

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
January 23, 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 November 28, 2018 Regular Meeting of the Airport Commission.
7. Financial Reports
 - A. *Consider approval of the November and December, 2018 Financial Reports
8. Old Business.
 - A. Discuss paving adjacent to Voschel hangar.
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
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

Revenue Status Report

BARRY COUNTY
 11/1/2018 through 11/30/2018

295 AIRPORT FUND

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
000 DEPT					
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	113,750.00	9,779.30	143,140.33	-29,390.33	125.84
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	150,000.00	9,630.19	159,653.87	-9,653.87	106.44
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,500.00	0.00	100.00	1,400.00	6.67
000-679-010 MISC REIMBURSEMENT	0.00	0.00	4,879.11	-4,879.11	0.00
Total AIRPORT FUND	266,250.00	19,409.49	307,773.31	-41,523.31	115.60

Grand Total

19,409.49 307,773.31 -41,523.31 115.60

Expenditure Status Report
 BARRY COUNTY
 11/1/2018 through 11/30/2018

295 AIRPORT FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	73,166.69	6,583.33	66,583.33	0.00	6,583.36	91.00
895-727-000 OFFICE SUPPLIES	550.00	0.00	549.52	0.00	0.48	99.91
895-729-000 POSTAGE	150.00	0.00	55.70	0.00	94.30	37.13
895-734-000 SALES TAX	9,000.00	249.00	3,213.62	0.00	5,786.38	35.71
895-745-000 GAS & OIL	1,176.00	0.00	1,175.72	0.00	0.28	99.98
895-748-000 OTHER SUPPLIES	500.00	54.99	249.26	0.00	250.74	49.85
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	5,500.00	0.00	5,465.00	0.00	35.00	99.36
895-807-000 DUES-SUBSCRIPTIONS	100.00	0.00	86.00	0.00	14.00	86.00
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	1,700.00	135.64	1,496.85	0.00	203.15	88.05
895-910-000 INSURANCE	6,600.00	0.00	6,752.16	0.00	-152.16	102.31
895-921-000 UTILITIES	9,500.00	987.13	8,823.47	0.00	676.53	92.88
895-925-000 TRASH PICKUP	650.00	50.00	550.00	0.00	100.00	84.62
895-931-000 BUILDING REPAIRS & MAINTENANCE	3,000.00	0.00	29.75	0.00	2,970.25	0.99
895-932-000 EQUIPMENT REPAIRS & MAINT	3,500.00	0.00	2,762.85	0.00	737.15	78.94
895-960-000 MISCELLANEOUS EXPENSES	500.00	58.44	154.44	0.00	345.56	30.89
895-960-100 BANK OR CREDIT CARD FEES	5,200.00	344.26	5,090.74	0.00	109.26	97.90
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	0.00	27,028.92	0.00	-23,528.92	772.25
895-975-000 CONSTRUCTION	0.00	0.00	4,908.76	0.00	-4,908.76	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	6,000.00	0.00	1,200.00	0.00	4,800.00	20.00
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	461,000.00	0.00	415,110.12	0.00	45,889.88	90.05
895-979-010 GAS TANK	134,800.00	7,442.93	128,211.48	0.00	6,588.52	95.11
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	730,842.69	15,905.72	679,497.69	0.00	51,345.00	92.97

