

# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

July 12, 2022

City of Plymouth Board of Aviation Commissioners met in regular session July 12, 2022 at 6:30 p.m. in the Council Chambers of the City Building, 124 N. Michigan Street, Plymouth, IN.

President Phil Bockman called the meeting to order for Commissioners Hupka, Mersch and Morrison who were physically present. Commissioner Houin was absent. Also present were Airport Manager Bill Sheley and Airport Engineer Shillington. The public could see and hear the meeting through Microsoft Teams.

Commissioners Hupka and Morrison moved and seconded to approve the minutes of the regular session meeting of June 14, 2022. The motion carried.

## Open Bids for 2022 Rehabilitate Miscellaneous Building (Aircraft Hangar)

### NOTICE TO BIDDERS

#### PLYMOUTH MUNICIPAL AIRPORT IMPROVEMENT PROJECT – 2022 REHABILITATE MISCELLANEOUS BUILDING (AIRCRAFT HANGAR)

The Plymouth Board of Aviation Commissioners, Plymouth, Indiana (Sponsor and Owner) will receive sealed bids for the following project until 6:30 PM local time, on the 12th day of July, 2022, at the Council Chambers of the City Building, 124 North Michigan Street (Garro Street Entrance), Plymouth, Indiana, 46563. All responsive bids will be publicly opened and read aloud at this location immediately after the bid proposal due time by a representative of the Owner.

Bids to be mailed shall be addressed to the attention of the Clerk-Treasurer's Office at 124 North Michigan Street, Plymouth, IN, 46563 and will be clearly marked "Sealed Bids, DO NOT OPEN". Bids to be hand delivered prior to 4:30 PM on the bid opening date will need to be delivered to the Clerk's Treasurer's Office, after this time, hand delivered bids may be delivered to the Council Chambers upon arrival of the City Attorney for bid opening.

No Pre-bid conference will be held; however, typical pre-bid information is included in the Volume 1 Project Manual, Section 7, Supplemental Technical Specifications.

The bid proposal scope of work includes demolishing the existing aircraft bi-fold door and all door appurtenances (motor, guide tracks, straps, mounts, etc.) not suitable for use by the proposed aircraft hydraulic lift door on Hangar "B" and/or Hangar "A" and installing a new aircraft hydraulic lift door and all operating appurtenances required for a fully operating door. Demolished materials suitable for use on other bi-fold doors shall be delivered to the Owner while the remaining materials become the property of the Contractor for salvage or disposal off-site. Federal laws and regulations require that the successful bidders be contractually subject to applicable federal contract provisions and that the bidders incorporate such provisions in each subcontractor, material supplier, or service provider contract or agreement used for the proposed project. The full text of each contract provision, its source law or regulation, and its applicability to the proposed construction contract are contained in the Contract Documents. Certain contract provisions are included in this Notice to Bidders by reference while the full text is included in the proposed construction contract:

- (1) Buy American Preference requires all steel and manufactured goods be produced in the United States;
- (2) Foreign Trade Restriction prohibits the use of product or services from a foreign country that discriminates against the United States as published by the Office of the United States Trade Representative;
- (3) Davis-Bacon Act ensures that laborers and mechanics employed receive pay no less than the prevailing wages and fringe benefits determined by the Department of Labor;
- (4) Affirmative Action Requirement sets goals for minority participation in federally funded projects;
- (5) Government-wide Debarment and Suspension requires that bidders must certify that they are not suspended, debarred, or excluded by any Federal department or agency;
- (6) Government-wide Requirements for a Drug-free Workplace prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled

substance in the Owner's workplace.

A certified check or bank draft payable to the City of Plymouth, Indiana, or a satisfactory bid bond, executed by the Bidder and an approved surety company in an amount not less than five (5) percent of the bid, shall be submitted with each bid.

(1) The bidder must supply all the information required by the bid on proposal forms.

(2) The bids shall be based upon rates of wages at least as high as the minimum rates established by the Davis-Bacon wage rate determination included in the contract documents.

The Contract Documents including the Instructions to Bidders, project Contract Forms, project General and Special Provisions, Standard and Supplemental Specifications, and Bid Proposal are on file at the Plymouth Municipal Airport, Plymouth, Indiana and at the office of Woolpert, Inc., 333 North Alabama Street, Suite 200, Indianapolis, Indiana, 46204. Copies of the Contract Documents may be obtained for the non-refundable cost of document reproduction and shipping, from Reprographix Inc., 437 N. Illinois St., Indianapolis, Indiana 46204, between 8:00 AM and 5:00 PM by telephone at 317-637-3377 or online at <http://www.reprographix.com>.

