

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

December 9, 2025

The City of Plymouth Board of Aviation Commissioners met in regular session on December 9, 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, and Anthony Witt, who were physically present. Commissioners Ken Houin and Kevin Morrison were absent. Also present were Airport Manager Bill Sheley, Airport Engineer Curtis Brown, and City Attorney Jeff Houin. The public could see and hear the meeting through Zoom and streamed live at <https://www.youtube.com/@CityofPlymouth>.

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

Election of Officers

Commissioners Witt and Daven moved and seconded to retain the current slate of officers. The motion carried.

President – Phil Bockman
Vice President – Ken Houin
Secretary – Kevin Morrison

Set Meeting Dates and Times for 2026

Commissioners Witt and Daven moved and seconded to continue with the same meeting dates and times for 2026: the second Tuesday of each month at 6:30 p.m. in the Council Chambers of the City Building, 124 N. Michigan Street, Plymouth, IN 46563. The motion carried.

Airport Engineer's Report

Airport Engineer Curtis Brown listed the following updates with FAA/INDOT:

FAA/INDOT:

A Final Airport Capital Improvement Plan (CIP) has been prepared and submitted to FAA and INDOT on 11/14/25.

Woolpert has also prepared three pre-applications for the 2026 projects identified in the CIP. These were also submitted on 11/14. These projects are:

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

Brown stated that the next major deadline was Tax Day, which would be when they must make final applications based upon bids for any project that would be constructed. He explained with the projects listed above that there would be no construction but rather just professional services that need to be negotiated by April. He stated those should be complete in Q1 of next year to have those to board for review.

Brown provided the following updates on AIP-027:

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.
- Retainage Request submitted and recommended for approval by Engineer.
 - Final Pay Application (punch list) pending
 - \$69,069.90 Contract Value Remaining

DIV B – ELECTRICAL (Michiana):

- All edge lights, guidance signs, and incidental work completed.
- Substantially complete, October 30, 2025
- Retainage Request submitted and recommended for approval by Engineer.
 - Final Pay Application (punch list) pending
 - \$29,513.04 Contract Value Remaining

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 97% of total.

Attachment A – Pre-Final Closeout Letter**Attachment B – Plans and Specifications final Acceptance Certification****Attachment C – Division A Pay Application #5****Attachment C1 – Davis Bacon Certification****Attachment D – Division B Pay Application #7****Attachment D1 – Davis Bacon Certification****Attachment E – Woolpert Invoice 47019****BOARD ACTION:**

- Approval and acceptance of Pre-Final Closeout Letter and Plans and Specifications Certification
- Approval of Division A Pay Application 5 for \$207,209.70
- Approval of Division B Pay Application 7 for \$38,083.83
- Approval of Woolpert invoice PTIN0047019 for \$48,342.75 for construction inspection and coordination.
- Authorization to submit invoices, letter, certification, and FAA RFR #9 once prepared for reimbursement by FAA

Brown stated final inspection was scheduled and it acted more as a formality that would allow them to start doing the process of releasing retainages or getting project closeouts complete. He added they did have a punch list that would be completed in the Spring. He listed shoulder grading, seeding, and maintenance items. He anticipated either May or June for seeding and grading before they could close out this project but there should not be any activity between now and then. He recommended partial release of retainage for both contractors as they had done all the work. He stated there was no sense of holding 10% of their fee when all that's left was a little bit of seeding and grading. He recommended release of 7% of the retainage and holding 3% back, which was about 400-500% of the value of the work remaining. He stated with what we had held back, we should have enough money to be able to hire somebody new to complete the work that was remaining. He addressed the board action above in its entirety.

Commissioners Daven and Witt moved and seconded to approve the following board actions as listed above. The motion carried.

Airport Manager's Report

Subject: December 2025 BOAC Meeting

1. This past snow event showed how badly we need the new SRE.
2. New Plow coming that should work better for us on the F450.
3. Getting bids to log north woods and to clear East end 8 acres, will open sealed bids at Jan 2026 meeting. This will give more acreage for development near taxiway.
4. Having LIFT Hangar spray foam insulated, getting quotes-working towards heat and completing restroom.
5. We have interest in more private hangars being built.
6. Runway & Ground Inspection Report: Attached

Regards, Bill Sheley



Daven asked what the intention was of clearing out the woods.

