

IONIA COUNTY AIRPORT BOARD

**March 12, 2024 - 1:30 p.m.
Board of Commissioners Board Room**

Meeting Agenda

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes of the Regular Meeting held on January 16, 2024
4. Review of Revenue & Expenditure Report
 - A. Approval of January and February 2024 Expenditures
5. Public Comment (three-minute limit per speaker)
6. Unfinished Business:
 - A.
8. New Business:
 - A. Contract with MSU for building lease
9. Report from Matt Kuhns, Airport Manager
10. Miscellaneous
11. Adjourn



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

January 14, 2024, 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

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

II. Organization of the Airport Board

Board discussed nomination for Chairman.

Nomination of Wirtz

Moved by Shattuck

Supported by Wirtz

Nomination carried by roll call vote

Wirtz – Shattuck, Wirtz

Board discussed nomination for Vice Chairman.

Nomination of Shattuck

Moved by Wirtz

Supported by Shattuck

Nomination carried by roll call vote

Shattuck – Wirtz, Shattuck

Board discussed nomination for Secretary

Nomination of Hodges

Moved by Shattuck

Supported by Wirtz

Nomination carried by roll call vote

Wirtz – Shattuck, Wirtz

Board discussed approval of meeting dates and times. Board discussed moving meeting to second Tuesday of the month at 1:30 pm, alternating locations.

Motion to Approve Schedule

Moved by Shattuck

Supported by Wirtz

Motion carried by voice vote



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

III. Approval of Agenda

Board discussed agenda.

Motion to Approve Agenda

Moved by Shattuck

Supported by Wirtz

Motion carried by voice vote

IV. Approval of Minutes

Board discussed approval of the previous minutes.

Motion to Approve Minutes

Moved by Shattuck

Supported by Wirtz

Motion carried by voice vote

V. Review of Revenue and Expenditure Report

Board reviewed the December 2023 Report.

Motion to Approve Report

Moved by Shattuck

Supported by Wirtz

Motion carried by voice vote

VI. Public Comment

No public comment.

VII. Unfinished Business

Board discussed approval of 30 year lease agreement with Mile High Rides, Jack Steen. Board discussed that the lease will be a commercial lease. Lease will be adjusted yearly to correspond to the CPI.

Motion to Approve Lease

Moved by Shattuck

Supported by Wirtz

Motion carried by voice vote

VIII. New Business

Board discussed 2024 property lease rates.

Motion to Approve Lease Rates Changes Per the CPI

Moved by Shattuck

Supported by Wirtz

Motion carried by voice vote



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

- IX. Reports from Airport Manager Matt Kuhns
Kuhns reported on fuel sales, plow truck repair, rent payments, update on the snow removal building and the use of ARPA funds.
- X. Miscellaneous
No miscellaneous items.
- XI. Adjournment
Motion to Adjourn.
Moved by Shattuck
Supported by Wirtz
Motion carried by voice vote

