

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

April 8, 2025

The City of Plymouth Board of Aviation Commissioners met in regular session on April 8, 2025, 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 Glenn Daven, Ken Houin, Kevin Morrison, and Anthony Witt, who were physically present. Also present were Airport Manager Bill Sheley and City Attorney Jeff Houin. Airport Engineer Curtis Brown attended virtually. The public could see and hear the meeting through Microsoft Teams.

Commissioners Houin and Morrison moved and seconded to approve the minutes of the regular session meeting of February 11, 2025. The motion carried.

Airport Engineer's Report

Airport Engineer Brown stated they were getting into the grant season that should begin in June or July that year, which could influence a couple of their projects. He began to list the current open grants with the first being AIP 026, which was finalizing the final reimbursement for the rehabilitation of the hangar building. He explained they still had a bit of concrete work to be completed by Michiana Contracting in early June when they mobilize on site. He commented to Sheley that he had received his email on the welding concerns, and they would work to get that addressed on or around the same timeframe.

Brown stated for AIP 027, the extension of the parallel taxiway, that they were getting close to mobilization. He stated they had a pre-construction meeting with Milestone Contractors and Michiana Contracting. The last week of May they would start shutting down the runway and roughing the connectors. He stated that Milestone was planning to mobilize on May 27, weather permitting. He stated that Mark Shillington of Woolpert would be on site when they mobilize that first day just to ensure everything goes as smoothly as possible. He stated that the electrical contractor, Michiana Contracting, would mobilize a week later June 2 while allowing Milestone to get ahead of them. He stated that Michiana Contracting was already getting started with the preassembly of work, so they are expected to progress rather quickly.

Sheley stated that Michiana Contracting had already poured all the concrete for the lights and delivered them all to the airport. He believed that Shillington informed them that they could apply for payment of those, and they had also already started installing the transformer in the electric shack. He added that Milestone Contractors had Patriot Engineering out getting soil samples.

Brown stated there was Pay Request #1 that he was unsure if it was approved by the board in February for reimbursement of three Woolpert Invoices.

Deputy Clerk-Treasurer Williams stated that this was not approved in February. He asked if the approval needed to be ratified.

Brown asked for approval of the three Woolpert Invoices and permission to submit to the FAA for reimbursement of Request for Reimbursement #1.

- **BOARD ACTION:**
 - Approval of invoices totaling \$79,180.00 of which \$68,390.00 is reimbursable under this grant.
 - Woolpert: PTIN0004276 - \$16,480
 - Woolpert: PTIN0032030 - \$47,250
 - Woolpert: PTIN0035063 - \$15,450
 - Authorization to submit RFR #1 to FAA and INDOT for reimbursement respective shares of invoices listed above.
 - FAA = \$61,551.00
 - INDOT = \$ 3,419.50

Commissioners Witt and Morrison moved and seconded to approve the three Woolpert Invoices and for permission to submit RFR #1 to the FAA for reimbursement as seen above. The motion carried.

Brown stated the next project was AIP 028 for the purchase of Snow Removal Equipment (SRE). He stated that at the end of the last week they had received a response from the FAA on what the eligible appurtenances would be for the SRE tractor, and it appeared they could exchange the springer box and snow blower for the front-end loader, but they were not able to exchange the 6-foot displacement plows for a single 8-foot articulated plow. He stated that the bid documents would be for two 6-foot displacement plows. He stated with the federal deadlines approaching, they need to get a bid package out. He stated they would prefer to get an advertisement on April 11th and that would give bidders enough time to get bid packages, and they would like to open the SRE bids at the next board meeting on May 13th. He asked for authorization and approval to publicly bid for the SRE procurement and equipment.

Commissioners Morrison and Daven moved and seconded to approve authorization for the bidding process for the SRE. The motion carried.

Airport Manager's Report

Subject: March 2025 BOAC Meeting

1. Fuel Farm: Update. Waiting for quote to complete yearly/3-year inspections.
2. Replaced lights on East side of A and B hangars with LED's.
3. AWOS Temp/humidity sensor needs replaced per technician, \$3700, I pushed back and getting it under warrantee as was replaced in 2024.
4. Plow truck, pricing a replacement \$40,000+... I'm not willing to spend that.
5. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley stated without having a March meeting that he would like to touch on his March report.

Morrison asked for item #3, with having many of the sensors fail within close succession, if they had the warrantee in writing. He believed it was good that he pushed back, and they got this one covered.

Sheley replied that he was sure he had it somewhere.

Morrison believed it would be good to know how long the warrantee lasted.

Sheley replied that it had been happening a lot lately where people had assumed they could charge whatever price they wanted, and he had pushed back and suddenly it would become cheaper or no charge.

Subject: April 2025 BOAC Meeting

1. New Digital camera system installed, working on adding new locations with some of the old cameras.
2. Taxi contractor mobilizing last week of May, starting construction 1st week of June.
3. Taxi lighting contractor already started.
4. Weld question on B hangar door header sent to contractor and Woolpert.
5. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley stated for the welds on the B Hangar door header, he had forwarded the pictures to both Woolpert and Strebig Construction. He stated he had heard back from Strebig Construction, and they would get their hands on the prints, work with an architect, and verify that the welds were as required by the specifications. He stated they may come out to inspect them and they now had a lift for them to use to look at it.

Other Business

Houin asked if they had any open hangars currently.

Sheley replied that they did not, but he had received some requests. He added that the only open one they had was promised to someone else, but they had not shown up yet.

Houin asked if there was a waiting list for hangars.

Sheley replied that there was none. He explained when he first started there was a list of 12 or more people waiting and he went through that list, and nothing materialized from those 12 and through conversations that it was recommended not to keep a list.

Daven asked if there was any update on the 28 approach.

Sheley replied that it was sent to Woolpert as well that the FAA had agreed they were wrong in putting that on the approach plate. He stated the only email he had received from the guy at the FAA who was working on it was that they would have it updated by October. He stated with it being March, he asked if they could do something better than that. He stated the response was that they could try to put a NOTAM in for them but that had yet to happen.

Daven stated with them having no justification for doing it anyway that it should really be their problem.

Brown stated it was not surprising to hear that it would take until October but believed that the NOTAM approach would be the best way to remedy the issue before it can be removed. He stated

it was not realistic to speed up the October timeframe without a congressional inquiry. He stated he would follow up on the NOTAM. He stated it would have to be removed by whoever placed it.

Sheley stated his response at this point was if they were to receive a call from the FAA, that he would forward them the email that says the FAA was wrong.

Daven stated that it was frustrating especially since the FAA created the problem and it was not supposed to be there.

City Attorney Houin commented that advising them to rely on his email as a defense for the FAA was not legal advice.

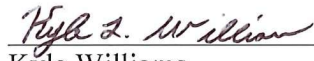
Witt stated he was going to wait until they got further along but announced the hope of having a running race at the airport next year. He stated with the timeline; it would be better to wait until the construction was done. He stated it would be a fundraiser not just for the Airport but for Alphaflight.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- March 2025 Financial Reports

Commissioners Morrison and Daven 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 Witt moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:01 p.m.



Kyle Williams
Recording Secretary