

**AGENDA**  
**HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION**  
**REGULAR MEETING**  
**November 28, 2018**

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 October 24, 2018 Regular Meeting of the Airport Commission.
  7. Financial Reports
    - A. \*Consider approval of the October, 2018 Financial Reports
  8. Old Business.
  9. New Business
    - A. Consider applications for the Member at Large position on the Airport Commission.
    - B. Consider selection of Attorney.
  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**  
**October 24, 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, Bowers, Smelker, Holley. Absent: None.
4. **Approval of Agenda.** Holley asked for any additions or amendments to the agenda. No comments were forwarded.

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

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

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 September 26, 2018 meeting of the Airport Commission. Tossava noted that a reference to "expenditures for the year to date" under Item 7 in the minutes should be corrected to read "revenues for the year to date". No other comments were forwarded.

Motion by Tossava, second by Bowers to approve the minutes of the September 26, 2018 meeting of the Airport Commission after revision per Tossava's comments.

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

Motion carried.

7. **Financial Reports.** Holley introduced discussion regarding the September, 2018 Airport Fund financial reports. Noteboom offered to answer any questions related to the financial reports. Brown reported on status of the revenues and expenditures for the month of September and the year to date.

Brown noted that a budget amendment would be required to adjust certain revenue and expenditure line items. Brown stated that the donation of \$225,000 included in

the budgeted revenues for 2018 had actually been received and booked in the prior fiscal year. Brown stated that a budget amendment would therefore be required to eliminate this donation amount from the current fiscal year's budget. Brown stated that the revenues received to date in the current fiscal year would then be close to the budgeted amount for the year. Brown noted that the expenditures for the current fiscal year would then exceed the revenues for the year, leading to a decrease in the Airport Fund balance. Brown noted that this net decrease in fund balance was anticipated by the Airport Commission.

Brown stated that he would be happy to answer any questions related to the Accumulated Paid List. Conner questioned the content of the signs purchased by Noteboom. Noteboom stated that the signs indicated that dogs had to be kept on a leash. Smelker questioned if Anderson was reimbursed for sales tax related to a purchase made on behalf of the Airport. Noteboom stated that Anderson as not charged the sales tax, and therefore was not reimbursed. Bowers questioned if the insurance payment made by the Commission constituted an annual payment. Noteboom stated that it did.

Motion by Tossava, second by Smelker to approve the September, 2018 Airport Fund financial reports.

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

Opposed: None.

Absent: None.

Motion carried.

Brown noted that following the requested amendment of the Airport Commission budget, the budgeted revenues for the current fiscal year for the Airport Fund would be reduced by \$225,000 (donation), and would then be \$266,250. Brown stated that he and Noteboom had determined that the following expenditure line items should also be amended:

895-745-000 Gas and Oil	Increase from \$1,000 to \$1,176
895-806-000 Legal Fees	Increase from \$2,690 to \$5,500
895-807-000 Dues – Subscriptions	Increase from \$50 to \$100
895-851-000 Telephone & Fax	Increase from \$1,150 to \$1,700
895-910-000 Insurance	Increase from \$6,500 to \$6,600

Brown stated that these expenditure amendments would result in a total year to date budget for expenditures in the Airport Fund of \$730,842.69. Brown noted that while the expenditures in line accounts Capital Outlay / Land Improvements and Construction in the Airport Fund exceeded the budgeted amounts at this time, journal entries would be made to move expenditures in these line accounts to Capital Outlay / Yard and Building, bringing the expenditures into compliance with the budget.

Brown stated that the proposed budget amendments would have the following impact on the projected Airport Fund fund balance:

Ending FY 2017 Fund Balance	\$558,797
Plus 2018 Budgeted Revenues	\$266,250
Less 2018 Budgeted Expenditures	<u>\$730,843</u>
Projected FY 2018 Ending Balance	\$94,204

Brown stated that this projected fund balance did not include the value of the fuel held as inventory.

Motion by Conner, second by Tossava to have Brown prepare a budget amendment based on the information presented at tonight's meeting, and to forward that budget amendment to the Barry County Commission and Hastings City Council for approval.

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

Motion carried.

