

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

October 11, 2022

City of Plymouth Board of Aviation Commissioners met in regular session October 11, 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 and Hupka who were physically present. Commissioners Mersch and Morrison were absent. Also present was City Attorney Surrisi, Airport Manager Bill Sheley and Airport Engineer Shillington. The public could see and hear the meeting through Microsoft Teams.

Commissioners Hupka and Houin moved and seconded to approve the minutes of the regular session meeting of September 13, 2022. The motion carried.

Airport Engineer's Report

Shillington states as he mentioned last month that the engineer has completed the contracted scope of work for the 2020 Parallel Taxiway Design Project. He states that they have submitted their last invoice so they are awaiting payment on that. He states that they have received AIP-025 Grant via an email dated August 5, 2022 and approved grant documents reimbursing the city \$72,493.00. He states that once he gets time, he will bundle all that up and give all the final documents to the FAA and then they will approve that payment. He explains that sometime after that they will receive INDOT's share of the reimbursement in the amount of \$4,027.40. He states that hopefully that is on the way soon to pay for that final invoice in the amount of \$17,818.33.

He states for the Grade and Drain Project by Phend & Brown, there isn't a lot of movement on that. He states that aside from what was reported last month about a larger than expected claim for additional top soil removal that he does not see how it is possible based off the data. He states that he responded how he does not agree and he received a big long response Phend & Brown. He explains that he has not had the opportunity to go through it and see if there are any valid arguments. He states that at this time he is not sure how they justify it and he has not made a formal reply to their latest response.

Shillington states that the board approved a Professional Service Agreement for contract bidding document preparation associated with replacing Hangar B bi-fold doors with a hydraulic lift type door. He states that the apparent low bidder was R. Yoder Construction out of Nappanee by just a few dollars. He states that he explained to the Board last month that sometime before tonight that they would see that grant. He states that did not happen so he asked Victor Iniguez, the FAA Program Manager, what happened to the grant. He states that whether it was his decision or someone else's decision that they decided to make it a fiscal year 2023 grant so in turn it has been delayed.

Sheley asks since those were BIL funds if they would lose out on those funds for 2022.

Shillington responds by stating from what he understands is that BIL funds are accumulated year to year.

He states that from discussions with Iniguez that they're processing 2023 BIL grants all throughout the month of October. He states the hope is that they turn around the grant and they do not lose a whole lot of time.

Houin asks if R. Yoder is willing to wait on it.

Shillington responds by stating that they do not have a choice. He explains that if they want to do the work that they will have to wait.

He states that they decided with encouragement from the state to do some work and try to pursue some year-end discretionary money and fund the parallel taxiway. He states that as it turns out Sheley was the one who called him and informed him that other than Indianapolis International there was only one other project funded and our parallel taxiway was not it. He states that they have to wait and see what the prospects for your 2023 funding chances for this project is. He states that he will have an invoice in the amount of \$16,480.00 but until that time it will be lumped into the \$17,818.33 on item number one and he is fine with waiting until the city is reimbursed to ask for that.

Shillington states that they have had quite a bit of discussions over the last few months on whether or not they should locally fund the design the rehabilitation and widening of the existing taxiway. He states that Bockman brought up the reservation of getting ahead of yourself. He states that it may have been a good idea to have gotten this year's funding for the Parallel Taxiway but since they do not that there is less of a chance that this will happen. He explains that he has this in this year's new CIP in a different manor so that a design grant can be obtained before they do the work.

Shillington states that the real reason he is here is to discuss the new CIP. He states that this is now a radically different CIP then last year but not in the fact that they are still asking for substantial amount of money to finish up the parallel taxiway that was moved from 2022 to 2023. He states that he was able to update the cost due to recent bids that were received.

Each project cost estimate is listed below in order.

1 <u>Rehabilitate Aircraft Hangar Building - Design and Construction</u>		Type I	
(FY 2023 BIL Funds)			
Airport Administration	=	\$	500
Design Engineering	=	\$	10,610
Install Hydraulic Lift Hangar Door	=	\$	121,975
Construction Engineering	=	\$	26,915
Project Total		\$	159,500

