

**MEETING MINUTES**  
**MARION BOARD of AVIATION COMMISSIONERS**  
**July 3, 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*

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Be it remembered that the City of Marion (Indiana) Board of Aviation Commissioners met at 1:30 p.m. on July 3, 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
<del>Randy Chekouras</del>	<del>Treasurer, BOAC</del>	Mike Cline	Marion City Council
Dwight Ott	Secretary, BOAC	Kyle Persinger	Spitzer, Herriman
Matthew Huskey	Member, BOAC	Eileen LeMaster	Bookkeeper, BOAC

**REVIEW OF MINUTES:**

1. The minutes of June 5, 2025, were read for approval. **Motion to approve by Mr. Ott , seconded by Mr. Huskey.** None opposed. **Motion passed.**

**RECURRING ITEMS:**

**AIRPORT IMPROVEMENT PROJECTS**

**a. AIP-34: Construct Partial Parallel Taxiway toward Runway 33 (Design)**

The AIP Grant for federal assistance was received for \$147,150 on August 5, 2022, for design.

<u>Grant Agreement</u>		<u>Anticipated Design Costs</u>	
FAA (90%)	\$147,150.00	Design Services Contract	\$159,500.00
INDOT (5%)	\$ 8,175.00	Independent Fee Estimate	\$ 4,000.00
Local (5%)	\$ 8,175.00		
<b>TOTAL</b>	<b>\$163,500.00</b>	<b>TOTAL</b>	<b>\$163,500.00</b>

The FAA has recently indicated that the project is not expected to see discretionary in 2025. Woolpert will continue to proceed with the design but will hold off on bidding until 2026. The grant expires in 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>
	<b>\$1,319,000.00</b>

- 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:

<u>Grant Agreement</u>		<u>Anticipated Design/Const. Costs</u>	
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>
	<b>\$297,000.00</b>		<b>\$297,000.00</b>



Final flight check costs were determined by the FAA to be \$7,192.80. The airport paid \$14,195.52 locally at the beginning of the project and will be directly refunded \$7,002.72. We will submit a final request for reimbursement in August that includes the following:

FAA (90%): \$6,473.52  
 INDOT (5%): \$ 359.64  
 Local (5%): \$ 359.64  
 Total \$7,192.80

After that reimbursement the local share will be \$359.00. Woolpert will be working with the FAA and INDOT to close out the grant by the end of 2025.

**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 IIJA 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%)	\$ 23,257.00	Construction Contracts (Estimated)	\$675,431.00
		Airport Expenses (IFEs, Audit)	\$ 12,500.00
<b>TOTAL</b>	<b>\$930,250.00</b>	<b>TOTAL</b>	<b>\$930,250.00</b>

Woolpert reports that the grant application was submitted to the FAA on 6/5/2025. A few additional documents were requested by the FAA after the initial submission and have been submitted.

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	\$ 68,106.00
Local (100%)	\$833,356.00	Construction Contracts (Estimated)	\$631,259.00
		Brooks Construction Contract	\$ 62,696.00
		Airport Expenses (Permitting)	\$ 7,500.00
<b>TOTAL</b>	<b>\$833,356.00</b>	<b>TOTAL</b>	<b>\$833,356.00</b>

Woolpert reports that Brooks will complete the paving of the additional lane on July 8, 2025. Final seeding and project clean-up will follow. Ray Dosh, Andrew Darlington and Ryan McCroskey attended the July 1, 2025, Common Council meeting for the City of Marion to request additional appropriations. Mr. Dosh shared with the Board how the meeting proceeded. Mr. Darlington shared his perspective on how the meeting went. Discussion was held regarding scope changes that could reduce project 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.

<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>	<b>\$ _____</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 had no additional information to share.

### **AIRPORT MANAGEMENT ITEMS**

a. **Pavement Condition Report:** Mr. Darlington reports no changes to the pavement. PHI does have a quote on the concrete pad installation but Mr. Darlington doesn't have a date for that installation.

b. **Hangar and PHI Contracts:** Mr. Darlington has not had any updates.

c. **Airport Managers Report:** Mr. Darlington reported that the fence damage has been repaired by Top Choice Fence from Anderson. The information has been sent to Ashley at IMG but there wasn't a police report made. Mr. Darlington is waiting for a return call from the police officer who came to the accident. The damage was \$8,000.00.

Mr. Darlington reports that the approach path trees have been removed. Mr. Ott will handle notifying the FAA that the trees have been removed.

Mr. Darlington reports that everything is going well with cadet training. There have been some delays with weather and airplane repairs but otherwise everything is going as well as can be expected.

d. **Routine Management/Maintenance Item:** Mr. Darlington had no updates.

#### **AVIATION ACADEMY**

Mr. Johnson explained that this fall the classes are expected to be instructed by Indiana Wesleyan University instructors.

Mr. Johnson reports the closing ceremony is being held on July 25, 2025. There are three DPE's coming to do the check rides.

Mr. Johnson is trying to locate sound-deadening panels for the classroom.

#### **NEW ITEMS**

Mr. Darlington reports that Joe Thompson has the concrete poured now and they anticipate the other supplies to be delivered next week to begin work on the hangar.

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

Mr. Dosh notified the Board members that the second reading for the request for additional appropriations is July 15, 2025, at 7:00pm and requested as many attend as possible.

**Next Board Meeting:** The next Regular Monthly Meeting is scheduled for August 7, 2025, at 1:30 pm.

**ADJOURNMENT:** The meeting was adjourned at 2:16 pm.

Name: Raymond C. Dosh  
Title: President