

MEETING MINUTES

MARION BOARD of AVIATION COMMISSIONERS

July 2, 2020

THE MISSION OF THE MARION MUNICIPAL AIRPORT IS TO PROVIDE THE HIGHEST QUALITY SERVICE, AND THE FACILITIES, THAT MEET THE NEEDS OF ITS PATRONS AND COMMUNITY

Be it remembered that the City of Marion (Indiana) Board of Aviation Commissioners met at 1:30 p.m. on July 2, 2020 at the Marion Municipal Airport.

Attending Were:

Jim McKinney	President, BOAC	Andy Darlington	Air Marion, Inc
Ronnie Carmin	Vice-President, BOAC	Ryan McCrosky	Woolpert, Inc
Randy Chekouras	Treasurer, BOAC	Phil Stephenson	Board Attorney
Dwight Ott	Secretary, BOAC	Deb Cain	City Council
Mark Johnson	Member, BOAC	Jeff McCloghlin	Saturn V Aviation
Jordan Ashley	Admin/ Rep to City, BOAC		
Emma Jacobs	BOAC, Intern		

REVIEW OF MINUTES:

The June 4, 2020 minutes were read for approval. (Motion by Mr. Carmin, Seconded by Mr. Ott) Motion Approved

RECURRING ITEMS:

1. AIRPORT IMPROVEMENT PROJECTS

a. AIP-28...T-Hangar Taxiway Construction

- i. Construction began on: May 29, 2020 and is substantially completed. 34 of 45 calendar days have been charged to the project as of this meeting.
- ii. Woolpert requested board approval for Pay Request #4 in the amount of \$472,347.32. (FAA: \$425,112, INDOT: \$23,617.37, Local: \$23,617.96) (Motion by Mr. Ott, Seconded by Mr. Carmin) Motion Approved

b. AIP-29...SRE Building Reimbursement

- i. Grant Agreement was received on March 10 for a total reimbursement of \$169,484. (FAA: \$169,484) Due to the CARES act all FY20 AIP grants will be reimbursed by the FAA at 100%.
- ii. Pay request #1 was submitted 6/22/20 in the amount of \$135,757. The remaining \$33,727 will be requested in a final pay request once final documents are received.

c. AIP-30...Cares Act Funding

- i. Woolpert requested board approval for Pay Request #1 in the amount of \$69,000 (FAA: \$69,000). (Motion by Mr. Carmin, Seconded by Mr. Johnson) Motion Approved

2. AIRPORT MANAGEMENT ITEMS

a. Airport Management Report

- i. No report received this meeting.

b. Primary Runway/Taxiway Surface Monitoring

- a. No significant changes noted as of this meeting. Mr. Darlington noted that the Terminal sidewalk safety strips are showing signs of wear and will be replaced.
- b. Mr. McKinney noted the new crack filling near TW A4 is showing signs of wear. Mr. Darlington will look into this further.

c. **Routine Management/Maintenance Items**

- a. AWOS/AWOS Frequency: Frequency has been approved. Correspondence from the FAA has been received regarding approval of the new frequency. Paperwork is expected soon with the final approval and frequency assignment.
- b. Runway 22 Obstructions: Work has been partially completed. All large logs and brush have been cleared. BOAC requested a walkthrough of the remaining brush to determine next steps with debris/stumps in the area.
- c. Summer Events: In response to the impact of COVID-19, the BOAC has made the following decisions regarding summer events at the airport:
 - i. Roll Race Event: The BOAC determined that the event, being 100% outdoor, could continue as scheduled. The sponsor will be in charge of ensuring compliance with any COVID-19 related requirements in place at that time.
- d. Building of new hangars at the airport: The proposal for 3.75% for 10 years from GCSB was accepted by the BOAC at the June meeting. Advertising for bids has been sent to the appropriate parties. Bids are due by July 15th. The letter has been sent to DLGF for approval. BOAC approved signature approval on the lowest and best bid received when bids are opened. **(Motion by Mr. Ott, seconded by Mr. Carmin) Motion Approved**
- e. Guaranteed Energy Savings Contract: BOAC is working to set up a time to meet with the City Council to provide additional information on the benefits of solar energy. This has been delayed due to COVID-19.
- f. Tiling south of Hangar J: Mr. McCroskey provided a cost estimate for site work on this potential project. It is Woolpert's recommendation that the BOAC wait until confirmed construction is scheduled prior to beginning this project. BOAC supports this recommendation.
- g. Farm Land Lease: Farmland expires at the end of 2020. Mr. Stephenson spoke with the current tenants regarding a 2 year extension on their existing lease at \$275/acre. The tenants are amicable to this arrangement. BOAC approved a 2 year extension to the existing lease on the farm ground at \$275/acre. **(Motion by Mr. Chekouras, seconded by Mr. Carmin) Motion Approved**

NEW ITEMS

- a. Liability Insurance - The Fly-In/Cruise-In has requested BOAC clarification regarding volunteer liability coverage for the event. The BOAC recommends that the Fly-In/Cruise-In seek further information from their insurance carrier regarding this coverage and will verify existing coverage with BOAC's carrier.
- b. Technology Updates - Mr. Johnson provided an update on the teleconference system used by the BOAC.

BOARD MEMBER COMMENTS

- a. Mr. Ott requested information on the terminal ramp camera being down.
- b. Mr. Ott shared plans for extending his corporate hangar. Mr. Ott will request permission from the BOAC once FAA approval and clearances have been received to begin construction.
- c. The BOAC requested information from Mr. Stephenson regarding permits for construction of the new T-Hangars. Mr. Stephenson informed the BOAC that correspondence has been initiated with, but no response has been received from, the appropriate City Departments.

Next Board Meeting: Regular Monthly Meeting Scheduled for August 6, 2020

ADJOURNMENT: The meeting was adjourned at 3:01pm.

Name: Doni Carmin
Title: J.P.

Name: Jana McKenney
Title: President