

**MEETING MINUTES**  
**MARION BOARD of AVIATION COMMISSIONERS**  
**June 5, 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 June 5, 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
Dwight Ott	Secretary, BOAC	Kyle Persinger	Spitzer, Herriman
Telecon			
Matthew Huskey	Member, BOAC	Eileen LeMaster	Bookkeeper, BOAC
		Ron Morrell	Mayor, City of Marion
		Telecon	

**REVIEW OF MINUTES:**

1. The minutes of May 1, 2025, were read for approval. **Motion to approve by Mr. Johnson, seconded by Mr. Chekouras.** 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**

FAA (90%)	\$267,300.00
INDOT (5%)	\$ 14,850.00
Local (5%)	<u>\$ 14,850.00</u>
	\$297,000.00

**Anticipated Design/Const. Costs**

Woolpert Contract	\$ 84,460.00
Construction Contract	\$194,387.00
Airport Expenses (Flt Ck)	<u>\$ 18,153.00</u>
	\$297,000.00

The final inspection was held on May 20th, 2025. A few outstanding punchlist items were identified. Michiana has completed those items identified and is 100% complete with the work. Mr. Darlington stated that he has not been given the spare parts yet. Woolpert is currently working with them to ensure the required documents are received for grant close-out. Woolpert recommends release of the retainage as reflected in the Pay Request #6. Request Board approval of Pay Request #6 for the total amount of \$19,343.83 which includes the following:

- Michiana Invoice #2431003 ..... \$19,343.83
- Pay Request #6 Total ..... \$19,343.83

(FAA Share (90%) = \$17,409.45 State Share (5%) = \$967.19; Local Share (5%) = \$967.19)

**Motion to approve release of the retainage made by Mr. Johnson . Mr. Chekouras seconded.** None opposed. **Motion passed.**

Woolpert requests Board approval for signature on Michiana's contract change order #1 in the amount of (\$949.25) **Motion to approve signature on Michiana's contract change order #1 in the amount of \$949.25 made by Mr. Chekouras.** **Mr. Johnson seconded.** None opposed. **Motion passed.**

Note: This request takes the total cost-to-date to 93.57% of the total federal grant amount. Woolpert has reviewed all contractor payroll reports and found no issues.

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.

<b>Anticipated Grant Agreement</b>		<b>Anticipated Design/Const. Costs</b>
FAA (95%)	\$883,737.00	Woolpert Design Services Contract \$115,084.00
INDOT (2.5%)	\$ 23,256.00	Woolpert Constr. Services Contract \$127,235.00
Local (2.5%)	<u>\$ 23,257.00</u>	Construction Contracts (Estimated) \$675,431.00
<b>TOTAL</b>	<b>\$930,250.00</b>	Airport Expenses (IFEs, Audit) <u>\$ 12,500.00</u>
		<b>TOTAL</b> \$930,250.00

Woolpert requests Board approval for signature to execute Woolpert's Construction Services Contract in the amount of \$127,235.00. **Motion to approve the signature to execute Woolpert's Construction Services Contract made by Mr. Ott. Mr. Johnson seconded.** Non opposed. **Motion passed.**

Woolpert requests Board approval for signature on the grant application to receive Federal funding for the installation of the Jet-A fuel system. **Motion to approve Board signature on the grant application to receive Federal funding for the installation of the Jet-A fuel system made by Mr. Chekouras. Mr. Johnson seconded.** None opposed. **Motion passed.**

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

<b>Grant Agreement</b>		<b>Anticipated Design/Const. Costs</b>
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
<b>TOTAL</b>	<b>\$837,476.00</b>	Brooks Construction Contract \$ 62,696.00
		<b>TOTAL</b> \$837,476.00

Woolpert requests approval of Brooks Construction Co. invoice #755003.01 for \$25,840.13. **Motion to approve payment of Brooks Construction Company invoice for \$25,840.13 made by Mr. Johnson. Mr. Chekouras seconded.** None opposed. **Motion passed.**

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.

