

MEETING MINUTES
MARION BOARD of AVIATION COMMISSIONERS
August 7, 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 August 7, 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
Matthew Huskey	Member, BOAC	Eileen LeMaster	Bookkeeper, BOAC

REVIEW OF MINUTES:

1. The minutes of July 3, 2025, were read for approval. **Motion to approve by Mr. Johnson , 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	<u>\$ 4,000.00</u>
Local (5%)	<u>\$ 8,175.00</u>		
TOTAL	\$163,500.00	TOTAL	\$163,500.00

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. Due to the length in between the initial wetlands report (2012 & 2018) and our anticipated submittal of the permit, an updated report will be necessary. Woolpert has reached out to a few environmental firms requesting proposals. We are expecting the work to be around \$15,000.00. The FAA is willing to amend the grant to cover 90% of the costs. Woolpert will ultimately request a contract amendment to cover the additional work.

Request Board approval of Pay Request #5 for the total amount of \$14,000.00 which includes the following:

- Woolpert Invoice #PTIN0042255\$14,000.00
- Pay Request #5 Total \$14,000.00

(FAA Share (90%) = \$12,600.00; State Share (5%) = \$700.00; Local Share (5%) = \$700.00)

Note: This request takes the total cost-to-date to 40.95% of the total federal grant amount.

Motion to approve Pay Request #5 by Mr. Ott, motion seconded by Mr. Johnson. None opposed. **Motion passed.**

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) \$292,000.00
\$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

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.

Request Board approval of Pay Request #7-FINAL for the total amount of \$7,192.80 which includes the following:

- FAA Invoice #006835 \$7,192.80
 - Pay Request #7 Total \$7,192.80
- (FAA Share (90%) = \$6,473.52; State Share (5%) = \$359.64; Local Share (5%) = \$359.64) Note: This request takes the total cost-to-date to 95.99% of the total federal grant amount. **

Note: This request is for reimbursement only. The \$14,195.52 invoice was prepaid locally. The FAA will directly refund the city \$7,002.72 in addition to the 90% FAA share and 5% State share. Woolpert will be working with the FAA and INDOT to close out the grant by the end of 2025.

Motion to approve Pay Request # 7 – FINAL by Mr. Chekouras, motion seconded by Mr. Huskey. 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%)	\$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
		Airport Expenses (IFEs, Audit)	<u>\$ 12,500.00</u>
TOTAL	\$930,250.00	TOTAL	\$930,250.00

Woolpert reports that the grant application was submitted to the FAA on 6/5/2025. Woolpert is awaiting the announcement and receipt of the grant agreement.

Request Board approval for payment of the Woolpert invoice for \$34,009.00. This covers a partial payment to Woolpert’s subconsultant for the fuel farm design. We will seek reimbursement from the grant, once received.

Motion to approve Woolpert invoice for \$34,009.00 by Mr. Ott, motion seconded by Mr. Johnson. None opposed. **Motion passed.**

e. **Local Install 100 LL Fuel System (Design & Construction):** Additional information is contained under the Jet A Fuel System. The FAA determined that the design and installation of a 12,000-gallon 100LL fuel system would not be eligible for Federal funding.

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	\$68,106.00
Local (100%)	\$835,780.00	Construction Contracts (Estimated)	\$631,259.00
		Brooks Construction Contract	\$65,120.20
		Airport Expenses (Est. Permitting)	<u>\$7,500.00</u>
TOTAL	\$835,780.00	TOTAL	\$835,780.00

Woolpert reports that Brooks has completed the project Final seeding and project clean-up will follow.

Woolpert request Board approval for signature on the balance Change Order #1 in the amount of \$2,424.20.

This will increase their contract amount from \$62,696.00 to \$65,120.20. Discussion was held regarding the

change order. **Motion to approve Change Order #1 by Mr. Johnson, motion seconded by Mr. Huskey.** None opposed. **Motion passed.**

Woolpert requests the Board approve for payment Brooks Construction final invoice #755003-02 in the amount of \$39,280.08. **Motion to approve payment of invoice 755003-02 by Mr. Ott, motion seconded by Mr.**

Huskey. None opposed. **Motion passed.**

Woolpert attended the July and August Common Council meetings with Mr. Dosh and Mr. Darlington, Mr. Ott and Mr. Cline to request additional appropriations. After the third reading the Council approved the additional \$83,147.86.

