

AGENDA
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION
REGULAR MEETING
March 27, 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 February, 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
February 27, 2019

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.

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

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 November 28, 2018 meeting of the Airport Commission.

Motion by Smelker, second by Conner to approve the minutes of the November 28, 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 November and December, 2018 and January, 2019 Airport Fund financial reports. Noteboom noted that there was approximately \$200,000 in the fund balance in the Airport Fund. Noteboom stated that this was approximately \$60,000 more than at this time last year. Noteboom stated that \$40,000 from the fund balance was related to an insurance payment for repair of runway lights, and would be expended in the spring.

Motion by Tossava, second by Smelker to approve the November and December, 2018, and January, 2019 Airport Fund financial reports.

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

Motion carried.

8. **Old Business.** Noteboom distributed drawings and estimates for repair of the taxiway adjacent to the hangar occupied by Todd Voschel. Noteboom stated that Voschel was unable to attend tonight's meeting, and asked that the Airport Commission delay making a decision on this matter until a meeting at which he could be in attendance. Conner questioned if Voschel owned the subject hangar. Noteboom stated that the hangar was owned by David Hast.

Motion by Tossava, second by Conner to table action on the request from Todd Voschel for payment by the Airport Commission for paving of the taxiway adjacent to the hangar he occupied until such time as the owner of the hangar could be present at a meeting of the Airport Commission.

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

Motion carried.

9. **New Business.** Holley introduced discussion regarding designating a single agency for retention of Airport related records and documents. Mansfield noted that he had added this matter to the Commission's agenda after discussion with Brown. Mansfield explained that Airport related records and documents were currently held by at least three agencies – Barry County, the City of Hastings and the Airport / Airport Manager. Mansfield stated that this complicated responding to requests for information or documents from others, such as requests under the Freedom of Information Act. Mansfield noted that over the past several months, a number of requests under FOIA had been submitted to the City and County, and that he and Brown had exchanged documents in an attempt to respond appropriately to these requests. Mansfield noted that the County retained many of the Airport records at this time due to the County's role as the fiduciary agency for the Airport. Mansfield suggested that most requests under FOIA were also submitted to the County. Consensus of the Airport Commission was to have Mansfield and Brown work with Noteboom to consolidate records for retention by the County.

10. **Airport Manager's Report.** Noteboom presented and explained the Airport Manager's report for December of 2018 and January and February of 2019. Noteboom explained the comments in his written report distributed at tonight's meeting. Smelker questioned if there were lease agreements in place with those storing materials other than aircraft in the hangars. Noteboom stated that there were not lease agreements in place with these individuals and that no such lease agreements had ever been used. Noteboom stated that he did record the materials stored in the hangars and had the owners of these materials sign documents indicating their storage in the hangar. Conner, Tossava and Smelker stated that this was sufficient.

Noteboom stated that technical support for the credit card reader for the fuel pumps would no longer be available after the end of the calendar year. Noteboom stated that without technical support, the credit card reader would not be reliable. Noteboom stated that he hoped to get funding for a new reader through MDOT funds, but if not the Commission would need to purchase a new reader before the end of the calendar year.

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

Conner asked if Noteboom had secured written lease agreements for all short-term hangar tenants. Noteboom stated that he was working on getting lease agreements in place for newer tenants, but that the older tenants had never had written lease agreements and would not agree to enter into such agreements. Tossava, Smelker and Conner stated that they would prefer to have written lease agreements with all hangar tenants. Noteboom stated that he would attempt to secure such agreements.

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

Stephanie Fekkes distributed a proposed addendum to the Hastings City Barry County Airport 30 day Month to Month Rental Agreement, and asked that this addendum be added to the proposed lease agreement provided to her by Noteboom for the lease of a hangar at the Airport. Fekkes explained the terms in the addendum. Fekkes stated that the terms in the addendum were terms that were commonly found in such leases. Fekkes noted that the terms in the addendum were terms that were in the Airport's standard one year period lease, but were not included in the Airport's standard 30 day period lease.

Motion by Tossava, second by Smelker to have Noteboom incorporate the terms included in the addendum provided by Fekkes into the 30 day lease agreement, and then forward the amended agreement to Fekkes for review, final approval and signatures.

In favor: Conner, Tossava, Smelker, Holley.

Opposed: None.

Absent: Bowers.

Motion carried.

No additional public comment was forwarded.

13. **Adjournment.** Motion by Tossava, second by Smelker to adjourn at 5:25 p.m.

Motion carried.

