

MEETING MINUTES
MARION BOARD of AVIATION COMMISSIONERS
April 1, 2021

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 1, 2021, at the Marion Municipal Airport.

Attending Were:

Jim McKinney (Teleconference)	President, BOAC	Andy Darlington	Air Marion, Inc
Ronnie Carmin	Vice-President, BOAC	Ryan McCroskey	Woolpert, Inc
Randy Chekouras	Treasurer, BOAC	Deb Cain	City Council
Dwight Ott	Secretary, BOAC	Kyle Persinger	Spitzer, Herriman
Mark Johnson	Member, BOAC		
Jordan Ashley	Admin/ Rep to City, BOAC		

REVIEW OF MINUTES:

March 4, 2020, minutes were read for approval. **(Motion by Mr. Carmin, Seconded by Mr. Johnson) Motion Approved**

RECURRING ITEMS:

1. AIRPORT IMPROVEMENT PROJECTS

- a. **AIP-28...T-Hangar Taxiway Construction**
 - i. Awaiting grant close-out letter
- b. **AIP-29...SRE Building Reimbursement**
 - i. Awaiting grant close-out letter
- c. **AIP-31...Coronavirus Response and Relief Supplemental Appropriations Act Grant**
 - i. Grant application for \$13,000 was submitted on February 25, 2021. Currently working with Controllers Office and FAA to resolve FAA concerns regarding the DBA on the SAM account as multiple City departments use the same account for the city.
- d. **Future AIP-32: Construct T-Hangar Taxiway (Phase 3)**
 - i. Total project cost estimated at \$512,495. Expected contributions for the project are: FAA: \$461,245, INDOT: \$25,625, Local: \$25,625
 - ii. Prebid meeting on April 26th. Bid Opening on May 3rd.
 - iii. Woolpert requests BOAC approval of bidding documents for advertisement to bid "Construct T-Hangar Taxiway Phase 3" on April 16, 2021 **(Motion by Mr. Ott, Seconded by Mr. Chekouras) Motion Approved**
 - iv. Woolpert requests conditional BOAC approval to submit FAA grant application for funding of "Construct T-Hangar Taxiway Phase 3" based on the engineer's recommendation. **(Motion by Mr. Johnson, Seconded by Mr. Carmin) Motion Approved**

2. AIRPORT MANAGEMENT ITEMS

- a. **Airport Management Report**
 - i. Snow removal equipment is still active. It will be serviced prior to switching over to summer operations.
 - ii. Dead trees along the airport drive were removed and new ones installed.

- b. **Primary Runway/Taxiway Surface Monitoring**
 - a. Paving contractor surveyed the runway/taxiway/apron and found all surfaces to be in acceptable condition.
- c. **Routine Management/Maintenance Items**
 - a. Building of new hangars at the airport: Exterior structure is up. Construction was progressing. T-Hangar Construction Punch List: BOAC reviewed the current punch list for the hangar. BOAC will do a walkthrough once construction is completed.
 - b. PHI Hangar Inquiry: The deposit from PHI was received on 3/22. Fuel tank will be moved to accommodate PHI's use of the hangar.
 - c. Clearing of the north end of Runway 22: Glendale Lake Association has met w/Mr Carmin. The Association is seeking a beautification grant. The association requested that the BOAC remove stumps and logs remaining in the area.
 - d. MZZ Solar Project: BOAC will connect with the appropriate parties once Mr. McKinney returns from vacation. After analyzing funding options, TIF funding is the only way that this project can be completed.
 - e. Terminal/Airport Signage: Terminal Letters and the digital airport sign have been installed.
 - f. Insurance Review of Airport Structures and Equipment: Mr. Johnson and Mr. Ott will conduct a review of structures and equipment for insurance purposes over the next month and report to the BOAC in May.
 - g. New T-Hangar Lease Agreement and Rent Management: New lease agreement will be sent out to individuals who are intent on leasing the T-Hangar's currently under construction. FBO will be sending out the lease agreements to all current tenants to sign as well. BOAC determined that Air Marion will be the authorized agent for the BOAC to collect payment on the new hangars. Air Marion will remit hangar payments to the BOAC monthly. **(Motion by Mr. Johnson, Seconded by Mr. Carmin) Motion Approved**

NEW ITEMS

- a. Pre-Budget Hearings with the City Council: BOAC was informed of the City Councils' request for a pre-budget meeting to discuss the airport's future financial needs.
- b. Taxiway A-4 Lighting: Lighting coming off of RW22/4 is not as bright as other areas. Lights are installed per FAA spec and match the taxiway lights installed on Taxiway B. BOAC recommends bringing in a lighting contractor to troubleshoot.

BOARD MEMBER COMMENTS

- a. BOAC requested that carpets be cleaned now that we are entering into the summer months.

Next Board Meeting: Regular Monthly Meeting Scheduled for May 6, 2021

ADJOURNMENT: The meeting was adjourned at 2:51 pm.

Name: _____

Name: _____

Title: _____

Title: _____