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date			
295 AIRPORT FUND									
895 AIRPORT									
295-895-708-000									
041972	NOTEBOOM, MARK	3779	11/01/2018	295-895-708-000	AIRPORT/NOVEMBER	305637	11/01/2018	C	
					ACCOUNT TOTAL	\$6,583.33			
					DEPARTMENT TOTAL	\$6,583.33			
023425	STATE OF MICHIGAN	300012495364	11/06/2018	295-895-734-000	STATE WITHHOLDING	\$249.00	305736	11/08/2018	C
					ACCOUNT TOTAL	249.00			
					DEPARTMENT TOTAL	\$249.00			
034865	HASTINGS ACE HARDWARE	1635183	11/14/2018	295-895-748-000	AIRPORT/ANTIFREEZE/HEAT CABLE	\$54.99	305901	11/15/2018	C
					ACCOUNT TOTAL	54.99			
					DEPARTMENT TOTAL	\$54.99			
023000	AT&T	26994555010-G	11/01/2018	295-895-851-000	AIRPORT	\$135.64	305598	11/01/2018	C
					ACCOUNT TOTAL	135.64			
					DEPARTMENT TOTAL	\$135.64			
008300	CONSUMERS ENERGY, PAYMENT CENTER	183502232	11/19/2018	295-895-921-000	AIRPORT	\$38.51	305989	11/21/2018	C
014546	GREAT LAKES ENERGY	0060	11/19/2018	295-895-921-000	AIRPORT	\$948.62	306001	11/21/2018	C
					ACCOUNT TOTAL	987.13			
					DEPARTMENT TOTAL	\$987.13			
051099	JIM'S PICKUP SERVICE	0061	11/19/2018	295-895-925-000	AIRPORT	\$50.00	306009	11/21/2018	C
					ACCOUNT TOTAL	50.00			
					DEPARTMENT TOTAL	\$50.00			
015400	HASTINGS BANNER	256091	11/06/2018	295-895-960-000	AIRPORT/POSITION AT LARGE AD	\$28.88	305710	11/08/2018	C
029050	REMINDER, THE	256369	11/06/2018	295-895-960-000	AIRPORT	\$31.56	305730	11/08/2018	C
					ACCOUNT TOTAL	58.44			
					DEPARTMENT TOTAL	\$58.44			
046076	AVFUEL CORP.	011438070	11/06/2018	295-895-979-010	AIRPORT/JET FUEL	\$7,442.93	305671	11/08/2018	C
					ACCOUNT TOTAL	7,442.93			
					DEPARTMENT TOTAL	\$7,442.93			
				FUND TOTAL		\$15,561.46			
				Add Bank/credit card fees		344.26			
						<u>\$15,905.72</u>			

Revenue Status Report

BARRY COUNTY
 12/1/2018 through 12/31/2018

295 AIRPORT FUND

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
000 DEPT					
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	113,750.00	8,509.50	151,649.83	-37,899.83	133.32
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	150,000.00	9,482.42	169,136.29	-19,136.29	112.76
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,500.00	0.00	100.00	1,400.00	6.67
000-679-010 MISC REIMBURSEMENT	0.00	41,749.75	46,628.86	-46,628.86	0.00
Total AIRPORT FUND	266,250.00	59,741.67	367,514.98	-101,264.98	138.03