Submitted by: Jeff Mansfield, Recording Secretary

Revenue Status Report

BARRY COUNTY
 2/1/2019 through 2/28/2019

295 AIRPORT FUND

| Account Number | Adjusted Estimate | Revenues | Year-to-date Revenues | Balance | Prc'l 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 | 130,000.00 | 18,162.50 | 35,391.00 | 94,609.00 | 27.22 |
| 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 | 9,471.69 | 17,158.69 | 165,625.31 | 9.39 |
| 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 | 27,634.19 | 55,025.21 | 262,258.79 | 17.34 |

Grand Total

317,284.00 27,634.19 55,025.21 262,258.79 17.34

Expenditure Status Report
 BARRY COUNTY
 2/1/2019 through 2/28/2019

295 AIRPORT FUND

| Account Number | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Pct Used |
|--|---------------------------|------------------|------------------------------|------------------------------|-------------------|--------------|
| 895 AIRPORT | | | | | | |
| 895-708-000 CONTRACTUAL SALARIES | 79,000.00 | 6,583.33 | 13,166.66 | 0.00 | 65,833.34 | 16.67 |
| 895-727-000 OFFICE SUPPLIES | 550.00 | 0.00 | 67.28 | 0.00 | 482.72 | 12.23 |
| 895-729-000 POSTAGE | 180.00 | 9.45 | 24.17 | 0.00 | 155.83 | 13.43 |
| 895-734-000 SALES TAX | 10,200.00 | 134.24 | 340.38 | 0.00 | 9,859.62 | 3.34 |
| 895-745-000 GAS & OIL | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 895-748-000 OTHER SUPPLIES | 400.00 | 49.80 | 49.80 | 0.00 | 350.20 | 12.45 |
| 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 | 0.00 | 0.00 | 0.00 | 50.00 | 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 | 1,250.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 895-816-000 CONTRACTUAL SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 1,250.00 | 0.00 |
| 895-851-000 TELEPHONE & FAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 895-910-000 INSURANCE | 1,680.00 | 282.23 | 417.69 | 0.00 | 1,262.31 | 24.86 |
| 895-921-000 UTILITIES | 6,600.00 | 1,319.45 | 1,319.45 | 0.00 | 5,280.55 | 19.99 |
| 895-925-000 TRASH PICKUP | 10,000.00 | 1,371.42 | 2,410.13 | 0.00 | 7,589.87 | 24.10 |
| 895-931-000 BUILDING REPAIRS & MAINTENANCE | 700.00 | 0.00 | 50.00 | 0.00 | 650.00 | 7.14 |
| 895-932-000 EQUIPMENT REPAIRS & MAINT | 2,500.00 | 142.31 | 889.29 | 0.00 | 1,610.71 | 35.57 |
| 895-960-000 MISCELLANEOUS EXPENSES | 3,000.00 | 143.00 | 867.75 | 0.00 | 2,132.25 | 28.93 |
| 895-960-100 BANK OR CREDIT CARD FEES | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS | 8,400.00 | 295.37 | 520.31 | 0.00 | 7,879.69 | 6.19 |
| 895-975-000 CONSTRUCTION | 3,500.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 895-976-000 CAPITAL OUTLAY/5 YEAR MATCH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 895-977-000 CAPITAL OUTLAY/MACHINERY & EQUIPMENT | 3,500.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 895-979-000 CAPITAL OUTLAY/YARD & BUILDING | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 895-979-010 GAS TANK | 7,000.00 | 0.00 | 0.00 | 0.00 | 7,000.00 | 0.00 |
| 895-990-000 AIRPORT LOAN PAYMENT | 154,000.00 | 7,569.94 | 25,718.44 | 0.00 | 128,281.56 | 16.70 |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total AIRPORT FUND | 296,810.00 | 17,900.54 | 45,841.35 | 0.00 | 250,968.65 | 15.44 |

