

IONIA COUNTY AIRPORT BOARD

**January 16, 2024 - 1:30 p.m.
Board of Commissioners Board Room**

Meeting Agenda

1. Call to Order
2. Organization of the Airport Board
 - A. Selection of Chairperson
*Meeting turned over to newly elected Chairperson
 - B. Selection of Vice Chairperson
 - C. Selection of Secretary
 - D. Discussion and Approval of Meeting Dates and Time
3. Approval of the Agenda
4. Approval of the Minutes of the Regular Meeting held on December 19, 2023
5. Review of Revenue & Expenditure Report
 - A. Approval of December 2023 Expenditures
6. Public Comment (three-minute limit per speaker)
7. Unfinished Business
 - A. Approval of 30-year lease agreement with Mile High Rides/Jack Steen
8. New Business
 - A. 2024 Property Lease Rates
9. Reports from Matt Kuhns, Airport Manager
10. Miscellaneous
11. Adjourn

IONIA COUNTY AIRPORT BOARD NOTICE OF MEETINGS 2024

NOTICE IN COMPLIANCE WITH THE OPEN MEETINGS ACT AND THE AMERICANS WITH DISABILITIES ACT

Notice is hereby given that the **Ionia County Airport Board** will hold monthly meetings during 2024 according to the following schedule. The meetings will alternate between the Commissioners' Meeting Room, 3rd Floor, Ionia County Administrative Building, 101 W. Main Street, Ionia, Michigan, and the Ionia County Airport Terminal Building, 468 E. Sprague Road, Ionia, Michigan.

January 16	1:30 p.m.	Ionia Administrative Building
February 20	1:30 p.m.	Airport Terminal Building
March 19	1:30 p.m.	Ionia Administrative Building
April 16	1:30 p.m.	Airport Terminal Building
May 21	1:30 p.m.	Ionia Administrative Building
June 18	1:30 p.m.	Airport Terminal Building
July 16	1:30 p.m.	Ionia Administrative Building
August 20	1:30 p.m.	Airport Terminal Building
September 17	1:30 p.m.	Ionia Administrative Building
October 15	1:30 p.m.	Airport Terminal Building
November 19	1:30 p.m.	Ionia Administrative Building
December 17	1:30 p.m.	Airport Terminal Building

A QUORUM OF THE BOARD OF COMMISSIONERS MAY BE PRESENT

The County of Ionia will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed material being considered at meetings, to individuals with disabilities attending the meetings upon 14 days notice to the County of Ionia.

Inquiries may be made by calling the Ionia County Administration Office at 616-527-5300.

Date of Posting:

Time of Posting:



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

December 19, 2023, 1:30 p.m.

Airport Board Minutes

Members Present: County Commissioner Scott Wirtz, County Commissioner Jack Shattuck

Members Absent: County Commissioner David Hodges

Other Present: County Administrator Patrick Jordan, County Clerk Greg Geiger

I. Call to Order

Wirtz called the meeting to order at 1:30 p.m.

II. Approval of Agenda

Board discussed agenda.

Motion to Approve Agenda

Moved by Shattuck

Supported by Wirtz

Motion carried by voice vote

III. Approval of Minutes

No minutes to approve.

IV. Review of Revenue and Expenditure Report

Board reviewed the July, September, October, and November 2023 Report. Board discussed fund balance and overall budget position.

Motion to Approve Report

Moved by Shattuck

Supported by Wirtz

Motion carried by voice vote

V. Public Comment

No public comment.

VI. Unfinished Business

No unfinished business.

VII. New Business

Board discussed request for signatures on lease agreements. Board discussed previous meeting and lease agreements that were previously signed.



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

Board discussed approval of renewal of 30-year lease agreement with Jack Steen.
Board discussed the differences between commercial leases and personal leases.
Board discussed tabling item to obtain further detail.

VIII. Reports from Airport Manager Matt Kuhns

Kuhns reported on Mead Hunt Consulting, MSU extension building and rent, fuel sales, use of the credit card reader, Reith Reilly and the ramp project, SRE snow removal equipment shed, possible use of ARPA funds to construct SRE shed, brush cleaning and tree removal, well repair, replacement of brakes and water pump on the plow truck, rebuild of the mowers, update on current airplane fleet, update on the brush hog, update on zoning board and discussion of new tower in the area.

