

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

May 13, 2025

The City of Plymouth Board of Aviation Commissioners met in regular session on May 13, 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 Engineer Mark Shillington, Airport Manager Bill Sheley, and City Attorney Jeff Houin. The public could see and hear the meeting through Microsoft Teams.

Commissioners Witt and Daven moved and seconded to approve the minutes of the regular session meeting of April 8, 2025. The motion carried.

## **Opening Bids for Snow Removal Equipment (SRE)**

Shillington stated no bids were received and despite their best efforts there was still no response.

## **Airport Engineer's Report**

Airport Engineer Shillington stated He and Sheley would have to convene and come up with another strategy to get a response for the SRE. He explained he did prepare this month's engineering report in Curtis Brown's stead as he was travelling overseas for a client. He stated that AIP-026 was still on the report, but the spalling foundation concrete would be addressed as soon as Michiana Contracting starts in early June 2025.

He provided an update for AIP-027 Extend Parallel Taxiway as seen below.

### **DIV A Project Status:**

Woolpert coordinated with Keven Cleek (Milestone Project Manager). Project status:

1. Milestone still planning on mobilizing week of May 27.
2. Start with shutting down the runway and rough the connectors.
3. Michiana starting week of June 2.
4. Initial geotechnical/soil sampling occurred. Proctors developed.
5. Woolpert sent CAD files to Milestone for development of GPS grading models.
6. Milestone has visited with the County about hauling routes and load limits.
7. Topsoil stripping was included in the plans and quantities. No major adjustments to contract anticipated.
  - a. Woolpert to develop grading plans and proposed change order for grading of "hill" near runway 28 to remove grading obstruction for N/A at Night. Initial cost in the order of \$60,000, further discussion with Milestone required to develop an action plan, if any. Perhaps a combination of Milestone and City forces may make the work more economical.

### **DIV B Project Status:**

Woolpert has continued to receive and review electrical lighting material shop drawing information submitted by Michiana. Michiana has encased all the electrical light fixture base cans in concrete at their shop. Michiana will continue to monitor Milestone's work schedule starting date to begin with their pre-paving electrical work to accommodate the taxiway earth-work and paving work. After paving, they will install the taxiway edge lighting and guidance signs.

Shillington explained the impact to the runway would be when they do the earthwork to put the connectors in. He stated when the connectors were done, and they would be working on the taxiway that they would be outside the safety areas and operation of the runway would continue as normal but there were two connectors that needed addressed first.

Shillington stated there was a NOTAM cancelling the night straight-in and circling approaches at 28 because an obstacle to Terminal Instrument Procedures (TERPS). He stated there was some language that says it could be mitigated by visual guidance provided by the PAPI or VASI currently out there and there was a couple months where that route was being pursued but the FAA said it was at their discretion, and they do not honor it. He explained they wanted the ground lowered off to the side to resolve that situation and from rough calculations it was 3 feet of ground that would have to be cut quite extensively on the south side. He stated that this may be something that could be added while Milestone was working on the earthwork for the parallel taxiway and he figured it would be anywhere from \$60,000 to \$80,000. He stated he would need to discuss this first with Milestone and Sheley as perhaps the city could chip in by donating some equipment to lower that impact on the project.

Houin asked for clarification that it was three feet of elevation. Shillington agreed. Houin asked how big of an area.

Shillington replied that it would be 300 x 200 feet.

Bockman said that this was one of the most frustrating issues they dealt with as it was a made-up problem. Sheley added they had lowered the location once before too.

Daven asked if they could go to anyone aside from the FAA to push for a different answer as it was a lot of work.

Shillington replied that he did not believe there was anyone who could trump that.

Daven asked what their reasoning was that they did not want to approve of it.

Shillington replied that he did not know why as the person he was conversing with did not provide a reason. He stated he argued several times and he did not disagree with him, but they did not want to mitigate it.

Bockman asked if they could say that this time would be the last time they had to lower it.

Shillington replied that they could say that but then the NOTAM could just show up again.

Shillington asked for approval of the following invoices and pay requests.



**BOARD ACTION:**

- Pay Request #1 for \$74,289.61 including a FAA request for \$67,160.65 and an INDOT request for \$3,564.48 for the following invoices:
  - Hanson Engineering: ARIV1008248 for \$3,500.00
  - Michiana Contracting: 01 for \$71,289.61
- Pay Request #2 for \$102,536.11 including a FAA request for \$92,282.50 and an INDOT request for \$5,126.81 for the following invoice:
  - Michiana Contracting: 02 for \$102,536.11

The Engineer recommends Board approval of the above invoices and pay requests, Pay Request #1 submitted and Pay Request #2 to be prepared. In addition, the Engineer and Airport Manager recommends Board approval of the Review of Contractor Pay Roll Records for Davis-Bacon Compliance determination of compliance associated with Michiana Invoices 1 and 2.

Houin asked how long it would take to get Pay Request #2 prepared.

Shillington replied that it would be once the grant administrator could get to it so it should not be much longer.

Commissioners Houin and Bockman moved and seconded to approve the above invoices and pay requests, Pay Request #1 submitted and Pay Request #2 to be prepared. The motion carried.

Shillington then asked for approval of the Review of Contractor Payroll Records for Davis-Bacon Compliance associated with Michiana Contracting Invoices #1 and #2.

Commissioners Morrison and Daven moved and seconded to affirm compliance associated with the Davis-Bacon Act for Michiana Contracting's Invoices #1 and #2 as presented. The motion carried.

**Airport Manager's Report**

Subject: May 2025 BOAC Meeting

1. Repainted Runway 10 Threshold Bars with High School students, working on 28 displaced threshold next 2 weeks.
2. Articulated lift is great to have, getting good use from it.
3. Lighted wind cone has issues, down to 3 lights and one of those just broke off. Planning to remove the whole assembly and R & R, will NOTAM. Min of 3 lights required.
4. Weld question on B hangar door header sent to contractor and Woolpert. Waiting for Contractor response. Their Engineer is reviewing plans.
5. "Seasonal help" started, receiving college credit for working for us, attending flight school at Bowling Green of Ohio, already has Instrument rating. Was an exceptional student in our CTE program. We have a lot of projects to get done this summer.
6. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley stated they had used about \$4,000 worth of materials to repaint the runway and he had seen a bid for an airport their size to have their runway repainted, it was about \$200,000. He stated for the around \$5,000 they spend each year to keep it looking fresh that it makes a big

difference on how their runway looks. He stated they would be installing new LED lights around the T-Hangars with help from the new articulated lift.

### **Other Business**

Sheley listed:


- Cleveland Helicopters Students: 2 Check rides, 1 Private
- Morrison asked Sheley to review Langfeldt contract for topsoil concerns with NOTAM.
- Runway closures after June 2<sup>nd</sup>. Will not be closed overnight. The runway would be closed while work was in progress. Sheley to enter NOTAMs.
- Michiana Contracting to review their supply of old incandescent lights to help supply until LED's were installed.
- NOTAM would need to be entered when the wind cone receives repairs.

### **Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- April 2025 Financial Reports

Commissioners Witt and Morrison 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 Daven moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:11 p.m.

  
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Kyle Williams  
Recording Secretary