

IONIA COUNTY AIRPORT BOARD

**July 9, 2024 - 1:30 p.m.
Ionia Administrative Building**

Meeting Agenda

- 1. Call to order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes of the Regular Meeting held on June 11, 2024**
- 4. Review of Revenue & Expenditure Report**
 - A. Approval of June 2024 Expenditures**
- 5. Public Comments (three-minute limit per speaker)**
- 6. Unfinished Business:**
- 7. New Business:**
 - A. Request Approval to accept bid for Airport Manager**
 - B. Review Airport Consulting Statement of Qualifications**
- 8. Report from Matt Kuhns, Airport Manager**
- 9. Miscellaneous**
- 10. Adjourn**



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

June 11, 2024, 1:30 p.m.

Airport Board Minutes

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

Members Absent:

Other Present: Airport Manager Matt Kuhns, Administrative Assistant Jami Elliott

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 Hodges

Supported by Shattuck

Motion carried by voice vote

III. Approval of Minutes

Board discussed approval of the previous minutes.

Motion to Approve Minutes

Moved by Shattuck

Supported by Hodges

Motion carried by voice vote

IV. Review of Revenue and Expenditure Report

Board reviewed the May 2024 Report.

Motion to Approve Report

Moved by Shattuck

Supported by Hodges

Motion carried by voice vote

V. Public Comment

Terry Yoder from SMAT commented on Airport Managers Contract. He has much gratitude for Matt, the airport has never looked so nice, we never run out of fuel, recommends we carry on with Matt as Manager.

VI. Unfinished Business

No unfinished business



IONIA COUNTY BOARD OF COMMISSIONERS

David Hodges, Chairman

VII. New Business

Board approved \$7,500 a year rent to the airport fund for MSUE

Approved by Shattuck

Supported by Hodges

Board discusses Airport Manager Contract; maintenance budget will increase to \$10,000 for overages, manager will also receive 12% wage increase. Per manager contract CPI will be adjusted at the same time as leases each year. Per Policy RFP does have to be put out to public.

Approved by Shattuck

Supported by Hodges

VIII. Reports from Airport Manager Matt Kuhns

Kuhns reported on fuel sales, Shack needs a new septic, Ionia Hanger is leaking and needs to be replaced. All hangers are full.

IX. Miscellaneous

No miscellaneous items.

X. Adjournment

Motion to Adjourn.

Moved by Hodges

Supported by Shattuck

Motion carried by voice vote

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Revenues						
Dept 000.000 - GENERAL						
581-000.000-508.401	FEDERAL CAPITAL CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
581-000.000-528.401	OTHER FEDERAL GRANT-COVID-AIRPORT	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
581-000.000-664.001	INVESTMENT INTEREST	0.00	819.88	0.00	(819.88)	100.00
Total Dept 000.000 - GENERAL		0.00	819.88	0.00	(819.88)	100.00
Dept 500.000 - AIRPORT						
581-500.000-400.000	REVENUE CONTROL	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
581-500.000-600.200	FEES	2,600.00	570.00	0.00	2,030.00	21.92
581-500.000-642.000	SALES - FUEL	170,000.00	64,514.51	12,246.96	105,485.49	37.95
581-500.000-664.500	RENT	9,000.00	4,800.00	800.00	4,200.00	53.33
581-500.000-664.550	AIRPORT LAND LEASE	40,000.00	16,372.00	1,679.47	23,628.00	40.93
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	27,646.70	2,655.80	22,353.30	55.29
581-500.000-671.000	OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
581-500.000-671.400	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
581-500.000-688.101	APPROPRIATION - GENERAL FUND	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
581-500.000-699.000	TRANSFERS IN	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
581-500.000-699.101	TRANSFER IN - GENERAL FUND	25,000.00	0.00	0.00	25,000.00	0.00
581-500.000-699.102	TRANSFER IN - GENERAL FUND DESIGNATED	0.00	0.00	0.00	0.00	0.00
Total Dept 500.000 - AIRPORT		305,240.00	113,903.21	17,382.23	191,336.79	37.32
Dept 500.001 - AIRPORT - GRANTS						
581-500.001-528.401	OTHER FEDERAL GRANT-COVID-AIRPORT	0.00	0.00	0.00	0.00	0.00
581-500.001-539.000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
581-500.001-671.400	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
581-500.001-699.000	TRANSFERS IN	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
581-500.001-699.102	TRANSFER IN - GENERAL FUND DESIGNATED	0.00	0.00	0.00	0.00	0.00
Total Dept 500.001 - AIRPORT - GRANTS		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		305,240.00	114,723.09	17,382.23	190,516.91	37.58
Expenditures						
Dept 500.000 - AIRPORT						
581-500.000-700.000	EXPENDITURE CONTROL	0.00	0.00	0.00	0.00	0.00
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
581-500.000-715.270	BENEFITS - HSA EMPLOYER	0.00	0.00	0.00	0.00	0.00
581-500.000-715.275	BENEFITS - LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
581-500.000-715.500	BENEFITS - WORKERS COMP	0.00	0.00	0.00	0.00	0.00
581-500.000-726.800	SUPPLIES - BUILDING MAINTENANCE	0.00	11,143.38	0.00	(11,143.38)	100.00
581-500.000-726.910	SUPPLIES - GASOLINE	145,000.00	39,512.53	0.00	105,487.47	27.25
581-500.000-801.050	SERVICES - CONSULTANTS	2,500.00	678.75	0.00	1,821.25	27.15

PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 06/30/2024	ACTIVITY FOR MONTH 06/30/2024	AVAILABLE BALANCE	% BDGT USED
Fund 581 - AIRPORT FUND						
Expenditures						
581-500.000-801.811	SERVICES - PLOWING/MOWING	0.00	0.00	0.00	0.00	0.00
581-500.000-801.821	SERVICES - AIRPORT MANAGER	112,000.00	54,609.12	8,976.66	57,390.88	48.76
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	5,868.22	868.11	4,631.78	55.89
581-500.000-955.001	OTHER - INSURANCE & BONDS	2,600.00	2,553.00	0.00	47.00	98.19
581-500.000-955.012	OTHER - BAD DEBT	0.00	0.00	0.00	0.00	0.00
581-500.000-955.990	OTHER-MISCELLANEOUS	8,000.00	1,961.55	537.30	6,038.45	24.52
581-500.000-960.000	INDIRECT COST ALLOCATION	0.00	0.00	0.00	0.00	0.00
581-500.000-968.000	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
581-500.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
581-500.000-970.820	CAPITAL - FACILITY IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
581-500.000-999.000	TRANSFERS OUT	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
Total Dept 500.000 - AIRPORT		283,150.00	116,326.55	10,382.07	166,823.45	41.08
Dept 500.001 - AIRPORT - GRANTS						
581-500.001-970.820	CAPITAL - FACILITY IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 500.001 - AIRPORT - GRANTS		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		283,150.00	116,326.55	10,382.07	166,823.45	41.08
Fund 581 - AIRPORT FUND:						
TOTAL REVENUES		305,240.00	114,723.09	17,382.23	190,516.91	37.58
TOTAL EXPENDITURES		283,150.00	116,326.55	10,382.07	166,823.45	41.08
NET OF REVENUES & EXPENDITURES		22,090.00	(1,603.46)	7,000.16	23,693.46	7.26
TOTAL REVENUES - FUND 581						
TOTAL REVENUES - FUND 581		305,240.00	114,723.09	17,382.23	190,516.91	37.58
TOTAL EXPENDITURES - FUND 581		283,150.00	116,326.55	10,382.07	166,823.45	41.08
NET OF REVENUES & EXPENDITURES		22,090.00	(1,603.46)	7,000.16	23,693.46	7.26

Matt Kuhns

Ionia County Airport Manager

616-902-2281	kuhnzy@aol.com	Saranac MI
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Dear Airport Board:

Enclosed is my proposal to continue as the Ionia County Airport Manager.

I have learned a lot over the past 5 years as Airport Manager and still have more to learn. There is a lot going on and its never dull. It's a never-ending job and there's always something that needs to be done.

With the addition of a second Flight School, Airport traffic has increased greatly. The Hangars are full and there is a waiting list.

This fall our main ramp is scheduled to be reconstructed. Normal operations will be modified to cope with this inconvenience.

Sincerely,
Matt Kuhns

Ionia County Airport Management Proposal

Proposal to continue being the Ionia County Airport Manager.

Currently the Airport Manager since March 2019.

I am pretty sure that I have spent more time at the Ionia Airport than any other living person. I did my first solo flight at Ionia in the late 80s when I was doing flight training out of Lowell. 3 years later in 1990 I started working for Jerry Benz at Ionia.

The airport looked a lot different then with only 3 hangars, a shorter runway and no parallel taxiway for RWY 28, no fence and no AWOS.

