

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
April 24, 2019

1. Call to Order at 4:30 p.m. at the Airport Terminal Building.
2. Pledge of Allegiance
3. Roll Call
4. *Approval of Agenda
5. Limited Public Comment
6. *Approval of the minutes of the March 27, 2019 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the March, 2019 Financial Reports
8. Old Business
9. New Business
10. Airport Manager's Report
11. Board Comments
12. Limited Public Comment
13. Adjournment

* Indicates Attachment

Hastings City / Barry County Airport Commission
Draft Meeting Minutes
March 27, 2019

1. **Call to Order.** The meeting was called to order by Acting Chairman Bowers at 4:30 p.m.
2. **Pledge of Allegiance.** Bowers led those present in the recitation of the Pledge of Allegiance.
3. **Roll Call.** Roll was taken. Present: Conner, Tossava, Smelker, Bowers. Absent: Holley.
4. **Approval of Agenda.** Bowers asked for any additions or amendments to the agenda.

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

In favor: Conner, Smelker, Tossava, Bowers.

Opposed: None.

Absent: Holley.

Motion carried.

5. **Limited Public Comment.** Bowers asked for limited comment from the public. No comment was forwarded.
6. **Approval of Minutes.** Bowers asked for comments regarding the draft minutes of the February 27, 2019 meeting of the Airport Commission.

Motion by Smelker, second by Conner to approve the minutes of the February 27, 2019 meeting of the Airport Commission as submitted.

In favor: Conner, Tossava, Smelker, Bowers.

Opposed: None.

Absent: Holley.

Motion carried.

7. **Financial Reports.** Bowers introduced discussion regarding the February, 2019 Airport Fund financial reports. Noteboom offered to answer any questions related to these reports.

Motion by Conner, second by Tossava to approve the February, 2019 Airport Fund financial reports.

In favor: Conner, Tossava, Smelker, Bowers.

Opposed: None.

Absent: Holley.

Motion carried.

8. **Old Business.** Noteboom noted that Todd Voshell was present at tonight's meeting to discuss paving of the approach to the hangar he leased, but that David Hast, the owner of the hangar was not present. Noteboom stated that it was up to the Airport Commission if they wished to consider paving of the approach as requested by Voshell. Voshell stated that Hast had indicated that he did not intend to spend any money for paving the approach.

Smelker stated that the Airport Commission had not paid for paving approaches to private hangars in the past. Bowers stated that he was opposed to changing that practice. Noteboom stated that if the Airport received a grant for paving taxiways, MDOT would only approve payment for paving to within 50 feet of a hangar. Voshell asked that the Commission consider paying for pavement of the approach as a means to support business at the Airport. Conner asked that Noteboom distribute any applicable rules and policies related to paving of approaches and responsibility for payment for the same at the Airport.

Motion by Conner, second by Smelker to table action on the request from Todd Voshell for payment by the Airport Commission for paving of the taxiway adjacent to the hangar he occupied until the April meeting of the Commission to allow time for distribution and review of the applicable regulations and policies applying to the same.

In favor: Conner, Tossava, Smelker.

Opposed: Bowers.

Absent: Holley.

Motion carried.

9. **New Business.** Bowers stated that there was no new business to discuss.
10. **Airport Manager's Report.** Noteboom presented and explained the Airport Manager's report for March of 2019. Noteboom explained the comments in his written report distributed at tonight's meeting. Noteboom stated that Tomy Cordova and Stephanie Fekkes had request that the draft lease for rental of a hangar be amended to include provisions related to quiet enjoyment of the property, non-discrimination, and affirmative action. Noteboom stated that he had contacted the Commission's recently selected Attorney, Tim Perrone of Cohl, Stoker & Toskey, and had been advised that the language related to affirmative action was not applicable in this lease relationship. Noteboom stated that he had subsequently removed the language from the draft lease agreement. Noteboom stated that he would forward the revised lease agreement to Cordova and Fekkes.

Noteboom distributed rules related to the operation of the Airport to the Commission members.

11. **Board Comments.** Bowers asked for additional comments from the Airport Commission. No comments were forwarded.

12. **Limited Public Comment.** Bowers asked for limited comment from the public. No comments were forwarded.
13. **Adjournment.** Motion by Smelker, second by Tossava to adjourn at 5:03 p.m.
Motion carried.

Submitted by: Jeff Mansfield, Recording Secretary

Revenue Status Report

BARRY COUNTY
 3/1/2019 through 3/31/2019

295 AIRPORT FUND

Account Number	DEPT	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
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	130,000.00	10,684.90	46,075.90	83,924.10	35.44
000-608-010	NEW HANGER RENT	0.00	0.00	0.00	0.00	0.00
000-609-050	OTHER	1,000.00	0.00	0.00	1,000.00	0.00
000-648-000	SALE OF GAS	182,784.00	15,086.36	32,245.05	150,538.95	17.64
000-675-000	DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000	MISC REVENUE	3,500.00	0.00	2,475.52	1,024.48	70.73
000-679-010	MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND		317,284.00	25,771.26	80,796.47	236,487.53	25.47