REVENUE AND EXPENDITURE REPORT FOR COUNTY OF IONIA
PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 01/31/2024	ACTIVITY FOR MONTH 01/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
Dept 500.000 - AIRPORT						
581-500.000-600.200	FEES	2,600.00	0.00	0.00	2,600.00	0.00
581-500.000-642.000	SALES - FUEL	170,000.00	5,783.08	5,783.08	164,216.92	3.40
581-500.000-664.500	RENT	9,000.00	800.00	800.00	8,200.00	8.89
581-500.000-664.550	AIRPORT LAND LEASE	40,000.00	4,361.36	4,361.36	35,638.64	10.90
581-500.000-664.552	RENT, AIRPORT FARMLAND LEASE	7,640.00	0.00	0.00	7,640.00	0.00
581-500.000-664.553	AIRPORT "T" HANGAR RENT	50,000.00	5,394.40	5,394.40	44,605.60	10.79
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	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 500.000 - AIRPORT		305,240.00	16,338.84	16,338.84	288,901.16	5.35
TOTAL REVENUES		305,240.00	16,338.84	16,338.84	288,901.16	5.35
Expenditures						
Dept 500.000 - AIRPORT						
581-500.000-701.200	WAGES - PER DIEM	1,000.00	0.00	0.00	1,000.00	0.00
581-500.000-715.001	BENEFITS - FICA	50.00	0.00	0.00	50.00	0.00
581-500.000-715.100	BENEFITS - HEALTH INSURANCE	500.00	0.00	0.00	500.00	0.00
581-500.000-726.910	SUPPLIES - GASOLINE	145,000.00	0.00	0.00	145,000.00	0.00
581-500.000-801.050	SERVICES - CONSULTANTS	2,500.00	0.00	0.00	2,500.00	0.00
581-500.000-801.821	SERVICES - AIRPORT MANAGER	112,000.00	8,976.66	8,976.66	103,023.34	8.01
581-500.000-801.900	SERVICES - VEHICLE MAINTENANCE	1,000.00	0.00	0.00	1,000.00	0.00
581-500.000-850.800	OPERATING - UTILITIES	10,500.00	0.00	0.00	10,500.00	0.00
581-500.000-955.001	OTHER - INSURANCE & BONDS	2,600.00	2,553.00	2,553.00	47.00	98.19
581-500.000-955.990	OTHER-MISCELLANEOUS	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 500.000 - AIRPORT		283,150.00	11,529.66	11,529.66	271,620.34	4.07
TOTAL EXPENDITURES		283,150.00	11,529.66	11,529.66	271,620.34	4.07
Fund 581 - AIRPORT FUND:						
TOTAL REVENUES		305,240.00	16,338.84	16,338.84	288,901.16	5.35
TOTAL EXPENDITURES		283,150.00	11,529.66	11,529.66	271,620.34	4.07
NET OF REVENUES & EXPENDITURES		22,090.00	4,809.18	4,809.18	17,280.82	21.77

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
Dept 500.000 - AIRPORT						
581-500.000-600.200	FEES	2,600.00	0.00	0.00	2,600.00	0.00
581-500.000-642.000	SALES - FUEL	170,000.00	13,927.15	8,144.07	156,072.85	8.19
581-500.000-664.500	RENT	9,000.00	1,600.00	800.00	7,400.00	17.78
581-500.000-664.550	AIRPORT LAND LEASE	40,000.00	7,524.65	3,163.29	32,475.35	18.81
581-500.000-664.552	RENT, AIRPORT FARMLAND LEASE	7,640.00	0.00	0.00	7,640.00	0.00
581-500.000-664.553	AIRPORT "T" HANGAR RENT	50,000.00	8,103.50	2,709.10	41,896.50	16.21
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	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 500.000 - AIRPORT		305,240.00	31,155.30	14,816.46	274,084.70	10.21
TOTAL REVENUES		305,240.00	31,155.30	14,816.46	274,084.70	10.21
Expenditures						
Dept 500.000 - AIRPORT						
581-500.000-701.200	WAGES - PER DIEM	1,000.00	0.00	0.00	1,000.00	0.00
581-500.000-715.001	BENEFITS - FICA	50.00	0.00	0.00	50.00	0.00
581-500.000-715.100	BENEFITS - HEALTH INSURANCE	500.00	0.00	0.00	500.00	0.00
581-500.000-726.910	SUPPLIES - GASOLINE	145,000.00	0.00	0.00	145,000.00	0.00
581-500.000-801.050	SERVICES - CONSULTANTS	2,500.00	295.00	295.00	2,205.00	11.80
581-500.000-801.821	SERVICES - AIRPORT MANAGER	112,000.00	18,702.48	9,725.82	93,297.52	16.70
581-500.000-801.900	SERVICES - VEHICLE MAINTENANCE	1,000.00	0.00	0.00	1,000.00	0.00
581-500.000-850.800	OPERATING - UTILITIES	10,500.00	1,420.12	1,420.12	9,079.88	13.52
581-500.000-955.001	OTHER - INSURANCE & BONDS	2,600.00	2,553.00	0.00	47.00	98.19
581-500.000-955.990	OTHER-MISCELLANEOUS	8,000.00	257.05	257.05	7,742.95	3.21
Total Dept 500.000 - AIRPORT		283,150.00	23,227.65	11,697.99	259,922.35	8.20
TOTAL EXPENDITURES		283,150.00	23,227.65	11,697.99	259,922.35	8.20
Fund 581 - AIRPORT FUND:						
TOTAL REVENUES		305,240.00	31,155.30	14,816.46	274,084.70	10.21
TOTAL EXPENDITURES		283,150.00	23,227.65	11,697.99	259,922.35	8.20
NET OF REVENUES & EXPENDITURES		22,090.00	7,927.65	3,118.47	14,162.35	35.89