I left Jerry and Ionia airport in 1996. After Jerry died, I came back in 2000 and haven't left. In 2019 I started managing the airport. I am submitting this proposal for a renewal of my contract.

Matt Kuhns

MK Air LLC

Management Qualifications, Experience, and Familiarity with Ionia County Airport

Manager of the Ionia Airport for the last 5 years, 2019-2024.

Operated MK Air 2014-2018 at Ionia conducting Aircraft Maintenance.

Part owner in Benz Aviation 2000-2013, operating a full service FBO.

Worked for Jerry Benz 1990-1995 at Ionia Airport.

Conceptual Plan and Approach

I propose that the manager is the airport maintenance person, that person happens to be the airport manager. These two need to be combined to make the airport work as whole.

Currently the airport is roughly a break even operation.

The airport leases the old State Police post to the county for a very low fee to house the MSU extension to satisfy the FAA requirements. This is one way the Ionia County Airport is supporting the Ionia Community.

The latest study done by MDOT shows the Ionia County Airport is responsible for bringing 2.8 million dollars to the surrounding community.

Scope of Services

Manager Duties

- 24/7 Availability via phone
- Maintain day to day activities
- Keep property neat and tidy, free from refuse, litter and navigational hazards.
- Ensure all runway lights are in operation, replacing runway lights as needed.
- Monitor and report on the condition of the Airport buildings, airfields, fuel pumps, and other facilities.
- Maintain the Unicom radio and report any discrepancies to the county.
- Keep track of gate keys and hangar keys.
- Inspect fuel farm and monitor fuel tank quantity, assist with billing.
- Set fuel prices and post in office and on AWOS
- Review Zoning applications, and keep on file all applications. (County supplied Office Copier needed for this.)
- Develop and manage all lease agreements.
- Attend monthly airport board meetings and report on operations.
- Prepare airport budget and manage expenses.
- Enforce all County and FAA rules.
- Prepare the Annual Airport Capital Improvement Program (ACIP) and assist with the Airport Improvement Program (AIP) for capital projects.
- Coordinate with contractors when construction projects are happening.
- Market and promote ICA to the public.
- Keep track of monthly hangar rent and take deposits to County.
- Update Basedaircraft.com on a yearly basis.
- Update Ionia County 911 with addresses and location of hangars.
- Work with SMAT in their Bi-annual Community Day event
- Keep a waiting list for hangar rental
- Work with hunters that have purchased the hunting leases

Airport Maintenance

- Fence and gate inspection and maintenance.
- County building upkeep and general maintenance.
- Garbage cleanup along fence lines on M66 and E. Sprague roads. (county dumpster needed for airport)
- Runway light maintenance.
- PAPI Light maintenance.
- Wind sock Maintenance and replacement.
- Assist MDOT with AWOS servicing.
- Runway, Taxiway, ramp and parking lot weed removal and application of weed killer.
- Fuel Farm maintenance, including fuel filter replacement.
- Crack sealant.
- Tree removal in clear vision areas.
- Clear areas that can hide deer close to runways.
- Work with the DNR to obtain deer management tags to remove all deer from airport grounds.
- Maintain office deck replacing boards on a yearly bases as needed.
- Bird control in old "T" hangars.
- Clean Office windows regularly.

Mowing

- Mow runways and infields with big mower. (approximately 100 Acres)
- Mow with finish mower all smaller areas Including MSU extension. (approximately 13 Acres)
- Weed trim around hangars and fence lines. (approximately 5.3 miles of fence, sidewalks, hangars, taxiway markers etc.)

Plowing

- Plow runways, taxiways, parking lots and access roads.
- Shovel snow around fuel farm and clear sidewalks.

Equipment Maintenance

- Service tractors, including complete yearly servicing.
- Disassemble mowers and repair as needed every winter.
- Service all plowing equipment each year.

The Manager of the Ionia County Airport is a subcontractor contract, NO County benefits are provided. The Manager is responsible for his own Health Care Insurance, pay all State and Federal taxes and to hire his own part time workers. Additionally, the Manager is required to rent any space he needs to conduct his business from Ionia County Airport.

	2019 bid	Increase 12% per Airport Board request	Current bid
Airport Manager	18,720	-	-
Airport Maintenance	15,000	-	-
Airport Mowing	39,000	-	-
Airport Plowing	29,500	-	-
total	102,220	12,266	114,486

		Increase per Airport Board request	
Airport operating expenses*	5000	5000	10,000

*Airport operating expenses will be categorized and submitted on a monthly basis with receipts.

Total Yearly Bid \$ 124,486