

Hastings City / Barry County Airport Commission
Draft Meeting Minutes
November 28, 2018

1. **Call to Order.** The meeting was called to order by Chairman Holley at 4:30 p.m.
2. **Pledge of Allegiance.** Holley led those present in the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Conner, Tossava, Smelker, Holley. Absent: Bowers.
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. Tossava asked that an agenda item be added to the agenda under New Business to provide for discussion of posting of the agenda for the Airport meetings on the appropriate websites.

Motion by Tossava, second by Conner to approve the agenda for today's meeting after revision per Tossava's request.

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

Motion carried.

5. **Limited Public Comment.** Holley asked for limited comment from the public. No comment was forwarded.
6. **Approval of Minutes.** Holley asked for comments regarding the draft minutes of the October 24, 2018 meeting of the Airport Commission.

Motion by Tossava, second by Smelker to approve the minutes of the October 24, 2018 meeting of the Airport Commission as submitted.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the October, 2018 Airport Fund financial reports. Brown reported on status of the revenues and expenditures for the month of October and the year to date. Brown noted that the financial reports do not yet reflect the recently approved amendments to the Airport Fund budget. Smelker questioned the payment to PK Contracting. Noteboom explained that this was for "extra" painting of pavement markings at the Airport stemming from a mutual mistake by the contractor and engineer, and would likely be reimbursed by MDOT in the coming fiscal year.

Motion by Tossava, second by Conner to approve the October, 2018 Airport Fund financial reports.

In favor: Conner, Tossava, Smelker, Holley.

Opposed: None.

Absent: Bowers.

Motion carried.

8. **Old Business.** Noteboom distributed a draft amendment to a lease agreement with Bob Keller. Noteboom stated that the amendment added permission for Keller to perform instruction/training under the terms of the lease. Noteboom stated that Keller also needed to obtain permission from MDOT to perform such training. Noteboom stated that Keller had been performing informal training for some time, and that the proposed amendment would formally authorize him to continue to do so. Conner noted that the reference number for the subject hangar was missing from the lease agreement.

Motion by Tossava, second by Smelker to approve the amendment to the lease held by Bob Keller as distributed at tonight's meeting with the reference number for the hangar to be added.

In favor: Conner, Tossava, Smelker, Holley.

Opposed: None.

Absent: Bowers.

Motion carried.

Noteboom explained that he had e-mailed the members of the Airport Commission a draft (model) 30 day (month-to-month) hangar lease agreement for their consideration.

Motion by Smelker, second by Conner to approve the draft (model) 30 day (month-to-month) hangar lease agreement.

In favor: Conner, Tossava, Smelker, Holley.

Opposed: None.

Absent: Bowers.

Motion carried.

Bowers arrived at 4:53 p.m.

9. **New Business.** Holley introduced discussion regarding applications for the Member at Large position on the Airport Commission. Noteboom stated that Holley's application was the only application that had been received.

Motion by Tossava, second by Smelker to re-appoint Holley to the position of Member at Large on the Airport Commission.

In favor: Conner, Tossava, Smelker, Bowers.

Opposed: None.
Abstained: Holley.
Absent: None.

Motion carried.

Holley introduced discussion regarding the selection of an attorney to assist the Airport Commission with services on an as-needed basis. Noteboom stated that he had asked Brown if the County's attorney could assist with this work. Brown stated that he had contacted Cohl, Stoker & Toskey, the County's Attorney, and that they had indicated that they would be happy to provide this service. Brown stated that Attorney Tim Perrone would likely provide the services. Tossava questioned if City Attorney Stephanie Fekkes (present in the audience) had any concerns related to this matter. Fekkes stated that she had personally previously withdrawn from providing any legal services for the Airport to avoid the possibility of any potential conflict of interest related to her or her husband's business and operations at the airport. Fekkes stated that she had no concerns with Cohl, Stoker providing such services.

Motion by Smelker, second by Conner that the Airport Commission use the services of Cohl, Stoker & Toskey for legal services as needed.

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

Motion carried.

Holley introduced discussion regarding placing the agenda for the Airport Commission meeting on a website in advance of the meeting. Noteboom stated that he believed the agenda was on the County's website. Brown stated that the County maintained a web page dedicated to the Airport on their website, but that the agenda was not posted. Brown stated that the agenda or meeting packet could be placed on the County's website in advance of the meeting. Mansfield stated that it could also be placed on the City website. Mansfield stated that he could add any documents provided to him in advance of the meeting to the packet. Consensus was to have the City and County post both the agenda and packet of information for the Airport Commission meeting on their respective websites in advance of the meeting.

10. **Airport Manager's Report.** Noteboom presented and explained the Airport Manager's report for November, 2018. Noteboom explained the comments in his written report distributed at tonight's meeting. Noteboom stated that he anticipated that four additional airplanes would be housed at the airport in the coming months. Noteboom stated that the current tenants storing materials other than aircraft in hangars would be required to leave to make room for the aircraft.

Todd Voschel asked if the Commission had determined if funding was available for repaving of the taxiway adjacent to the hangar occupied by his business. Noteboom stated that he had been informed by MDOT that no State or Federal

funding was available for this purpose. Voschel asked if the Airport Commission would consider paying to improve the approach. Voschel questioned how much of the approach was on the property that he (Voschel) leased. Noteboom stated that the leased area was generally considered to extend to 10 feet beyond the building walls. Voschel stated that the affected area was approximately 50 feet by 50 feet. Noteboom asked Voschel to obtain quotes for repaving of the deteriorated area for further consideration by the Commission at the next meeting.

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

Tossava questioned if the Airport Commission intended to meet on their regularly scheduled date in December. Tossava noted that the City Council would also be meeting that evening (December 26th) due to the holidays.

Motion by Smelker, second by Bowers to cancel the regularly scheduled meeting of the Airport Commission on December 26th.

In favor: Conner, Tossava, Smelker, Bowers, Holley.

Opposed: None.

Absent: None.

Motion carried.

No additional Board comments were forwarded.

12. **Limited Public Comment.** Holley asked for limited comment from the public.

Randy Van Liere questioned if the month-to-month lease approved by the Airport Commission at tonight's meeting would also be used for non-aircraft tenants. Noteboom stated that it would.

No additional public comment was forwarded.

13. **Adjournment.** Motion by Tossava, second by Smelker to adjourn at 5:31 p.m.

Motion carried.

Submitted by: Jeff Mansfield, Recording Secretary