

MEETING MINUTES

MARION BOARD of AVIATION COMMISSIONERS

February 1, 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 February 1, 2018, at the Marion Municipal Airport.

Attending Were:

Jim McKinney (Telecom)	President, BOAC	Phil Stephenson	Board Attorney
Arndt Mueller	Vice-President, BOAC	Ryan McCroskey	Woolpert, Inc
Randy Chekouras	Treasurer, BOAC	Andy Darlington	Air Marion, Inc
Ronnie Carmin	Secretary, BOAC	Deb Cain	City of Marion
Jim Benner	Member, BOAC		
Jordan Ashley	Admin, BOAC		

REVIEW OF MINUTES:

The December 7th minutes were read and approved (Motion by Mr. Mueller, Seconded by Mr. Benner) Motion Approved.

OLD BUSINESS:

1. **15/33 Parallel Taxiway-B AIP-24**
 - a. The Chicago ADO received the reimbursement check and has forwarded it on to FAA Accounting in OKC. Once the funds are credited back, the program manager will review and the project can be closed out.
 - b. INDOT will also be reimbursed for their portion of the grant overage.
2. **15/33 Parallel Taxiway-B AIP-25**
 - a. Due to weather, Huston is requesting to shut down for the winter. They are currently working to repair the existing runway and taxiway circuits. Mr. McCroskey noted that Huston's work will resume on March 1st.
 - b. Woolpert requested signature and approval on Change Order #1 resulting in a decrease of the E&B Paving contract by \$37,030.32. Original Contract Amount: \$880,534.20 New Contract Amount: \$843,503.88 (Motion by Mr. Mueller, Second by Mr. Chekouras) Motion Approved.
 - c. Woolpert requested approval of Amendment #2 for additional construction services totaling \$36,500. FAA Cost (90%): \$32,850.00 INDOT Cost (4%): \$1,460.00 Local Cost (6%): \$2,190.00 (Motion by Mr. Chekouras, Second by Mr. Mueller) Motion Approved.
 - d. Woolpert requested approval and signature on Pay Request #7 in the amount of \$54,486.06 for work completed to date. Total Cost: \$54,486.06, FAA: \$49,038, INDOT: \$2,179.44, Local \$3,268.62 (Motion by Mr. Chekouras, Second by Mr. Mueller) Motion Approved.

3. **Construct T-Hangar Taxiway....AIP-26**

- a. Woolpert requested approval and signature on Pay Request # 3 in the amount of \$2,404.90 for work completed to date. Total cost: \$2,404.90, FAA: \$2,165, INDOT: \$120.25, Local: \$119.26 (Motion by Mr. Mueller, Second by Mr. Benner) Motion Approved.

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

- a. Severe cold and snow removal operations caused some filled cracks to open back up. This will be resolved during crack filling later this year.

5. **Routine Management Items**

- a. PAPI Status: PAPI obstructions have been removed. FAA flight check is scheduled for February 6th.
- b. Fuel Pump Repair: Fuel tank is able to be pumped down further than it has been prior to the repair.
- c. Insurance Claims Status: Awaiting the receipt of funds from the insurance claim.
- d. CIP Review: The board discussed the CIP summary that was submitted to INDOT.

NEW BUSINESS

- a. Mr. Chekouras requested financials from the FBO.

BOARD MEMBER CONCERNS

- a. Mr. McKinney informed the board that the State Fire Marshall visited Hangar J to ensure that the airport is in compliance with fire code for an educational space. Mr. Darlington reported that the visit went well.
- b. Mr. McKinney recommended that the FBO conduct a daily inspection of the runway and airport lighting systems. Board members agreed and the FBO agreed to begin this practice.
- c. Mr. McKinney requested that the FBO manager obtain quotes for paving and crack filling/sealing. A contractor is expected in February to quote crack filling prior to runway painting.
- d. Mr. Benner reported that he is still planning to arrange meetings with State and Local representatives.

AIRPORT MANAGER'S REPORT

- a. All hangars in Hangar B are filled. There is now a wait list for Hangar B. A new tenant has moved into Hangar H. The airport is expecting that a current tenant will be moving out of state and a hangar will be opening in the near future.
- b. Mr. Darlington noted the the incline to the entrance of the SRE building hampers entry and exit of the building during inclement weather. Mr. McKinney recommended that alternative methods to clearing the entrance of the building be explored.
- c. Snow removal equipment is functioning optimally. It was recommended that snow removal equipment be serviced annually at the end of the season.

CLAIMS

Claims approved at the February Meeting: Plevna Implement, Michiana Electric, Bournique and Sons

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

ADJOURNMENT: The meeting adjourned at 2:43pm.

Name: _____

Name: _____

Title: _____

Title: _____