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

Based on the decision to move forward with the Jet-A fuel system install, this project will be put on hold for a year or two.

#### **Miscellaneous Engineering Report:**

Woolpert reported they received the CIP from INDOT and the CIP shows INDOT anticipates the taxiway construction in 2026. Woolpert shared the exact numbers and the other items on the schedule and will send that

exhibit out to the Board after the meeting. Woolpert explained that the match goes up to 5% in 2027. It is currently 2.5%.

#### **AIRPORT MANAGEMENT ITEMS**

- a. **Pavement Condition Report:** Mr. Darlington reports no changes to the pavement.
- b. **Hangar and PHI Contracts:** Mr. Darlington has not had any updates.
- c. **Airport Managers Report:** Mr. Darlington reported has not heard about a time frame for having the concrete pad installed for the helicopter.
- d. **Routine Management/Maintenance Item:** Mr. Darlington shared the two quotes for the tree removal at the runway approach. Smoke Valley quoted \$4,400.00 for the tree removal. The other quote was from Ed Riddle for \$8,500.00. The Board directed Mr. Darlington to hire Smoke Valley for the tree removal. **Mr. Chekouras made a motion to hire Smoke Valley, Mr. Johnson seconded the motion.** None opposed.

**Motion passed.**

Mr. Darlington reported that the Airstrip Attack event went well. Attendance was smaller than the August event. Two lights were damaged and they are reimbursing for those repairs. Mr. Darlington is sending pictures to Jeremy at the FAA of the runways but he doesn't believe they need to be painted.

Optic Air is doing surveys and taking pictures and using space at the terminal for their hard drive. They are also using space in hangar J.

Mr. Darlington reports the cadets started this week.

Mr. Darlington stated that Mr. Florek is bailing this year and to anticipate some extra revenue from that. There should be two checks around \$3,000.00 each.

Mr. Darlington reports that they were a day late on delivery of the avgas and they ran out for a day. Mr. Darlington also reports he had to replace a hose. Mr. Ott stated that Foreflight reports that the airport does not have Jet A fuel. Mr. Darlington shared that he has repeatedly updated the price but it isn't changing the status. Mr. Darlington reported that they have one intern for the summer. Whitney Gall is working at the airport already. There will be another intern beginning next week.

#### **AVIATION ACADEMY**

Mr. Johnson reports that two cadets have received AOPA scholarships. They awarded 80 scholarships total nationwide. Mr. Johnson stated that they are focusing on getting second-year students internships. Mr. Johnson stated that all 18 students are here. Mr. Johnson also stated that this fall they will have 8 students at IWU including three from the Aviation Academy.

#### **NEW ITEMS**

Mayor Ron Morrell joined the meeting by Teams call. Discussion was held regarding covering the costs of the fuel farm. Woolpert shared their cost summary and discussed the costs with Mayor Morrell. Mr. Dosh asked Mayor Morrell for additional appropriation to assist with the costs of the fuel farm. Mayor Morrell made recommendations regarding the Board's presentation to the City Council. Mayor Morrell recommended being prepared for the July 1, 2025, City Council meeting and asked the Board to send the documentation to him in the next week. **Mr. Johnson made a motion to proceed with a request to the Marion City Council for additional appropriation. Mr. Chekouras seconded the motion.** None opposed. **Motion passed.**

Discussion was held regarding the water and sewer utilities for the airport. Mayor Morrell asked the Board to consider a proposal from Commonwealth Engineers. Discussion was held regarding two proposals. **Mr. Chekouras moves to request the existing septic system be expanded according to the plan from Commonwealth Engineering. Mr. Johnson seconded the motion.** None opposed. **Motion passed.**

#### **BOARD MEMBER COMMENTS:**

None were forthcoming

**Next Board Meeting:** The next Regular Monthly Meeting is scheduled for July 3, 2025, at 1:30 pm.

**ADJOURNMENT:** The meeting was adjourned at 2:35 pm.

Name: R.C. Dosh  
Title: PRESIDENT, BOAC