

MEETING MINUTES
MARION BOARD of AVIATION COMMISSIONERS
May 1, 2025

*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 May 1, 2025, at the Marion Municipal Airport - McKinney Field.

Attending Were:

| | | | |
|-----------------|----------------------|-----------------|---------------------|
| Ray Dosh | President, BOAC | Andy Darlington | Air Marion, Inc |
| Mark Johnson | Vice-President, BOAC | Ryan McCroskey | Woolpert, Inc |
| Randy Chekouras | Treasurer, BOAC | Mike Cline | Marion City Council |
| Telecon | | | |
| Dwight Ott | Secretary, BOAC | Kyle Persinger | Spitzer, Herriman |
| Telecon | | | |
| Matthew Huskey | Member, BOAC | Eileen LeMaster | Bookkeeper, BOAC |

REVIEW OF MINUTES:

1. The minutes of April 3, 2025, were read for approval. **Motion to approve by Mr. Huskey, seconded by Mr. Johnson.** None opposed. **Motion passed.**

RECURRING ITEMS:

AIRPORT IMPROVEMENT PROJECTS

a. AIP-34: Construct Partial Parallel Taxiway toward RW 33 (Taxiway B Extension East)

Woolpert reports that the FAA recently indicated that the project is not expected to see discretionary in 2025. Woolpert will continue to proceed with the design but may hold off on bidding until 2026.

b. Future (BIL) IIJA : Airport Infrastructure Grant (Allocated)

Funding Allocation

| | |
|--------------------|---------------------|
| 2022 | \$159,000.00 |
| 2023 | \$292,000.00 |
| 2024 | \$294,000.00 |
| 2025 | \$282,000.00 |
| 2026 (Anticipated) | <u>\$292,000.00</u> |
| | \$1,319,000.00 |

- c. AIP35: Install Runway "22" PAPI and Cable:** Woolpert stated the Federal grant agreement of \$267,300.00 was received September 5, 2024, to cover 90% of the total project cost of \$297,000.00 and broken down as follows:

| Grant Agreement | | Anticipated Design/Const. Costs | |
|------------------------|---------------------|--|---------------------|
| FAA (90%) | \$267,300.00 | Woolpert Contract | \$ 84,460.00 |
| INDOT (5%) | \$ 14,850.00 | Construction Contract | \$194,387.00 |
| Local (5%) | <u>\$ 14,850.00</u> | Airport Expenses (Flt Ck) | <u>\$ 18,153.00</u> |
| | \$297,000.00 | | \$297,000.00 |

The PAPIs and REILs were flight checked on April 24th, 2025. They passed and are operational. The final inspection will be held later this month after the contractor finishes their minor site cleanup. INDOT also indicated that they want to come out for a final inspection.

Request Board approval of Pay Request #5 for the total amount of \$7,000.00 which includes the following:

- Woolpert Invoice PTIN0038662 \$7,000.00

• Pay Request #5 Total \$7,000.00
(FAA Share (90%) = \$6,300.00 State Share (5%) = \$350.00; Local Share (5%) = \$350.00)

Note: This request takes the total cost-to-date to 87.06% of the total federal grant amount.

Woolpert has reviewed all contractor payroll reports and found no issues. **Motion to approve the pay request made by Mr. Huskey, Mr. Johnson seconded. None opposed. Motion passed.**

- d. **Future AIG/BIL36: Install Jet A Fuel System (Design & Construction):** Woolpert reports the FAA determined that the design and installation of a 12,000-gallon Jet A fuel system would be eligible to utilize allocated BIL funds.

| Anticipated Grant Agreement | | Anticipated Design/Const. Costs | |
|-----------------------------|---------------------|------------------------------------|---------------------|
| FAA (95%) | \$901,687.75 | Woolpert Design Services Contract | \$115,084.00 |
| INDOT (2.5%) | \$ 23,728.62 | Woolpert Constr. Services Contract | \$148,630.00 |
| Local (2.5%) | <u>\$ 23,728.63</u> | Construction Contracts (Estimated) | \$675,431.00 |
| | | Airport Expenses (IFEs, Audit) | <u>\$ 10,000.00</u> |
| TOTAL | \$949,145.00 | TOTAL | \$949,145.00 |

Bids were opened on Friday, April 25, 2025. We received one bid from Strebig Construction out of Fort Wayne. Strebig installed a fuel farm in Angola last fall. The FAA reviewed the plans and approved the grant.

- e. **Future Local: Install 100LL Fuel System (Design & Construction):** Additional information is contained under the Jet A Fuel System.

| Grant Agreement | | Anticipated Design/Const. Costs | |
|-----------------|---------------------|------------------------------------|---------------------|
| FAA (0%) | \$ 0.00 | Woolpert Design Services Contract | \$ 63,795.00 |
| INDOT (0%) | \$ 0.00 | Woolpert Constr. Services Contract | \$ 72,226.00 |
| Local (100%) | <u>\$837,476.00</u> | Construction Contracts (Estimated) | \$631,259.00 |
| | | Brooks Construction Contract | <u>\$ 62,696.00</u> |
| TOTAL | \$837,476.00 | TOTAL | \$837,476.00 |

Note: Depending on approval of IDEM claims, up to 50% of the fuel farm costs could be reimbursed.

