

MEETING MINUTES
MARION BOARD of AVIATION COMMISSIONERS
December 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 December 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:

- The minutes of November 6, 2025, were read for approval. **Motion to approve by Mr. Chekouras , 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	<u>\$ 4,000.00</u>
Local (5%)	<u>\$ 8,175.00</u>		
TOTAL	\$163,500.00	TOTAL	\$163,500.00

Woolpert is currently working through the final design elements of both schedules of work: Grading & Drainage, Schedule 1, and Paving & Electrical, Schedule 2. Woolpert shared the design graphics with the Board. Woolpert’s sub-consultant is working through the wetlands permitting and mitigation requirements. The additional work was not included in the original contract and Woolpert will likely seek a contract and grant amendment.

Woolpert requested Board approval of Pay Request #7 for the total amount of \$39,000.00, invoice PTIN0046869, (FAA Share 90% = \$35,100, State Share 5% = \$1,950, Local Share 5% = \$1,950.00). **Motion to approve Pay Request #7 for AIP 34 by Mr. Johnson, seconded by Mr. Huskey.** None opposed. **Motion passed.**

b. Future (BIL) IIJA : Airport Infrastructure Grant (Allocated)

Woolpert reports that the AIG Grant for federal assistance was allocated for 2022, 2023, 2024 & 2025. The airport classification went from “Local” to “Regional” in 2023.

<u>Funding Allocation</u>		<u>Executed AIG Grants</u>	
2022	\$159,000.00	AIG-36 (Jet A Fuel System	\$883,737.00
2023	\$292,000.00		
2024	\$294,000.00		
2025	\$282,000.00		
2026	\$285,000.00		

TOTAL	\$1,312,000.00	TOTAL REMAINING	\$428,263.00
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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%) \$ 14,850.00	Airport Expenses (Flt Ck) \$ 18,153.00
<u>\$297,000.00</u>	<u>\$297,000.00</u>

Woolpert reports the FAA reviewed the close-out documents and had a few minor comments. Woolpert asked for Mr. Dosh’s signature on the corrected final closeout documents for him to resubmit. The final pay request is for the reimbursement of the flight check, paid previously.

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

Woolpert had no updates regarding construction. Strebis has ordered the tank and equipment. Woolpert requested Board approval of Pay Request #2 for the total amount of \$23,300.00 which includes Pond invoice #1 for \$5,000.00 which has already been paid, and Woolpert invoice PTIN0046873 for \$18,300.00.

Motion to approve Pay Request #2 for AIG/IIJA #36 by Mr. Chekouras, 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 didn’t have any updates regarding construction. Strebis has ordered the tank and equipment. Woolpert requests the Board approve payment of Woolpert’s invoice PTIN0046870 for \$7,740.00, taking the design contract of \$63,795.00 to 100%.

Motion to approve Pay Request of invoice PTIN0046870, \$7,740.00, by Mr. Johnson, seconded by Mr. Huskey. None opposed. **Motion passed.**

Miscellaneous Engineering Report: Woolpert will bring a contract for a quote package to send out quotes for the extension of the hangars. Mr. Darlington reports that he has two open hangars at present and he is calling those on the waiting list. He anticipates both being filled by the end of the month.

AIRPORT MANAGEMENT ITEMS

- a. **Pavement Condition Report:** Mr. Darlington reported the plowing has pulled up some of the crack filling. The concrete for the helicopter looks fine. They were able to plow over it without any issues.
- b. **Hangar and PHI Contracts:** Mr. Darlington stated the contract has been reviewed and PHI agrees with all the red line changes and they will sign a clean copy. Mr. Darlington will provide a copy to Mr. Dosh. Mr. Darlington reports that PHI had a float in the Christmas parade and they have used the helicopter to fly Santa into multiple locations recently.

c. **Airport Managers Report:** Mr. Darlington reported the construction that has been happening is related to running natural gas to Joe Thompson's hangar. Mr. Darlington stated they are wanting to host a 5K run as a fundraiser for the GRCC program and asked the Board for permission to host the event. Discussion was held and no objections were raised by the Board.

d. **Routine Management/Maintenance Item:** Mr. Darlington states all the trucks have been repaired and are working. All the equipment is working well.

AVIATION ACADEMY UPDATES

Mr. Johnson reports he will be sending emails to the advisory team regarding scholarships for the high school program. They have been doing ground school with IWU and that is going well. December 18th is FAA knowledge test day for private students.

Mr. Johnson addressed the EDA grant and the plans for the use of the grant. They met with the East Central Indiana Planning District and the next steps are determining costs. The time-consuming part at this point will be coordinating with Indiana Wesleyan University. Mr. Johnson stated they have a partner lined up for the maintenance side. Mr. Darlington stated they met with Mayor Morrell regarding the water and sewer utilities.

ADDITIONAL LOAN PAYMENT

Mr. Dosh reported that an additional payment was sent on the tractor loan through AGCO and that payment paid the loan off.

NEW ITEMS

Air Marion Contract

Mr. Dosh discussed the changes the Board wanted to make to the Air Marion contract. The modified contract has been emailed to Board members to review. Mr. Dosh recommends the Board extend the current contract by several months. **Mr. Chekouras moved to extend the Air Marion contract by 60 days from December 31, 2025. Mr. Johnson seconded the motion. None opposed. Motion passed.**

Mr. Johnson asked Mr. Darlington what he believes works and what doesn't in the current contract. Mr. Darlington stated he is mostly happy with the current contract. Woolpert suggested that the contract reflect their compliance with all grant requirements.

Mr. Checkouras reviewed Air Marion's financial statement. Mr. Darlington stated the biggest change has been in the flight training and the increase in that program. Mr. Darlington anticipates growth in the maintenance program.

BOARD MEMBER COMMENTS:

None forthcoming.

Next Board Meeting: The next Regular Monthly Meeting is scheduled for January 8, 2026, at 1:30 pm.

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

Name: Raymond Dosh
Title: President