

## CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

October 14, 2025

The City of Plymouth Board of Aviation Commissioners met in regular session on October 14, 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, and Anthony Witt, who were physically present. Commissioner Kevin Morrison was absent. Also present was Airport Manager Bill Sheley. Airport Engineer Mark Shillington attended virtually. The public could see and hear the meeting through Zoom 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 September 9, 2025. The motion carried.

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

Airport Engineer Shillington provided a review on updates to the Capital Improvement Plan (CIP). See summary below:

#### **FAA/INDOT:**

Airport has been requested to have a CIP Review and Coordination meeting with INDOT and FAA on Tuesday October 21, 2025. Both In-Person and Virtual options will be provided. Woolpert has prepared a draft 2026 CIP that will be used for the conversation. Please see attached CIP summary for review and comment. After Airport, INDOT, and FAA comments received, Woolpert will incorporate comments in November, submit a Final 2026 C65 CIP submittal to the FAA and INDOT prior to the deadline listed above.

Shillington stated he was looking for preliminary approval to proceed on the CIP summary provided. He asked Sheley if he had any input.

Sheley replied that they had a meeting next Tuesday with INDOT and the FAA to go over the CIP. He stated he planned to do it in front of his class so his students could sit in on it and see how a meeting goes. He stated when he and Curtis Brown of Woolpert were reviewing this they wanted to add a master plan. He explained he was not sure it was something they needed but Brown recommended that it would be something that they would need. He stated after sitting in at other meetings that he believed it should be something that they do.

Shillington recommended the board give Sheley and Brown approval to present the draft CIP and make changes as necessary. He believed there would be an opportunity at their next meeting as CIP's were due around Thanksgiving time. He stated the addition of a master plan may be an agenda item in the future and a master plan was generally a planning exercise to provide the FAA with a lot of information that they use to approve future projects.

Commissioners Witt and Houin moved and seconded to approve the draft 2026 CIP and authorization to submit to INDOT/FAA for use in CIP Coordination meeting with permission to make amendments. The motion carried.

Sheley added that one amendment that may be made was the fuel farm at the bottom may be moved up.

Shillington stated more progress was made on taxiway since the last meeting and when he left the airport that afternoon, they were planning to open the taxiway. He asked Sheley if that occurred.

Sheley replied that they told him late in the day that their crew that was going to come down and move all the barricades hit a two-inch gas line at the job they were at and they wouldn't be able to get away, so they would be coming down first thing in the morning to remove the last of the barricading and silt fencing.

Shillington stated other than some pavement cleanup work, there were a couple of water spots that did not drain so they grinded out some of the asphalt to help facilitate the drainage. He stated they need to finish that and get some seal coat on it. He stated aside from that Milestone was about clear. He added that Slushers had ran out of blanket to protect the grade from erosion if it rains, so they still had to finish that up.

Sheley stated they told him that they would be in tomorrow to finish that up as well.

Shillington provided the project status update for DIV A & DIV B as seen below:

**AIP 027-2022 (2024) AIP**

***Extend Parallel Taxiway Paving and Lighting – Construction***

**DIV A Project Status:**

- Subgrade; subbase; asphalt paving; and temporary paint markings completed as of September 2, 2025. All quality assurance testing (including taxiway pavement profilograph smoothness testing) met requirements and no negative payment adjustments required.
- Fence replacement, including wildlife skirting underneath fence, completed as of September 10, 2025.
- Swale area grading, topsoiling, and blanket seeding and staging area / soil stockpile mulch seeding completed as of September 11, 2025 with grass growth occurring.
- Work remaining includes painting permanent taxiway markings and blanket seeding taxiway shoulder disturbed by DIV B lighting work and placing the taxiway permanent paint markings. The blanket seeding is scheduled to occur the week prior the Board meeting if conditions are dry enough and the paint markings are scheduled for the day of Board meeting, Tuesday, October 14 if the seeding gets completed.  
NOTE: Board to approve Milestone Change Order No. 2 deducting \$8,138.95 and adding 10-calendar days to the completion time.

**DIV B Project Status:**

- Underground lighting infrastructure installation such as conduit; power cables; counterpoise wire and ground rods for lightning protection completed as of September 26, 2025.
- Taxiway lighting fixture installation and power cable vault building connections completed as of October 4, 2025. The edge lights were successfully operated continuously over a 24-hour period per the Lighting specifications.
- Work remaining includes relocating TWY A1 and A2 guidance signs and installing new TWY A3, A4, and A5 guidance signs.  
NOTE: Items requiring Change Order not determined. Changes to-date known includes 4 more edge lights removed than planned, increase \$636.00.

