

**AGENDA  
HASTINGS CITY / BARRY COUNTY AIRPORT COMMISSION  
REGULAR MEETING**

**October 25, 2023  
Hastings City/Barry County Airport  
2505 Murphy Drive, Hastings, MI 49058**

1. Call to Order at 4:30 p.m.
2. Pledge of Allegiance
3. Roll Call
4. \*Approval of Agenda
5. \*\*Limited Public Comment
6. \*Meeting Minutes
  - A. \*Consider approval of the August 23, 2023 Regular Meeting Minutes.
7. Financial Reports
  - A. \*Consider approval of the September 2023 Financial Report.
8. Old Business
  - A. Consider eviction of two tenants.
9. New Business
  - A. Discuss the 2024 Meeting Schedule.
10. Airport Manager's Report
11. Board Comments
12. \*\* Limited Public Comment
13. Adjournment

\* Indicates Attachment

**\*\* Guidelines for Public Comment**

Public Comment is welcomed and appreciated. Please follow these simple guidelines to ensure all have an opportunity to be heard. All comments and questions will be made through the chair. All comments will be made in a courteous and civil manner; profanity and personal attacks will not be tolerated. Please limit the length of your comments to 3 minutes. If you are a member of a group, please appoint a spokesperson to speak on behalf of the group (those speaking on behalf of a group may be provided additional time). Please state your name before offering comment.

**Hastings City/Barry County Airport Commission**  
**Draft Meeting Minutes**  
**August 23, 2023**

**Call to Order.** The meeting was called to order by Chairperson Holley at 4:30 p.m.

**Pledge of Allegiance.** Holley led the Pledge of Allegiance.

**Roll Call.** Roll was taken. Members present: Holley, Teunessen, Tossava, Smelker and Bowers. Members absent: None.

**Approval of Agenda.** Noteboom requested adding Notice to Quit Correspondence under New Business.

Motion by Tossava, Second by Teunessen to approve the agenda with the addition requested by the Airport Manager. All members present voting yes; motion carried.

**Limited Public Comment.** None.

**Approval of Minutes.** There were no modifications proposed for the draft minutes of the July 26, 2023 regular meeting of the Airport Commission.

Motion by Tossava, Seconded by Teunessen to approve the minutes from the July 26, 2023 regular meeting of the Airport Commission as presented. All members present voting yes; motion carried.

**Financial Reports.** Holley introduced discussion regarding the July, 2023 Financial report.

Motion by Smelker, Seconded by Tossava to accept and place on file the financial report for July, 2023. All members present voting yes; motion carried.

**Old Business.** None.

**New Business.**

Notice to Quit Correspondence -

Noteboom informed the Commission that the Airport received correspondence from the law firm of Holmes & Wiseley, PC on behalf of Tomy Cordava. Noteboom suggested that the Airport Commission meet with the Airport's attorney to review the correspondence. Noteboom provided a couple of dates/times that the attorney is available. Tossava asked Brown to send out an email to the Airport Commission members with the proposed dates so that they can look at their schedules to determine which date/time works best.

**Airport Manager's Report.** Noteboom presented and explained the Airport Manager's report.

**Board Comments.** Holley asked for additional comments from the Airport Commission. No comments were made by members.

**Limited Public Comment.** None.

**Adjournment.**

Motion by Tossava, seconded by Smelker to adjourn the meeting at 4:40 p.m. All members present voting yes; motion carried.

Revenue Status Report

revstat.rpt  
10/03/2023 8:33AM  
Periods: 9 through 9

BARRY COUNTY  
9/1/2023 through 9/30/2023

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
295 AIRPORT FUND					
000 DEPT					
000-553-000 STATE GRANT	0.00	0.00	0.00	0.00	0.00
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	150,000.00	7,555.00	150,795.60	-795.60	100.53
000-609-050 OTHER	250.00	0.00	0.00	250.00	0.00
000-648-000 SALE OF GAS	225,000.00	34,683.02	235,424.29	-10,424.29	104.63
000-675-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
000-679-000 MISC REVENUE	1,450.00	0.00	11,430.00	-9,980.00	788.28
000-679-010 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
Total AIRPORT FUND	376,700.00	42,238.02	397,649.89	-20,949.89	105.56
Grand Total	376,700.00	42,238.02	397,649.89	-20,949.89	105.56