Sheley replied that the intention was that they would have more property, without having to purchase it, that would be more accessible to the new taxiway for development.

Witt asked why there was a bigger push for clearing the 7.08-acre lot instead of the 8.42-acre lot.

Sheley replied that until the meeting we had today, his understanding was that the original intent of what we've been discussing was developing the far east end of our property. He stated they have now shifted gears and moved back in the other direction. He stated he may look at clearing both lots.

Witt asked who they was.

Sheley replied they would be AlphaFlight.

Witt believed it would be more ideal to be closer to where the fuel would be.

Sheley stated that was his thought as well and that was why our Airport Layout Plan (ALP) had purchase of property to the northwest to develop but everyone was looking at the east end of the field. He stated at this point he was looking at clearing whatever he could that's accessible. He stated it would make a nice place for a taxiway to come off for some "T" Hangars. He agreed that he would prefer it to be closer to the fuel farm. He stated it was property that could be cleared without any expenditure and could be developed in the future easily.

Witt asked how much would be logged.

Sheley replied that the intention would be to take everything they can. He stated they would even take logs that they wouldn't normally take, knowing they would be knocked down anyway, to be used for pallet type material. He added there was not a lot of money in it, but it was better than just knocking it down and burning it.

Daven stated for the wetlands, since they would just be leaving stumps, if there was a plan for the aesthetics of that.

Sheley explained that he did not know until today that there's a plan that it can be mitigated from wetlands at an expense and cleared as well. He stated he would continue to investigate that possibility for potential development.

Sheley stated he received a quote today to bring heat and water to the LIFT Hangar that was reasonable around \$11,000.

Witt asked if LIFT still left the hangar vacant in the Winter. Sheley agreed. Witt asked what the point for insulating and heating the hangar would be.

Sheley replied his intentions are when their five-year contract was up to see if they would be interested in just leasing it for summertime and we use it in the wintertime or if it's finished, lease it to someone with a bigger airplane that wants a nice, heated hangar. He figured it was best to move towards finishing it when we have the money available to do it.

Other Business

Other Business listed:

- Sheley added there had been enough activity at the airport now that we're getting a lot of additional interest from the city and other development entities.
- City Attorney Houin provided an update and rundown of recent events at the airport.
- Two priorities identified, Fuel Farm and AlphaFlight maintenance program.
- Upcoming need for space to accommodate future expansion of airport.
- AlphaFlight expected to need space in 2026/2027 school year. Woolpert and enFocus are involved in planning.
- Current plan proposed involves purchase of old Sear's building for classroom space and moving entrance to the airport up along the north property line of that building. Over the following year, proposed expansion and building of hangar space connected to that building would provide direct access to the apron for access to runway.
- Two buildings to the south were addressed. Ultimately would have to go with current proposed plan. Given Airport Drive is a city street, as long as there was a tenant at the current DC Garage building, roadway could remain open as it only turns into a private drive after that building.
- Purpose for moving roadway would be to get it further away from the intersection. Even when northbound traffic has stopped, traffic off Hoham Drive is still an issue. AutoPark had recently also closed off two of their entrances onto Michigan and where their remaining entrance was, you must be sure to look there as well. Additionally, the removal of the private drive would open the road crossing over to the back of the Sears building to become an extended ramp and not have to worry about traffic coming through that. Private drive access could also be gated off to provide access only to fuel trucks.
- Much of this discussion has involved local money, doing it so that federal money could kick in later for reimbursement once complete.
- PIDCO involvement was mentioned in planning.
- Working with Woolpert for 50% grant from IDEM for fuel farm. IDEM grant could accelerate original 2028 expected timeframe.
- Mobile refueler referenced but would not be eligible for IDEM funding. Would need to sell enough jet fuel to be able to pay for maintenance of mobile refueler. Current fuel sales do not reflect positive outlook on this currently.
- Red Rock Inn referenced. Would hope future development complements Airport but no real interest in airport acquiring property.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- November 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 Witt and Daven moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:39 p.m.

Kyle J. Williams

Kyle Williams
Recording Secretary