

---AMENDED---

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

**January 24, 2024  
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. Appointment of Officers (Chair, Vice-chair, Secretary-Treasurer)
6. \*\*Limited Public Comment
7. \*Meeting Minutes
  - A. \*Consider approval of the November 22, 2023 Regular Meeting Minutes.
8. Financial Reports
  - A. \*Consider approval of the December 2023 Financial Report.
9. Old Business
  - A. Consider eviction of two tenants (postponed from October 25, 2023 meeting.)
10. New Business
11. Airport Manager's Report
12. Board Comments
13. \*\* Limited Public Comment
14. 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**  
**November 22, 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.**

Motion by Tossava, Second by Smelker to approve the agenda. 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 October 25, 2023 regular meeting of the Airport Commission.

Motion by Tossava, Seconded by Teunessen to approve the minutes from the October 25, 2023 regular meeting of the Airport Commission as presented. All members present voting yes; motion carried.

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

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

**Old Business.** None.

**New Business.** None.

**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.**

1. Lew Shaw commented about a weather station.

**Adjournment.**

Motion by Smelker, seconded by Tossava to adjourn the meeting at 4:43 p.m. All members present voting yes; motion carried.

Revenue Status Report

revstat.rpt  
01/12/2024 10:50AM  
Periods: 12 through 12

BARRY COUNTY  
12/1/2023 through 12/31/2023

| Account Number                                  | Adjusted Estimate | Revenues  | Year-to-date Revenues | Balance    | Prct Rcvd |
|---|-------------------|-----------|-----------------------|------------|-----------|
| 295 AIRPORT FUND                                |                   |           |                       |            |           |
| 000 DEPT  |                   |           |                       |            |           |
| 000-553-000 STATE GRANT                         | 22,438.00         | 0.00      | 22,438.83             | -0.83      | 100.00    |
| 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         | 175,094.00        | 8,108.00  | 185,181.20            | -10,087.20 | 105.76    |
| 000-609-050 OTHER                               | 250.00            | 0.00      | 0.00                  | 250.00     | 0.00      |
| 000-648-000 SALE OF GAS                         | 285,094.00        | 14,494.38 | 297,965.62            | -12,871.62 | 104.51    |
| 000-675-000 DONATIONS                           | 0.00              | 0.00      | 0.00                  | 0.00       | 0.00      |
| 000-679-000 MISC REVENUE                        | 11,454.00         | 255.00    | 11,709.94             | -255.94    | 102.23    |
| 000-679-010 MISC REIMBURSEMENT                  | 0.00              | 0.00      | 0.00                  | 0.00       | 0.00      |
| Total AIRPORT FUND                              | 494,330.00        | 22,857.38 | 517,295.59            | -22,965.59 | 104.65    |
| Grand Total                                     | 494,330.00        | 22,857.38 | 517,295.59            | -22,965.59 | 104.65    |

