

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

September 13, 2022

City of Plymouth Board of Aviation Commissioners met in regular session September 13, 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 Houin, Mersch and Morrison who were physically present. Commissioner Hupka was absent. Also present were City Attorney Surrisi, Airport Manager Bill Sheley and Airport Engineer Shillington. The public could see and hear the meeting through Microsoft Teams.

Commissioners Morrison and Houin moved and seconded to approve the minutes of the regular session meeting of August 23, 2022. The motion carried.

Airport Engineer's Report

Shillington states that \$112,698.00 has been reimbursed so far for the AIP-023 Grant. He states that leaves \$80,548.00 remaining. He states that in emails between the Board and FAA it had indicated that they have received their AIP-025 grant earlier in August. He states that he has prepared the paperwork to get them reimbursed with a 95% value of the contract total. He states that he has created Pay Request #1 of AIP-025 for the remaining engineer work in the amount of \$72,493.00 and that is attached as attachment one to the report. He states that with this pay request is a closeout letter that is attached as attachment two to the report. He adds that there will be a financial form that just reiterates these values in a different form but that has not been prepared yet. He states that he recommends the Board approve Pay Request #1, the AIP-025 grant closeout letter, and the project final Federal Financial form.

Morrison asks if reimbursement will be forthcoming from INDOT.

Shillington responds by stating that as soon as INDOT gets their grant to you. He states that they do not do it electronically so it will be mailed to Sheley.

Commissioners Morrison and Houin moved and seconded to approve Pay Request #1, the AIP-025 grant closeout letter, and authorizes Woolpert to prepare the final Federal Financial form. The motion carried.

Shillington states that last month a Phend & Brown Pay Request was approved for \$52,661.22. He reiterates that last month he also explained that Woolpert was transitioning accounting software so once construction started, they were not in a position to invoice but now they are. He explains that this is a larger invoice that accounts for all the time during the project so he is submitting to the Board an invoice in the amount of \$52,788.75 for construction management and resident engineering services since the beginning of the project attached as attachment three to the report. He adds that this is a 100% reimbursable grant. He requests the Board approve the Woolpert invoice for payment upon receipt of the federal funds and submission of AIP-023 Pay Request #7 to the FAA requesting \$52,788.75 that is attached as attachment four.

Commissioners Morrison and Mersch moved and second to approve Woolpert Invoice PTIN0002095 in the amount of \$52,788.75 as well as the submission of AIP-023 Pay Request #7 to the FAA requesting \$52,788.75 as presented. The motion carried.

Shillington reminds the Board that they opened bids two months ago for the Rehabilitate Hangar Building Project for putting in a new hangar door. He states that Victor Iniguez, the FAA Program Manager, has taken a look at the grant and has requested various Board approved documents. He states that the \$9,000+ invoice from Michiana Contracting that was put on there has been taken off as it was not eligible for funding. He states that he has since revised the application and taken the \$9,000+ out. The requested documents were read off and are listed as follows:

1. Grant Certifications
 - a. Construction Project Final Acceptance
 - b. Drug-Free Workplace
 - c. Equipment and Construction Contracts
 - d. Project Plans and Specifications
 - e. Selection of Consultants
 - f. Certification and Disclosure Regarding Potential Conflicts of Interest
 - g. Certification Regarding Lobbying
2. Statement of Cost Reasonableness
3. Sponsor Award Recommendation Letter
4. Contractor Bid Proposal

Shillington recommends the Board approval of the above-mentioned documents.

Commissioners Morrison and Houin moved and seconded to approve the above-mentioned documents as presented. The motion carried.

Shillington states that at last months rescheduled meeting they opened up Bids for a Discretionary Year-End Grant to pave and light the Taxiway. He provided the bid tabulations to the Board for the meeting. He states that it was a very close bid between Milestone Contracting and Phend & Brown for the paving work. He states that there was one bid from Michiana Contracting for the lighting. He states that he has prepared a preliminary AIP Grant Application with a total project cost of \$3,209,820.00 of which is 95% federally funded. He states that if the funding is forthwith that they have a good feeling at the FAA district office that in the case he does get a phone call from the FAA saying they need the grant application because the money is there then he recommends the board approve this draft copy of the grant application to submit at such time that it is requested. He states that it is not a 100% guarantee of being requested but if it is then this is what the grant application will look like.

