

## **CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS**

August 8, 2023

City of Plymouth Board of Aviation Commissioners met in regular session August 8, 2023 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 City Attorney Sean Surrisi, Airport Manager Bill Sheley and Airport Engineer Mark Shillington. The public was able to see and hear the meeting through Microsoft Teams.

Commissioners Morrison and Mersch moved and seconded to approve the minutes of the regular session meeting of July 11, 2023. The motion carried.

### **Airport Manager's Report**

Subject: August 2023 BOAC Meeting

1. Runway Center and Edge line painting complete and received State Op Cert.
2. Parking lot and Taxi Crack Seal scheduled for fall, possibly runway.
3. Water leak below ground above shut off of frost-free spigot, contracted repair. Not complete.
4. Alpha Flight Check rides passed. 3 Private, 1 instrument.
5. Cleveland Helicopters Check rides passed 1 Private.
6. High school CTE starts 8/10 currently at 44 students.
7. Blueberry Fly-IN 9/3 by 4-H.
8. Part time/ seasonal job description update.
9. Flight school Fee schedule motion approval.
10. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states they received their State Operating Certificate a few days after he sent them a notarized affidavit showing the runway center and edge lines were done. He explains the same guy who did that work is going to be crack sealing the parking lot this Fall and they might have the runway done. He states the water leak is still not fixed and he saw the guy this Sunday. He said he would try to come in this week or next week to get that done.

He lists Alpha Flight had three private and one instrument check ride pass last month. He adds there was another check ride that passed today as well. He lists Cleveland Helicopters had one private check ride pass last month. He states the CTE program starts Thursday with 16 students in the second-year program and 44 students' total. He states there will be a blueberry fly-in on Sunday with 4-H hosting it. He states he will see Morrison and his kids out there doing all the work to get the place ready for it. He jokingly states that he and Deisch plan to sit, twiddle their thumbs and point at what needs to be done this year with all the 4-H people coming in to clean the place up.

Sheley states he attached to your packet a copy of a job description. He states they want to change their part-time position to a seasonal position. He explains there are some city regulations that go along with whether it is seasonal or part-time. He states part-time can't work more than 30 hours a week while seasonal can work 40 hours but they are only going to work with as much money as they have budgeted for the season. He states when he wrote this, he did write in that he wanted to have some knowledge or training in general or commercial aviation. He states this would allow

for him to hire students that come back from college that have gone through our program. He states this would allow for someone to come in with a little more experience and to allow them to have some airport experience on their resume before they go off into an Aviation Career. He asks for a motion to approve the job description before it goes on to the City Council.

Commissioners Morison and Hupka moved and seconded to approve the Laborer/ Maintenance Seasonal Job Description as presented. The motion carried.

Sheley states on the second page is the Flight School fee schedule that he sent out emails and discussed with most of you about. He explains that will go to the City Council as well so that can be put on aviation fee schedule they have with the city. He asks for a motion to approve that as well.

Bockman asks what the electric situation is.

Sheley responds by stating the money he budgeted to do it got flipped over to be partially used for the steel header for the hangar door but the Clerk-Treasurer has since found money. He explains she has yet to transfer any of our aviation rotary fund profits for the last year and a half and came up with a bunch of money that is being transferred to our aviation budget so they have money to probably do both. He states at this time he has one quote for the electric which is very high and he is waiting for one or two more quotes to try to see if he can get something that is more reasonable.

Bockman asks what kind of high.

Sheley responds by stating with 27 light switches, junction boxes and outlets total for the hangar the quote came in at \$23,800.00.

Bockman asks if that is account for the service of installing it too.

Sheley responds in agreeance and states it would be a 100-amp electric panel with 27 boxes. He states 15 years ago when he was in modular, they figured their cost for doing that would be \$35/ box.

Hupka remembers it being \$50/ box.

Sheley states if you look into the price now, it states it should be somewhere around \$300/ box. He states this quote comes out to being just shy of \$1,000/ box and it does not include lighting or any of the other stuff.

Morrison asks if service has to be trenched to that building or is there service there currently.

Sheley responds by stating what his and Sherk's expectations are is they will have a pole placed right where the fence connects with the back of the building and bring power right across above from the power that is right on the other side of the drive.

Morrison states it says on this schedule that all is based upon a +/- 6-week period so all of those will be per 6-week period. Sheley agrees.



Commissioners Morrison and Mersch moved and seconded to approve the 2024 fee schedule for the Culver Academy Summer Camp Aviation Program that was presented from the Airport Manager's packet. The motion carried.

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

Shillington states Parallel Taxiway Design Project has been on his report since 2020 is about to come off because he got an email from the Clerk-Treasurer stating the city has received the INDOT reimbursement share minus a few cents.