The Owner, in accordance with Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex and consideration for an award. MBE's interested in participating in the construction program and bidding upon the project, upon request, will be supplied with information or Plans and Specifications desired.

The Owner is cognizant of the 60-day requirement for awarding contracts and giving Notice to Proceed to the lowest responsive and responsible bidder as determined by the Owner pursuant to IC 36-1-12-6. However, due to the time requirements anticipated for obtaining approval and funding from appropriate public agencies and other required procedures, it is anticipated that the contract cannot be executed and Notice to Proceed be given until October 11, 2022. Therefore, by submission of a bid proposal, bidders agree to honor bid prices for the extended time period and may not withdraw a bid proposal without prejudice unless written approval is granted by the Owner. The Owner reserves the right to waive any informalities in bidding if such waiver is in its best interests and conforms to local laws pertaining to the letting of construction contracts and to reject any and all bids.

Plymouth Board of Aviation Commissioners  
Phil Bockman, President



### **Open Bids**

Before opening bids, Engineer Shillington explains that there is a base bid which is Hangar B. An additive bid to do Hangar A at the same time as B. And an alternative bid to do Hangar A separately.

#### **Bids:**

##### **R. Yoder Construction**

Base Bid:	Additive Bid:	Alternative Bid:
\$121,975.00	\$115,145.00	\$121,975.00

##### **Strebig Construction**

Base Bid:	Additive Bid:	Alternative Bid:
\$122,693.00	\$112,693.00	\$122,693.00

##### **Engineering Estimate**

Base Bid:	Additive Bid:	Alternative Bid:
\$130,000.00	\$118,500.00	\$130,000.00

Commissioners Morrison and Hupka moved and seconded to take the bids from both R. Yoder Construction and Strebig Construction under advisement. The motion carried.

Commissioner Mersch asks how long these bids are good for.

Shillington responds by stating that they are good until their meeting on October 11, 2022.

### **Airport Engineer's Report**

Shillington states that he informed the Board last month that with the political support that they received they were notified that funding for the Taxiway paving and edge lighting has been selected for a year-end supplemental grant candidacy. He states that they discussed going through the bid process and the Board had voted to approve a contract with Woolpert to proceed with the bidding. He states that he has been working to finalize the plans. He adds that he has 70% of that in front of him if they wished to see that. He states that he still has about 30% of it to go and he did his final mark up for the electrical plan today. He states that next week he is going to be working on the paving set. He explains that he would like this project advertised for bids by July 29, 2022. He asks the board to approve the contract documents, the go to bidding prior to their next meeting, and to target August 23, 2022 as the bid opening.

He states that if the bid opening must occur at a Board meeting, August 23 should either be a special meeting or the August monthly Board meeting should move to this date. He states that it should be customary for the Board to approve the contract documents and then to approve advertising for bidding of these two projects.

Commissioner Bockman asks if Surrisi usually looks at those documents or if there is anything that needs to be done by the Board before he finishes by the 29<sup>th</sup> of July.

Shillington states that they want to have this in contractors' hands and advertised for the 29<sup>th</sup> of July. He adds as far as if there is any legal component to this Woolpert has the liability.

Commissioners Hupka and Mersch moved and seconded to approve both the project documents and the advertising for bid. The motion carried.

Shillington states that he is grateful that he was able to do the grade and drain because it was his intention to learn lessons from that project and incorporate what needed to be translated from that to this before he wraps it up. He states that he has added perimeter fence repair and additional 400 foot of unstable soil bridging will be added to the construction plan.

He states that they are looking at 1 and a half to 2 million dollars for the paving and about \$350,000 for the lighting. He states that for the engineering portion of that they will be looking at two and a half million. He states that for Phase 1 of the grade and drain, Woolpert is still not in a position to invoice. He states that Phend & Brown has their application #3 ready for payment. He states that the price is \$330,588.90 and that puts them at about 79% of the project grant value. He states that they should be cleaning up next week and will be done.

Mersch asks if they got the soft area all cleaned up and done.

Shillington responds by referencing last month's engineering memo he talked about having to undercut which is deeper excavation than a typical section and putting geogrid material down. He states that they did that for about a 900-foot stretch and they still have about 300-400 feet to go and that is all cut with no fill on top of it so he was referring to adding that to the next project. He adds they didn't quite have enough to do everything. He recommends that the Board approves Phend & Brown's Application for Payment #3 in the amount of \$330,588.90, approve the associated FAA Pay Request #5 requesting 100% federal funds in the amount of \$330,588.90, and to approve the certified payroll record for Phend & Brown Invoice #3.