Type I

Type I

Type I

Mobilization	1	LS	@	25,000.00	=	\$	25,000
Construction Engineering	1	LS	@	4,000.00	=	\$	4,000
Remove RWY Circuit Cable / Conduit	1	LS	@	4,000.00	=	\$	4,000
1/C #8 AWG, 5 KV, Type C Cable	11,450	LF	@	2.40	=	\$	27,480
#6 AWG, Counterpoise Wire	8,825	LF	@	3.00	=	\$	26,475
Install Taxiway CCR	1	EA	@	11,750.00	=	\$	11,750
Install 2-Way Electrical Duck Bank	450	LF	@	50.00	=	\$	22,500
Type C Cable Conduit	10,150	LF	@	8.50	=	\$	86,275
Electrical Junction Structures	9	EA	@	850.00	=	\$	7,650
Install Guidance Sign	5	EA	@	6,000.00	=	\$	30,000
Install TWY Edge Light, Base Mount	136	EA	@	1,165.00	=	\$	158,440
Install Wind Cone	1	LS	@	52,000.00	=	\$	52,000
Mulched Seeding	140	KSF	@	120.00	=	\$	16,800
Construction Subtotal						\$	472,370

3 Install Taxiway Edge Lighting and Guidance Signs -
Phase 3 Construction
[CONTINUED]

Engineering: Grant Administration	\$	3,000
Engineering: Construction Management	\$	10,000
Engineering: Material Testing	\$	3,000
Engineering: Resident Engineer	\$	36,630
Construction Engineering Subtotal	\$	52,630
Project Total	\$	525,000

4 Rehabilitate Parallel TWY A (686' x Various Widths) - Environmental and Design
(FY 2024 NPE)

Type I

Grant; Project; Accounting Administration	\$	7,000
Technical Consulting	\$	8,000
DBE Program	\$	5,000
Environmental CAT EX	\$	5,000
Engineering	\$	8,500
Design Plans	\$	19,000
Contract Documents	\$	6,000
Agency Submittals	\$	3,000
Survey Coordination	\$	2,000
Topographic Survey	\$	7,000
Geotechnical Evaluation	\$	8,000
Quality Control	\$	4,000
Bidding	\$	7,500
Project Total	\$	90,000

5 Wildlife Hazard Site Visit; and
Improve Airport Drainage (RWY Culvert Evaluation Study)
(FY 2024 NPE)

Type I

Grant; Project; Accounting Administration	\$	4,500
Technical Consulting	\$	5,500
Wildlife Hazard Site Visit	\$	11,000
RWY Culvert Evaluation	\$	7,000
Quality Control	\$	4,000
Project Total	\$	32,000

6 Improve Airport Drainage - Environmental and Design
(FY 2025 NPE)

Type I

Grant; Project; Accounting Administration	\$	8,500
Technical Consulting	\$	9,500
Permitting	\$	19,000
Environmental Studies	\$	25,000
Environmental CAT EX	\$	8,000
Engineering	\$	18,000
Design Plans	\$	30,000
Contract Documents	\$	8,000
Agency Submittals	\$	3,500
Survey Coordination	\$	3,500
Topographic Survey	\$	10,000
Geotechnical Evaluation	\$	8,000
Quality Control	\$	6,000
Bidding	\$	8,000
Project Total	\$	165,000

7 Purchase Snow Removal Equipment
(FY 2025 BIL Funds)

Airport Administration	=	\$	1,000	Type I
Design Engineering	=	\$	12,000	
Snow Removal Equipment	=	\$	272,833	
Construction Engineering	=	\$	9,000	
Project Total		\$	293,833	

8 Rehabilitate Parallel TWY A (685' x Various Widths) - Construction
(FY 2026 BIL Funds)

Contractor Quality Control Program	1	LS	@	6,000.00	=	\$	6,000	Type I
Mobilization	1	LS	@	39,710.00	=	\$	39,710	
Construction Engineering	1	LS	@	10,000.00	=	\$	10,000	
Maintenance of Traffic	1	LS	@	10,000.00	=	\$	10,000	
Cold Milling	5,000	SY	@	6.00	=	\$	30,000	
Narrow Crack Repair	630	CY	@	5.00	=	\$	3,150	
Wide Crack Repair	1,260	CY	@	22.00	=	\$	27,720	
Unclassified Excavation	200	CY	@	35.00	=	\$	7,000	
Subbase Course Aggregate	70	CY	@	225.00	=	\$	15,750	
Separation Fabric	5,000	SY	@	2.00	=	\$	10,000	
Crushed Aggregate Base Course	70	CY	@	225.00	=	\$	15,750	
Bituminous Surface Course	655	TON	@	225.00	=	\$	147,375	
Emulsified Asphalt (Tack Coat)	835	GAL	@	7.00	=	\$	5,845	
Temporary Pavement Markings	1,350	SF	@	3.00	=	\$	4,050	
Permanent Pavement Markings	1,350	SF	@	4.00	=	\$	5,400	
Topsoiling from Stockpile	50	CY	@	125.00	=	\$	6,250	
Mulched Seeding	2	KSF	@	1,500.00	=	\$	3,000	
Construction Subtotal						\$	347,000	
Engineering: Grant Administration						\$	9,000	
Engineering: Construction Management						\$	29,000	
Engineering: Material Testing						\$	9,000	
Engineering: Resident Engineer						\$	36,000	
Construction Engineering Subtotal						\$	83,000	
Project Total						\$	430,000	