IX. Miscellaneous

No miscellaneous items.

X. Adjournment

Motion to Adjourn at 2:20 p.m.

Moved by Shattuck

Supported by Wirtz

Motion carried by voice vote

REVENUE AND EXPENDITURE REPORT FOR COUNTY OF IONIA
Balances as of 12/31/2023
% Fiscal Year Completed: 100.00
Fund 581 - AIRPORT FUND

GL Number	Description	2023 Amended Budget	YEAR-TO-DATE THRU 12/31/23	ACTIVITY FOR MONTH ENDED 12/31/2023	Available Balance	% Used
Revenues						
Department 500.000: AIRPORT						
581-500.000-539.000	STATE GRANTS	0.00	2,000.00	0.00	(2,000.00)	100.00
581-500.000-600.200	FEEs					
12/20/2023	CR FEEs		423606	10.00 Receipt #: 230003830		
581-500.000-600.200	FEEs	1,000.00	2,510.24	10.00	(1,510.24)	251.02
581-500.000-642.000	SALES - FUEL					
12/04/2023	CR SALES - FUEL		422842	60.00 Receipt #: 230003635		
12/06/2023	GJ RCRD AIRPORT FUEL SALES		422875	284.63 JE# 90036931		
12/08/2023	GJ RCRD AIRPORT FUEL SALES		422932	1,208.52 JE# 90036954		
12/11/2023	GJ RCRD AIRPORT FUEL SALES		422962	260.60 JE# 90036972		
12/12/2023	GJ RCRD AIRPORT FUEL SALES		423009	396.97 JE# 90036988		
12/15/2023	GJ RCRD AIRPORT FUEL SALES		423067	359.32 JE# 90037021		
12/18/2023	GJ RCRD AIRPORT FUEL SALES		423523	680.52 JE# 90037028		
12/19/2023	GJ RCRD AIRPORT FULE SALES		423567	206.22 JE# 90037038		
12/19/2023	GJ RCRD AIRPORT FULE SALES		423568	369.29 JE# 90037039		
12/20/2023	GJ AIRPORT FUEL SALES		423591	215.69 JE# 90037050		
12/22/2023	GJ AIRPORT FUEL SALES		423648	1,553.83 JE# 90037068		
12/27/2023	GJ RCRD AIRPORT FUEL SALES		423687	193.02 JE# 90037081		
12/27/2023	GJ RCRD AIRPORT FUEL SALES		423690	34.14 JE# 90037084		
12/29/2023	GJ CORRECT AIRPORT FUEL MONEY IN WRONG ACT		424093	(5,428.75) JE# 90037142		
581-500.000-642.000	SALES - FUEL	150,000.00	163,945.52	394.00	(13,945.52)	109.30
581-500.000-664.500	RENT					
12/12/2023	CR RENT-SHACK RENTAL		423000	800.00 Receipt #: 230003727		
581-500.000-664.500	RENT	9,000.00	8,000.00	800.00	1,000.00	88.89
581-500.000-664.550	AIRPORT LAND LEASE					
12/20/2023	CR RENT, AIRPORT LAND LEASE		423605	5,428.75 Receipt #: 230003829		
12/20/2023	CR RENT, AIRPORT LAND LEASE		423606	1,829.77 Receipt #: 230003830		
12/29/2023	GJ CORRECT AIRPORT FUEL MONEY IN WRONG ACT		424093	5,428.75 JE# 90037142		
581-500.000-664.550	AIRPORT LAND LEASE	50,000.00	52,468.32	12,687.27	(2,468.32)	104.94
581-500.000-664.552	RENT, AIRPORT FARMLAND LEASE	13,000.00	0.00	0.00	13,000.00	0.00
581-500.000-664.553	AIRPORT "T" HANGAR RENT					
12/04/2023	CR RENT, AIRPORT COUNTY HANGAR LEASE		422842	941.60 Receipt #: 230003635		
12/12/2023	CR RENT, AIRPORT COUNTY HANGAR LEASE		423000	2,646.60 Receipt #: 230003727		
12/20/2023	CR RENT, AIRPORT COUNTY HANGAR LEASE		423604	888.80 Receipt #: 230003828		
12/20/2023	CR RENT, AIRPORT COUNTY HANGAR LEASE		423606	774.40 Receipt #: 230003830		
581-500.000-664.553	AIRPORT "T" HANGAR RENT	40,000.00	56,049.94	5,251.40	(16,049.94)	140.12
581-500.000-671.000	OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
581-500.000-699.101	TRANSFER IN - GENERAL FUND	12,721.00	0.00	0.00	12,721.00	0.00
Total - Dept 500.000		276,721.00	284,974.02	19,142.67	(8,253.02)	102.98
Total Revenues		276,721.00	284,974.02	19,142.67	(8,253.02)	102.98