| | Invoice # | Inv. Date | Account Number | Description | Invoice Amount | Check Number | Check Date |
|-------------------------|--------------------------------|-----------------|----------------|-----------------|----------------------------------|--------------|------------|
| 295 AIRPORT FUND | | | | | | | |
| 895 AIRPORT | | | | | | | |
| 295-895-708-000 | | | | | | | |
| 041972 | NOTEBOOM, MARK | 4101 | 02/05/2019 | 295-895-708-000 | AIRPORT/FEBRUARY | 307457 | 02/07/2019 |
| | | | | | \$6,583.33 | | |
| | | | | | ACCOUNT TOTAL | | |
| | | | | | 6,583.33 | | |
| | | | | | DEPARTMENT TOTAL | | |
| | | | | | \$6,583.33 | | |
| 041972 | NOTEBOOM, MARK | 4182 | 02/26/2019 | 295-895-729-000 | AIRPORT/LED LIGHTS | 307926 | 02/28/2019 |
| | | | | | \$9.45 | | |
| | | | | | ACCOUNT TOTAL | | |
| | | | | | 9.45 | | |
| | | | | | DEPARTMENT TOTAL | | |
| | | | | | \$9.45 | | |
| 023425 | STATE OF MICHIGAN | 2019/A | 02/05/2019 | 295-895-734-000 | AIRPORT/CONF#300013393059 | 307483 | 02/07/2019 |
| | | | | | \$134.24 | | |
| | | | | | ACCOUNT TOTAL | | |
| | | | | | 134.24 | | |
| | | | | | DEPARTMENT TOTAL | | |
| | | | | | \$134.24 | | |
| 022550 | MAPLE VALLEY IMPLEMENT INC | 1926677 | 02/12/2019 | 295-895-748-000 | AIRPORT/OIL | 307646 | 02/14/2019 |
| | | | | | \$49.80 | | |
| | | | | | ACCOUNT TOTAL | | |
| | | | | | 49.80 | | |
| | | | | | DEPARTMENT TOTAL | | |
| | | | | | \$49.80 | | |
| 023000 | AT&T | 26994555001-E | 02/01/2019 | 295-895-851-000 | AIRPORT | 307324 | 02/01/2019 |
| | | | | | \$225.15 | | |
| 023000 | AT&T | 26994555002-F | 02/26/2019 | 295-895-851-000 | AIRPORT | 307880 | 02/28/2019 |
| | | | | | \$57.08 | | |
| | | | | | ACCOUNT TOTAL | | |
| | | | | | 282.23 | | |
| | | | | | DEPARTMENT TOTAL | | |
| | | | | | \$282.23 | | |
| 013811 | GENERAL AGENCY COMPANY | 4164 | 02/20/2019 | 295-895-910-000 | AIRPORT/POLLUTION LIABILITY STP) | 307734 | 02/21/2019 |
| | | | | | \$1,319.45 | | |
| | | | | | ACCOUNT TOTAL | | |
| | | | | | 1,319.45 | | |
| | | | | | DEPARTMENT TOTAL | | |
| | | | | | \$1,319.45 | | |
| 008300 | CONSUMERS ENERGY, PAYMENT CENT | 06611915874 | 02/20/2019 | 295-895-921-000 | AIRPORT | 307723 | 02/21/2019 |
| | | | | | \$105.05 | | |
| 014546 | GREAT LAKES ENERGY | 4166 | 02/20/2019 | 295-895-921-000 | AIRPORT | 307735 | 02/21/2019 |
| | | | | | \$1,112.22 | | |
| 051099 | JIM'S PICKUP SERVICE | 4165 | 02/20/2019 | 295-895-921-000 | AIRPORT/FEBRUARY | 307745 | 02/21/2019 |
| | | | | | \$50.00 | | |
| 041972 | NOTEBOOM, MARK | order#100056986 | 02/20/2019 | 295-895-921-000 | AIRPORT/NORTHSTAR NP SERIES | 307758 | 02/21/2019 |
| | | | | | \$104.15 | | |
| | | | | | ACCOUNT TOTAL | | |
| | | | | | 1,371.42 | | |
| | | | | | DEPARTMENT TOTAL | | |
| | | | | | \$1,371.42 | | |
| 034865 | HASTINGS ACE HARDWARE | 1685380 | 02/19/2019 | 295-895-931-000 | AIRPORT- WD40/CHAIN LINKS | 307736 | 02/21/2019 |
| | | | | | \$14.13 | | |
| 032889 | HALL-BRITE INC. | 28287 | 02/26/2019 | 295-895-931-000 | AIRPORT/1 LAMP | 307908 | 02/28/2019 |
| | | | | | \$34.50 | | |
| 034865 | HASTINGS ACE HARDWARE | 1689791 | 02/26/2019 | 295-895-931-000 | AIRPORT/TWIST LOCK PHOTOCONTR | 307909 | 02/28/2019 |
| | | | | | \$8.99 | | |
| 041972 | NOTEBOOM, MARK | 4182 | 02/26/2019 | 295-895-931-000 | AIRPORT/LED LIGHTS | 307926 | 02/28/2019 |
| | | | | | \$84.69 | | |
| | | | | | ACCOUNT TOTAL | | |
| | | | | | 142.31 | | |
| | | | | | DEPARTMENT TOTAL | | |
| | | | | | \$142.31 | | |

| Invoice # | Inv. Date | Account Number | Description | Invoice Amount | Check Number | Check Date | | | |
|----------------------------|--------------------------------------|----------------|-------------|-----------------|----------------------------------|--------------------|--------|------------|---|
| 295 AIRPORT FUND | | | | | | | | | |
| 895 AIRPORT | | | | | | | | | |
| 295-895-932-000 | | | | | | | | | |
| 048744 | TRACTOR SUPPLY CO., HASTINGS AIRPORT | 772358 | 02/05/2019 | 295-895-932-000 | AIRPORT/2.5 GAL. BLUE DEF. | \$13.00 | 307491 | 02/07/2019 | C |
| 041972 | NOTEBOOM, MARK | 4183 | 02/26/2019 | 295-895-932-000 | AIRPORT/LINEAR AM-CRI CARD REA | \$130.00 | 307926 | 02/28/2019 | |
| | | | | | ACCOUNT TOTAL | 143.00 | | | |
| | | | | | DEPARTMENT TOTAL | \$143.00 | | | |
| 046076 AVFUEL CORP. | | | | | | | | | |
| | | 011769860 | 02/12/2019 | 295-895-979-010 | AIRPORT/AV GAS FOR RESALE | \$7,569.94 | 307586 | 02/14/2019 | C |
| | | | | | ACCOUNT TOTAL | 7,569.94 | | | |
| | | | | | DEPARTMENT TOTAL | \$7,569.94 | | | |
| | | | | | FUND TOTAL | \$17,605.17 | | | |
| | | | | | Add bank/credit card fees | 295.37 | | | |
| | | | | | TOTAL | \$17,900.54 | | | |