9 Improve Airport Drainage - Construction
(FY 2027 NPE Funds; State Apportionment Funds)

Mobilization	1	LS	@	27,500.00	=	\$	27,500	Type I
Construction Engineering	1	LS	@	10,000.00	=	\$	10,000	
Maintenance of Traffic	1	LS	@	5,000.00	=	\$	5,000	
Field Tile Excavation	3,000	LF	@	2.50	=	\$	7,500	
Field Tile Installation	3,000	LF	@	20.00	=	\$	60,000	
Culvert Lining Repairs	250	LF	@	300.00	=	\$	75,000	
Culvert Extension	330	LF	@	200.00	=	\$	66,000	
Embankment in Place	300	CY	@	70.00	=	\$	21,000	
Clearing and Grubbing	1	LS	@	15,000.00	=	\$	15,000	
Drainage Structures (Cast in Place)	1	LS	@	20,000.00	=	\$	20,000	
Topsoiling from Stockpile	100	CY	@	100.00	=	\$	10,000	
Mulched Seeding	20	KSF	@	250.00	=	\$	5,000	
Construction Subtotal						\$	322,000	
Engineering: Grant Administration						\$	9,000	
Engineering: Construction Management						\$	29,000	
Engineering: Material Testing						\$	9,000	
Engineering: Resident Engineer						\$	36,000	
Construction Engineering Subtotal						\$	83,000	
Project Total						\$	405,000	

10 <u>Install Perimeter Fence not required by 49 CFR Part 1542 - Env. and Design</u>		Type I
(FY 2028 NPE)		
Grant; Project; Accounting Adimistration	\$	8,500
Technical Consulting	\$	9,500
Environmental Studies	\$	25,000
Environmental CAT EX	\$	8,000
Engineering	\$	15,000
Design Plans	\$	29,000
Contract Documents	\$	7,500
Agency Submittals	\$	3,500
Quality Control	\$	6,000
Bidding	\$	8,000
Project Total	\$	120,000

Shillington states that there is a new project listed as Wildlife Hazard Site Visit; and Improve Airport Drainage (RWY Culvert Evaluation Study). He reminds the board that they wanted to do some drainage improvements as Sheley convinced everyone that was a better priority over acquiring land and built another 8-Unit T-Hangar since they recently bought the Sherk Hangar.

Hupka asks if they will not be improving drainage until 2025.

Shillington responds by stating that one of the things that Sheley would like to see is the Elmer-Seltenright Culvert extended to the forest line to get rid of the open water to help reduce loitering wildlife. He states that the sinkholes are already an important thing for the field tiles that is parallel to the runway and or any culvert that may be under the runway. He explains that the extension of the culvert to the south and removing that open ditch is more of a wildlife issue. He adds that Sheley has also advocated to complete the fencing so all of that is tied together into what he is calling the Wildlife Hazard Site Visit. He states that in order for them to complete their justification for a wildlife visit and eliminate that open water that they will need to have a document called a site visit report. He states that document would explain that this is a recommendation from a biologist.

Hupka states that they have to do whatever it takes to get that done as it is a hazard.

Shillington states that one of the only things that he did not cover is what Sheley has in his report about REIL's. He states that the logical spot to put that would be when they do the Taxiway lighting as that is electrical.

He states that INDOT/FAA has invited the Board to attend a virtual CIP meeting on Tuesday, October 25, 2022 at 10:30 A.M. He states that they can bring up the REIL's and ask for suggestions from the FAA on how they can help get those at that meeting. He states that they can conditionally approve the CIP as presented with discussion with the FAA on the 25th about REIL's. He states that if there is a chance to add the REIL's that he will then add that to the plan and you could formally do it in the November but if they say that it is not going to work that they can go with the one that was presented tonight.

Commissioners Hupka and Houin moved and seconded to approve the CIP as presented tonight with the discussion of the FAA to add the REIL work if possible. The motion carried.

