

MEETING MINUTES
MARION BOARD of AVIATION COMMISSIONERS
September 4, 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 September 4, 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 August 7, 2025, were read for approval. **Motion to approve by Mr. Ott, seconded by Mr. Johnson.** 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	
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.

Terracon and Woolpert visually inspected the wetlands. Terracon will proceed with their new delineation of the wetlands soon. Progress on the construction plans and specifications will be ready for bidding in the spring.

Woolpert will present draft plans at 60% and 90% in the fall, winter, spring.

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
AIG-36	<u>\$883,737.00</u>
Remaining	\$435,263.00

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

Woolpert Contract	\$ 84,460.00
Construction Contract	\$194,387.00
Airport Expenses (Flt Ck)	<u>\$ 18,153.00</u>
	\$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. Final close-out documents were uploaded for FAA review on August 26, 2025. Final request for reimbursement won't likely be approved until mid-September.

d. **AIG/BIL36: Install Jet A Fuel System (Design & Construction):** The federal grant agreement of \$883,737.00 was received August 26, 2025 to cover 95% of the total project cost for \$930,250.00 and broken down as follows:

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

Request Board approval of Pay Request #1 for the total amount of \$99,284.00 which includes the following:

- TECS Invoice #1 \$2,500.00
- Woolpert Invoice #PTIN0042256 \$34,009.00
- Woolpert Invoice #PTIN0043233 \$62,775.00
- Pay Request #1 Total \$99,284.00

(FAA Share (95%) = \$94,319.80; State Share (2.5%) = \$2,482.10; Local Share (2.5%) = \$2,482.10) Note: This request takes the total cost-to-date to 10.87% of the total federal grant amount.

Request Board approval to execute the construction contract with Streb Construction, Inc. in the amount of \$675,431.00. **Motion to approve Pay Request #1 by Mr. Johnson, motion seconded by Mr. Ott.** 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)	\$7,500.00
TOTAL	\$835,780.00	TOTAL	\$835,780.00

Woolpert requests Board approval for payment of Woolpert invoice #PTIN43232 in the amount of \$17,655.00. **Motion to approve payment of invoice PTIN43232 by Mr. Ott, motion seconded by Mr. Huskey.** None opposed. **Motion passed.**

Woolpert requests Board approval to execute the construction contract with Streb Construction, Inc. in the amount of \$631,259.00. **Motion to approve construction contract with Streb Construction for \$631,259.00 by Mr. Huskey, motion seconded by Mr. Johnson.** None opposed. **Motion passed.**

Miscellaneous Engineering Report:

Discussion was held regarding preparing for hangar expansion and ramp extension using IIJA funds. Woolpert reminded the Board that Capital Improvement Plans are due by the end of the year.

AIRPORT MANAGEMENT ITEMS

- Pavement Condition Report:** Mr. Darlington states PHI should be installing the concrete pad where the asphalt is damaged.
- Hangar and PHI Contracts:** Mr. Darlington stated that PHI has the contract and haven't made any comments about it.

c. **Airport Managers Report:** Mr. Darlington reports Airstrip Attack went very well. There were people landing for the event and local customers were able to utilize the airport. The numbers on the runway were repainted after the event. Mr. Darlington will give an after-action report to the FAA. Two runway lights were hit by people walking. Shift Sector will be paying for the repainting and repair of the runway lights. Mr. Darlington reports the Fly-In/Cruise-In went well. A record number of breakfasts were served. The attendance was very good.

Mr. Darlington reported that the starter went out on the fuel truck but that has been repaired. The Air Marion contract ends at the end of the year. Mr. Darlington wants to review the contract with the Board. Air Marion intends to continue managing the airport. Mr. Darlington spoke to IMG regarding the accident with the chemical truck. The representative from IMG stated this needs to be decided between Nutrien and the owner of the airplane. Discussion was held regarding future parking of the AG equipment.

d. **Routine Management/Maintenance Item:** Mr. Darlington reports that INDOT did the airport inspection today. They will return in a week to complete the inspection. Mr. Darlington will ask them to look at the trees at the end of the runway.

AVIATION ACADEMY

Isaac Capshaw from the academy shared that he is beginning an internship.

Mr. Johnson shared that there are two other internships for academy students with Tom Wood Aviation and Anderson Aircraft Service.

Mr. Johnson stated that IWU's on-campus program is going very well.

NEW ITEMS

Sewer/Septic Project Mr. Dosh stated there aren't any updates to this project, but he recommends fundraising attempts begin soon to finance the airport's portion of the project. Discussion was held regarding ways to mitigate the airport's expenses for this project.

New Hangar Mr. Darlington stated that they poured concrete in the hangar. The builder is intending to use the whole hangar himself. It is very near completion. The ground lease needs to be completed for this hangar prior to its completion.

BOARD MEMBER COMMENTS:

Mr. Ott is looking for a speaker for Hangar Talk for October.

Next Board Meeting: The next Regular Monthly Meeting is scheduled for October 2, 2025, at 1:30 pm.

ADJOURNMENT: The meeting was adjourned at 2:19 pm.

Name: Royce C. Dosh
Title: President