REVENUE AND EXPENDITURE REPORT FOR COUNTY OF IONIA
Balances as of 12/31/2023
% Fiscal Year Completed: 100.00
Fund 581 - AIRPORT FUND

GL Number	Description	2023 Amended Budget	YEAR-TO-DATE THRU 12/31/23	ACTIVITY FOR MONTH ENDED 12/31/2023	Available Balance	% Used
Expenditures						
Department 500.000: AIRPORT						
581-500.000-701.200	WAGES - PER DIEM					
12/08/2023	PR SUMMARY PR 12/08/2023		422829	375.00 626		
581-500.000-701.200	WAGES - PER DIEM	1,000.00	400.00	375.00	600.00	40.00
581-500.000-715.001	BENEFITS - FICA					
12/08/2023	PR SUMMARY PR 12/08/2023		422829	27.01 626		
581-500.000-715.001	BENEFITS - FICA	50.00	28.92	27.01	21.08	57.84
581-500.000-715.100	BENEFITS - HEALTH INSURANCE					
12/08/2023	PR SUMMARY PR 12/08/2023		422829	184.16 626		
581-500.000-715.100	BENEFITS - HEALTH INSURANCE	500.00	184.16	184.16	315.84	36.83
581-500.000-715.275	BENEFITS - LIFE INSURANCE					
12/08/2023	PR SUMMARY PR 12/08/2023		422829	1.12 626		
581-500.000-715.275	BENEFITS - LIFE INSURANCE	50.00	1.20	1.12	48.80	2.40
581-500.000-715.500	BENEFITS - WORKERS COMP					
12/08/2023	PR SUMMARY PR 12/08/2023		422829	1.08 626		
581-500.000-715.500	BENEFITS - WORKERS COMP	50.00	1.15	1.08	48.85	2.30
581-500.000-726.800	SUPPLIES - BUILDING MAINTENANCE	0.00	1,142.29	0.00	(1,142.29)	100.00
581-500.000-726.910	SUPPLIES - GASOLINE					
12/31/2023	AP AIRPORT FUEL		423780	14,348.48 Inv #: '144004' Vendor 'ARR05'		
581-500.000-726.910	SUPPLIES - GASOLINE	135,000.00	147,667.49	14,348.48	(12,667.49)	109.38
581-500.000-801.050	SERVICES - CONSULTANTS					
12/31/2023	AP AIRPORT SEPTIC TANK		423953	295.00 Inv #: '208114' Vendor 'PLU04'		
581-500.000-801.050	SERVICES - CONSULTANTS	1,200.00	2,971.89	295.00	(1,771.89)	247.66
581-500.000-801.821	SERVICES - AIRPORT MANAGER					
12/08/2023	AP AIRPORT MANAGER FEES		422739	8,976.66 Inv #: 'DECEMBER 2023' Vendor 'MKA00'		
12/08/2023	AP AIRPORT MANAGER FEES		422740	397.94 Inv #: 'NOV OVERAGES' Vendor 'MKA00'		
581-500.000-801.821	SERVICES - AIRPORT MANAGER	108,000.00	112,491.91	9,374.60	(4,491.91)	104.16
581-500.000-801.900	SERVICES - VEHICLE MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
581-500.000-850.800	OPERATING - UTILITIES					
12/08/2023	AP GAS: 3147 S STAE RD		422622	82.64 Inv #: '203410992431' Vendor 'CON01'		
12/08/2023	AP GAS: 3147 S STATE RD UNIT 2		422621	18.78 Inv #: '205546707387' Vendor 'CON01'		
12/22/2023	AP ELECTRIC: 468 SPRAGUE RD ADMIN BLDG		423203	141.24 Inv #: '202610087501' Vendor 'CON01'		
12/22/2023	AP GAS: 468 SPRAGUE RD ADMIN BLDG		423204	112.96 Inv #: '202610087502' Vendor 'CON01'		
12/22/2023	AP ELECTRIC: 510 SPRAGUE RD		423208	158.50 Inv #: '202610087503' Vendor 'CON01'		
12/22/2023	AP ELECTRIC: 468 E SPRAGUE RD A 1399		423200	59.08 Inv #: '202610087504' Vendor 'CON01'		
12/22/2023	AP ELECTRIC: 468 SPRAGUE RD HNGR 142		423199	31.08 Inv #: '202788039995' Vendor 'CON01'		
12/22/2023	AP ELECTRIC: 468 SPRAGUE RD HNGR 328		423206	55.35 Inv #: '202877030570' Vendor 'CON01'		