BARRY COUNTY  
EXPENDITURE VS BUDGET REPORT

PERIOD ENDING 12/2023 FISCAL PERIOD 12 YEAR 2023

1/1/2024

| FUND 295 AIRPORT FUND             | BUDGETED EXPENSE                     | ACTUAL MTD        | ACTUAL YTD        | BUDGET REMAINING | PERCENT REMAINING |
|-----------------------------------|--------------------------------------|-------------------|-------------------|------------------|-------------------|
| FUND ACCOUNT # DESCRIPTION        |                                      |                   |                   |                  |                   |
| 895 AIRPORT                       |                                      |                   |                   |                  |                   |
| 708 000                           | 93,000.00                            | 8,583.33          | 92,999.96         | 0.04             | 0.00%             |
|                                   | <b>93,000.00</b>                     | <b>8,583.33</b>   | <b>92,999.96</b>  | <b>0.04</b>      | <b>0.00%</b>      |
| <b>TOTAL PAYROLL EXPENDITURES</b> |                                      |                   |                   |                  |                   |
|                                   | 800.00                               | 0.00              | 170.94            | 629.06           | 78.53%            |
| 727 000                           | OFFICE SUPPLIES                      |                   | 0.00              | 180.00           | 100.00%           |
| 729 000                           | POSTAGE                              |                   | 0.00              | 7,765.09         | 57.52%            |
| 734 000                           | SALES TAX                            | 334.70            | 5,734.91          | 500.00           | 100.00%           |
| 745 000                           | GAS & OIL                            | 0.00              | 0.00              | -668.19          | -133.64%          |
| 748 000                           | OTHER SUPPLIES                       | 0.00              | 1,168.19          | 0.00             | 0.00%             |
| 802 010                           | ARCHITECT/ENGINEERING FEES           | 0.00              | 0.00              | 2,120.02         | 53.00%            |
| 806 000                           | LEGAL FEES                           | 0.00              | 1,879.98          | 1,100.00         | 91.67%            |
| 807 000                           | DUES-SUBSCRIPTIONS                   | 0.00              | 100.00            | 0.00             | 0.00%             |
| 808 000                           | CONTRACTUAL SERV/SNOW PLOWING        | 0.00              | 0.00              | 555.00           | 37.00%            |
| 809 000                           | SERVICE CONTRACTS                    | 0.00              | 945.00            | 0.00             | 0.00%             |
| 816 000                           | CONTRACTUAL SERVICES                 | 0.00              | 0.00              | 0.00             | 0.00%             |
| 851 000                           | TELEPHONE & FAX                      | 72.48             | 819.40            | -719.40          | -719.40%          |
| 910 000                           | INSURANCE                            | 0.00              | 3,246.00          | 4,854.00         | 59.93%            |
| 921 000                           | UTILITIES                            | 959.57            | 11,921.69         | 78.31            | 0.65%             |
| 925 000                           | TRASH PICKUP                         | 55.00             | 660.00            | 90.00            | 12.00%            |
| 931 000                           | BUILDING REPAIRS & MAINTENANCE       | 297.53            | 1,272.15          | 3,227.85         | 71.73%            |
| 932 000                           | EQUIPMENT REPAIRS & MAINT            | 472.33            | 8,538.93          | 1,461.07         | 14.61%            |
| 960 000                           | MISCELLANEOUS EXPENSES               | 0.00              | 616.70            | 383.30           | 38.33%            |
| 960 100                           | BANK OR CREDIT CARD FEES             | 212.13            | 7,007.19          | 492.81           | 6.57%             |
| 974 000                           | CAPITAL OUTLAY/LAND IMPROVEMENTS     | 0.00              | 14,071.33         | 428.67           | 2.96%             |
| 975 000                           | CONSTRUCTION                         | 0.00              | 0.00              | 0.00             | 0.00%             |
| 976 000                           | CAPITAL OUTLAY/5 YEAR MATCH          | 0.00              | 0.00              | 15,000.00        | 100.00%           |
| 977 000                           | CAPITAL OUTLAY/MACHINERY & EQUIPMENT | 0.00              | 20,585.69         | 4,114.31         | 16.66%            |
| 979 000                           | CAPITAL OUTLAY/YARD & BUILDING       | 0.00              | 26,913.90         | 86.10            | 0.32%             |
| 979 010                           | GAS TANK                             | 37,477.19         | 251,405.11        | 2,594.89         | 1.02%             |
| 990 000                           | AIRPORT LOAN PAYMENT                 | 0.00              | 0.00              | 0.00             | 0.00%             |
|                                   | <b>TOTAL OPERATING EXPENDITURES</b>  | <b>401,330.00</b> | <b>357,057.11</b> | <b>44,272.89</b> | <b>11.03%</b>     |
| 895 AIRPORT TOTAL DEPARTMENT      | 494,330.00                           | 48,464.26         | 450,057.07        | 44,272.93        | 8.96%             |
| 295 AIRPORT FUND TOTAL FUND       | 494,330.00                           | 48,464.26         | 450,057.07        | 44,272.93        | 8.96%             |