8. **Old Business.** Holley introduced discussion regarding an agreement to allow Bob Keller to operate a flight school at the Airport. Noteboom stated that he had prepared a draft agreement, but that Keller had not yet had an opportunity to review the agreement. Noteboom stated that he would attempt to get Keller's review and comments prior to the November meeting of the Airport Commission.
9. **New Business.** Holley introduced discussion regarding applications for the Member at Large position on the Airport Commission. Noteboom stated that Holley's current term in this position would expire at the end of 2018. Noteboom stated that he had placed an advertisement in the newspaper soliciting applications for this position. Noteboom stated that applications were due November 22<sup>nd</sup>. Noteboom stated that if applications were received, the Airport Commission could interview interested applicants.
10. **Airport Manager's Report.** Noteboom presented and explained the Airport Manager's report for October, 2018. Noteboom explained the comments in his written report distributed at tonight's meeting. Tossava questioned if progress had been made related to entering into written lease agreements for short-term lease of Airport owned hangars. Noteboom stated that he had previously distributed two agreement forms for this purpose. Noteboom stated that the Commission may wish to choose one of the forms, and then initiate the lease agreements. Noteboom stated that he would begin preparation of the agreements as soon as the Commission wished. Tossava asked that Noteboom have the agreements ready for action at the next Commission meeting.

Noteboom stated that it would also be appropriate to begin amendment to the Rules and Regulations for the Airport. Noteboom stated that he would be prepared to work with the Commission on this effort after the first of the year.

11. **Board Comments.** Holley asked for additional comments from the Airport Commission. No additional comments were forwarded.
12. **Limited Public Comment.** Holley asked for limited comment from the public. No additional public comment was forwarded.
13. **Adjournment.** Motion by Tossava, second by Smelker to adjourn at 4:58 p.m.  
Motion carried.

Submitted by: Jeff Mansfield, Recording Secretary

Revenue Status Report

BARRY COUNTY  
 10/1/2018 through 10/31/2018

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	17,472.98	133,361.03	-19,611.03	117.24
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	12,517.37	150,023.68	-23.68	100.02
000-675-000 DONATIONS	225,000.00	0.00	0.00	225,000.00	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	4,779.11	4,879.11	-4,879.11	0.00
Total AIRPORT FUND	491,250.00	34,769.46	288,363.82	202,886.18	58.70

Grand Total

288,363.82

34,769.46

202,886.18

58.70

Expenditure Status Report  
 BARRY COUNTY  
 10/1/2018 through 10/31/2018

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
295 AIRPORT FUND						
895 AIRPORT						
895-708-000 CONTRACTUAL SALARIES	73,166.69	6,583.33	60,000.00	0.00	13,166.69	82.00
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	316.13	2,964.62	0.00	6,035.38	32.94
895-745-000 GAS & OIL	1,000.00	0.00	1,175.72	0.00	-175.72	117.57
895-748-000 OTHER SUPPLIES	500.00	10.76	194.27	0.00	305.73	38.85
895-802-010 ARCHITECT/ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00
895-806-000 LEGAL FEES	2,690.00	0.00	5,465.00	0.00	-2,775.00	203.16
895-807-000 DUES-SUBSCRIPTIONS	50.00	0.00	86.00	0.00	-36.00	172.00
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	1,150.00	135.10	1,361.21	0.00	-211.21	118.37
895-910-000 INSURANCE	6,500.00	164.93	6,752.16	0.00	-252.16	103.88
895-921-000 UTILITIES	9,500.00	743.84	7,836.34	0.00	1,663.66	82.49
895-925-000 TRASH PICKUP	650.00	50.00	500.00	0.00	150.00	76.92
895-931-000 BUILDING REPAIRS & MAINTENANCE	3,000.00	29.75	29.75	0.00	2,970.25	0.99
895-932-000 EQUIPMENT REPAIRS & MAINT	3,500.00	1,253.91	2,762.85	0.00	737.15	78.94
895-960-000 MISCELLANEOUS EXPENSES	500.00	0.00	96.00	0.00	404.00	19.20
895-960-100 BANK OR CREDIT CARD FEES	5,200.00	380.46	4,746.48	0.00	453.52	91.28
895-974-000 CAPITAL OUTLAY/LAND IMPROVEMENTS	3,500.00	6.29	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	16,638.42	120,768.55	0.00	14,031.45	89.59
895-990-000 AIRPORT LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	727,156.69	26,312.92	663,591.97	0.00	63,564.72	91.26

