

MEETING MINUTES

MARION BOARD of AVIATION COMMISSIONERS

April 12, 2018

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 April 12, 2018, at the Marion Municipal Airport.

Attending Were:

Jim McKinney	President, BOAC	Andy Darlington	Air Marion, Inc
Arndt Mueller	Vice-President, BOAC	Ryan McCroskey	Woolpert, Inc
Ronnie Carmin	Secretary, BOAC	Danny Buckner	Hangar Tennant
Jordan Ashley	Admin, BOAC	Phil Stephenson	Board Attorney
		Jeff McLaughlin	Air Marion

REVIEW OF MINUTES:

The March 1st minutes were read and approved (Motion by Mr. McKinney, Seconded by Mr. Mueller) Motion Approved.

OLD BUSINESS:

1. **15/33 Parallel Taxiway AIP-24**
 - a. Woolpert requested approval and signature on SF-425 & SF-271 to close out AIP-24 (Motion by Mr. Mueller, Seconded by Mr. Carmin) Motion Approved
2. **15/33 Parallel Taxiway AIP-25**
 - a. Woolpert requested approval for Pay Request #8 in the amount of \$16,571.55 (FAA: \$14,914, INDOT: \$662.87, Local: \$994.68) (Motion by Mr. Mueller, Seconded by Mr. Carmin) Motion Approved
 - b. Woolpert requested approval for Amendment #3 in the amount of \$18,800 (FAA: \$16,920, INDOT: \$752, Local: \$1,128) (Motion by Mr. Mueller, Seconded by Mr. Carmin) Motion Approved
 - c. Electrical installation has resumed. All lights should be required by the end of the week.
3. **Construct T-Hangar Taxiway.... AIP-26**
 - a. Woolpert requested approval of the Contract for Design/Engineering Services. Total: \$55,700 (FAA: \$50,130, INDOT: \$2785, Local: \$2,785) (Motion by Mr. Mueller, Seconded by Mr. Carmin) Motion Approved
4. **Construct T-Hangar Taxiway, A4.... Future AIP-27**
 - a. Woolpert reported that INDOT has indicated there is not enough state apportionment to complete the T-hangar taxiway as bid. Funds may be available to complete taxiway A4 connector.
 - b. It was recommended that additional contractors be sought for bids on this project.

5. **Primary Runway/Taxiway Surface Monitoring**

- a. All surfaces are in good condition. No major changes from prior month.
- b. Contractor has given a quote for surface crack repair. Contractor is waiting on appropriate conditions to begin work.

6. **Routine Management Items**

- a. PAPI Status: Woolpert reported that the FAA quoted \$6,288.30 for flight inspection services. Woolpert requested approval for Mr. McKinney to sign the FAA agreement for the flight check in the amount of \$6,288.30 (Motion by Mr. Mueller, Seconded by Mr. Carmin) Motion Approved
- b. Obstructions on Runway 15/33: It was recommended that Michianana be contacted by Woolpert and set the 33 PAPI's at 4 degrees prior to the flight check.
- c. Fuel Pump Repair: The fuel pump is currently operational.
- d. Insurance Claims Status: Awaiting response to the insurance adjuster. It was recommended that IMG be contacted directly.
- e. Painting of Runways: Painting contractor is going to coordinate with paving contractor for start date when weather is appropriate.
- f. Summer Events: Awaiting submission of Fly/In-Cruise/In event to the FAA.
- g. AWOS Frequency: The phone number to the AWOS is currently not functioning. The unit is not sending information to the FBO but is going out to pilots on the radio. Tech has been contacted to perform maintenance on the unit.

NEW BUSINESS

- a. Mr. McKinney informed the board that Jim Benner has resigned effective this date.
- b. Mr. McKinney requested that the board and the airport manager begin to develop a procedure for emergencies at the airport. It was determined that the Board of Aviation will have priority in decision making during emergency situations. If a representative of the Board is unable to be contacted, decision making during emergency situations will fall upon the Airport Manager until such time as a Board representative can be contacted. A draft of this procedure will be brought to the May board meeting by the Airport Manager.
- c. Mr. McKinney will investigate a portable fire suppression system for use in future emergencies.
- d. New signage will be purchased for all runways that notifies aircraft of limited visibility on opposing runways.

BOARD MEMBER CONCERNS

- a. Mr. McKinney noted that no member of the Airport Board has a master key or codes to the alarm system in the event of an emergency that FBO staff are unreachable. He requested that keys and codes be provided to members of the Airport Board for such emergencies in the future.
- b. Mr. Mueller commended Air Marion and the Airport Manager in their efforts during the emergency events on 4/2/18.

AIRPORT MANAGER'S REPORT

- a. None

CLAIMS: Claims approved at the April Meeting: Spitzer Herriman

Next Board Meeting: Scheduled for May 3, 2018 at 1:30pm at the Marion Airport.

ADJOURNMENT: The meeting adjourned at 3:10pm.

Name: _____

Name: _____

Title: _____

Title: _____