**ACCUMULATED PAID LIST**  
 Period Ending 12/2023 Fiscal Period 12 Year 2023

**BARRY COUNTY**  
 01/01/2024

| 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 | DEC23            | 12/06/2023  | 295-895-708-000    | AIRPORT/MANAGER             |            |
| 041972                    | NOTEBOOM CONSTRUCTION &, MANAGEM | DEC.2023         | 12/06/2023  | 295-895-708-000    | AIRPORT                     |            |
|                           |                                  |                  |             | <b>8,583.33</b>    |                             |            |
|                           |                                  |                  |             | <b>\$8,583.33</b>  |                             |            |
| 056933                    | TRUESTREAM, BILL PAYMENT CENTER  | 1/1-31/2024      | 12/06/2023  | 295-895-851-000    | AIRPORT/INTERNET#1351022    |            |
|                           |                                  |                  |             | <b>72.48</b>       |                             |            |
|                           |                                  |                  |             | <b>\$72.48</b>     |                             |            |
| 008300                    | CONSUMERS ENERGY, PAYMENT CENTER | 3055020524       | 12/11/2023  | 295-895-921-000    | AIRPORT/GAS                 |            |
| 008300                    | CONSUMERS ENERGY, PAYMENT CENTER | 3144021508       | 12/11/2023  | 295-895-921-000    | AIRPORT/GAS                 |            |
| 014546                    | GREAT LAKES ENERGY               | 11/9-12/9/23     | 12/19/2023  | 295-895-921-000    | AIRPORT/ENERGY USE          |            |
|                           |                                  |                  |             | <b>959.57</b>      |                             |            |
|                           |                                  |                  |             | <b>\$959.57</b>    |                             |            |
| 051099                    | JIM'S PICKUP SERVICE             | DEC.23           | 12/11/2023  | 295-895-925-000    | AIRPORT/TRASH/COM0050       |            |
|                           |                                  |                  |             | <b>55.00</b>       |                             |            |
|                           |                                  |                  |             | <b>\$55.00</b>     |                             |            |
| 057017                    | HUTSON INC                       | 10219673         | 12/06/2023  | 295-895-931-000    | AIRPORT/PARTS               |            |
| 041972                    | NOTEBOOM CONSTRUCTION &, MANAGEM | 12/1/2023        | 12/06/2023  | 295-895-931-000    | AIRPORT/REIMBURSE           |            |
|                           |                                  |                  |             | <b>297.53</b>      |                             |            |
|                           |                                  |                  |             | <b>\$297.53</b>    |                             |            |
| 009000                    | CULLIGAN WATER CONDITIONING      | 12/1/23-11/30/24 | 12/11/2023  | 295-895-932-000    | AIRPORT/12/C# 1136772       |            |
| 034865                    | HASTINGS ACE HARDWARE            | 15810/1          | 12/19/2023  | 295-895-932-000    | AIRPORT/FAUCET/SUPPLY LINES |            |
| 034865                    | HASTINGS ACE HARDWARE            | 15863/1          | 12/27/2023  | 295-895-932-000    | AIRPORT/SUPPLIES            |            |
|                           |                                  |                  |             | <b>472.33</b>      |                             |            |
|                           |                                  |                  |             | <b>\$472.33</b>    |                             |            |
| 046076                    | AVFUEL CORP.                     | 019658894        | 12/05/2023  | 295-895-979-010    | AIRPORT/8170 GAL/JET FUEL   |            |
|                           |                                  |                  |             | <b>37,477.19</b>   |                             |            |
|                           |                                  |                  |             | <b>\$37,477.19</b> |                             |            |
| <b>FUND TOTAL</b>         |                                  |                  |             | <b>\$47,917.43</b> |                             |            |
| Add Sales Tax             |                                  |                  |             | 334.70             |                             |            |
| Add Bank/Credit Card Fees |                                  |                  |             | 212.13             |                             |            |
| <b>TOTAL</b>              |                                  |                  |             | <b>\$48,464.26</b> |                             |            |

**Hastings City/Barry County Airport Commission  
Draft Meeting Minutes  
October 25, 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.** Holley requested adding correspondence regarding purchase of additional land under New Business.

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

**Limited Public Comment.**

1. Randy Van Lier commented on automobiles being stored in airport hangars.

**Approval of Minutes.** There were no modifications proposed for the draft minutes of the August 23, 2023 regular meeting of the Airport Commission.

Motion by Teunessen, Seconded by Tossava to approve the minutes from the August 23, 2023 regular meeting of the Airport Commission as presented. All members present voting yes; motion carried.

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

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

**Old Business.**

- A. Consider Eviction of Two Tenants – Noteboom advised the commission of two tenants that are being proposed for eviction. After discussion,

Motion by Teunessen, Seconded by Bowers to postpone the evictions and revisit the issue in January, 2024. All members present voting yes; motion carried.

**New Business.**

- A. Discuss 2024 Meeting Schedule – The commission discussed the meeting schedule for the remainder of 2023 and for 2024. After discussion,

Motion by Tossava, Seconded by Smelker to cancel the December 27, 2023 meeting due to the Christmas Holiday, continue meeting on the 4<sup>th</sup> Wednesday at 4:30pm in 2024, and to cancel the December 2024 meeting due to the Christmas Holiday. All members present voting yes; motion carried.

- B. Correspondence Regarding Purchase of Additional Land – The commission discussed correspondence that they received from Audrey Demming offering to sell approximately 11 acres of land that is contiguous to the airport for \$895,000.

It was the consensus of the commission that they aren't interested in the property at this time and for that price.

**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.**

1. Lew Shaw commented on the importance of the PAPI lights.
2. Randy Van Lier commented on the displaced thresh holds.

**Adjournment.**

Motion by Smelker, seconded by Tossava to adjourn the meeting at 4:59 p.m. All members present voting yes; motion carried.