Bids were opened on Friday, April 25, 2025. Woolpert received one bid from Strebig Construction out of Fort Wayne. Discussion was held regarding funding and actual costs.

- f. **Future AIG/IIJA-36: Rehabilitate Runway Lighting (Design):**

Pending the outcome of the bidding for the fuel system installation project, the airport should have a back-up project to include on a grant application as to not forfeit the FY2022 AIG/IIJA funding. Woolpert is developing the Scope of Work and fees. The airport will need to obtain an Independent Fee Estimate prior to grant application.

| Anticipated Grant Agreement | | Anticipated Design Costs | |
|-----------------------------|-----------------|-----------------------------------|-----------------|
| FAA (95%) | \$ _____ | Woolpert Design Services Contract | \$ _____ |
| INDOT (2.5%) | \$ _____ | Airport Expenses (IFEs, Audit) | \$ 7,500.00 |
| Local (2.5%) | \$ _____ | | |
| TOTAL | \$ _____ | TOTAL | \$ _____ |

Miscellaneous Engineering Report:

Woolpert reported that Mr. Persinger received the independent fee estimates for the fuel farm. Their estimate was lower than Woolpert's. Woolpert should be within 10% of that estimate. Woolpert will work to bring their estimate more in line with the IFE. Woolpert will bring a contract to the June meeting.

Woolpert asked for direction regarding moving forward on the runway lighting. Creating a backup plan for the BIL money will cost approximately \$4,000.00 for the IFE. **Mr. Johnson made a motion to direct Mr. Persinger to seek the IFE for the runway lighting. Mr. Huskey seconded the motion. None opposed. Motion passed.**

AIRPORT MANAGEMENT ITEMS

- a. **Pavement Condition Report:** Mr. Darlington reports no change to the pavement. He is waiting on a quote for the installation of the concrete pad for the helicopter to land on.
- b. **Hangar and PHI Contracts:** Mr. Darlington provided the last revised contract to PHI and he hasn't had any reply.

c. **Airport Managers Report:** Mr. Darlington reported that Ashmore came and did seasonal work on the HVAC. The north unit for the terminal is going to need replacement soon. The quote for a new unit was \$7,189.25 for the new unit. Mr. Darlington will get a second quote. The unit is currently working.

d. **Routine Management/Maintenance Item:** Mr. Darlington reports the Hustler mowers have come back from Plevna and mowing has commenced.

Mr. Darlington is getting ready for the racing event taking place May 17th and 18th. He is emailing all local customers to make them aware of the event. The event will be conducted the same way that the fall race is handled. Mr. Darlington has not received official approval from the FAA but the environmental came back and that stated that approval should be received in two weeks. Jeremy asked for a signed agreement and Mr. Darlington provided that to him.

Mr. Darlington reports that he and Mr. Dosh spoke with Scott Benic (whose business is located on the east side of State Road 9) about cutting down the trees on the runway approach. He agreed to cutting down the trees in question. Mr. Darlington is reaching out to contractors for the tree removal. Mr. Dosh shared that Mr. Benic asked for parking assistance during an event he holds. Discussion was held regarding how that might be accommodated by using areas outside of the fence on the airport property.

Air Optic is going to be doing survey work through September. They are attaching a GPS station to our antenna and a server in the furnace room. They will be operating at least one Skyhawk for the next few months.

AVIATION ACADEMY

Mr. Johnson introduced his 2nd year students, all seniors, and they provided an update on what they have accomplished this year and what they plan to do in the future. Mr. Johnson reports the school year is almost done and then the summer program will begin. Mr. Johnson asked to be able to have a booth at the Airstrip Attack event. Mr. Darlington approved the Academy having a booth at the event.

Mr. Dosh and Mr. Johnson discussed the possibility of a few interns working over the summer. The pay would be \$5,000.00 maximum per intern for two interns for a total of \$10,000.00. Discussion was held and it was decided that Air Marion would pay the interns and then be reimbursed by the Board of Aviation. **Mr. Huskey made a motion to encumber up to \$10,000.00 for payment of interns over the summer; Mr. Johnson seconded the motion. None opposed. Motion approved.**

NEW ITEMS

Mr. Darlington received communication from the FAA. There is not enough out of the VOR15 approach, and they are discussing removing the approach. All the other VOR approaches have been removed without any notification. This is the last approach for the VOR. Mr. Darlington stated he would like to keep the approach because he knows many pilots who use the VOR approach. Mr. Darlington also asserted that VOR approaches are required to obtain an instrument rating. Mr. Dosh recommended drafting a response to the FAA stating the objections to shutting down the VOR and informing them of the amount of use the VOR is getting as well as enlisting support from the individuals who use the VOR. The airport has 30 working days to respond to their email. Mr. Darlington and Mr. Johnson will work on responses to the email.

BOARD MEMBER COMMENTS:

Mr. Ott asked if the airport has hangar-keepers coverage. Mr. Darlington affirmed that the airport does have that coverage.

Next Board Meeting: The next Regular Monthly Meeting is scheduled for June 5, 2025, at 1:30 pm.

ADJOURNMENT: The meeting was adjourned at 2:56 pm.

Name: Raymond C. Dosh
Title: President