Airport Manager's Report

Subject: September 2022 BOAC Meeting

1. Quarterly inspection by FAA on VASI and 28 REIL's done
2. Runway 10 REIL's are INOP, bought new bulbs \$278 total, Michiana says still needs transformer, had FAA check for parts while they were here. Very old system, will need updated/ upgraded soon, parts are hard to find. \$20,000+, possible good use for BIL funds.
3. BIL can be used for "carrier vehicle" for runway snow blower. New tractor, asked Woolpert-Shillington to work on it. With new taxiway we will need better/ more equipment to meet FAA suggested snow removal requirements.
4. 2023 budgeted CCD funds for new blower, manlift, electric in "Sherk" hangar, paint runway edge and center lines & new HVAC to replace a failing unit for SIM area.
5. Fuel sales continue to be strong, several new regular CMA parents
6. Citation X came in 9/24
7. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states that the last time they had issues with the Runway End Identifier Lights (REIL) that Randy Longanecker with Michiana Contracting informed him that at some point, they were going to be obsolete. He states that if the FAA won't do anything with it then it may need to go with number four.

He states that he had spoken with Shillington's supervisor because he could not get ahold of Shillington one day about being able to get a tractor. His supervisor states that they could qualify it as a "carrier vehicle" so that is why Shillington is working on that along with the addition of the new taxiway. He states that come next year with 30% more pavement that they will not meet the recommended clearing time for snow when they get the existing equipment. He explains that will be the hope with the newer tractor.

He states that he did get budgeted out of the CCD funds for next year a new snow blower, a manlift, money for the electric in Sherk Hangar, and repainting the runway edge lines and center lines. He adds that those lines need repainted really bad. He also adds that the HVAC system has been giving error codes for a long time for the SIM area and will need replaced. He states that if the REIL's continue to be inoperable and cannot be repaired then he can probably move some of what has been approved in the CCD fund and not buy one of the prior items and try to get the REIL's taken care of so they do not have to wait three years on the FAA.

Shillington states that they added a new wind cone to Taxiway Lighting. He asks if it came down to it, would he rather have a new wind cone or REIL's.

Sheley responds by stating wind cone. He states that he could afford the REIL's and that he could not afford a new wind cone.

Sheley states that with fuel sales being strong still that he put in another PO for fuel today. He states that they were starting to get a little low on 100 low leads, not to the point where he would have ordered it. He explains that AV Fuel called him today and stated they had a truck with room for an extra 3,000 gallons and to see if he would take the 3,000 so they could send a full truck that it would forego some of the shipping costs that they normally see on it. He states that since they had room for 7,500 that he told them to go ahead and send it. He states that he is aware that they are probably more than they budgeted for the year on fuel purchases so it may require an additional appropriation from the city council.

Hupka asks what the price of fuel was last year around the same time. He asks if they have doubled the price from last year or did it go up by 50% more.

Sheley responds by stating that the price had tripled.

Hupka clarifies his question by asking for how much it is for them to buy it.

Sheley responds by restating that the price had tripled.

Hupka states that it does not surprise him in the least bit that they are outside of the budget given that what he is buying is three times the cost of it.

Sheley states that at one time he could purchase jet fuel for \$0.87/ gallon.

Surrisi asks Sheley if he has spoken to the Clerk-Treasurer about that appropriation yet.

Sheley states that he did two months ago. He states that he gave her the heads up this Summer that it was going to happen this Fall.

Surrisi states that perhaps he should discuss with the City Office in the morning because when he was speaking with the Clerk-Treasurer today that she is planning an advertisement for this Friday.

Deputy Clerk-Treasurer Williams states that he had sent out the advertisement already.

Surrisi states that there may still be time to change it to get Sheley's request in as there is already a bunch of other stuff up for additional appropriation at the next council meeting.

Sheley states that he gave her all the reports a couple of months ago as to where he would be this Fall and we were going to be beyond what was needed.

Surrisi states that in his discussions today that he did not see anything for Sheley.

Other Business

Sheley informed the Commission that his help won't be starting until January next year. He then informed the Commission of the passing of a fellow Hangar tenant Dr. Douglas Tolle.

Hupka asked about the big pole lights out next to the hangars and asked where they got those from. He asks if there is a plan for those.

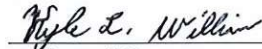
Sheley responds by stating that when Auto Park bought Country Auto across the street that they put it all new lights on the lot. He states that he asked to one of the owners that what they planned on doing with the old lights. He states that their response was that they were going to junk them and if Sheley wanted them that he could have them. Sheley states that he took the offer as they were free. He states that a couple of years ago he had got a quote from Michiana Contracting about additional lighting on the ramp and it came around \$80-100 thousand to have three pole lights put up. He states that he has the equipment to put them up and poles for free now so the plan is to add more lamps to the ramp.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- September 2022 Financial Reports

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

There being no other business to come before the board, Commissioners Hupka and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:11 P.M.



Kyle Williams
Recording Secretary