

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

November 12, 2025

The City of Plymouth Board of Aviation Commissioners met in regular session on November 12, 2025, at 6:33 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, Airport Engineer's Mark Shillington and Curtis Brown were absent. Also present were Mayor Listenberger, City Attorney Jeff Houin, and Clerk-Treasurer Gorski. Airport Manager Bill Sheley arrived 25 minutes into the meeting. 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 October 14, 2025. The motion carried.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- October 2025 Financial Reports

Commissioners Morrison and Daven moved and seconded to accept the correspondence as presented. The motion carried.

Bockman stated that the new taxiway is looking good. While Houin commented that it was more organized than normal, by the end it was well done.

Personal conversations were held for 25 minutes during the meeting including the new arrival of Bockman's first grandchild, Jr. League Football and High School football season and players.

City Attorney Houin stated there are some action items in the Engineer's Report that will need to be considered. Based on the timelines that Engineer Brown listed, these will need be acted upon.

FAA/INDOT:

A CIP Review and Coordination meeting was held with INDOT and FAA on Tuesday October 21, 2025. The draft CIP was presented and a couple comments received. We have incorporated the comments and will need to submit a Final CIP to INDOT and FAA by November 30. Please see attached complete CIP submittal.

Associated with this, Woolpert has prepared three pre-applications for the 2026 projects identified in the CIP. These projects are:

- Taxiway A (Apron to A2) Rehabilitation – Design
- Improve Airport Drainage
- Wildlife Hazard Site Visit (WHSV) and Evaluation

Attachment A – C65 2026 CIP Submittal

Attachment B1-3 – Pre-Grant Applications

BOARD ACTION:

- Approval of Final 2026 CIP and authorization to submit to INDOT/FAA.
- Approval of Final 2026 Pre-Grant Applications and authorization to submit to INDOT/FAA.

Airport Manager's Report

Subject: November 2025 BOAC Meeting

1. *Rotating Beacon white light bulb replaced, \$50 bulb bought 2 didn't have a spare and had to wait 10 days to get one. Hired electrician to climb tower, he cleaned both lights good while replacing bulb.*
2. *Gates for new NE drive off Lilac are installed. Might build up some mounds of dirt around gate next summer with new tractor and left over dirt from taxi.*
3. *Total of 46 runway lights burned out from leaving on for a week, have all replaced and received 30 extras from Michiana, old incandescent bulbs.*
4. *Planning to finish up stoop over new double door to "A" in next few weeks*
5. *Runway & Ground Inspection Report: Attached*

Regards, Bill Sheley

Sheley reported that Don Jones had requested to build a private hanger on the airport ground with the same understanding that was given to Sherk when he built that hanger. Sheley speculated that the size of the hanger Jones requested to build would be similar size to the Lift Hanger.

Bockman asked Sheley if he was concerned about the lights. Sheley was not concerned as the lights are controllable by pilots coming into the airport. The bulbs that were replaced were old lights. Eventually we would need to replace the incandescent with LED lights.

Morrison asked if during the CIP discussions if the lighting was considered as a project.

Sheley stated that it was not considered as a project, the item that was discussed was moving the fuel farm project up on the list. IDEM is now doing grants with a 50% match for fuel farms.

Airport Engineer's Report

Commissioners Morrison and Houin moved and seconded to approve the Final 2026 CIP and the Final 2026 Pre-Grant Applications. The motion carried.

AIP 027-2022 (2024) AIP

Extend Parallel Taxiway Paving and Lighting – Construction

DIV A – PAVING (Milestone):

- Final paving and marking completed. Shoulder grading completed.
- Substantially complete, September 11, 2025.
- Pay Request submitted and recommended for approval by Engineer.
 - Retainage Request and Final Pay Application (punch list) pending

DIV B – ELECTRICAL (Michiana):

- All edge lights, guidance signs, and incidental work completed.
- Substantially complete, October 30, 2025
- Final Change order, Change Order 1 for \$6,780.23 for additional wire and 4 additional edge lights.
- Pay Request submitted and recommended for approval by Engineer.
 - Retainage Request and Final Pay Application (punch list) pending

Grant/Funding Summary

Administrative Fees unchanged
Project Engineering and Inspection – Anticipate cost to be equal or less than grant
Division A - \$6,780.23 Over Run
Division B - \$7,204.00 Under Run

After these pay applications, grant at 87.53% of total.

Attachment C – DIV A & B October FAA Weekly Reports

Attachment D – Change Order 1, Division B Michiana

Attachment E – Pay Applications for Division A & B, Woolpert, and FAA Request for Reimbursement.

BOARD ACTION:

- o Approval of DIV B Change Order No. 1 for \$6,780.23.
- o Approval of Division A Pay Application 4 for \$115,575.81
- o Approval of Division B Pay Application 6 for \$158,006.89
- o Approval of Woolpert invoice PTIN0045225 for \$83,560.00
- o Authorization to submit invoices and FAA RFR #8 for reimbursement by FAA

Sheley stated that after talking with Engineer Shillington that the total contract still fell under the original bid amount with this change order.

Commissioners Daven and Morrison moved and seconded to approve Change Order No. 1 as submitted. The motion carried.

Commissioners Houin and Morrison moved and seconded to approve payment of the 3 invoices above as submitted. The motion carried.


Commissioners Morrison and Daven moved and seconded to authorize submission of FAA RFR #8 as submitted. The motion carried.

Other Business

Sheley listed:

- The snow event earlier this week was an eye opener for the additional equipment that is needed with the additional pavement now. He will be leaning on the Street Department for plowing the runways when the streets are cleared. The new snow removal equipment will not be in until March.

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 7:20 p.m.



Kyle Williams
Recording Secretary