

MEETING MINUTES

MARION BOARD of AVIATION COMMISSIONERS

December 3, 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 December 3, 2020 at the Marion Municipal Airport. NOTE: Mr. Ashley chaired this meeting at the request of Mr. McKinney.

Attending Were:

Jim McKinney (Teleconference)	President, BOAC	Andy Darlington	Air Marion, Inc
Ronnie Carmin	Vice-President, BOAC	Ryan McCroskey	Woolpert, Inc
Randy Chekouras	Treasurer, BOAC	Phil Stephenson	Board Attorney
Dwight Ott	Secretary, BOAC	Deb Cain (Teleconference)	City Council
Mark Johnson	Member, BOAC		
Jordan Ashley	Admin/ Rep to City, BOAC		

REVIEW OF MINUTES:

The November 11, 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. Awaiting grant close-out letter
- b. **AIP-29...SRE Building Reimbursement**
 - i. Awaiting grant close-out letter
- c. **Future AIP-31: Construct T-Hangar Taxiway (Phase 3)**
 - i. AIP Pre-application was submitted on 11/27/2020. Total project cost estimated at: \$512,495. Expected contributions for the project are: FAA: \$461,245, INDOT: \$25,625, Local: \$25,625

2. AIRPORT MANAGEMENT ITEMS

- a. **Airport Management Report**
 - i. All snow removal vehicles have been serviced for winter.
 - ii. Parts have been ordered to finish the rehab of runway lights.
- b. **Primary Runway/Taxiway Surface Monitoring**
 - a. The pavement is in overall good condition—no changes from the last report.
- c. **Routine Management/Maintenance Items**
 - a. Building of new hangars at the airport: Ground preparation has been completed. Steel delivery is expected to occur on 12/15/2020. BOAC discussed the placement of stone on the west side of the hanger for building erection. BOAC will work with the contractor to set down a stone base for the erection of the building.
 - b. PHI Hangar Inquiry: Mr. Stephenson informed the BOAC that PHI is in the process of drafting/reviewing the legal documents for the hangar sublease and use of space on the airport. Mr. McKinney informed the BOAC that PHI would be responsible for all aspects related to moving onto the airport. Mr. Darlington will investigate what is required to provide fuel access for PHI after hours.

- c. Guaranteed Energy Savings Contract Solar Project: The BOAC met with JMS as to the next steps of the project on December 2. It was recommended that a meeting be set up to discuss the addition of the airport into the TIF districts. This meeting is forthcoming.
- d. Hangar D Sublease: Mr. Stephenson informed the BOAC that the Hangar D lease had been extended per the November request. No sublease agreement between the owner of Hangar D and PH1 has been brought before the BOAC for approval as of this meeting but is in process. BOAC approval must be received prior to the execution of the sublease agreement.
- e. Airport Sign Replacement: Quote for \$35,651.08 received to replace the airport sign and approved
(Motion by Mr. Johnson, Seconded by Mr. Chekouras) Motion Approved

NEW ITEMS

- a. Airport Terminal Signage: Mr. Johnson discussed with the BOAC the quote received for cleaning and replacement of the letters on the terminal building in recognition of the City Councils' renaming of the airport. BOAC approved of this quote and gave Mr. Johnson permission to proceed. **(Motion by Mr. Johnson, Seconded by Mr. Carmin) Motion Approved**

BOARD MEMBER COMMENTS

- a. Mr. Chekouras requested a rent roll from all grounds and properties that the BOAC lease.

Next Board Meeting: Regular Monthly Meeting Scheduled for January 7, 2020

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

Name: Donnie Carmin
Title: _____

Name: Mark Johnson
Title: Member

**EXECUTIVE SESSION MEETING MINUTES
MARION BOARD of AVIATION COMMISSIONERS
December 17, 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 December 17, 2020 at the Marion Municipal Airport in executive session.

Attending Were:

Jim McKinney	President, BOAC	Andy Darlington	Air Marion, Inc
Ronnie Carmin	Vice-President, BOAC	Phil Stephenson (Teleconference)	Board Attorney
Randy Chekouras	Treasurer, BOAC		
Dwight Ott (Teleconference)	Secretary, BOAC		
Mark Johnson	Member, BOAC		
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PHI Helicopter Lease Agreement: BOAC reviewed the contract between PHI and the BOAC for the lease of land pertaining to the operations of PHI Helicopter as presented by Mr. Stephenson. **BOAC accepts the lease agreement as presented by Mr. Stephenson pending the signed/approved lease agreement between Mr. Thompson and PHI. (Motion by Mr. Chekouras, Second by Mr. Johnson) Motion Approved.**

BOAC authorizes Mr. Carmin to sign the lease agreement between PHI and the BOAC on behalf of the BOAC should Mr. McKinney be out of state at the time of signing. (Motion by Mr. Chekouras, Second by Mr. McKinney) Motion Approved

Name: 
Title: _____

Name: 
Title: Member