02/02/2024

REVENUE AND EXPENDITURE REPORT FOR COUNTY OF IONIA

Month Ended: December

GL NUMBER	DESCRIPTION	BALANCE AS OF 12/31/2014	BALANCE AS OF 12/31/2015	BALANCE AS OF 12/31/2016	BALANCE AS OF 12/31/2017	BALANCE AS OF 12/31/2018	BALANCE AS OF 12/31/2019	BALANCE AS OF 12/31/2020	BALANCE AS OF 12/31/2021	BALANCE AS OF 12/31/2022	BALANCE AS OF 12/31/2023
Fund 581 - AIRPORT FUND											
Revenues											
Dept 000.000 - GENERAL											
Account Type: Revenue											
581-000.000-508.401	FEDERAL CAPITAL CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,700.00	0.00
581-000.000-528.401	OTHER FEDERAL GRANT-COVID-AIRPOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
581-000.000-539.401	STATE GRANT COVID CARES AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00
Total Revenue:		0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	71,700.00	0.00
Total Dept 000.000 - GENERAL		0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	71,700.00	0.00
Dept 500.000 - AIRPORT											
Account Type: Revenue											
581-500.000-400.000	REVENUE CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
581-500.000-539.000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	176.18	15,636.00	2,000.00
581-500.000-600.200	FEES	150.00	50.00	0.00	0.00	0.00	1,797.68	4,334.64	2,161.16	1,332.16	2,510.24
581-500.000-600.604	FUEL SURCHARGE	737.93	498.44	0.00	626.51	961.75	0.00	0.00	0.00	0.00	0.00
581-500.000-642.000	SALES - FUEL	0.00	0.00	0.00	0.00	21,929.63	83,386.91	76,914.90	124,767.52	175,422.55	163,945.52
581-500.000-664.500	RENT	1,000.00	0.00	0.00	0.00	0.00	5,950.00	8,675.00	9,000.00	9,600.00	8,000.00
581-500.000-664.550	AIRPORT LAND LEASE	38,275.78	37,937.45	31,707.95	38,737.32	37,115.69	29,745.48	21,556.48	29,732.10	39,503.02	52,468.32
581-500.000-664.552	RENT, AIRPORT FARMLAND LEASE	14,688.00	14,237.00	14,212.45	12,847.31	12,384.10	12,540.22	0.00	12,727.96	7,640.34	0.00
581-500.000-664.553	AIRPORT "T" HANGAR RENT	15,483.34	20,386.04	26,209.47	25,535.72	24,246.27	25,552.80	36,451.09	39,493.45	46,330.70	56,049.94
581-500.000-671.000	OTHER REVENUE	27,765.00	0.00	0.00	0.00	0.00	645.00	30.00	975.00	12,352.91	0.00
581-500.000-671.400	REIMBURSEMENTS	368.09	385.76	0.00	0.00	0.00	0.00	0.00	0.00	(50.00)	0.00
581-500.000-688.101	APPROPRIATION - GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
581-500.000-695.001	INSURANCE RECOVERIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue:		98,468.14	73,494.69	72,129.87	77,746.86	96,637.44	159,618.09	147,962.11	219,033.37	307,767.68	284,974.02
Account Type: Transfers-In											
581-500.000-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
581-500.000-699.001	TRANSFER IN - FUND BALANCE	0.00	0.00	0.00	0.00	0.00	100,172.77	22,100.00	0.00	0.00	0.00
581-500.000-699.101	TRANSFER IN - GENERAL FUND	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	51,434.00	0.00	0.00
581-500.000-699.102	TRANSFER IN - GENERAL FUND DESIGNA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers-In:		0.00	0.00	0.00	0.00	5,000.00	100,172.77	22,100.00	51,434.00	0.00	0.00
Total Dept 500.000 - AIRPORT		98,468.14	73,494.69	72,129.87	77,746.86	101,637.44	259,790.86	170,062.11	270,467.37	307,767.68	284,974.02
Dept 500.001 - AIRPORT - GRANTS											
Account Type: Revenue											
581-500.001-528.401	OTHER FEDERAL GRANT-COVID-AIRPOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
581-500.001-539.000	STATE GRANTS	0.00	43.20	0.00	0.00	0.00	(1,724.50)	58.94	255.16	13,182.69	0.00
581-500.001-671.400	REIMBURSEMENTS	0.00	0.00	5,821.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue:		0.00	43.20	5,821.40	0.00	0.00	(1,724.50)	58.94	255.16	13,182.69	0.00
Account Type: Transfers-In											
581-500.001-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
581-500.001-699.001	TRANSFER IN - FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
581-500.001-699.102	TRANSFER IN - GENERAL FUND DESIGNA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers-In:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 500.001 - AIRPORT - GRANTS		0.00	43.20	5,821.40	0.00	0.00	(1,724.50)	58.94	255.16	13,182.69	0.00
TOTAL REVENUES		98,468.14	73,537.89	77,951.27	77,746.86	101,637.44	258,066.36	200,121.05	270,722.53	392,650.37	284,974.02

