150,000.00	26,602.50	80,278.60	69,721.40	53.52
000-609-050 OTHER	250.00	0.00	0.00	250.00	0.00
000-648-000 SALE OF GAS	225,000.00	16,493.10	62,208.17	162,791.83	27.65
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	0.00	9,780.00	-8,330.00	674.48
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	376,700.00	43,095.60	152,266.77	224,433.23	40.42

Grand Total

376,700.00 43,095.60 152,266.77 224,433.23 40.42

Expenditure Status Report

expstat.rpt  
 05/15/2023 4:12PM  
 Periods: 4 through 4

BARRY COUNTY  
 4/1/2023 through 4/30/2023

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	26,333.32	0.00	52,666.68	33.33
895-727-000 OFFICE SUPPLIES	800.00	0.00	52.79	0.00	747.21	6.60
895-729-000 POSTAGE	180.00	0.00	0.00	0.00	180.00	0.00
895-734-000 SALES TAX	13,500.00	432.33	1,017.70	0.00	12,482.30	7.54
895-745-000 GAS & OIL	500.00	0.00	0.00	0.00	500.00	0.00
895-748-000 OTHER SUPPLIES	500.00	50.99	616.24	0.00	-116.24	123.25
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	4,000.00	0.00	830.00	0.00	3,170.00	20.75
895-807-000 DUES-SUBSCRIPTIONS	1,200.00	0.00	0.00	0.00	1,200.00	0.00
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	945.00	0.00	555.00	63.00
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	8,100.00	0.00	601.00	0.00	7,499.00	7.42
895-921-000 UTILITIES	12,000.00	905.62	4,337.57	0.00	7,662.43	36.15
895-925-000 TRASH PICKUP	750.00	55.00	220.00	0.00	530.00	29.33
895-931-000 BUILDING REPAIRS & MAINTENANCE	4,500.00	0.00	58.62	0.00	4,441.38	1.30
895-932-000 EQUIPMENT REPAIRS & MAINT	4,000.00	473.04	2,315.14	0.00	1,684.86	57.88
895-960-000 MISCELLANEOUS EXPENSES	1,000.00	74.95	74.95	0.00	925.05	7.50
895-960-100 BANK OR CREDIT CARD FEES	6,750.00	377.68	1,522.64	0.00	5,227.36	22.56
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	6,500.00	0.00	14,071.33	0.00	-7,571.33	216.48
895-975-000 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
895-976-000 CAPITAL OUTLAY/5 YEAR MATCH	15,000.00	0.00	0.00	0.00	15,000.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	17,500.00	0.00	0.00	0.00	17,500.00	0.00
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	5,000.00	0.00	26,913.90	0.00	-21,913.90	538.28
895-979-010 GAS TANK	200,000.00	7,601.39	42,280.24	0.00	157,719.76	21.14
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total AIRPORT FUND</b>	<b>382,380.00</b>	<b>16,554.33</b>	<b>122,190.64</b>	<b>0.00</b>	<b>260,189.36</b>	<b>31.96</b>

**BARRY COUNTY**  
 05/02/2023

**ACCUMULATED PAID LIST**  
 Period Ending 4/2023 Fiscal Period 4 Year 2023

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
<b>295 AIRPORT FUND</b>						
<b>895 AIRPORT</b>						
<b>295-895-708-000</b>						
041972	NOTEBOOM CONSTRUCTION & MANAGEM	APRIL23	04/03/2023	295-895-708-000	AIRPORT	
						\$6,583.33
						<b>6,583.33</b>
						<b>\$6,583.33</b>
023425	STATE OF MICHIGAN	2023/3	04/05/2023	295-895-734-000	BARRY CO./STATE WITHHOLDING	
						\$432.33
						<b>432.33</b>
						<b>\$432.33</b>
034865	HASTINGS ACE HARDWARE	10612/1	04/19/2023	295-895-748-000	AIRPORT/ROUNDUP	
						\$50.99
						<b>50.99</b>
						<b>\$50.99</b>
008300	CONSUMERS ENERGY, PAYMENT CENTER	0438954576	04/11/2023	295-895-921-000	AIRPORT/GAS	
						\$88.34
008300	CONSUMERS ENERGY, PAYMENT CENTER	06969686100	04/19/2023	295-895-921-000	AIRPORT/GAS	
						\$30.17
014546	GREAT LAKES ENERGY	5150	04/17/2023	295-895-921-000	AIRPORT/ENERGY USE	
						\$787.11
						<b>905.62</b>
						<b>\$905.62</b>
051099	JIMS PICKUP SERVICE	5121	04/11/2023	295-895-925-000	AIRPORT/APRIL/COM0050	
						\$55.00
						<b>55.00</b>
						<b>\$55.00</b>
040885	VERN'S REPAIR & SPORT	31011	04/03/2023	295-895-932-000	AIRPORT/MOWER REPAIRS	
						\$199.44
041972	NOTEBOOM CONSTRUCTION & MANAGEM	5151	04/17/2023	295-895-932-000	AIRPORT/REIMBURSEMENT/MENARI	
						\$236.15
041972	NOTEBOOM CONSTRUCTION & MANAGEM	5159	04/24/2023	295-895-932-000	AIRPORT/REIMBURSEMENT/SUPPLIE	
						\$37.45
						<b>473.04</b>
						<b>\$473.04</b>
029050	REMINDER, THE	7101761	04/04/2023	295-895-960-000	AIRPORT/SEEKING SEAL BIDS	
						\$55.20
034865	HASTINGS ACE HARDWARE	10450/1	04/11/2023	295-895-960-000	AIRPORT/FASTENERS	
						\$19.75
						<b>74.95</b>
						<b>\$74.95</b>
046076	AVFUEL CORP.	018444362	04/12/2023	295-895-979-010	AIRPORT/JET FUEL	
						\$7,601.39
						<b>7,601.39</b>
						<b>\$7,601.39</b>

Invoice #	Inv. Date	Account Number	Description	FUND TOTAL	Invoice Amount	Check Number	Check Date
			Add Bank or Credit Card Fees		<u>377.68</u>		
			<b>TOTAL</b>		<b>\$16,554.33</b>		