

MEETING MINUTES

MARION BOARD of AVIATION COMMISSIONERS

November 12, 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 November 12, 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		
Jordan Ashley	Admin/ Rep to City, BOAC		

REVIEW OF MINUTES:

The October 1, 2020 minutes were read for approval. (Motion by Mr. Carmin, Seconded by Mr. Chekouras) Motion Approved

RECURRING ITEMS:

1. AIRPORT IMPROVEMENT PROJECTS

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

- Construction is complete. Working through final paperwork in preparation for grant close-out.
- Woolpert Request BOAC approval and signature on Final Pay Request # 7 for \$23,612.45 (FAA:\$21,252, INDOT: \$1,180.62, Local: \$1,179.83) (Motion by Mr. Chekouras, Seconded by Mr. Carmin) Motion Approved
- Woolpert Request BOAC approval and signature of Site and Elevation Plan in the amount of \$4,120.10. (Motion by Mr. Johnson, Seconded by Mr. Ott) Motion Approved

b. AIP-29...SRE Building Reimbursement

- The remaining \$33,727 was received from the FAA. Anticipate the grant close-out letter soon.

2. AIRPORT MANAGEMENT ITEMS

a. Airport Management Report

- Airport Runway lighting has been repaired to a functional state. The contractor is currently rehabbing in-ground electrical equipment to minimize future problems.
- Grass operations have concluded for the year. Snow removal equipment is being prepared for winter.

b. Primary Runway/Taxiway Surface Monitoring

- The pavement is in overall good condition. No changes from the last report. Runway numbers have been repainted by the FBO.

c. Routine Management/Maintenance Items

- AWOS/AWOS Frequency: Frequency has been approved 123.625. AWOS has been repaired and is functioning normally.
- Runway 22 Obstructions: Work has been completed. All large logs and brush have been cleared. BOAC performed. Walkthrough of the remaining brush to determine the next steps with debris/stumps in the area.
- Building of new hangars at the airport: Ground preparation has begun. Steel delivery is expected to occur on 12/15/2020.

- d. Guaranteed Energy Savings Contract Solar Project: The BOAC met with the Mayor, City Council President, and Chamber of Commerce to discuss the project. A meeting is set for December 2nd as a follow-up with Veregy Solar.
- e. Hangar D: Mr. Stephenson sent a letter to the owner of Hangar D per the request of the BOAC. Mr. Stephenson received a response from the legal representative of the owner of Hangar D regarding the regulatory requirements of what is allowed in the hangar.
- f. Airport Sign Replacement: Mr. Darlington received a quote for replacing the current airport sign for a total of \$35,600. BOAC approved moving forward with the quote to replace the airport sign. **(Motion by Mr. Carmin, Seconded by Mr. Johnson) Motion Approved**

NEW ITEMS

- a. CIP Discussion: Mr. McCrosky brought a draft of the 2021-2026 CIP to the BOAC for review. The BOAC approved the CIP for 2021-2026 as proposed. **(Motion by Mr. Chekouras, Seconded by Mr. Carmin) Motion Approved**
- b. PHI Hangar Inquiry: Mr. McKinney received contact from PHI Helicopter requesting the possibility of leasing hangar space on the airfield. PHI is proposing occupying Hangar D with a three-year sub-lease with the owner of Hangar D beginning on February 1, 2021. BOAC directed Mr. Stephenson to draft the lease agreement between the BOAC, PHI, and the owner of Hangar D. BOAC also directed Mr. Stephenson to extend the Hangar D lease to equal the sublease agreement on Hangar D. **(Motion by Mr. Carmin, Seconded by Mr. McKinney) Motion Approved**
PHI requested the placement of a storage building to house supplemental equipment. BOAC will charge a \$300 monthly land lease fee. **(Motion by Mr. Johnson, Seconded by Mr. Carmin) Motion Approved**
- c. Year-end Expenditures: Mr. Ashley informed the BOAC that the last date for 2020 voucher submission will be December 3rd.

BOARD MEMBER COMMENTS

a.

Next Board Meeting: Regular Monthly Meeting Scheduled for December 3, 2020

ADJOURNMENT: The meeting was adjourned at 3:15 pm.

Name: 

Title: _____

Name: 

Title: _____