

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

September 9, 2025

The City of Plymouth Board of Aviation Commissioners met in regular session on September 9, 2025, at 6:32 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, and Kevin Morrison, who were physically present. Commissioner Anthony Witt was absent. Also present were Airport Manager Bill Sheley, City Attorney Jeff Houin, and Mayor Robert Listenberger. Airport Engineer Mark Shillington attended virtually. The public could see and hear the meeting through Microsoft Teams and streamed live at <https://www.youtube.com/@CityofPlymouth>.

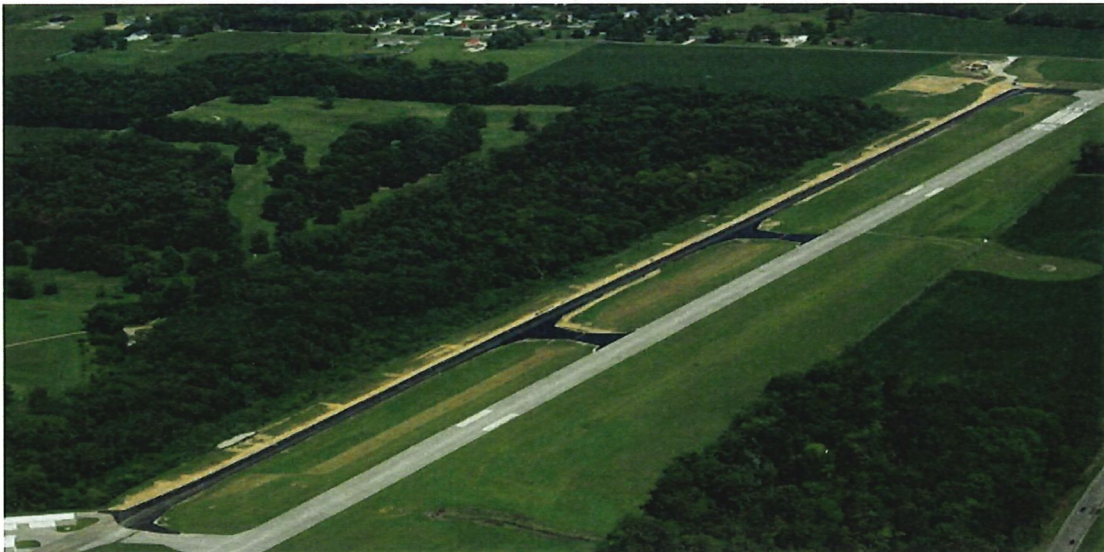
Commissioners Houin and Daven moved and seconded to approve the minutes of the regular session meeting of August 12, 2025. The motion carried.

Airport Engineer's Report

Airport Engineer Shillington stated that Milestone Contractors had been busy for the past few months with the taxiway project. He provided the project status to date as seen below:

DIV A Project Status:

- Subgrade; subbase; asphalt paving; and temporary paint markings completed as of September 2, 2025. Awaiting quality assurance test results to determine if any pavement is subject to a pay reduction per the specifications.
 - a. See attached photo at end of this report
- Shoulder grading and topsoiling of swale area remaining to open taxiway to aeronautical operations (scheduled for completion during week of this meeting).
- Fence replacement work to start on Friday, September 5 and scheduled for completion during week of this meeting).
- Construction days for DIV A work approximately 10-days beyond contract time and an extension per Change Order 2 is being prepared. Pending Change Order to-date indicates final DIV A work to be slightly less than contract value.



Shillington stated the hope was that Michiana Contracting would either be done or close to done by the October meeting. He provided the project status to date as seen below:

DIV B Project Status:

- Electrical duct extended for connecting TWY A2 complete along with removal of guidance sign.
- Electrical ducts installed under connecting TWY A3; TWY A4; and TWY A5 complete.
- Altering the Runway edge light circuit and fixtures in conflict with installing new connecting TWY A3 and TWY A4 completed.
- Once all shoulder and swale area grading is completed, Michiana will schedule installation of the Taxiway edge light system and new taxiway guidance signs.

Shillington stated that Michiana Contracting did not have an invoice, and they would find out more Thursday, September 11, 2025, on how they would be progressing with the edge lights. He stated that Milestone Contractors did have their Pay Application #2 in the amount of \$1,350,969.97. He requested the board approve payment of that pay application upon receipt of federal funds and approve AIP-027 Request for Reimbursement (RFR) #6 for authorization to submit to the FAA/INDOT when prepared.

Commissioners Morrison and Houin moved and seconded to approve Milestone Pay Application #2 and the associated AIP-027 RFR #6 as presented. The motion carried.