Expenditures

Dept 500.000 - AIRPORT

Account Type: Expenditure

581-500.000-700.000	EXPENDITURE CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
581-500.000-701.200	WAGES - PER DIEM	1,050.00	1,025.00	550.00	350.00	575.00	650.00	275.00	225.00	275.00	400.00
581-500.000-715.001	BENEFITS - FICA	65.82	59.50	37.04	24.02	39.42	42.52	20.42	17.14	20.55	28.92
581-500.000-715.100	BENEFITS - HEALTH INSURANCE	442.91	699.24	508.95	362.73	506.03	490.61	260.87	147.43	60.96	184.16
581-500.000-715.270	BENEFITS - DENTAL/OPTICAL REIMBURS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
581-500.000-715.275	BENEFITS - LIFE INSURANCE	3.33	2.15	1.68	1.23	1.70	2.06	0.86	0.77	0.37	1.20
581-500.000-715.500	BENEFITS - WORKERS COMP	2.72	2.65	1.60	1.02	1.68	1.92	0.66	0.63	0.80	1.15
581-500.000-726.800	SUPPLIES - BUILDING MAINTENANCE	1,566.65	2,462.02	2,662.07	4,698.43	909.00	1,210.34	825.89	0.00	4,346.98	1,142.29
581-500.000-726.910	SUPPLIES - GASOLINE	0.00	0.00	0.00	0.00	25,574.72	69,270.25	53,541.26	120,919.50	142,874.29	147,667.49
581-500.000-801.050	SERVICES - CONSULTANTS	1,717.74	12,424.42	7,860.14	6,516.80	3,508.54	5,905.61	2,806.06	2,395.19	2,338.26	3,557.97
581-500.000-801.811	SERVICES - PLOWING/MOWING	17,357.20	8,730.00	775.00	0.00	0.00	2,053.64	0.00	0.00	0.00	0.00
581-500.000-801.821	SERVICES - AIRPORT MANAGER	15,594.30	30,600.00	38,525.00	45,687.50	42,750.00	95,585.36	107,719.92	107,719.92	113,855.75	113,550.87
581-500.000-801.900	SERVICES - VEHICLE MAINTENANCE	0.00	0.00	10,414.09	0.00	0.00	197.16	0.00	0.00	4,927.90	0.00
581-500.000-850.800	OPERATING - UTILITIES	9,313.22	9,622.95	9,052.05	9,339.18	9,646.86	8,916.08	1,574.61	4,827.02	7,898.99	12,005.37
581-500.000-955.001	OTHER - INSURANCE & BONDS	2,945.00	2,945.00	2,945.00	1,283.00	1,283.00	1,283.00	1,876.00	2,089.00	2,506.00	2,553.00
581-500.000-955.012	OTHER - BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,165.00	0.00	0.00
581-500.000-955.990	OTHER-MISCELLANEOUS	4,566.27	7,321.82	3,097.77	2,237.63	2,647.39	5,401.66	7,199.80	8,461.63	7,161.39	8,064.83
581-500.000-960.000	INDIRECT COST ALLOCATION	12,799.00	12,799.00	12,354.00	13,186.00	12,547.00	9,434.00	7,275.00	7,028.25	0.00	0.00
581-500.000-968.000	DEPRECIATION	105,360.00	105,696.00	74,168.00	20,413.42	19,373.00	21,290.00	23,293.00	24,309.12	37,068.35	0.00
Total Expenditure:		172,784.16	194,389.75	162,952.39	104,100.96	119,363.34	221,734.21	206,669.35	294,305.60	323,335.59	289,157.25