He states for the Parallel TWY Phase 1 Grade and Drain Project he has submitted the final closeout documentation that was approved last month to the FAA via email dated August 2, 2023. He states you can see the grant value and the project value is one in the same so they spent everything to the cent. He states the FAA may have already paid the city as he has gotten word the FAA has gone ahead and made some of these payments without reviewing the documentation and sometimes, they don't. He states there is the Pay Request #9, which is the final pay request \$26,574.89 which needs to be paid to the city and once that payment is received it will be removed from the future Engineer's reports. He states since this is a remanent of the old coronavirus days so this was 100% federally funded so we do not have to wait for INDOT's share as there is none. He states he did share emails with the Clerk-Treasurer's office and she believes she overpaid Phend & Brown because one of the last developments with the seeding issue is they agreed to a deduction of \$10,900+ but there was an invoice paid that did not reflect that deduction. He states it is not a part of his report but he wrote a letter via email to Phend & Brown to have them check their records to see if you were overpaid the \$10,000+ and if you agree then to get ahold of the Clerk-Treasurer's office to get payment back.

Shillington states for the rehabilitation of the hangar door that Randy Strebig from Strebig Construction had figured out they could replace the header of Hangar "B" with a new one and get the clear opening approved where you need it to be but that comes at a cost of \$33,550.00. He explains he did get a chance to discuss that with Victor Iniguez at the FAA and his initial assessment was that it should be a reimbursable cost for a future grant but he did want to see his supplemental agreement prior to confirming. He states the reason he is calling this change order a supplemental agreement is because there is a slight difference between a regular change order because this was work that was not procured through a bid and it exceeds the contract by 25% just barely at 27% so that means there is an extra level of scrutiny by the FAA which is why Iniguez reserves final comment upon reviewing this. He states he has reviewed the document and Strebig Construction has returned a signed copy to him and he is awaiting word on the doors via American status as Strebig Construction has not provided them the origin of the steel for this new header. He states with federal funds it is preferred to buy American steel because if there is Chinese steel in there, they have to go through a waiver process. He states obviously it is manufactured in the United States as it is made New Haven, Indiana. He states this was conditionally approved last month based upon finding of the money which it looks like Sheley has so he will submit that supplemental agreement. He states he is far enough along in his procurement process of the door to give them a schedule. He explains he is planning to show up on the airport September 18<sup>th</sup> to start demoing the existing door and he should have the header beam installed around September 21<sup>st</sup>. He states he will be in a position to install the new door on October 2<sup>nd</sup> and he says he will probably be done on October 13<sup>th</sup>.

Mersch asks if there is anything we can do with the old door. He asks if we can possibly sell it to anybody as it is an expensive door. He adds a farmer may be interested in something that big.

Shillington responds by stating he had the projects documents such that you have the ability to keep what you want to keep and anything you don't is their responsibility to dispose of. He states he hasn't really thought of the door structure itself as he was thinking more on the mechanical components such as the belts and motors because he thinks theoretically, they would be suitable for Hangar "A." He states he isn't sure if you want a demolished bi-fold door sitting in your airport for a while that he is unsure if there is a market for that.

Sheley adds that the doors farmers use is considerably less on weight then that door is and he doubts anyone would want it more than for just scrap especially once they get done scavenging it for parts.

Morrison asks for clarification that Sheley has let the tenants in the hangar know this will be going on.

Sheley responds by stating he already has people lining up to stay in it in the winter time.

Morrison clarifies when they are doing the construction as his guess is they do not want anyone in the vicinity while they are removing and reinstalling a new header as these are bigger pieces of steel.

Sheley responds by stating he will take care of it.

Shillington adds it will also be wide open for at least a month. He states they finally got word of the 2022 Year End Discretionary Funded Project for funding and only three airports in Indiana received funding and Plymouth was not one. He states unfortunately a supplemental grant for at least 2022 was not successful and the project is no longer competing for discretionary funds this year so they need to hold a meeting with the FAA and INDOT to find out what their funding plan for this project is. He asks if it is 2024-year end discretionary funds or even 2023 supplemental funds. He responds by stating he does not believe they have a path forward so they need to get that cleared. He explains his goal between now and November 30<sup>th</sup> will be to arrange a meeting and find out when they can say they will be getting a grant for that project.

Shillington states it is about time to present their new Capital Improvement Plan (CIP) or at least talk about it. He states if last year's schedule is the first of new schedule is an indication of what is going to happen this year that today and next month meeting, they should discuss the current CIP and identify possible additions and changes. He states they basically want to have an idea of what your new CIP is going to be after your October meeting so he can come and present a plan for you to approve in your November meeting. He states attachment #2 is a list of projects that reflect your current CIP. He states what they accomplished in 2023 is your Hangar Door Project grant so that project will come off your list. He states as stated before the Parallel Taxiway Phase 2 and Phase 3 was not selected for year-end funds and of course they will be asking for that in 2024. He states we need to know where the FAA in particular stands because he is aware where INDOT stands as they are pushing to have this funded. He adds for some reason the FAA gave us the money for Phase 1 and haven't been forthwith with the rest of the money so we need to indicate from them what we need to do. He states in 2024 there is enough money in your BIL funds to progress your snow removal equipment instead of waiting for the following year. He states he also has the remove and install header beam reimbursement there as well. He believes those two fit with the Bipartisan Infrastructure Law (BIL) money that will be available next year.