Shillington stated for all contracts of this value or any contract above the threshold of \$750,000 would require a federal audit. He stated part of the approval of the invoice was checking for compliance with the Davis Bacon Act. He stated he had collected Milestone's payroll records for the time they are invoicing. He stated this normally included Milestone's construction crew, but it also included a subcontractor called Specialties. He stated that Specialties were the ones who mixed the soil that they put the stone and pavement on with cement which was called cement stabilization. He stated they also had a trucking firm called South Bend Transfer bring in a lot of the stone and asphalt that they placed so he had payroll records for those two firms as well. He stated everything checked out with the Davis Bacon wages and benefits for the contract documents except for one truck driver with Specialties. He stated he had reached out to see why the fringe benefits were so low and he had yet to receive an answer so he would ask them conditionally to approve the Davis Bacon compliance determination for this invoice conditionally to satisfactory resolution of the one truck driver with low fringe benefits from Specialties.

Morrison asked if those records pending a federal audit are maintained by Woolpert or the city. He asked who had those records when the auditors showed up.

Shillington replied that he was the depositor for all the records of the project. He stated he prepares a closeout document package and organize everything associated with the project. He listed all the daily/weekly reports, FAA form reports, all payroll records, all test results, photographs, or paperwork associated with this AIP. He stated it was submitted to the FAA CHI-ADO, the INDOT Office of Aviation, and provides an opportunity to give that to the city for the auditors that come in.

Commissioners Morrison and Daven moved and seconded to conditionally approve the letter demonstrating Davis Bacon Act compliance pending the resolution of the one exception Shillington noted during his review. The motion carried.

Shillington stated it was touch and go for the AIP-028 to purchase Snow Removal Equipment (SRE), but they did receive the grant. He stated it sounded as if Curtis Brown sent a notice to Bane-Welker that the grant was accepted and to begin the process of ordering the equipment. He stated to his knowledge there was not a contract approved between them and Bane-Welker for them to do the order the equipment. He stated he prepared an Equipment Agreement that was supplied to all the bidders and filled out the information with Bane-Welker. He recommended that the board approve the Equipment Agreement that the SRE grant was based upon between the board and Bane-Welker.

Commissioners Houin and Morrison moved and seconded to approve the Equipment Agreement with Bane-Welker as presented. The motion carried.

Sheley stated that he spoke with Bane-Welker today and he was asked about this Equipment Agreement. He stated he told him after this was approved by the board tonight that someone would be getting with him to get it ordered and he was not sure if that would be himself or Woolpert. He stated for the delivery time when he asked him two weeks ago that they were looking at April two weeks ago plus a month to get the tractor painted. He stated it may be May/June for delivery of this next year.

Shillington replied that he would assume that Woolpert would provide Bane-Welker notice but if they needed Sheley to provide some communication then it would be directed to you.

Morrison asked if the timeline for receiving the equipment in May/June pose any problem with the grant.

Shillington replied that the grant was valid for four years.

Morrison asked four years from when this SRE equipment had been discussed for a while. He stated he just wanted to be sure they did not run past this window.

Sheley replied that it would be four years after the grant was issued and it was issued August 31, 2025.

Airport Manager's Report

Subject: September 2025 BOAC Meeting

1. Moved topsoil from south east area of runway causing night approach issues. Milestone did remove pile of topsoil and used along taxiway.
2. Covered entry for 6' double door is in and needs assembled. We will need to pour a little more concrete for supports, will use bags.
3. 6' double door IPO window on west side of "A" hangar for parking lot entrance is a big hit with tenants and worked great for 4H pancake breakfast. Kabota does fit through door.
4. 4H happy with breakfast turn out, around 520 adults, down a little from last year. About 30 aircraft flew in.

5. Paving complete, edge grading complete, working on fence.
6. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Other Business

Sheley listed:


- Ongoing meetings about development at the airport and trying to find money for a fuel farm and building a large hangar. The meeting earlier that evening discussed the possibilities of bond and/or PIDCO involvement in developing a hangar. Meeting again at the end of next month.
- Accomplished a lot this year. List had dwindled down to a lot of big-ticket items.
- Got contact information for Notre Dame traffic. South Bend has been happy to help.
- Goodwill Military Veteran Stand discussed by Houin. No action taken as events at the airport are not favorably looked upon after past Older Adults Service event.
- Milestone Contractors assisted above and beyond.
 - Provided equipment to move topsoil at night approach area.
 - Helped us to move large stones too large for airport to move.
 - Helped load truck with dirt and stone to use in different areas at the airport.
 - Where new taxiway ends and connects on east end, they milled and replaced 60 ft section of old pavement that was in bad condition with new pavement.
 - Built a nice access road to get to the taxiway. Sheley was working on a plan to barricade it off at Lilac Road. Two culverts were put in for road.
 - Leftover expensive stone helped to build drive. Stockpiled stone and offered to other departments if needed.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- August 2025 Financial Reports

Commissioners Houin 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 Houin moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:15 p.m.



Kyle Williams
Recording Secretary