**BARRY COUNTY  
EXPENDITURE VS BUDGET REPORT**

10/2/2023

PERIOD ENDING 9/2023 FISCAL PERIOD 9 YEAR 2023

FUND 295 AIRPORT FUND	FUND ACCOUNT # DESCRIPTION	BUDGETED EXPENSE	ACTUAL MTD	ACTUAL YTD	BUDGET REMAINING	PERCENT REMAINING
895 AIRPORT	708 000	93,000.00	8,583.33	67,249.97	25,750.03	27.69%
	<b>TOTAL PAYROLL EXPENDITURES</b>	<b>93,000.00</b>	<b>8,583.33</b>	<b>67,249.97</b>	<b>25,750.03</b>	<b>27.69%</b>
	727 000	800.00	118.15	170.94	629.06	78.63%
	729 000	180.00	0.00	0.00	180.00	100.00%
	734 000	13,500.00	1,005.59	4,268.94	9,231.06	68.38%
	745 000	500.00	0.00	0.00	500.00	100.00%
	748 000	500.00	196.65	1,157.01	-657.01	-131.40%
	802 010	0.00	0.00	0.00	0.00	0.00%
	806 000	4,000.00	160.00	1,271.25	2,728.75	68.22%
	807 000	1,200.00	50.00	50.00	1,150.00	95.83%
	808 000	0.00	0.00	0.00	0.00	0.00%
	809 000	1,500.00	0.00	945.00	555.00	37.00%
	816 000	0.00	0.00	0.00	0.00	0.00%
	851 000	100.00	0.00	2.70	97.30	97.30%
	910 000	8,100.00	0.00	601.00	7,499.00	92.58%
	921 000	12,000.00	770.36	8,266.77	3,733.23	31.11%
	925 000	750.00	55.00	495.00	255.00	34.00%
	931 000	4,500.00	324.03	869.87	3,630.13	80.67%
	932 000	4,000.00	0.00	7,830.92	-3,830.92	-95.77%
	960 000	1,000.00	111.97	1,354.20	-354.20	-35.42%
	960 100	6,750.00	800.11	5,616.22	1,133.78	16.80%
	974 000	6,500.00	0.00	14,071.33	-7,571.33	-116.48%
	975 000	0.00	0.00	0.00	0.00	0.00%
	976 000	15,000.00	0.00	0.00	15,000.00	100.00%
	977 000	24,700.00	0.00	19,775.37	4,924.63	19.94%
	979 000	5,000.00	0.00	26,913.90	-21,913.90	-438.28%
	979 010	200,000.00	7,632.99	169,693.91	30,306.09	15.15%
	990 000	0.00	0.00	0.00	0.00	0.00%
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>310,580.00</b>	<b>11,224.85</b>	<b>263,354.33</b>	<b>47,225.67</b>	<b>15.21%</b>
	895 AIRPORT TOTAL DEPARTMENT	403,580.00	19,808.18	330,604.30	72,975.70	18.08%
	295 AIRPORT FUND TOTAL FUND	403,580.00	19,808.18	330,604.30	72,975.70	18.08%

**ACCUMULATED PAID LIST**  
 Period Ending 9/2023 Fiscal Period 9 Year 2023

**BARRY COUNTY**  
 10/02/2023

	Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date
<b>295 AIRPORT FUND</b>							
<b>895 AIRPORT</b>							
<b>295-895-708-000</b>							
041972	NOTEBOOM CONSTRUCTION & MANAGEM	SEPT23	295-895-708-000	AIRPORT/MANAGER	\$2,000.00	338176	09/07/2023
041972	NOTEBOOM CONSTRUCTION & MANAGEM	SEPT23	295-895-708-000	AIRPORT	\$6,583.33	338176	09/07/2023
				<b>ACCOUNT TOTAL</b>	<b>8,583.33</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$8,583.33</b>		
021007	LANSING SANITARY SUPPLY INC	1212690	295-895-727-000	AIRPORT/SUPPLIES	\$118.15	338620	09/28/2023
				<b>ACCOUNT TOTAL</b>	<b>118.15</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$118.15</b>		
034865	HASTINGS ACE HARDWARE	140371	295-895-748-000	AIRPORT/SUPPLIES	\$142.57	338428	09/21/2023
034865	HASTINGS ACE HARDWARE	141611	295-895-748-000	AIRPORT/PVC/LOCKNUT	\$10.58	338603	09/28/2023
034865	HASTINGS ACE HARDWARE	141521	295-895-748-000	AIRPORT/SUPPLIES	\$17.52	338603	09/28/2023
041972	NOTEBOOM CONSTRUCTION & MANAGEM	2402	295-895-748-000	AIRPORT/REIMBURSE/WATER HEATE	\$25.98	338628	09/28/2023
				<b>ACCOUNT TOTAL</b>	<b>196.65</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$196.65</b>		
007500	CITY OF HASTINGS	1013073	295-895-806-000	AIRPORT/LEGAL FESS	\$160.00	338499	09/26/2023
				<b>ACCOUNT TOTAL</b>	<b>160.00</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$160.00</b>		
046128	AIRNAV, LLC	2023363	295-895-807-000	AIRPORT/RENEWAL	\$50.00	338243	09/14/2023
				<b>ACCOUNT TOTAL</b>	<b>50.00</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$50.00</b>		
008300	CONSUMERS ENERGY, PAYMENT CENTER	4656717177	295-895-921-000	AIRPORT	\$1.40	338273	09/14/2023
008300	CONSUMERS ENERGY, PAYMENT CENTER	2431972723	295-895-921-000	AIRPORT	\$1.40	338273	09/14/2023
014546	GREAT LAKES ENERGY	5069/AUG/23	295-895-921-000	AIRPORT/ENERGY USE	\$767.56	338424	09/21/2023
				<b>ACCOUNT TOTAL</b>	<b>770.36</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$770.36</b>		
051099	JIM'S PICKUP SERVICE	SEPT23	295-895-925-000	AIRPORT/COM0050	\$55.00	338314	09/14/2023
				<b>ACCOUNT TOTAL</b>	<b>55.00</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$55.00</b>		
041972	NOTEBOOM CONSTRUCTION & MANAGEM	2402	295-895-931-000	AIRPORT/REIMBURSE/WATER HEATE	\$124.03	338628	09/28/2023
041972	NOTEBOOM CONSTRUCTION & MANAGEM	2402	295-895-931-000	AIRPORT/REIMBURSE/WATER HEATE	\$200.00	338628	09/28/2023
				<b>ACCOUNT TOTAL</b>	<b>324.03</b>		
				<b>DEPARTMENT TOTAL</b>	<b>\$324.03</b>		