**ACCUMULATED PAID LIST**  
 Period Ending 10/2018 Fiscal Period 10 Year 2018

BARRY COUNTY  
 11/19/2018

**295 AIRPORT FUND**

**895 AIRPORT**  
**295-895-708-000**

041972 NOTEBOOK, MARK

3676 10/02/2018 295-895-708-000 AIRPORT/OCTOBER  
 ACCOUNT TOTAL \$6,583.33  
 DEPARTMENT TOTAL \$6,583.33

305092

10/04/2018

C

023425 STATE OF MICHIGAN

2018/9-A 10/02/2018 295-895-734-000

AIRPORT/FUEL  
 ACCOUNT TOTAL \$316.13  
 DEPARTMENT TOTAL \$316.13

305111

10/04/2018

C

044500 ANDERSON, MARK  
 034865 HASTINGS ACE HARDWARE

3667 10/02/2018 295-895-748-000  
 1604862 10/02/2018 295-895-748-000

AIRPORT/VINYL DOOR SIGN  
 AIRPORT/KEYS  
 ACCOUNT TOTAL \$5.98  
 DEPARTMENT TOTAL \$4.78  
 ACCOUNT TOTAL \$10.76  
 DEPARTMENT TOTAL \$10.76

305033  
 305075

10/04/2018  
 10/04/2018

C  
 C

023000 AT&T

26994555009-G 10/02/2018 295-895-851-000

AIRPORT  
 ACCOUNT TOTAL \$135.10  
 DEPARTMENT TOTAL \$135.10

305037

10/04/2018

C

007500 CITY OF HASTINGS

1012356 10/16/2018 295-895-910-000

AIRPORT/FUEL SALES - MARCH 2018  
 ACCOUNT TOTAL \$164.93  
 DEPARTMENT TOTAL \$164.93

305332

10/18/2018

C

008300 CONSUMERS ENERGY, PAYMENT CENTER  
 014546 GREAT LAKES ENERGY

094497957 10/16/2018 295-895-921-000  
 3766 10/23/2018 295-895-921-000

AIRPORT  
 AIRPORT  
 ACCOUNT TOTAL \$15.73  
 DEPARTMENT TOTAL \$728.11  
 ACCOUNT TOTAL \$743.84  
 DEPARTMENT TOTAL \$743.84

305336  
 305543

10/18/2018  
 10/25/2018

C  
 C

051099 JIM'S PICKUP SERVICE

3748 10/17/2018 295-895-925-000

AIRPORT/OCTOBER  
 ACCOUNT TOTAL \$50.00  
 DEPARTMENT TOTAL \$50.00

305367

10/18/2018

C

044500 ANDERSON, MARK

3667 10/02/2018 295-895-931-000

AIRPORT/VINYL DOOR SIGN  
 ACCOUNT TOTAL \$29.75  
 DEPARTMENT TOTAL \$29.75

305033

10/04/2018

C

050070 GENESIS LAMP CORPORATION  
 024748 HASTINGS AUTO SUPPLY

67297 10/02/2018 295-895-932-000  
 984375 10/16/2018 295-895-932-000

AIRPORT/3- 16 FEMALE- 6.6A/105W/M  
 AIRPORT  
 ACCOUNT TOTAL \$80.25  
 DEPARTMENT TOTAL \$61.08

305073  
 305357

10/04/2018  
 10/18/2018

C  
 C

044500 ANDERSON, MARK

3755 10/23/2018 295-895-932-000

AIRPORT/2 BOLLARD POST SLEEVES  
 AIRPORT/ADD'L AIRPORT MARKINGS  
 ACCOUNT TOTAL \$112.58  
 DEPARTMENT TOTAL \$1,000.00

305512

10/25/2018

C

053070 PK CONTRACTING

173015-13d 10/24/2018 295-895-932-000

ACCOUNT TOTAL \$1,253.91  
 DEPARTMENT TOTAL \$1,253.91

305567

10/25/2018

C



ACCUMULATED PAID LIST  
 Period Ending 10/2018 Fiscal Period 10 Year 2018

BARRY COUNTY  
 11/19/2018

295 AIRPORT FUND

895 AIRPORT  
 295-895-974-000

044500 ANDERSON, MARK

305033 10/04/2018 C

3666 10/02/2018 295-895-974-000 AIRPORT/TREATED POST

\$6.29

6.29

ACCOUNT TOTAL

DEPARTMENT TOTAL

\$6.29

046076 AVFUEL CORP.

305038 10/04/2018 C

011305688 10/02/2018 295-895-979-010 AIRPORT/AV GAS FOR RESALE

\$16,638.42

16,638.42

ACCOUNT TOTAL

DEPARTMENT TOTAL

\$16,638.42

FUND TOTAL \$25,932.46

Add Bank-credit card fee \$ 380.46

TOTAL \$26,312.92