Commissioners Morrison and Hupka moved and seconded to approve Phend & Brown Invoice in the amount of \$330,588.90 along with the corresponding FAA AIP-023 Pay Request #5 for the same amount, and the Woolpert correspondence regarding their review of payroll records in this project by finding that they are in compliance with Davis-Bacon requirements. The motion carried.

Shillington states that for their five-year CIP they currently have an application in to get reimbursed for \$80,548 of previous design engineering costs. He states that by the end of July and end of August that they will see that grant. He states that in case this comes before their next meeting that it may be good practice to approve an available Board member to sign and accept that grant when it arrives if it comes in before the next meeting. He states that it will come in to the Clerk-Treasurers Office.

Commissioners Hupka and Mersch moved and seconded to allow for any available Board member to go and sign the reimbursement of design engineering costs in the amount of \$80,548. The motion carried.

Shillington states that they are working towards getting bids ready by September 1, 2022 and they will have a grant application in the amount of \$1,524,115 for paving of the Parallel TWY and the \$300,000 for the lighting. He states that there is the \$176,667 for rehabilitating the Hangar Building and those were the bids they just opened. He adds that Woolpert will be taking about \$20,000 of that so they will have about \$156,000 of that so they don't have enough money in this grant to do both doors.



Sheley asks if they have to pay 5% of that.

Shillington responds by stating that the grant federal funds is actually \$159,000 and if you add the Board's five percent and the state's five percent then that is how you get to \$176,667. He states that he will work with Sheley to decide how they are going to divvy up the bids as the cost for each door as it is a similar sized door either way.

Shillington asks the Board to approve the grant application for the hangar door that he and Sheley will work out as they will have that in before the next Board meeting.

Commissioners Morrison and Hupka moved and seconded to authorize Woolpert to prepare a grant application for the Hangar Rehabilitation Project in specific to the door rehabilitation. The motion carried.

Shillington references the Hangar door bill from last month that perhaps there is an opportunity to fit that particular bill in this grant application as well since it is a hangar repair cost. He states that then he thought that it was not competitively bid and it may be an issue including federal funds as there was no competition and Sheley just hired the person. He adds that he did find that the code of federal regulations which talks about grant eligible procurement does have what is called a micro expense which are expenses less than \$10,000 that you do not need to competitively bid. He states that there could be an opportunity if the FAA allows it to fall under that. He states that he will at least entertain or pursue the opportunity to put that particular expense in that grant application.

Morrison states that he does not know how this will affect that but that expense was billed to them in multiple invoices.

Sheley adds because that was multiple contractors.

Morrison states that he would see it as an issue if three incremental amounts just happened to be billed under \$10,000 that there would be an issue but if all of them aggregated together are above then he is unsure how that would work out.

Sheley states that since it was multiple contractors, one was to buy new straps that they bought from one contractor and installed themselves. He states that the second was the first contractor that they called on January 1<sup>st</sup> to see if they could help him but they found the issue and could not handle the job. He states that Michiana Contracting came out after that.

Shillington states that he does not think that he has an opportunity to include all of them but just include one of them.

Shillington states that in his memorandum to the Board and the contractor last month that they removed more top soil than was planned for. He states that they ran into an area that was actually about a foot thick that had to be excavated as you can't build on top soil. He states that he talked about putting down a little more rock and geogrid that would have cost around \$9000. He states that they may have to add up all the funds and ask for that extra work in this grant as well. He states that based off the bids and the cost he could see how far they can go but it may be more convenient to apply for that under this grant than to amend the current grant.

## Airport Manager's Report

Subject: July 2022 BOAC Meeting

1. INDOT Aviation yearly inspection on 7/5. Passed easily with no issues.
2. A/C 2<sup>nd</sup> floor drain plugged... again.
3. Tractor radiator & A/C repaired.
4. Culver Summer Camp program going smooth so far.
5. County is cleaning out ditch along N Michigan (Langfeldt), filling a low spot for us up front near sign.
6. Maddie Baker (seasonal help) doing a great job.
7. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states during the INDOT Aviation yearly inspection, one of the items that gets inspected is the windsock. He states that theirs did pass, and states that there is a light that is broke due to wiring issues. He adds that it has four lights in total and that it needs two to work to pass and there are three functioning. He states that a couple of days after the inspection they noticed that the windsock was not moving like it should. He states that his assistant and him went out to lower it a couple of times up and down to try working on it. He explains the second time lowering it the rope broke and it came crashing down. He states that he was then replacing the obstruction lightbulb on top and the bar that the sock itself was on but it is bent a little bit.

Sheley explains that he does not want to put a lot of money into it as their intentions are to move the windsock. He states that Shillington originally told him that the windsock could not be between the runway and taxiway and that their plan was to move it to the south side of the runway. He states that they are hoping that will get included in all of the work that is being done.