Morrison asks if in the grant application they have to identify which of the bid awards that they were going to accept.

Shillington responds by stating that they will ask for about the same documents as they did for what they just signed. He clarifies the grant certifications, bid proposals, bid tabulation, etc. He states that it technically does not get mentioned in the grant application but follow up documents show who is the low bidder.

Morrison asks if they have to make a permanent decision on who is awarded before then.

Shillington responds by stating that they will not award it until they get the grant. He states that at some point they will need to approve the contract with them.

Morrison states that since it is up in the air at this point as to whether the federal funding is going to be available. He asks if these bids that they received on the paving portion if they are good for a finite period of time that they need to be aware of.

Shillington responds by stating that by State Statute they are good for 60 days from the time they are opened which was on August 23, 2022. He states that a decision needs to be made by the end of the month because it is the end of the fiscal year at the end of this month.

Commissioners Morrison and Houin moved and seconded to approve Woolpert to prepare the grant application and have it ready if they receive notification a grant is pending. The motion carried.

Shillington mentions that the State will want the new CIP's for the year 2024 and 2028 in November instead of the usual following February. He states that depending on what happens to the year-end grant and BIL fund application that was submitted that they would adjust the plan in 2022 and just add project 2027. He states that with the noticing of some sinkholes due to culvert stability. He asks the Board if they want to make the focus of the CIP to address the drainage work rather than the acquisition of the Neidig Property for the T-Hangar. He states that a decision will need to be made before the November meeting so that he may have it ready by the November meeting.

Morrison asks Sheley if he has thoughts priority wise in addressing the drainage issues versus acquiring the new property.

Sheley responds by stating that his thoughts are that the sinkholes are getting larger and as that is a culvert that goes under the runway that his guess is if they get a sinkhole right under the runway that the FAA is not going to rush right out to get it fixed. He states that it may be upwards to a year and a half before it gets fixed. He states that it would be better to do that work now instead of waiting for the problem to get worse.

Morrison states that when they are dealing with water issues that the problem is not going to solve itself but rather keep getting bigger.

Sheley states that he has put cones out at the sinkholes as he did not want to run into them with his tractor. He states that when he went to go show Shillington one of the holes the cone disappeared because the sinkhole just got bigger. He restates that it is important to address it before it becomes a bigger issue. He states that as much as he would want to expand the property and buy a building that they cannot ignore a pending problem like this.

Morrison agrees that they should make that adjustment to their CIP when it is time. He reclarifies what Shillington stated that they need to have something decided by next meeting.

Commissioners Morrison and Houin moved and seconded to adjust the CIP to adjust this drainage issue prospectively rather than retroactively. The motion carried.

Sheley asks that since he was under the understanding that in the future the BIL funds would be attached to future projects so wouldn't those funds go towards this.

Shillington responds by stating that when he put together the plan the rule of thumb was if they needed less than a million dollars, they expected you to use your BIL funds. He states that if it was over that it would be so small that it would not matter.

Sheley states that then leaves the BIL funds available to use for some other project next year.

Shillington states that since it was being used to acquire the new hangar that it could be used for drainage.

Airport Manager's Report

Subject: August 2022 BOAC Meeting

1. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states there were not many people who drove through the Blueberry Breakfast this year. He states that they have turned it over to the 4-H and they haven't had in discussion yet as to what will happen. He adds that they have asked him what it would take to turn it back into a fly-in. He states that it is nice for people to see the Airport and it is a benefit for the city but it is a lot of work for the airport personnel that they do not see any real tangible benefit from it. He adds that opinion is coming from someone who has not had a lot of help at the airport for the last 4-5 weeks.

Bockman states that he understands what Sheley is stating but he remembers back when people had no clue what the airport was about that it did have some value.

Other Business

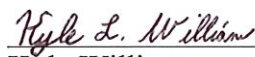
There was nothing at this time.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- August 2022 Financial Reports

Commissioners Morrison and Mersch 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 7:24 P.M.



Kyle Williams
Recording Secretary