Account Type: Transfers-Out

581-500.000-999.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
581-500.000-999.101	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,961.00	0.00
Total Transfers-Out:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,961.00	0.00

Account Type: Capital Outlay

581-500.000-970.000	CAPITAL OUTLAY	0.00	0.00	3,920.00	0.00	0.00	8,000.00	(16,732.00)	0.00	0.00	0.00
581-500.000-970.820	CAPITAL - FACILITY IMPROVEMENTS	0.00	2,411.40	0.00	0.00	0.00	0.00	0.00	0.00	12,279.03	(12,279.03)
Total Capital Outlay:		0.00	2,411.40	3,920.00	0.00	0.00	8,000.00	(16,732.00)	0.00	12,279.03	(12,279.03)

Total Dept 500.000 - AIRPORT

172,784.16	196,801.15	166,872.39	104,100.96	119,363.34	229,734.21	189,937.35	294,305.60	344,575.62	276,878.22
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Dept 500.001 - AIRPORT - GRANTS

Account Type: Capital Outlay

581-500.001-970.820	CAPITAL - FACILITY IMPROVEMENTS	16,434.00	610.87	0.00	7,500.00	0.00	2,150.00	16,732.00	0.00	0.00	0.00
Total Capital Outlay:		16,434.00	610.87	0.00	7,500.00	0.00	2,150.00	16,732.00	0.00	0.00	0.00
Total Dept 500.001 - AIRPORT - GRANTS		16,434.00	610.87	0.00	7,500.00	0.00	2,150.00	16,732.00	0.00	0.00	0.00

TOTAL EXPENDITURES

189,218.16	197,412.02	166,872.39	111,600.96	119,363.34	231,884.21	206,669.35	294,305.60	344,575.62	276,878.22
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Fund 581 - AIRPORT FUND:

TOTAL REVENUES	98,468.14	73,537.89	77,951.27	77,746.86	101,637.44	258,066.36	200,121.05	270,722.53	392,650.37	284,974.02
TOTAL EXPENDITURES	189,218.16	197,412.02	166,872.39	111,600.96	119,363.34	231,884.21	206,669.35	294,305.60	344,575.62	276,878.22
NET OF REVENUES & EXPENDITURES	(90,750.02)	(123,874.13)	(88,921.12)	(33,854.10)	(17,725.90)	26,182.15	(6,548.30)	(23,583.07)	48,074.75	8,095.80