Shillington asks if it would be better to get a new windsock.

Sheley states that it would and that it is in pretty bad repair and if nothing else it needs to be totally disassembled and sandblasted because of the shape that it is in. He adds that he has greased it enough so that it is able to rotate with the wind and move but he emphasizes that it is in need of repair.

He states that as for the A/C in the northeast corner of the building upstairs. He states that just about every year they have had issues with the drain getting clogged and flooding the conference room on the first floor. He adds that the first year it happened was when they put new laminate floor down and it flooded pretty badly. He states that this year when it happened two weeks ago, he used CORE out of Atwood and they have been really responsive when he needed them. He states that the serviceman stated there was a trap in the quarter-inch line in the drain line before it goes to the pump that pumps into the sewer line. He explains that there was no reason for it to be there and it was suggested to him to put some kind of sensor on because eventually the pump is going to fail and they will have the same problem. He states that now there is a sensor and if the pump fails it will shut the A/C off. He adds that he has not seen the bill for this yet but that should take care of the flooding problem that they keep getting from that.

Sheley explains that before Todd Langfeldt with County came out to clean out the ditch along N Michigan Street that he called the County and asked if they would fill in the low spot by the sign since it is always flooded. He states that they filled it in with some of the diggings and with their



small dump truck Sheley brought a load of top soil from the Taxiway there. He adds that he is going to put one or two more loads in there. He states that Dan Ringer is going to swing by with his tractor and level it out for them so that should allow for the water to drain.

Sheley states that Maddie Baker is going to get started on painting the fuel cabinets here in the next few days. He states that he has had her doing things that he can't normally because he can't keep her busy as she is quick at getting tasks done. He adds that she is really talented and notices things without being told.

Sheley references that Shillington discussed possible reimbursement for the expense of fixing the hangar door. He states that has put him in the negative in the amount of \$2678 on his repairs/labor line in his budget as there was only \$10,000 there to begin with. He states he has money there so it can be moved around to cover it but it would be nice to know that reimbursement money will come in when he asks the city council for an additional appropriation that he can tell them money is coming in to replace it.

He asks the board for input on which hangar door they think should be done. He explains that the reason for a new door is so that they can get a jet or a turboprop inside and to him that makes Hangar B the obvious choice because that would be a more private hangar for a tenant like that. He states that in Hangar A he has four tenants in there that are not interested in being anywhere else.

Hupka asks if Hangar A is used quite frequently.

Sheley responds by stating that the Evolution has been flying a lot, the Bonanza has been flying a lot and the Cherokee Six has been flying a lot. He states that if he does that hangar that it is going to be great for those people but it is going to make it difficult for him to get a jet or turboprop to share it. He just sees Hangar B being the more obvious choice.

Hupka asks what the condition of the Hangar B door is.

Sheley responds by stating the same as Hangar A.

Mersch asks if Hangar B is being rented.

Sheley responds by stating that it is but if Sheley had the opportunity to get a jet that they already agreed that it would be good for the Airport and would work with him to make arrangements. He states that Hangar A does have its merits in that it is the bigger hangar but the issue that he has is if he wants to attract a jet that they may want their own private hangar.

Morrison asks which of those doors gets used more.

Sheley responds by stating they are used in equal amount. He retracts that and states that Hangar A may be used a little bit more but not much. He states that the airplanes that are in Hangar B right now are the Navaho which has been flying a lot, and the Flight School's Seneca which has been flying a lot. He states that something to keep in mind is that when they replace one of these doors that Shillington has it in the bids where they are going to keep some of the parts so they will have a spare motor and straps if something were to happen to another one of the doors.

Hupka asks if the new lift will give them extra height on the door.

Sheley responds by stating that it will give 3-4 feet which is a good amount of extra height.

Mersch asks for clarity on which one is Hangar A.

Sheley explains that Hangar A is the big one to the north. He states Hangar M is M for maintenance which is attached to the office. He states that Hangar M and Hangar B are the same size with the exception of the office area. He states that all three of the doors are within six inches of being the same size.

Hupka asks when Baker is going to finish her time at the Airport.

Sheley responds by stating that she has not told him a date of when she is going to be done. He states that he would have to advertise within the city employees for first choice and if they get nobody from there then he will have to advertise in the paper.

#### **Other Business**

There was nothing at this time.

#### **Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- June 2022 Financial Reports

Commissioners Morrison and Hupka moved and seconded to accept the correspondence as presented. The motion carried.

There being no other business to come before the board, Commissioners Morrison and Mersch moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:17 P.M.



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Kyle Williams  
Recording Secretary