Shillington introduced Milestone Change Order No. 2, which deducts \$8,138.95 from their contract. He stated Change Order No. 1 added a little less than \$1,000 so overall DIV A work finished about \$7,000 less than the contract price. He recommended approval of Milestone's Change Order No. 2.

Commissioners Daven and Houin moved and seconded to approve Milestone's Change Order No. 2 as presented. The motion carried.

Shillington introduced the following invoices as seen below:

Attachment D: RFR #7 – Contractor Invoices.

- Woolpert Invoice dated September 9, 2025 in amount of \$ 111,844.75.
- Michiana Pay Application 5 dated September 25, 2025 in amount of \$ 46,471.07.
- Milestone Pay Application 3 dated September 19, 2025 in amount of \$ 781,629.47.

- Approval of supporting invoices. Authorization to submit RFR to FAA/INDOT.

Commissioners Houin and Witt moved and seconded to approve the supporting invoices as seen above and the associated AIP-027 RFR #7 as presented. The motion carried.

Shillington introduced the following Davis-Bacon Review Letters as seen below:

Attachment E: Davis-Bacon Review Letters.

- Milestone Invoice 3 Davis-Bacon review letter indicating compliance.
  - Michiana Invoice 5 Davis-Bacon review letter indicating conditional compliance.
  - **CONDITON:** Satisfactory explanation of \$6.76 per hour underpayment of one Electrician Apprentice.
- Approval of Davis-Bacon compliance determination for DIV A work and conditional compliance for DIV B work.

Shillington stated the discrepancy with Michiana Contracting was one of their electrician apprentices that they labeled as qualifying for their 70% pay program and he was \$6.76 underpaid if he was a 70% apprentice. He stated in his review of the Davis-Bacon Act, you can pay apprentices less than the minimum wage rates, but you need to pay them at the percentage that they are in the program. He explained there were some 50% apprentices that were paid more than 50% of the minimums but the 70% gentleman was paid less so he notified Michiana. He stated they are working to resolve that situation so he would request the board to approve the Milestone Davis-Bacon compliance letter as submitted and conditionally approve the Michiana Davis-Bacon compliance letter conditional on making the 70% apprentice identified whole with the minimum wage.

Commissioners Daven and Houin moved and seconded to approve the Davis-Bacon compliance determination for Milestone as submitted and conditionally approve compliance for Michiana on that 70% apprentice being compensated as suggested. The motion carried.

Shillington stated he was pleased with the taxiway and really enjoyed working with Milestone Contractors as they were very conscientious. He stated that Michiana Contracting was always professional with the progress of their work even if it can be erratic at times.

Houin asked why there were a lot of blown bulbs when they were doing tests.

Sheley replied that he had turned everything on for a week so people could see what they did and the bulbs on the runway are not used to being on all the time. He stated they were some older incandescent bulbs.

Shillington wished to add that Bane-Welker was given permission to order equipment.

Sheley stated he had called them today and he was told it would be a January delivery.

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

Subject: October 2025 BOAC Meeting

1. Concrete work:
  - Poles going up next 3-4 weeks.
  - Three Sona tubes for new light poles on NE and North side of Terminal Apron.
  - T-hangars C-1 & C-2 front 10' of badly cracked concrete replaced.
  - Extra pads at new double door to "A" hangar for stoop supports
2. Final seeding work for taxi started on 10/9; should have taxi open by 10/14, Michiana still finishing install of taxi signage.
3. Major event on 10/9 at airport: Alpha Flight signed contracts for 4 new training aircraft.
4. Gates for new NE drive off Lilac are in, should have them installed by the end of October.
5. 3 dozen lights burned out on runway from leaving them on for a week. Testing new system.
6. CMA working with Alpha Flight, possible 18 winter school students starting flight training.
7. SRE expected in January.
8. Aviation Indiana Conference starts today thru Thursday.
9. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

### **Other Business**

Sheley listed:

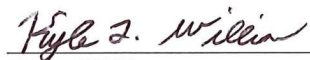
- CIP meeting with FAA and INDOT by Zoom on October 21<sup>st</sup>.
- Local interest in building hangar for Alphaflight. Plymouth Industrial Development Corporation (PIDCO) involved. Great opportunities with new taxiway.

### **Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- September 2025 Financial Reports

Commissioners Witt 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 Houin and Witt moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:09 p.m.



Kyle Williams  
Recording Secretary