**ACCUMULATED PAID LIST**  
 Period Ending 9/2023 Fiscal Period 9 Year 2023

BARRY COUNTY  
 10/02/2023

Invoice #	Inv. Date	Account Number	Description	Invoice Amount	Check Number	Check Date		
<b>295 AIRPORT FUND</b>								
<b>895 AIRPORT</b>								
<b>295-895-960-000</b>								
029050	REMINDER, THE	461401/461973	09/11/2023	295-895-960-000	AIRPORT/AD/LATE FEE	\$111.97	338354	09/14/2023
				<b>ACCOUNT TOTAL</b>	<b>111.97</b>			
				<b>DEPARTMENT TOTAL</b>	<b>\$111.97</b>			
<b>895 AVFUEL CORP.</b>								
<b>295-895-979-010</b>								
046076	AVFUEL CORP.	2299323	09/12/2023	295-895-979-010	AIRPORT/CREDIT	\$-450.00	338247	09/14/2023
046076	AVFUEL CORP.	019241403	09/12/2023	295-895-979-010	AIRPORT/RESALE/JET FUEL	\$8,082.99	338247	09/14/2023
				<b>ACCOUNT TOTAL</b>	<b>7,632.99</b>			
				<b>DEPARTMENT TOTAL</b>	<b>\$7,632.99</b>			
				<b>FUND TOTAL</b>	<b>\$18,002.48</b>			
				Add sales tax	\$ 1,005.59			
				Add bank/credit card fees	\$ 800.11			
				<b>TOTAL</b>	<b>\$19,808.18</b>			

**DRAFT**

## **2024 – Hasting City/Barry County Airport Commission** **Meeting Schedule**

January 24, 2024	4:30 pm
February 28, 2024	4:30 pm
March 27, 2024	4:30 pm
April 24, 2024	4:30 pm
May 24, 2024	4:30 pm
June 26, 2024	4:30 pm
July 24, 2024	4:30 pm
August 28, 2024	4:30 pm
September 25, 2024	4:30 pm
October 23, 2024	4:30 pm
November 27, 2024	4:30 pm – Thanksgiving is 28th
December 25, 2024	4:30 pm – Christmas day – Date??

Unless otherwise posted in accordance with the Open Meetings Act, Hastings City / Barry County Airport Commission meetings are held at the Hastings City / Barry County Airport Terminal building, 2505 Murphy Drive, Hastings, MI 49058. Questions regarding the meeting may be addressed to the Hastings City / Barry County Airport Commission c/o: Michael Brown, Barry County Administrator, Barry County Courthouse, 220 W. State St., Hastings, MI 49058; (269) 945-1284; [mbrown@barrycounty.org](mailto:mbrown@barrycounty.org).

Meetings of the Hastings City / Barry County Airport Commission are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity or disability. The Hastings City / Barry County Airport Commission will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities at the meeting/hearing upon four (4) business days notice to the Hastings City / Barry County Airport Commission. Individuals with disabilities requiring auxiliary aids or services should contact the Hastings City / Barry County Airport Commission by writing or calling: Michael Brown, Barry County Administrator, Barry County Courthouse, 220 W. State St., Hastings, MI 49058; 269-945-1284; [mbrown@barrycounty.org](mailto:mbrown@barrycounty.org).