

MEETING MINUTES

MARION BOARD of AVIATION COMMISSIONERS

May 2, 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 May 2, 2018, at the Marion Municipal Airport.

Attending Were:

Jim McKinney	President, BOAC	Phil Stephenson	Board Attorney
Arndt Mueller	Vice-President, BOAC	Ryan McCroskey	Woolpert, Inc
Ronnie Carmin	Secretary, BOAC	Andy Darlington	Air Marion, Inc
Randy Chekouras	Treasurer, BOAC	Deb Cain	City of Marion
Dwight Ott	Member, BOAC	Mark Johnson	CIM, Inc
Jordan Ashley	Admin, BOAC	Jeff McLaughlin	Air Marion, Inc

REVIEW OF MINUTES:

The April 12, 2018 minutes were read and approved (Motion by Mr. Mueller, Seconded by Mr. Carmin) Motion Approved.

OLD BUSINESS:

1. **15/33 Parallel Taxiway AIP-24**
 - a. Awaiting confirmation of closure of AIP-24.
2. **15/33 Parallel Taxiway B AIP-25**
 - a. The Notice of Final Calendar Day for the electrical contract has been sent to all parties. The last day charged to the contract was May 1, 2018. Final inspection expected between May 21-24.
 - b. Expecting repair of damaged 33 REIL before the project is completed.
3. **Construct T-Hangar Taxiway.... AIP-26**
 - a. Woolpert reported that ~\$576,000 in discretionary funds have been appropriated for this project.
 - b. Woolpert requested BOAC approval of Contract for Design/Engineering services for the repackage of T-Hangar Taxiway Project. (Motion by Mr. Chekouras, Seconded by Mr. Mueller) Motion Approved.
4. **Construct T-Hangar Taxiway, A4.... Future AIP-27**
 - a. Woolpert requested BOAC approval of Contract for Design/Engineering services for the Taxiway A4 project. (Motion by Mr. Chekouras, Seconded by Mr. Mueller) Motion Approved.
 - b. Woolpert reported that \$566,000 in discretionary funds have been appropriated for this project.
5. **Primary Runway/Taxiway Surface Monitoring**
 - a. All surfaces are in good condition. No major changes from prior month. Awaiting confirmation from contractors to begin work.
6. **Routine Management Items**
 - a. PAPI Status: Awaiting submission of forms for flight check of PAPI's. Property owners will not be contacted at this time - awaiting status of flight check after raising of PAPI's.
 - b. Obstructions on Runway 15/33: Awaiting scheduling for raising PAPI's to 4 degrees.
 - c. Fuel Pump Repair: The fuel pump is currently operational.
 - d. Insurance Claims Status: Reimbursement check has been sent to the City of Marion. Awaiting confirmation of receipt of funds from the City.

- e. Painting of Runways: Awaiting sealing of surfaces to begin painting.
- f. Summer Events: Fly-In/Cruise-In paperwork is awaiting submission.
- g. AWOS Frequency: Paperwork has been submitted to the FCC for an application for a discrete frequency.
- h. Information/Warning Signs on Runways: Materials for the signs have been ordered. Expected completion date is by the end of the month.
- i. Airport Keys: The airport manager is providing a key to the Board President, the security company has been contacted to create a new code for the Board.
- j. Authorized Personnel ID's: Materials have been ordered. Photos will be taken of Board and Airport personnel to complete these ID's for use in
- k. Emergency Procedures ICO Accident (EAP): Existing EAP has been updated with current contact and procedures. Mr. McKinney requested that NOTAM/TFR posting procedures be included in the EAP. Additional copies will be placed around the airport grounds for use if needed.

NEW BUSINESS

- a. Mr. McKinney welcomed Mr. Dwight Ott to the Board of Aviation. Mr Ott replaced Mr. Benner.
- b. Woolpert requested BOAC approval for signature on Non-Primary Entitlement Notice of Intent letter to the FAA and INDOT. (Motion by Mr. Mueller, Seconded by Mr. Chekouras) Motion Approved.
- c. Mr. McKinney inquired from Woolpert as to the single audit alert email from Mr. Esquivel. Mr. McCroskey informed the board that nothing has to be done with the communication at this time.
- d. Mr. Chekouras inquired as to then the gate operator remotes will become functional.
- e. Mr. McKinney inquired as to the possibility of putting a recorder on the UNICOM frequency. Mr. Darlington informed the board that this is a possibility. He is looking into the costs of such a device per the recommendation of the NTSB.

BOARD MEMBER CONCERNS

- a. Financial Statements were requested of the fixed based operator.
- b. Mr. McKinney recommended the Airport Manager begin looking into a lease/purchase of new tractors.
- c. Mr. McKinney reported that two interns will begin in the month of June for the summer.

AIRPORT MANAGER'S REPORT

- a. New zero turn mowers have been delivered. Mr. Darlington reported that they are working well.
- b. Large tractors have been returned from service. Currently prepping tractors and mowers for the season.
- c. The bird deterrent for the Maintenance Hangar is working well.
- d. Awaiting airport inspection. Ready for the inspection when it occurs.

CLAIMS: Claims approved at the May Meeting: Pfister Sprinkler, Redline Equipment, IDEM, Marion Utilities, Newton Oil

Next Board Meeting: Scheduled for June 7, 2018 at 1:30pm at the Marion Airport.

ADJOURNMENT: The meeting adjourned at 2:53pm.

Name: _____

Name: _____

Title: _____

Title: _____