

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

August 12, 2025

The City of Plymouth Board of Aviation Commissioners met in regular session on August 12, 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 Ken Houin, Kevin Morrison, and Anthony Witt, who were physically present. Commissioner Glenn Daven was absent. Also present were Airport Engineer Curtis Brown, Airport Manager Bill Sheley, and City Attorney Jeff Houin. The public could see and hear the meeting through Microsoft Teams and streamed live at <https://www.youtube.com/@CityofPlymouth>.

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

Airport Engineer's Report

Airport Engineer Brown stated there was a lot of activity happening at the airport and he had received correspondence from the FAA regarding the Snow Removal Equipment (SRE). They remedied some mathematical errors on the Buy American waiver completed by the vendor so that had been corrected and resubmitted. He stated it was encouraging to him that they were reviewing it at that level. He stated he would expect something early to mid-September on that grant offer as they had been notified it would come electronically with a two-three-day turnaround with signatures from the City Attorney, Airport Manager, Airport Engineer, and Aviation Board President.

Brown stated that Sheley was able to borrow a backhoe and bulldozer and got some grading done at the end of the runway to remove the hump of dirt that was impacting the night approaches. He stated it was successfully grading to .2 feet below the runway so Woolpert has filed those new elevation surfaces with the FAA so that was being processed. He expected it to take several months to reconcile with the FAA, but it was good to have that moving forward.

Brown stated for AIP-027 Extend Parallel Taxiway that a lot had happened in the past month. He stated all the rough grading was completed, passing testing and proof roll, and subgrade cement had stabilized. He stated the aggregate base was scheduled for placement the week of August 11. He stated they were ahead of schedule and balancing out in the budget with a couple items under and over budget. He stated by being ahead of schedule, there would be some savings on the construction services side which was wonderful to have. He stated they had a small change order dealing with the items over and under budget. He stated it was an increase of \$55,440.00 and a decrease of \$54,505.05 for a net change of \$934.95 on a \$2.7 million grant. He stated it was for dealing with a section of unsuitable subgrade as they had a soft area, they had to dig down further and put geogrid in. He asked for board approval of Change Order #1.

Commissioners Houin and Morrison moved and seconded to approve Change Order #1 as presented. The motion carried.

Brown stated that Michiana Contracting was stalled currently until paving was completed to do the edge lights. He stated the remainder part of their electrical work should take three days to complete once paving was complete. He stated they were close to the finish line and once the paving was completed, they would get some temporary markings, that would have to sit for a month prior to final markings weather permitting. He anticipated final markings in October. He added that he had attached FAA weekly reports to the engineer's report for their information. He stated there was also Davis-Bacon compliance review letters to ensure that they were paying people proper federal wages and benefits and Sheley had review and signed those letters. He stated those happen monthly whenever they receive a pay application. He stated there was a pending Request for Reimbursement (RFR) #5 that contained two contractor invoices. He listed the following:

- Michiana Pay Application #4 (\$18,117.80)
- Milestone Pay Application #1 (\$238,341.15)

Brown asked for approval of the supporting invoices and authorization to submit RFR #5 to FAA/INDOT.

Commissioners Witt and Morrison moved and seconded to approve RFR #5, Michiana Pay Application #4, and Milestone Pay Application #1 as presented. The motion carried.

Brown stated they spoke about the status of the SRE already, but he had one board action to catch up on the Woolpert invoice that they did for all the bidding services and coordination. He stated the Woolpert invoice was \$3,972.00 and asked for approval of said invoice. He added there was no RFR for that as they did not have a grant for that yet, but it would be reimbursable once the grant comes and they were expecting that next month.

Commissioners Witt and Houin moved and seconded to approve the Woolpert Invoice for bidding services as presented. The motion carried.

Airport Manager's Report

Subject: August 2025 BOAC Meeting

1. Moved topsoil from south east area of runway causing night approach issues. Surveyor working for Milestone took several elevation readings and we are where we need to be. Milestone will remove pile of topsoil and use along taxiway.
2. New lite windsock installed.
3. 1st Covered entry complete. Poured concrete pad and reworked A/C.
4. Contracted for 6' double door IPO window on west side of "A" hangar for parking lot entrance. Same Warsaw contractor that added onto pretzel factory and they do hangar construction-Owner is a pilot.
5. Culver Academies had a very successful summer camp with LIFT Academy.
6. Paving starting 8/13.
7. June 13, 2026 Event at Airport.
8. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley stated on June 13, 2026, they were discussing holding an event at the airport. He stated this event was being organized by Witt.

Witt mentioned this idea a year ago as a fundraising effort for Alphaflight. He stated it would be a 5K running race after Culver graduation and before LIFT starts in Summer with low activity where the airport would be closed for half a day. He anticipated a fair amount of traffic as he had several different areas that he would market it in. He stated he oversaw Blueberry Stomp, so he was familiar with running these events. He stated it would be an aviation themed day with helicopter rides and other aviation items. He stated it would be a great showcase for the new taxiway and even for years to come as he hoped it could become an annual event to get people to the airport who do not normally frequent the airport.

Discussion was held regarding details, requirements, and ideas for the event. All spoke in favor of the event.

Commissioners Morrison and Houin moved and seconded to approve a 5K at the airport on June 13, 2026 as presented. The motion carried.

Other Business

Sheley listed:

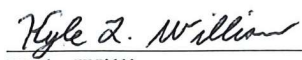
- Painting started on exterior support beam of new hangar door.
- Summer Help gone as of last Friday.
- Considering hiring someone to mow a couple days a week.
- Met with council members and city staff about development at the airport without having to wait for federal money all the time as FAA money had already been spoken for over the next several years for projects. Next meeting 5:00 PM on September 9th in Mayor's conference room. He listed the following:
 - Larger Alphaflight hangar for flight school and maintenance program.
 - Above ground Fuel Farm.
 - One council member was currently pushing for runway extension.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- July 2025 Financial Reports

Commissioners Morrison 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 Morrison and Witt moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:12 p.m.



Kyle Williams
Recording Secretary