Woolpert requests the Board approve for signature to execute Woolpert's Construction Service contract in the amount of \$68,106.00. The Construction Services contract for the Jet A system was approved at a previous meeting. **Motion to approve the Construction Services contract for the 100 LL Fuel system by Mr.**

Chekouras, motion seconded by Mr. Johnson. None opposed. **Motion passed.**

Woolpert discussed scope changes that could reduce the project costs.

Future 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	\$ _____

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 did not have any additional to report.

AIRPORT MANAGEMENT ITEMS

- a. **Pavement Condition Report:** Mr. Darlington reports that the well near the helicopter house sprung a leak. There was water coming up out of the asphalt. Brights made repairs but the water is still seeping up through the ground. They anticipate the water will dry out. Mr. Darlington anticipates the landing pad will be installed in the next month.
- b. **Hangar and PHI Contracts:** Mr. Darlington said they anticipate having the signed contract this month.
- c. **Airport Managers Report:** Mr. Darlington reports the damage to the fence was \$8,000.00 but the insurance deductible is \$25,000.00. The gentleman who ran into the fence was uninsured. Repairs have been made to the fence and Air Marion paid for the repairs.
Mr. Darlington reports that the FAA wanted the fair market value for the airport on the paperwork for the Airstrip Attack but he forgot that he needed to get that. Mr. Darlington is getting that information for them but that won't affect the running of the Indy Airstrip Attack this weekend.
Mr. Darlington reports that the City provided the people-mover for the Fly-in/Cruise-in and the City will provide a tractor and a driver for the day of the event.
- d. **Routine Management/Maintenance Item:** Mr. Darlington reports that the beacon has not been working for the past three days. He is going to call Michiana to come and look at it.

AVIATION ACADEMY

Mr. Johnson introduced five of his students who spoke about their experience in the class. Mr. Johnson reported that 15 out of 18 USAF Cadets completed their checkrides this year. Jessa Gearhart was the director for the campus student program. The students who didn't make it to checkride will be close to finishing up at home. There were also maintenance issues with two of the airplanes. Mr. Johnson reported that the survey responses were good.

Mr. Darlington reported that one student-driven Jeff Air Cessna 150 ran into an ag truck while taxiing, and damaged the wing and damaged the engine and the prop. The truck was parked on the edge of the concrete. The

student was taxiing back to park and was on the yellow line and turned into the truck. The plane is possibly totaled. The student finished and got her license. Discussion was held regarding who is financially responsible and next steps.

Mr. Dosh asked about the instructor motivation this year. Mr. Darlington answered in regard to those students who didn't finish, wasn't the fault of the instructors.

Mr. Johnson stated they have five new on-campus students this fall for a total of 8. All those students will be flying at the airport. Discussion was held regarding the instructors.

NEW ITEMS

Sewer/Septic Project

Mr. Dosh reports that a meeting with the Mayor of Marion and the engineers for the Board of Works to expand our septic system. The engineers report that the soil at the airport is some of the worst in the county. The septic system would need to be double the size originally projected. The cost would be \$800,000.00 to \$1,000,000.00. The plan at this time is to install a 3" sewer line which will cost \$1,500,000.00. The City will pay approximately \$1,000,000.00 from the Food and Beverage tax. The airport is tasked with fundraising for the other \$500,000.00. Discussion was held regarding using the Growth Council to accept donations for the airport.

Streaming of BOAC Meetings

Mr. Dosh asked the Board members how far we are from being able to accommodate streaming the Board meetings. Mr. Persinger stated that the Board is not required to stream the meetings currently.

BOARD MEMBER COMMENTS:

Mr. Ott reports that he is having difficulty finding a before picture from where the trees were removed. Mr. Ott also needs to know the height of one tree remaining there. Mr. Huskey may be able to take that measurement.

Next Board Meeting: The next Regular Monthly Meeting is scheduled for September 4, 2025, at 1:30 pm.

ADJOURNMENT: The meeting was adjourned at 2:54 pm.

Name: Raymond C. Dosh
Title: President