

MEETING MINUTES
MARION BOARD of AVIATION COMMISSIONERS
October 2, 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 October 2, 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 (Telecon)	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 September 4, 2025, were read for approval. **Motion to approve by Mr. Johnson, seconded by Mr. Huskey.** Mr. Chekouras abstained. 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

Woolpert reports that Terracon completed updating the wetlands reports. 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, and spring. Woolpert stated they need to be ready to bid this in the Spring of 2026. Some of the wetlands will be disturbed and mitigation will be needed. Woolpert will look into the permitting prior to bidding.

Woolpert requests Board approval of Pay Request #6 for the total amount of \$40,000.00 which includes the following:

Woolpert invoice #PTIN0044395	\$40,000.00
Pay Request #6 Total	\$40,000.00

Motion to approve payment of pay request #6 for AIP34 to Woolpert by Mr. Ott, 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)	<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

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

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/IIJA36: 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

FAA (95%)	\$883,737.00
INDOT (2.5%)	\$ 23,256.00
Local (2.5%)	<u>\$ 23,257.00</u>

TOTAL **\$930,250.00**

Anticipated Design/Const. Costs

Woolpert Design Services Contract	\$115,084.00
Woolpert Constr. Services Contract	\$127,235.00
Construction Contracts (Estimated)	\$675,431.00
Airport Expenses (IFEs, Audit)	<u>\$ 12,500.00</u>

TOTAL **\$930,250.00**

Woolpert reports that Strebiger began ordering equipment and materials in preparation for construction in 2026.

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

FAA (0%)	\$0.00
INDOT (0%)	\$0.00
Local (100%)	\$835,780.00

TOTAL **\$835,780.00**

Anticipated Design/Const. Costs

Woolpert Design Services Contract	\$63,795.00
Woolpert Constr. Services Contract	\$68,106.00
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**

Woolpert reports that Strebiger began ordering equipment and materials in preparation for construction in 2026. The lead time on the tank delivery could be as long as six months. To spend the local dollars by year end, Strebiger could invoice the airport in the coming weeks for a “down payment.” Discussion was held regarding the legal consequences should Strebiger back out of the job after the payments are made. Discussion was held regarding needing Strebiger to execute their bond prior to paying anything.

Miscellaneous Engineering Report:

Woolpert reports the Capital Improvement Program (CIP) are due to INDOT December 1, 2025. The five-year plan was reviewed and discussed by the Board. Representatives from the Marion Municipal Airport do not have a face-to-face meeting with the FAA or INDOT this year.

AIRPORT MANAGEMENT ITEMS

a. **Pavement Condition Report:** Mr. Darlington stated that the paint on all the runways and taxiways is looking dim. Woolpert advised they might be able to use IIJA money. Woolpert recommended waiting until 2029. Mr. Darlington stated that crack sealing will be needed next year.

b. **Hangar and PHI Contracts:** Mr. Darlington stated he hasn't heard anything back about the lease for PHI.

c. **Airport Managers Report:** Mr. Darlington reported they are preparing to hire an additional mechanic, Travis Metzger. He will be an Air Marion employee. He will be working out of Hangar J or the maintenance hangar. Mr. Darlington is looking to expand the maintenance that is offered at the airport. Mr. Darlington discussed buying runway lights and bulbs. Mr. Darlington reported they are almost finished with mowing. Mr. Darlington shared that instructor Mitchell Wilkins is leaving this week to work for a commercial airline.

Mr. Benic asked about using airport space for his swap meet one Saturday in November. Mr. Darlington showed the Board where he approved the space (outside of the fence) for Bennick to use. Bennick hasn't committed to using the space yet.

d. **Routine Management/Maintenance Item:** Mr. Darlington stated that the helicopter pad has yet to be installed.

e. **Runway 22 approach path trees:** Mr. Darlington stated the INDOT representative did not return to the airport so there isn't an update on the height of the trees.

AVIATION ACADEMY UPDATES

Mr. Johnson stated everything is going well and busy. They have 6 on-campus students so they are using the airport classroom. Indiana Wesleyan has an agreement with the Grant Regional Career Center to use the classroom when it isn't being used by the GRCC. There are currently approximately 25 high school students also utilizing the classroom.

NEW ITEMS

Sewer/Septic Project the parameters of their programs No new updates to this project. Discussion to be held in the future about the potential of using grant money through the East Central Indiana Regional Planning District.

New Hangar Discussion was held regarding a new ground lease for Mr. Thompson's new lease. Mr. Darlington will get Mr. Thompson to sign the lease.

2026 Meeting Schedule: The following dates were agreed upon for 2026: January 8th, February 5th, March 5th, April 2nd, May 7th, June 4th, July 2nd, August 5th (Wednesday), September 3rd, October 1st, November 5th, and December 3rd. All these dates are the first Thursday of each month with the exception of January 8th and August 5th which is a Wednesday and chosen to avoid a conflict with the Indy Airstrip Attack event. All board meetings are held in the boardroom at the Marion Municipal Airport terminal building.

Presentation from Jacob Thomas, East Central Indiana Regional Planning District: Mr. Bill Walter gave an overview of the planning district and how they function. He stated that there is up to \$20,000,000.00 in grant funds available. They like their projects to have impact on education and/or jobs. Mr. Walter and Mr. Thomas made a presentation regarding how the grant money is allotted to grant recipients. The Board discussed formulating a plan to move forward and explore the potential funding available.

BOARD MEMBER COMMENTS:

Mr. Ott shared that there is interest in growing the airport with a new hangar south of the main ramp. Discussion was held regarding what the airport would need to do to accommodate the new hangar.

Next Board Meeting: The next Regular Monthly Meeting is scheduled for November 6, 2025, at 1:30 pm.

ADJOURNMENT: The meeting was adjourned at 3:04 pm.

Name: Raymond C. Ott
Title: President