Grand Total

266,250.00 59,741.67 367,514.98 -101,264.98 138.03

Expenditure Status Report
 BARRY COUNTY
 12/1/2018 through 12/31/2018

295 AIRPORT FUND

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	73,166.69	6,583.33	73,166.66	0.00	0.03	100.00
895-727-000 OFFICE SUPPLIES	550.00	0.00	549.52	0.00	0.48	99.91
895-729-000 POSTAGE	150.00	0.00	55.70	0.00	94.30	37.13
895-734-000 SALES TAX	9,000.00	103.31	3,316.93	0.00	5,683.07	36.85
895-745-000 GAS & OIL	1,176.00	0.00	1,175.72	0.00	0.28	99.98
895-748-000 OTHER SUPPLIES	500.00	12.17	261.43	0.00	238.57	52.29
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	5,500.00	0.00	5,465.00	0.00	35.00	99.36
895-807-000 DUES-SUBSCRIPTIONS	100.00	0.00	86.00	0.00	14.00	86.00
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	1,095.00	1,095.00	0.00	155.00	87.60
895-816-000 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
895-851-000 TELEPHONE & FAX	1,700.00	135.46	1,632.31	0.00	67.69	96.02
895-910-000 INSURANCE	6,600.00	0.00	6,752.16	0.00	-162.16	102.31
895-921-000 UTILITIES	9,500.00	852.51	9,675.98	0.00	-175.98	101.85
895-925-000 TRASH PICKUP	650.00	50.00	600.00	0.00	50.00	92.31
895-931-000 BUILDING REPAIRS & MAINTENANCE	3,000.00	0.00	29.75	0.00	2,970.25	0.99
895-932-000 EQUIPMENT REPAIRS & MAINT	3,500.00	0.00	2,762.85	0.00	737.15	78.94
895-960-000 MISCELLANEOUS EXPENSES	500.00	26.88	181.32	0.00	318.68	36.26
895-960-100 BANK OR CREDIT CARD FEES	5,200.00	280.94	5,371.68	0.00	-171.68	103.30
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	-25,000.00	2,028.92	0.00	1,471.08	57.97
895-975-000 CONSTRUCTION	0.00	-4,908.76	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	6,000.00	0.00	1,200.00	0.00	4,800.00	20.00
895-979-000 CAPITAL OUTLAY/YARD & BUILDING	461,000.00	29,908.76	445,018.88	0.00	15,981.12	96.53
895-979-010 GAS TANK	134,800.00	0.00	128,211.48	0.00	6,588.52	95.11
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	730,842.69	9,139.60	688,637.29	0.00	42,205.40	94.23

	Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
295 AIRPORT FUND							
895 AIRPORT							
295-895-708-000							
041972 NOTEBOOK, MARK	3853	12/05/2018	295-895-708-000	AIRPORT/DECEMBER	\$6,583.33	306283	12/06/2018 C
				ACCOUNT TOTAL	6,583.33		
				DEPARTMENT TOTAL	\$6,583.33		
023425 STATE OF MICHIGAN	2018/11-A	12/05/2018	295-895-734-000	AIRPORT/FUEL #300012727566	\$103.31	306300	12/06/2018 C
				ACCOUNT TOTAL	103.31		
				DEPARTMENT TOTAL	\$103.31		
034865 HASTINGS ACE HARDWARE	1656237	12/26/2018	295-895-748-000	AIRPORT- RE-KEY LOCK/3 KEYS	\$12.17	306722	12/27/2018 C
				ACCOUNT TOTAL	12.17		
				DEPARTMENT TOTAL	\$12.17		
049696 QT POD	0084	12/19/2018	295-895-809-000	HASTINGS-BARRY COUNTY AIRPORT	\$1,095.00	306673	12/20/2018 C
				ACCOUNT TOTAL	1,095.00		
				DEPARTMENT TOTAL	\$1,095.00		
023000 AT&T	269945555011-G	12/05/2018	295-895-851-000	AIRPORT	\$135.46	306218	12/06/2018 C
				ACCOUNT TOTAL	135.46		
				DEPARTMENT TOTAL	\$135.46		
008300 CONSUMERS ENERGY, PAYMENT CENTER	3902	12/26/2018	295-895-921-000	AIRPORT	\$79.51	306715	12/27/2018
014546 GREAT LAKES ENERGY	3902	12/26/2018	295-895-921-000	AIRPORT	\$773.00	306721	12/27/2018
				ACCOUNT TOTAL	852.51		
				DEPARTMENT TOTAL	\$852.51		
051099 JIM'S PICKUP SERVICE	3897	12/19/2018	295-895-925-000	AIRPORT/DECEMBER	\$50.00	306645	12/20/2018 C
				ACCOUNT TOTAL	50.00		
				DEPARTMENT TOTAL	\$50.00		
015400 HASTINGS BANNER	260569	12/11/2018	295-895-960-000	AIRPORT/AD FOR MEMBER AT LARG	\$26.88	306424	12/13/2018 C
				ACCOUNT TOTAL	26.88		
				DEPARTMENT TOTAL	\$26.88		
				FUND TOTAL	\$8,858.66		
				ADD BANK/CREDIT CARD FEES	280.94		
				TOTAL	\$ 9,139.60		