He states there will be a rollover in your Non-Priority Entitlement (NPE) funds for 2025 and the ability to use BIL funds to pursue the existing taxiway rehabilitation and going through the administrative wildlife study issues to eventually complete your perimeter fence and study the culvert under the runway and find out if it is in need of repair or replacement. He lists there will a rollover in your NPE funds for 2026 and then we will start on the drainage depending on what is discovered in our study for 2025. He states they will start a culvert repair and replacement project and that will be the last of your BIL funds. He explains they can then go into the later years to repave and widen your existing parallel taxiway. He states even further on is your perimeter fence to finish and things to think about is what Sheley mentioned with Alphaflight being interested in more hangar space. He explains we are pretty much landlocked for new hangars unless you purchase Neidig property or at least partial. He asks if we want to make a partial land acquisition project and insert it into here somewhere to secure space for a new hangar. He states Sheley also mentioned to him that he is concerned about the hole in the fence created by the taxiway grading.

Hupka asks if that can be temporarily repaired or closed.

Sheley responds by stating that is what he asked because there are two holes.

Shillington asks if they just want to pursue just getting that shored and separating it from a full perimeter and concentrating on it.

Hupka believes we should consider taking it out and focusing on it because deer run right across the runway right there on the center of the runway.

Shillington states those are two items that might insert themselves into your plan.

Morrison states one other thought they had and he cannot remember if it was discussed before but just thinking about that culvert that runs under the runway and if they considered if they need to accelerate the timing on that so that way, they have it investigated given it doesn't flow like it should if he remembers correctly.

Sheley states it flows good but there are just sinkholes in the ground that are four foot deep.

Morrison states what he is thinking of is if that structure would start to fail since it runs under the runway that it would then be an immediate problem. He asks if we have given it any thought to consider on whether we want to change the timing of that to proactively address that before it gets to the point of impinging the ability to use the runway.

Shillington states it is one of those things in that if you knew what was going to happen that it would make the decision easier. He states if they knew they had three years or if they have two months but unfortunately, we do not know and we have very important things ahead of it.

Morrison explains he is just throwing it out there as something to contemplate. He states if it were a culvert that was off in the corner of the airport facility and we can say when we get to it, we will get to it but given it is positioned right under the runway that if it does go sideways then we will have a problem.

Hupka asked if we scoped out the runway before we paved it. He believes all that area is in a fairly good position.

Shillington responds by stating he cannot remember because there were two different sections when they repaved the runway. He states there was a section where the asphalt was 8-10 inches so all they did was take 5 inches off and replace 5 inches. He explains they did not dig to the ground but there are sections where they went two feet below the pavement to replace the soil. He states he isn't sure where is which but he would imagine over the culvert they resurfaced.

Hupka believes they scoped some of those out with a company that came in to review the conditions but he is not sure entirely what that was about.

Shillington states when Dave Latimer was Airport Manager, there was some of the field tile that had some issues if that is what you were thinking.

Hupka states so they never really looked under the runway.

Shillington states they have not.

Bockman states where the sinkholes are right now it would not shut down the runway but it is all the same system.

Sheley states there is one 6 feet off of the runway and another 20 feet from where the culvert actually comes above ground. He adds it has not caved in anymore this year. He clarifies the 3-foot-deep hole from last year has not caved in anymore this year.

Morrison believes the moral of the story is to keep an eye on it and hopefully this is the sort of thing that is a slow-moving problem so they will be able to see it coming and if they see it going in a direction, they do not like then maybe they need to reevaluate where these fall in our CIP.

Shillington states in talking to Sheley he was encouraged to move up the snow removal equipment.

Sheley adds that decision was based upon having more pavement.

Shillington states something you could think about is the money you pay for the beam this year could be reimbursed next year and maybe you turn around and use some of that money to locally evaluate the culvert so you have a professional evaluation prior to scheduling and we can get you reimbursed for that. He states you could evaluate culvert reevaluation next year and at least have an opinion on whether it is going to collapse tomorrow or next century. He states he is unsure if the city has taken any action on the discrepancy of the SAM.gov entity and who has the authority to accept these federal grants.

Surrisi asks if this report section just recycled from the last time, it was on here or when you say it is your opinion that it needs to be changed.

Shillington interjects and responds by stating he has put more detail to what he wrote here.