REVENUE AND EXPENDITURE REPORT FOR COUNTY OF IONIA

Balances as of 12/31/2023

% Fiscal Year Completed: 100.00

Fund 581 - AIRPORT FUND

GL Number	Description	2023 Amended Budget	YEAR-TO-DATE THRU 12/31/23	ACTIVITY FOR MONTH ENDED 12/31/2023	Available Balance	% Used
Expenditures						
Department 500.000: AIRPORT						
12/22/2023	AP ELECTRIC: 468 SPRAGUE RD HNGR 204		423221	29.37	Inv #: '203588975242'	Vendor 'CON01'
12/22/2023	AP ELECTRIC: 468 SPRAGUE RD HNGR 109		423201	29.37	Inv #: '204567864633'	Vendor 'CON01'
12/22/2023	AP ELECTRIC: 468 SPRAGUE RD HNGR 390		423202	29.37	Inv #: '204567864634'	Vendor 'CON01'
12/22/2023	AP ELECTRIC: 3146 S STATE RD		423205	163.96	Inv #: '204567865588'	Vendor 'CON01'
12/22/2023	AP ELECTRIC: 468 SPRAGUE RD HNGR 357		423207	35.53	Inv #: '204745839161'	Vendor 'CON01'
12/31/2023	AP GAS: 3147 S STATE RD UNIT 2		423832	110.64	Inv #: '206792228187'	Vendor 'CON01'
581-500.000-850.800	OPERATING - UTILITIES	5,000.00	10,906.50	1,057.87	(5,906.50)	218.13
581-500.000-955.001	OTHER - INSURANCE & BONDS	2,500.00	2,553.00	0.00	(53.00)	102.12
581-500.000-955.990	OTHER-MISCELLANEOUS					
12/22/2023	AP FUEL SALES TAX AIRPORT		423458	326.07	Inv #: 'NOVEMBER 2023'	Vendor 'STA160'
581-500.000-955.990	OTHER-MISCELLANEOUS	9,000.00	7,734.53	326.07	1,265.47	85.94
581-500.000-960.000	INDIRECT COST ALLOCATION	22,928.00	0.00	0.00	22,928.00	0.00
581-500.000-970.820	CAPITAL - FACILITY IMPROVEMENTS	0.00	(12,279.03)	0.00	12,279.03	100.00
Total - Dept 500.000		290,278.00	273,804.01	25,990.39	16,473.99	94.32
Total Expenditures		290,278.00	273,804.01	25,990.39	16,473.99	94.32
NET OF REVENUES AND EXPENDITURES		(13,557.00)	11,170.01	(6,847.72)	(24,727.01)	