

**MEETING MINUTES**  
**MARION BOARD of AVIATION COMMISSIONERS**  
**August 6, 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*

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Be it remembered that the City of Marion (Indiana) Board of Aviation Commissioners met at 1:30 p.m. on August 6, 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 (Telecom)	Treasurer, BOAC	Phil Stephenson	Board Attorney
Dwight Ott	Secretary, BOAC	Deb Cain	City Council
Mark Johnson	Member, BOAC		
Jordan Ashley	Admin/ Rep to City, BOAC		

**REVIEW OF MINUTES:**

The July 2, 2020 minutes were read for approval. **(Motion by Mr. Carmin, Seconded by Mr. Johnson ) Motion Approved**

**RECURRING ITEMS:**

**1. AIRPORT IMPROVEMENT PROJECTS**

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

- i. Construction is complete. After all paperwork is received, Woolpert will recommend release of retainage and closeout of grant in Q4
- ii. Woolpert requested Pay request #5 in the amount of \$83,167.19. (FAA: \$74,851, INDOT: \$4,158.36, Local: \$4,157.83) **(Motion by Mr. Carmin, Seconded by Mr. Johnson) Motion Approved**
- iii. Woolpert requested BOAC approval of Woolpert Contract in the amount of \$7,500 for Construction Administration for the Construct T-Hangar Building. **(Motion by Mr. Johnson, Seconded by Mr. Carmin) Motion Approved**
- iv. Woolpert Requested approval and signature on change order #1 in the amount of **\$-117,661.29.** **(Motion by Mr. Carmin, Seconded by Mr. Chekouras) 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 at the next BOAC once final documents are received.

**c. AIP-30...Cares Act Funding**

- i. \$69,000 was received from the CAREs Act Grant.

**2. AIRPORT MANAGEMENT ITEMS**

**a. Airport Management Report**

- i. The aviation program resumed this week. Presently there are 7 students in the program. Scheduled flying is expected to resume this fall.

- ii. Mowing operations are progressing and occurring regularly.
- iii. The airport inspection is expected to occur in September.

**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. The BOAC requested Mr. Darlington take detailed photos of the runway ahead of the Roll Race Event to note any damages that might result from the event.
- 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 123.625. 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 completed. All large logs and brush have been cleared. BOAC performed 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.
    - 1. Mr. Darlington presented the Ground Operations Plan for the event to the BOAC. At present, the airspace study has not been received from the FAA..
- d. Building of new hangars at the airport: The loan approval letter from DGLF has been received. Loan closing date is pending at this time. Mr. McKinney updated the BOAC regarding the internal plans for the hangar building. The BOAC discussed heating the hangars and determined that the FBO would query potential customers as to their interest. Those that show interest will have heat installed during construction. Remaining hangars will have heat available at the owner's expense. BOAC determined the hangar rental rate will be \$275 for unheated and \$325 for heated. BOAC requested a draft lease agreement from Mr. Stephenson to be presented at the next meeting.
- e. Guaranteed Energy Savings Contract: BOAC and Veregy Solar will host an informational session with the City Council regarding solar energy on 8/6/2020.
- f. Farm Land Lease: The farm ground lease agreement has been extended for 2 years at a rate of \$275 per acre. Mr. McKinney requested BOAC for signature on the lease agreement. **(Motion by Mr. Chekouras, Seconded by Mr. Carmin) Motion Approved**

**NEW ITEMS**

- a. 2021 Budget Proposal: The BOAC reviewed the 2021 budget proposal and recommends the budget to the City Council for approval. **(Motion by Mr. Johnson, Seconded by Mr. Carmin) Motion Approved**

**BOARD MEMBER COMMENTS**

- a. Mr. Ott requested a status update on the Camera. Repairs have been requested but the vendor has not yet been out to perform the repair. Mr. McKinney requested an updated password list to be stored locally.
- b. A student was awarded a \$1000 aviation scholarship from a local foundation
- c. The new SUV courtesy vehicle has been registered with the state. It is scheduled to be detailed this month prior to customer use. It is awaiting signage at this time.

**Next Board Meeting:** Regular Monthly Meeting Scheduled for September 3, 2020

**ADJOURNMENT:** The meeting was adjourned at 2:53pm.

Name: James McKinney  
 Title: President

Name: Mark Johnson  
 Title: Member