Surrisi remembers last month he remembers Williams mentioning that maybe the way the letter is written that it may not be applicable.

Shillington states if you read the letter and you go through the SAM.gov registration for the city that he believes what they are saying is that the entity that can legally approve and accept the grant is the Plymouth Board of Aviation Commissioners. He states the SAM.gov registered entity of which information we are using is the City of Plymouth and the City of Plymouth cannot legally accept or at least a federal AIP grant cannot be accepted by a city. He explains what they are saying is the entity that has the legal authority to accept our grant should be the same as what is in the SAM.gov entity. He explains they should not have City of Plymouth as the sponsor is the Plymouth Board of Aviation Commissioners. He states what they want is a SAM.gov entity that is the Plymouth Board of Aviation Commissioners.

Surrisi asks Williams or Sheley if they have had any discussions with the Clerk-Treasurer about if they need this SAM.gov ID for any other federal grants and if we were to edit our existing one if that would cause problems.

Sheley responds by stating that is what Gorski explained to him that they are using it for fire and police.

Surrisi states that is what he was thinking.

Shillington states the only other Plymouth, Indiana entity that he found through SAM.gov was the Plymouth Public Library.

Surrisi states what he thinks is just the City of Plymouth one is being used for multiple departments.

Shillington states it is interesting that the point of contact for the City of Plymouth is Bockman and Gorski. He states basically the three options that he sees you have is one to do nothing as you have still continued to get your grants.

Morrison states he was reading the last two paragraphs of the letter again and he states if you take them at face value that they basically say that they cannot continue to award funds with this known discrepancy and to award funds with a known discrepancy it would be a violation of the regulations.

Shillington states and yet the grants to continue to come in. He states who knows what influence the office that sent this letter has.

Morrison states in general his advice would be in dealing with the federal government that they should get in line with what they are asking because at some point he believes it would cause them to not get funding.

Shillington states doing nothing will always be an option. He states that either you go into this particular entity with this ID number and either Gorski or Bockman who have authority as you are the points of contact for this entity, change the City of Plymouth to Plymouth Board of Aviation Commissioners.

Surrisi asks if they can wait until their existing grants are completed and when they apply for the new grant, they could just apply for a new one that is Plymouth Board of Aviation Commissioners and link that to it.

Shillington responds by stating the other option is registering a new entity separate from the City of Plymouth for the Plymouth Board of Aviation Commissioners.

Morrison states to him the separation makes more sense.

Sheley states from his understanding what Gorski said is that is what they need to do is because the existing one is what they use for Police and Fire.

Morrison states the other thought he had and maybe you can't do this is to not have any of us as an individual connected to that. He states the Plymouth Board of Aviation Commissioners is fine because the Board is the Board but when you tie individuals that individuals come and go.

Shillington states they go through a vetting process and they do not just let anybody into those things and they say there is a background check for the person there so they definitely want a person.

Morrison wonders if it can be someone in one of the city departments because boards come and boards go.

Shillington states he would imagine it would be Gorski or Williams as a member of the Clerk-Treasurer's office.

Morrison states he believes that would be wise as they are trying to create something from scratch.

Surrisi asks if there is a grant going in around September that they need to be on top of this for.

Shillington responds by stating this letter is dated May of 2022 and you have received two grants since then. He states obviously they are not following through on their end; however, it is good practice to be proactive. He states he has listed the process on how to apply for a new entity.

Surrisi asks when the next grant is that they are going to be putting in an application for.

Shillington responds by stating the next grant will be as soon as he learns that they have a program for your taxiway money. He states he would imagine generally they would have a grant application in May of next year.

Surrisi asks if this is something Sheley is comfortable with getting with Gorski about.

Sheley responds by stating he is not 100% sure because he does not understand it all that well. He states he also does not have access to it.

Surrisi asks if it would help him if the Board said they vote to have the Clerk-Treasurer create a new entity or would you like to work it out when it happens.



Sheley responds by stating he would like to have a new entity created. He states she prefers it to be on record so he would suggest the Board make a motion.

Shillington states as the entity point of contact you should have access to all the information and you can recreate it word to word and just have Plymouth Board of Aviation Commissioners instead of City of Plymouth. He states he has the instructions here and when you apply for an entity, they create all of these numbers and five days later you receive an email congratulating you on becoming an entity. He states you have to reregister every year but you have to do that for your city as well.

Commissioners Morrison and Hupka moved and seconded to ask the City Clerk-Treasurer's Office, with the assistance as needed from the City Attorney and Airport Manager to create a new entity in the SAM.gov system to allow for future grant applications to proceed without delay in response to the FAA letter from May 3, 2022. The motion carried.

#### **Other Business**


There was no other business at this time.

#### **Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- July 2023 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 Hupka moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:20 P.M.



Kyle Williams  
Recording Secretary