Grand Total

25,771.26 80,796.47 236,487.53 25.47

Expenditure Status Report

BARRY COUNTY
 3/1/2019 through 3/31/2019

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	19,749.99	0.00	59,250.01	25.00
895-727-000 OFFICE SUPPLIES	550.00	29.99	97.27	0.00	452.73	17.69
895-729-000 POSTAGE	180.00	0.00	24.17	0.00	155.83	13.43
895-734-000 SALES TAX	10,200.00	247.49	587.87	0.00	9,612.13	5.76
895-745-000 GAS & OIL	300.00	0.00	0.00	0.00	300.00	0.00
895-748-000 OTHER SUPPLIES	400.00	32.66	82.46	0.00	317.54	20.62
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	500.00	0.00	0.00	0.00	500.00	0.00
895-807-000 DUES-SUBSCRIPTIONS	50.00	36.00	36.00	0.00	14.00	72.00
895-808-000 CONTRACTUAL SERV/SNOW PLOWING	0.00	0.00	0.00	0.00	0.00	0.00
895-809-000 SERVICE CONTRACTS	1,250.00	0.00	0.00	0.00	1,250.00	0.00
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	1,680.00	140.18	557.87	0.00	1,122.13	33.21
895-910-000 INSURANCE	6,600.00	0.00	1,319.45	0.00	5,280.55	19.99
895-921-000 UTILITIES	10,000.00	1,157.07	3,567.20	0.00	6,432.80	35.67
895-925-000 TRASH PICKUP	700.00	0.00	50.00	0.00	650.00	7.14
895-931-000 BUILDING REPAIRS & MAINTENANCE	2,500.00	270.24	1,159.53	0.00	1,340.47	46.38
895-932-000 EQUIPMENT REPAIRS & MAINT	3,000.00	507.50	1,375.25	0.00	1,624.75	45.84
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	0.00	0.00	500.00	0.00
895-960-100 BANK OR CREDIT CARD FEES	8,400.00	505.28	1,025.59	0.00	7,374.41	12.21
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	200.00	200.00	0.00	3,300.00	5.71
895-975-000 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
895-976-000 CAPITAL OUTLAY/5 YEAR MATCH	3,500.00	0.00	0.00	0.00	3,500.00	0.00
895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00	0.00
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	7,000.00	0.00	0.00	0.00	7,000.00	0.00
895-979-010 GAS TANK	154,000.00	6,575.87	32,294.31	0.00	121,705.69	20.97
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	296,810.00	16,285.61	62,126.96	0.00	234,683.04	20.93

	Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND							
895 AIRPORT							
295-895-708-000							
041972 NOTEBOOM, MARK	007	03/05/2019	295-895-708-000	AIRPORT/MARCH	\$6,583.33	308019	03/07/2019
				ACCOUNT TOTAL	6,583.33		
				DEPARTMENT TOTAL	\$6,583.33		
044500 ANDERSON, MARK	075	03/27/2019	295-895-727-000	AIRPORT/WIRELESS ADAPTER	\$29.99	308414	03/28/2019
				ACCOUNT TOTAL	29.99		
				DEPARTMENT TOTAL	\$29.99		
023425 STATE OF MICHIGAN	201972-A	03/05/2019	295-895-734-000	AIRPORT/FUEL CONF#300013758062	\$247.49	308037	03/07/2019
				ACCOUNT TOTAL	247.49		
				DEPARTMENT TOTAL	\$247.49		
048744 TRACTOR SUPPLY CO., HASTINGS AIRPORT	526589	03/20/2019	295-895-748-000	AIRPORT/MISC. SUPPLIES	\$32.66	308322	03/21/2019
				ACCOUNT TOTAL	32.66		
				DEPARTMENT TOTAL	\$32.66		
046128 AIRNAV, LLC	1984615	03/05/2019	295-895-807-000	AIRPORT/RENEW BASIC LISTING	\$36.00	307951	03/07/2019
				ACCOUNT TOTAL	36.00		
				DEPARTMENT TOTAL	\$36.00		
023000 AT&T	26994555003-G	03/27/2019	295-895-851-000	AIRPORT	\$140.18	308416	03/28/2019
				ACCOUNT TOTAL	140.18		
				DEPARTMENT TOTAL	\$140.18		
051099 JIM'S PICKUP SERVICE	032	03/13/2019	295-895-921-000	AIRPORT/MARCH	\$50.00	308188	03/14/2019
008300 CONSUMERS ENERGY, PAYMENT CENTERS	545242767	03/19/2019	295-895-921-000	AIRPORT	\$92.71	308279	03/21/2019
014546 GREAT LAKES ENERGY	062	03/19/2019	295-895-921-000	AIRPORT	\$1,014.36	308292	03/21/2019
				ACCOUNT TOTAL	1,157.07		
				DEPARTMENT TOTAL	\$1,157.07		
053289 HALL-BRITE INC.	28321	03/06/2019	295-895-931-000	AIRPORT - 1 LAMP/SHIPPING	\$32.80	307999	03/07/2019
041972 NOTEBOOM, MARK	065	03/19/2019	295-895-931-000	AIRPORT/THERMOSTAT FOR WATER	\$237.44	308309	03/21/2019
				ACCOUNT TOTAL	270.24		
				DEPARTMENT TOTAL	\$270.24		
029462 ROHR GASOLINE EQUIPMENT INC	1315	03/06/2019	295-895-932-000	AIRPORT- 2 ANODE TESTS	\$507.50	308030	03/07/2019
				ACCOUNT TOTAL	507.50		
				DEPARTMENT TOTAL	\$507.50		

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
050668	03/19/2019	295-895-974-000	AIRPORT/TREE REMOVAL	\$200.00	308308	03/21/2019
			ACCOUNT TOTAL	200.00		
			DEPARTMENT TOTAL	\$200.00		
046076	03/13/2019	295-895-979-010	AIRPORT/AV GAS	\$6,575.87	308126	03/14/2019
			ACCOUNT TOTAL	6,575.87		
			DEPARTMENT TOTAL	\$6,575.87		
			FUND TOTAL	\$15,780.33		
			Add Bank/credit card fees	\$ 505.28		
			TOTAL	<u>\$16,285.61</u>		